

Versant 80 Press



User Guide

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1 Before Using the Machine

This chapter describes how to use this guide, as well as about licenses.

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Preface

Thank you for selecting Versant 80 Press (hereafter referred to as “the machine”).

This guide describes how to operate the machine and the precautions you should follow during operation. To get the most out of the machine and to use it effectively, be sure to read this guide before use.

The guide assumes that you are familiar with a personal computer and that you are knowledgeable of computer networks. When you need additional information, refer to the manuals provided with the personal computer, operating system, and network products.

The machine supports printing and scanning with the Print Server. For capabilities of and how to operate the Print Server, refer to the manual supplied with your Print Server.

After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the machine.

Fuji Xerox Co., Ltd.

When you use this machine, we recommend that you change the system administrator's user ID and passcode immediately after installing the machine.

For more information on changing the passcode, refer to "System Administrator Settings" (P.543).

Warning:

This equipment will be inoperable when mains power fails.

Types of Manuals

The following guides are provided with the machine.

Accompanying Manuals

■ Safety Notes (Booklet)

The guide describes precautions you should follow for safe use and notes and restrictions on operations of the machine. Be sure to read the guide.

■ User Guide (this guide) (Software/Manual CD-ROM)

The guide describes all the necessary steps for using the Copy and Scan services with the control panel of the machine, how to load paper in a paper tray, daily maintenance, system settings procedures, and troubleshooting.

■ Print Driver Help

The help describes print features and operations.

■ CentreWare Internet Services Help

The help describes how to change various settings of the machine using a web browser, and how to import scanned data to a computer from the machine.

Important • To display the help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ User Guide (For Google Cloud Print™)

The manual describes how to use Google Cloud Print for printing.

Manuals Provided with Print Server

The Print Server to be connected to the machine comes with manuals. The manuals describe the features, operations, and configuration procedures for the Print Server. For the Print Server, refer to the manuals provided with the Print Server.

Guides for Optional Components

Optional components are available for this machine. Some of them come with user guides. The guides for optional components describe all the necessary steps for using the optional components and installing the software.

For details on how to use your 3rd vendor finisher and GBC® AdvancedPunch™, refer to the guides provided with the devices.

Using This Guide

This guide is intended for first time users and system administrators of the machine, and provides how to use the Copy and Scan services, how to load paper and replace consumables, system settings procedures, and troubleshooting.

Organization of This Guide

This guide consists of the following chapters:

■ **1 Before Using the Machine**

Describes how to use this guide, as well as safety notes, legal notices, and other important information you should read before using the machine.

■ **2 Product Overview**

Describes the basic information of the machine, such as the names of components, how to use the touch screen, how to switch the machine on and off, and how to exit the Power Saver mode.

■ **3 Paper and Other Media**

Describes the types of paper and other media that you can use on the machine and how to load media in a tray.

■ **4 Copy**

Describes the basic operations and features for the Copy service.

■ **5 Scan**

Describes the basic operations and features for the Scan services.

■ **6 Send from Folder**

Describes the basic operations and features to use folders.

■ **7 Job Flow Sheets**

Describes the operations to use a job flow created on a remote system.

■ **8 Stored Programming**

Describes the Stored Programming service that enables you to store customized job settings.

■ **9 Web Applications**

Describes the operations to connect to web applications.

■ **10 Media Print (Text and Photos)**

Describes the basic operations and features of Media Print that allows you to print image data and document files.

■ **11 Job Status**

Describes how to check job status and how to delete jobs.

■ **12 Computer Operations**

Describes operations performed from a computer, such as printing documents, importing scanned files, and operating CentreWare Internet Services.

■ 13 Tools

Describes the procedures to set up the system.

■ 14 CentreWare Internet Services Settings

Describes how to use CentreWare Internet Services.

■ 15 Printer Environment Settings

Describes the settings to use the Print feature on the machine.

■ 16 E-mail Environment Settings

Describes the settings to use various services via e-mail on the machine.

■ 17 Scanner Environment Settings

Describes the settings to use the Scan services on the machine.

■ 18 Encryption and Digital Signature Settings

Describes how to configure the machine to use the Encryption and the Digital Signature features with your communications and documents.

■ 19 Machine Status

Describes how to check the faults that occurred on the machine and to print various reports/lists.

■ 20 Authentication and Accounting Features

The machine has the Authentication feature to restrict the availability of services for each feature and the Accounting feature to manage the use of each feature based on the Login Type selected.

■ 19 Machine Status

Describes how to replace consumables and to clean the machine.

■ 22 Problem Solving

Describes troubleshooting procedures to solve the problems with the machine.

■ 23 Appendix

Contains a glossary of terms used in this guide.



Conventions



- The screen shots and illustrations used in this guide vary depending on the machine configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your machine configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this document, "Computer" refers to a personal computer or workstation.
- The following terms are used in this guide:
 - Important : Important information that you should read.
 - Note : Additional information on operations or features.

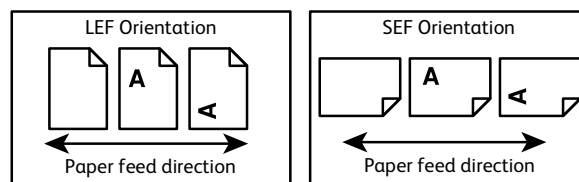
- The following symbols are used in this guide:

- | | | |
|------------|---|---|
| " " | : | <ul style="list-style-type: none"> A cross-reference included in this guide. Names of CD-ROM, features, and touch screen messages and input text. |
| [] | : | <ul style="list-style-type: none"> Folders, files, applications, button or menu names displayed on the touch screen. Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names. |
| < > button | : | Hardware buttons on the control panel. |
| < > key | : | Keys on the keyboard of the computer. |
| > | : | <ul style="list-style-type: none"> Path to a certain item within a procedure on the control panel. <p>For example: When you see the procedure "select [Tools] > [Setup] > [Create Folder]", this means that you need to select [Tools], select [Setup], and then select [Create Folder].</p> <ul style="list-style-type: none"> Path to a certain item within a procedure on a computer. <p>For example: When you see the procedure "to search for files and folders, click [Start] > [Search] > [For Files or Folders]", this means that you need to click [Start], click [Search], and then click [For Files or Folders] to search for files and folders.</p> |

- Orientation of documents or paper is described in this guide as follows:

 , Long Edge Feed (LEF): Loading documents or paper in portrait orientation when you view the machine from the front.

 , Short Edge Feed (SEF): Loading documents or paper in landscape orientation when you view the machine from the front.



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JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Libcurl

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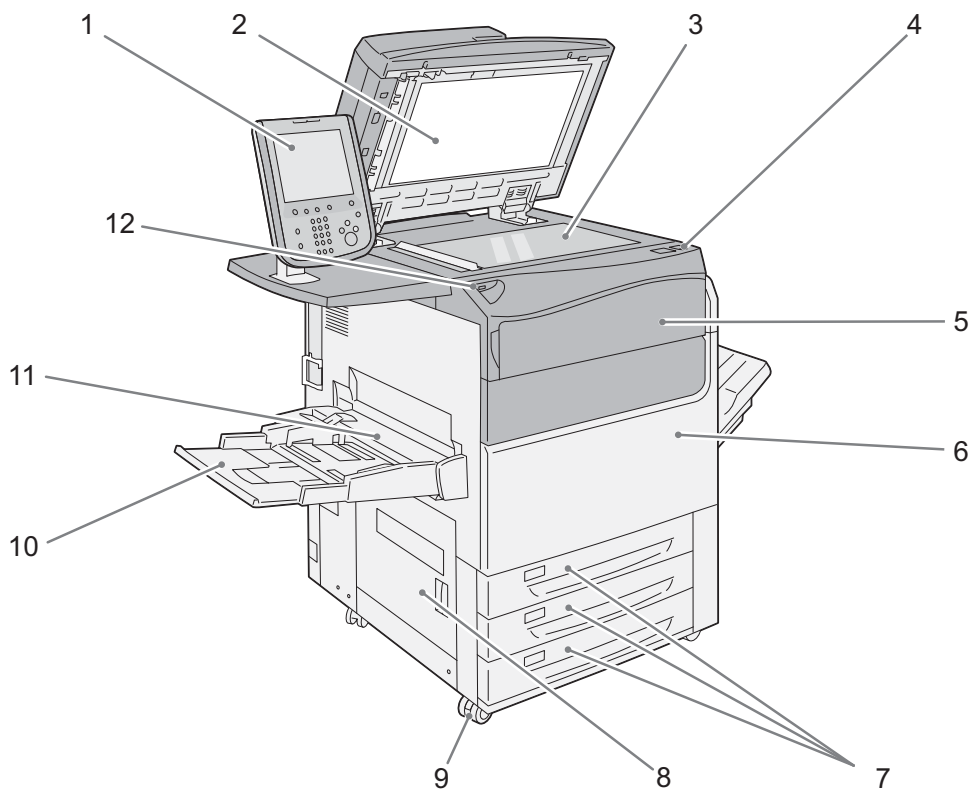
2 Product Overview

This chapter describes the basic information of the machine, such as machine components, how to switch the machine on and off, and how to use the touch screen.

• Machine Components	54
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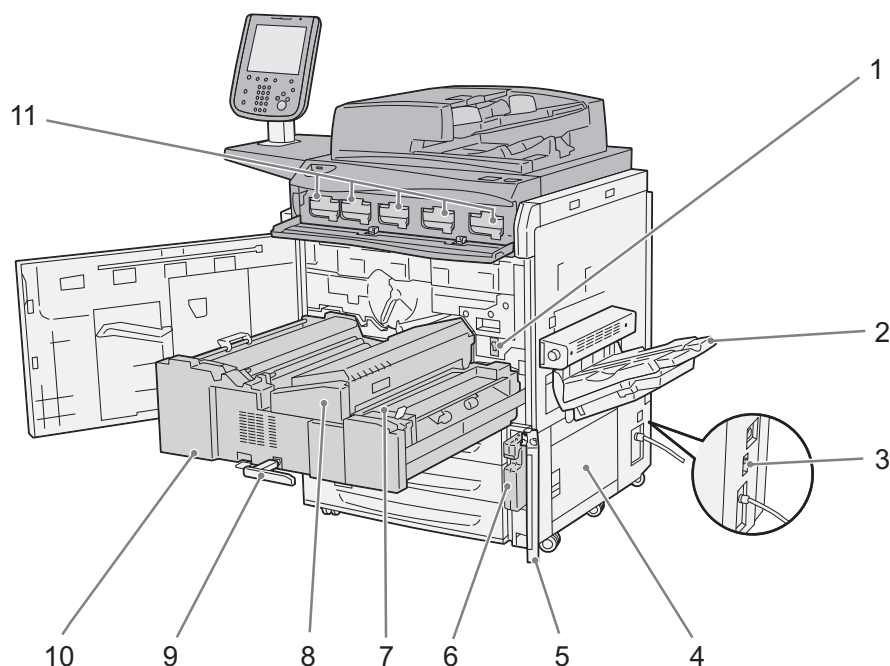
Machine Components

■ Main unit



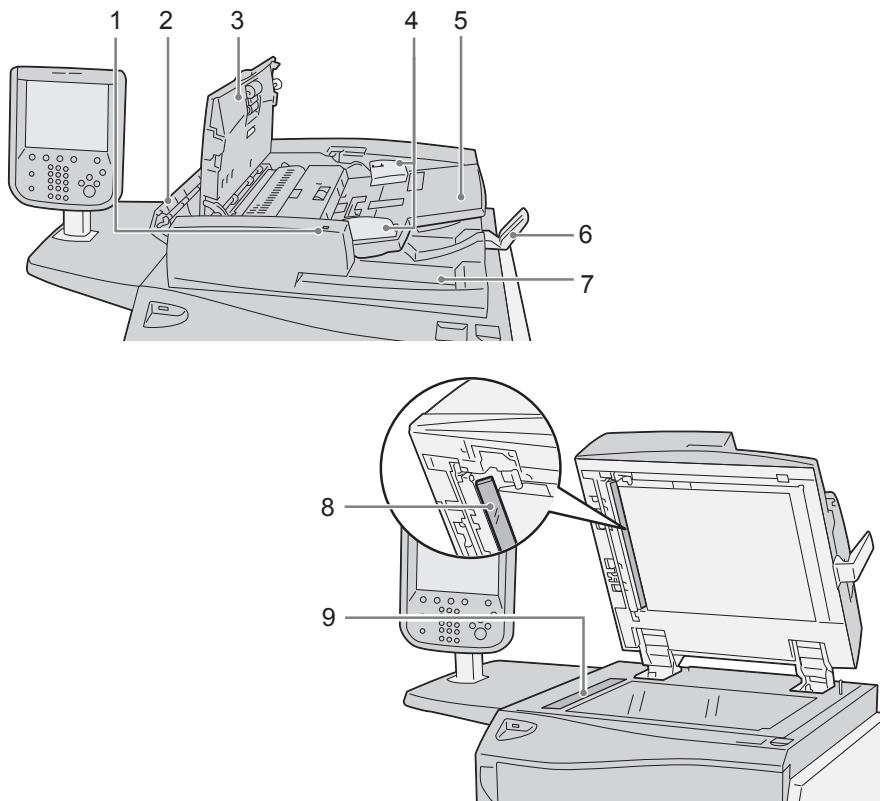
No.	Component	Function
1	Control panel	Consists of operation buttons, LED indicators, and a touch screen. For more information, refer to "Control Panel" (P.74).
2	Document cover	Holds a document in place.
3	Document glass	Load a document here.
4	Power switch	Switches the power of the machine on and off. For more information, refer to "Power Source" (P.64).
5	Machine front toner cover	Open this cover to replace toner cartridges.
6	Machine front door	Open this door to clear paper jams or replace consumables.
7	Tray 1, 2, 3	Load paper here. Note • The machine is not equipped with Tray 4.
8	Bottom left door	Open this door to clear paper jams.
9	Casters	Used to move the machine. Lock them after installation.
10	Tray 5 (Bypass)	Used for loading non-standard paper that cannot be loaded in Trays 1 to 3.
11	Tray 5 (Bypass) top cover	Open the top cover to clear paper jams.
12	USB memory slot	Insert a USB 2.0 memory device into this slot directly.

■ Inside and right views of the machine



No.	Component	Function
1	Main power switch	Switches the main power of the machine on and off. Always follow the instructions by the system administrator. Important • Always switch the power off before switching the main power off. For more information, refer to "Power Source" (P.64).
2	Offset Catch Tray (optional)	Outputs are delivered here.
3	Ground fault interrupter	Automatically turns the machine off when a current leakage is detected.
4	Bottom right door	Open this door to clear paper jams.
5	Waste toner container door	Open this door to replace the waste toner container.
6	Waste toner container	Used to collect waste toner.
7	Decurler (handle [2b])	Flattens curled paper. Open this decurler when clearing paper jams.
8	Fusing unit	Fuses toner on paper. Important • Do not touch this unit as it is extremely hot.
9	Handle	Used to pull out the transfer unit.
10	Transfer unit	Transfers toner images on the drum to paper. Open this unit to clear paper jams.
11	Toner cartridges	Contain toner (image forming power).

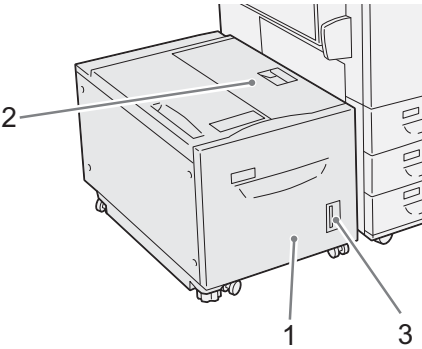
■ Duplex automatic document feeder



No.	Component	Function
1	Confirmation indicator	Lights up when a document is loaded correctly.
2	Document feeder left cover	This cover slightly opens when the document feeder top cover is opened. Open this cover widely to clear document jams.
3	Document feeder top cover	Open this cover to clear document jams.
4	Document guides	Use these guides to align the edges of documents.
5	Document feeder tray	Load documents here.
6	Document stopper	Holds large size documents such as A3 in place. Open this stopper rightward when using it.
7	Document output tray	Scanned documents are delivered here.
8	Constant velocity transport glass	Scans the back side of a loaded document.
9	Narrow glass strip	Scans the front side of a loaded document.

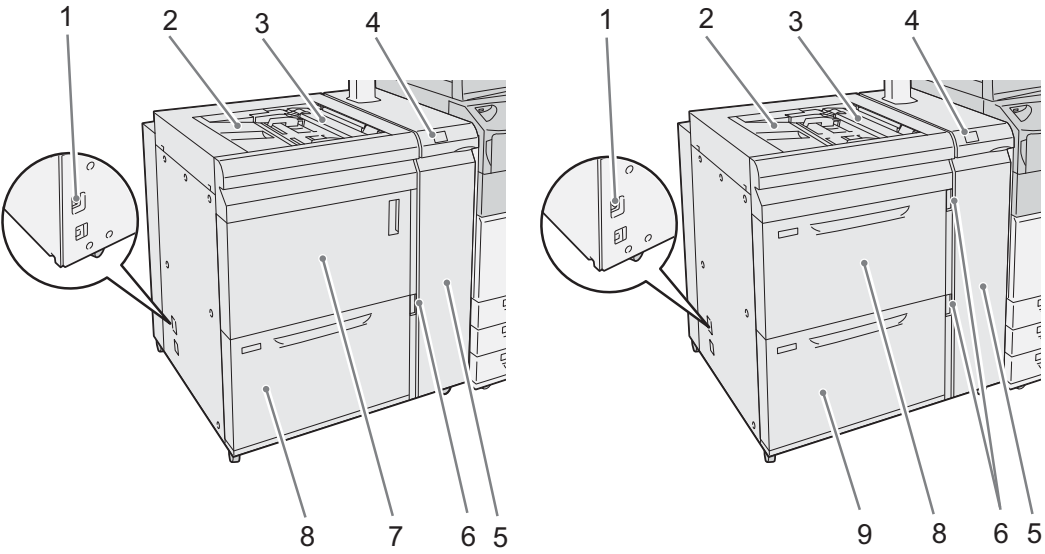
Note • In this guide, "duplex automatic document feeder" is referred to as "document feeder".

■ HCF B1 (optional)



No.	Component	Function
1	Tray 6	Load paper here.
2	Tray 6 top cover	Move Tray 6 (HCF B1) to the left and then open this top cover to clear paper jams.
3	Paper check window	The remaining amount of paper can be confirmed.

■ HCF B1-S (optional), High Capacity Feeder C3-DS (optional)

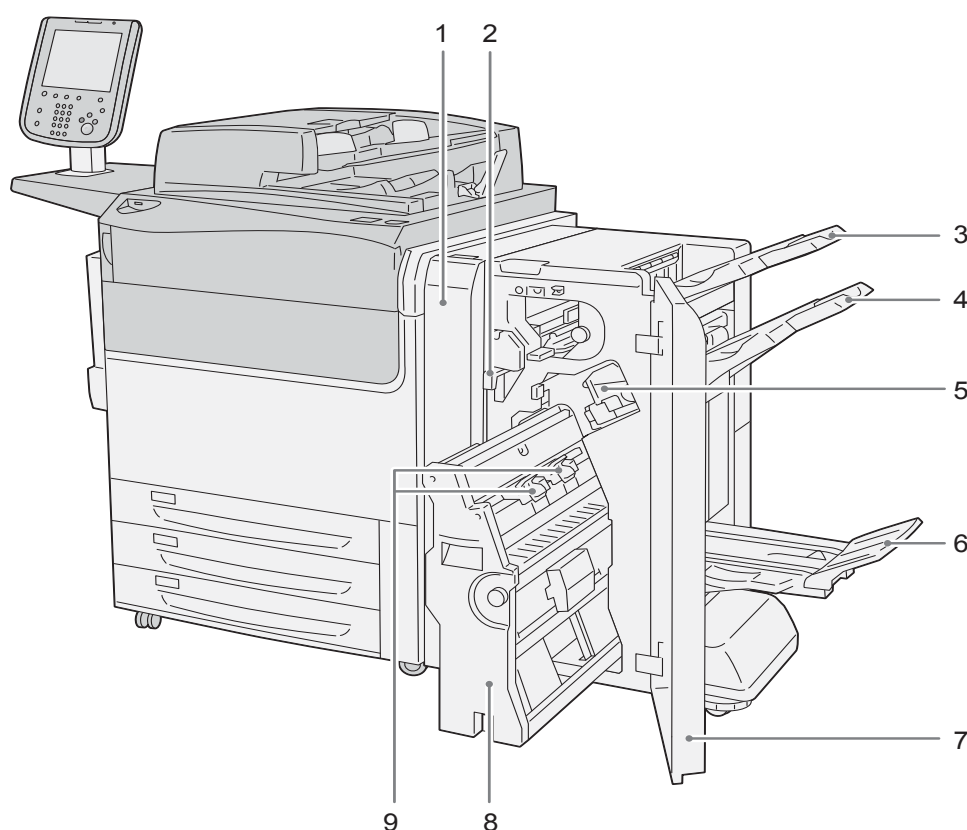


HCF B1-S

High Capacity Feeder C3-DS

No.	Component	Function
1	Ground fault interrupter	Automatically turns the machine off when a current leakage is detected.
2	Tray 5 (Bypass)	Used for loading non-standard paper that cannot be loaded in Trays 1 to 3, 6, and 7.
3	Tray 5 (Bypass) top cover	Open this cover to clear paper jams.
4	Error lamp	If a paper jam occurs, this lamp lights up.
5	Front door of the High Capacity Feeder	Open this door to clear paper jams. This unit conveys paper supplied from Tray 5 (Bypass), 6, and 7 to the machine.
6	Paper check window	The remaining amount of paper can be confirmed.
7	Consumable storage space	Store consumables and paper here.
8	Tray 6	Load paper here.
9	Tray 7	Load paper here.

■ C3 Finisher (optional), C3 Finisher with Booklet Maker (optional)

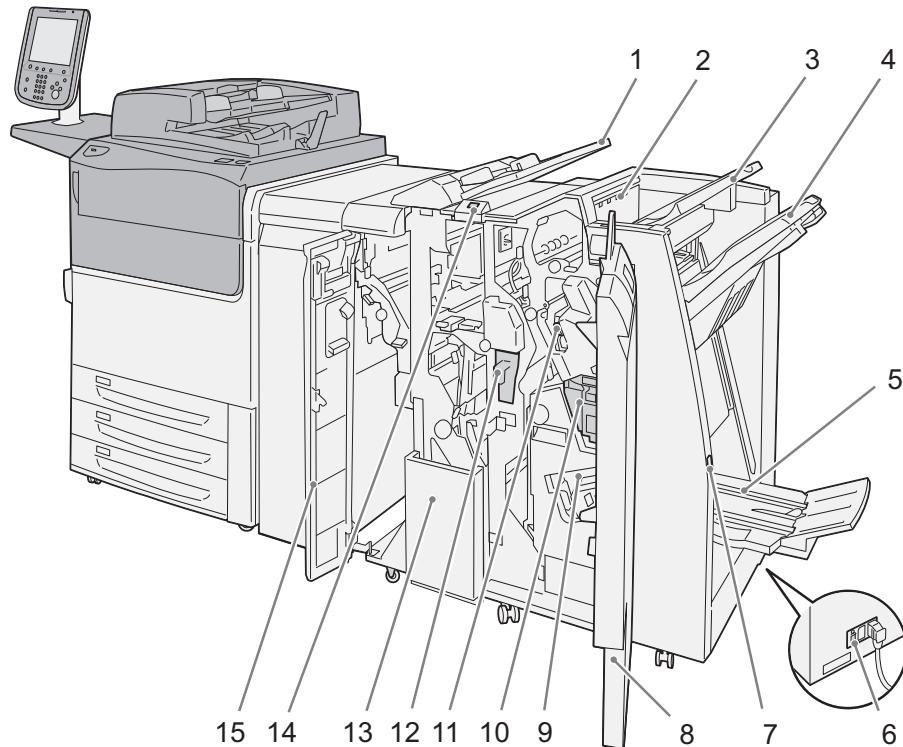


No.	Component	Function
1	Transport Unit V1 front door	Open this door to clear paper jams.
2	Hole punch waste container	Collects punch scraps from the puncher. Remove this container when discarding the punch scraps.
3	Output tray	Outputs are delivered here.
4	Finisher tray	Outputs are delivered here.
5	Staple cartridge	Staples are stored in this cartridge. Pull out this cartridge to replace staples or clear staple jams.
6	Booklet tray*	Bound booklets are delivered here.
7	Finisher front door	Open this door to clear paper or staple jams, replace staples, or discard punch scraps.
8	Booklet unit*	This unit is for folding outputs in half and stapling the folded outputs.
9	Booklet staple cartridges*	Two staple cartridges for booklet creation. Take out the cartridges when clearing staple jams, or when replacing them with new ones.

* : Available when the C3 Finisher with Booklet Maker is installed

Note • In this guide, "C3 Finisher" and "C3 Finisher with Booklet Maker" are referred to as "finisher".

■ **Finisher D4 (optional), Finisher D4 with Booklet Maker (optional), D4/D5 Folder Unit (optional), Finisher D5 (optional)**



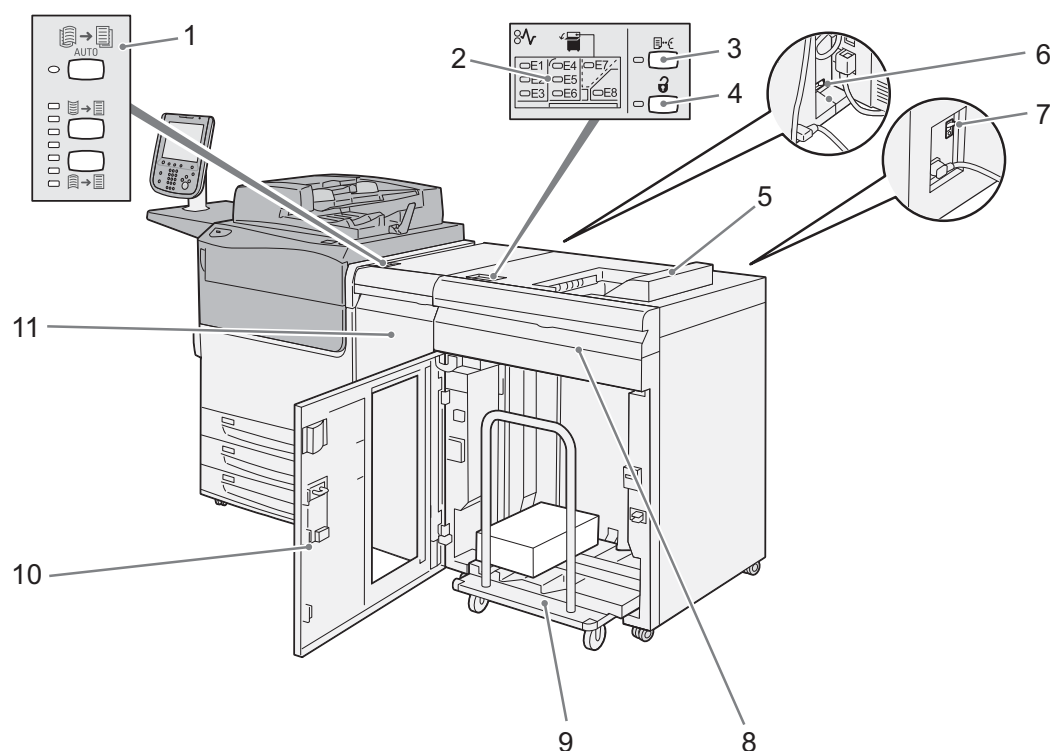
No.	Component	Function
1	Tray T1 (Insertor)	Load paper for covers or separators. Paper loaded here is not used for copying or printing.
2	De-curl button	Press this button to decurl copies.
3	Output tray	Outputs are delivered here.
4	Finisher tray	Outputs are delivered here.
5	Booklet tray ^{*1}	Receives copies when you select [Fold Only] or [Fold & Staple].
6	Ground fault interrupter	Automatically shuts off electricity in the event of current leakage.
7	Booklet tray button ^{*1}	Press this button to deliver booklets to retrieval position.
8	Finisher right door	Open this cover to clear paper jams, replace a staple cartridge, or remove jammed staples or punch scraps.
9	Booklet staple cartridges ^{*1}	Two staple cartridges for booklet. Remove these cartridges when replacing them with new ones, or when clearing staple jams.
10	Staple waste container	Receives scraps from the stapler. Take this container out when replacing it with a new one.
11	Staple cartridge	Contains staples. Take this cartridge out when replacing the cartridge with a new one, or when clearing staple jams.
12	Hole punch waste container	Holds punch scraps. Take this container out when removing scraps.
13	Folder output tray ^{*2}	Receives copies when you select [Z Fold] or [C Fold].
14	Folder output tray button ^{*2}	Press this button to open the folder output tray.
15	Finisher left door	Open this door to access the inside of the machine to clear paper jams.

^{*1} : Available when the Finisher D4 with Booklet Maker is installed

^{*2} : Available when the D4/D5 Folder Unit is installed

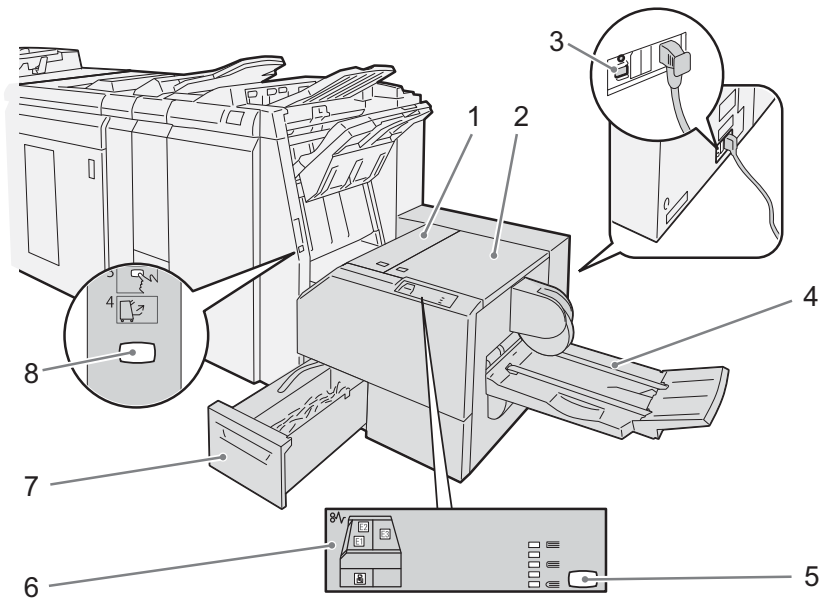
Note • In this guide, "Finisher D4", "Finisher D4 with Booklet Maker", and "Finisher D5" are referred to as the "finisher".

■ Interface Module (optional), High Capacity Stacker (optional)



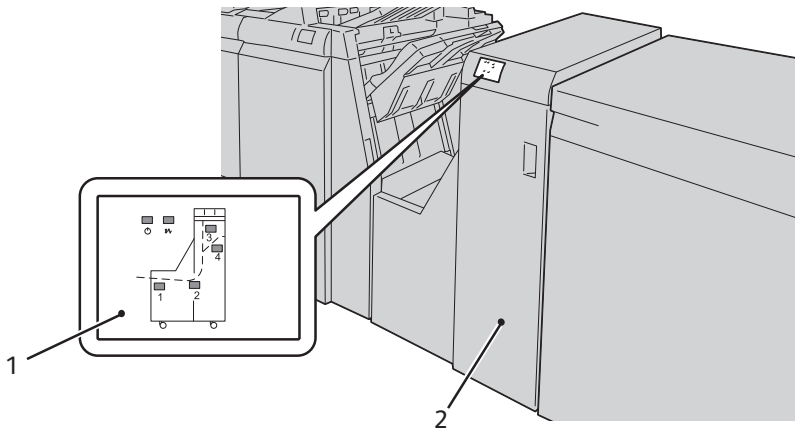
No.	Component	Function
1	De-curl button (Interface Module)	Eliminates curl of paper if curled when they were delivered.
2	Error lamp	If a paper jam occurs, the lamp of the jammed location lights up.
3	Sample button	Press this button to output a sample page to the stacker output tray.
4	Paper eject button	Press this button when removing paper after copying.
5	Stacker output tray	A sample page or sample set of a document is delivered in this tray.
6	Ground fault interrupter (Interface Module)	Automatically shuts off electricity in the event of current leakage.
7	Ground fault interrupter (High Capacity Stacker)	Automatically shuts off electricity in the event of current leakage.
8	Front top cover of the High Capacity Stacker	Open this cover when clearing paper jams.
9	Stacker cart	Delivers copied outputs.
10	Stacker front door	Open this door when removing paper.
11	Front door of the Interface Module	Open this door to clear paper jams.

■ Squarefold Trimmer Module (optional)



No.	Component	Function
1	Left cover of the Trimmer unit	Open this cover when clearing paper jams.
2	Right cover of the Trimmer unit	Open this cover when clearing paper jams.
3	Ground fault interrupter	Automatically shuts off electricity in the event of current leakage.
4	Booklet tray	Outputs are delivered here when [Fold Only], [Fold & Staple], or [Booklet Trimming / Pressing] is selected.
5	Squarefold setting button	Use this button to adjust the amount of pressure applied to the spine of booklets when the spine is flattened.
6	Error lamp	If a paper jam occurs, the lamp of the jammed location lights up.
7	Trimmer waste container	Collects scraps from the trimmer. Pull this container out when discarding the scraps.
8	Booklet tray button	Press this button to deliver booklets to retrieval position.

■ Finishing Transport Module (optional)



No.	Component	Function
1	Error lamp	Illuminates when a paper jam occurs.
2	Cover	Open this cover to clear paper jams.

Note

- The Finishing Transport Module is required to connect a 3rd vendor finisher to the Finisher D5.
- The 3rd vendor finisher may be unavailable in some countries or regions.

For details on the functions of your 3rd vendor finisher, refer to the manual supplied with the device.

Power Source

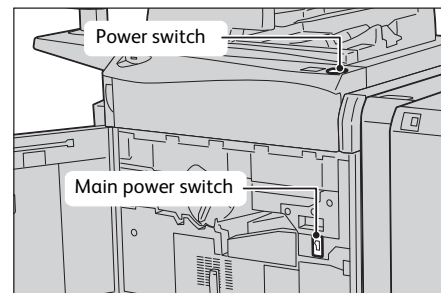
The machine is provided with the power switch and the main power switch.

■ Main power switch

When you press the main power switch to the [○] position, the <Main Power> indicator goes out on the right side of the control panel, and the machine powers off.

■ Power switch

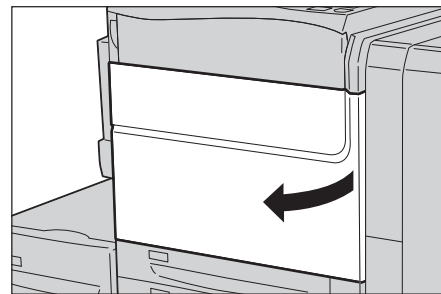
To use the machine, press the power switch to switch its power on. You can start operations after the machine warms up.



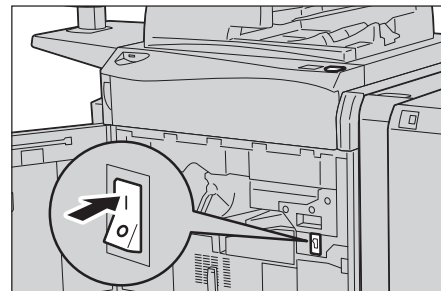
Switching the Main Power On

Important • Do not switch off the main power immediately after switching on the main power. This may damage the hard disk and the memory or cause a machine malfunction.

- 1 Make sure that the power cord is plugged in correctly.
- 2 Open the machine front door.



- 3 Press the main power switch to the [I] position to switch the main power on.
The <Main Power> indicator lights up on the control panel.



- 4 Close the machine front door.

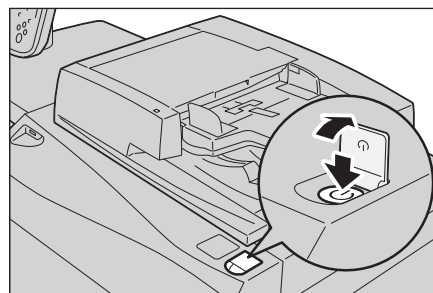
Switching the Power On

The machine takes approximately 5 seconds to warm up and to be ready to copy or print after switching the power on. This may take more time depending on your machine configuration.

Switch the power off at the end of the day or when not using the machine for an extended period of time.

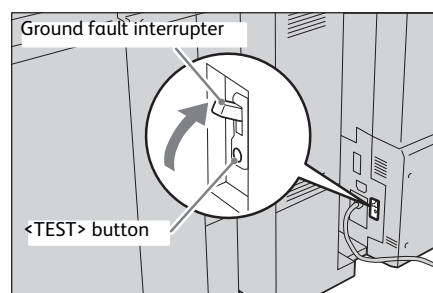
Use also the Power Saver feature to save power consumption while the machine is not in use. For information on the Power Saver feature, refer to "Power Saver Mode" (P.70).

- 1 Press the power switch to switch the power on.



Note

- The “Please wait...” message indicates that the machine is warming up. The machine is not available during warming up.
- If the machine is not powered on, check the following:
 - The power cord is plugged in.
 - The main power is switched on.
 - The <TEST> button is in the depressed position.
 - The ground fault interrupter is ON (upper position).



Switching the Power Off

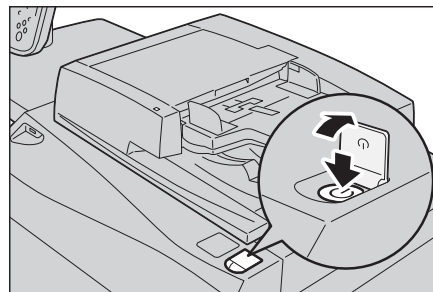
- Note** • You can switch the power off using CentreWare Internet Services. For more information, refer to the help of the CentreWare Internet Services.

- Important** • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

- 1 Before switching the power off, make sure that the machine has completed all copy or print jobs. Then, make sure that the <Data> indicator is not blinking.

- Important** • Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.
- While data is being received
 - While a job is being printed
 - While a job is being copied
 - While a job is being scanned
 - While data is being imported from a computer
- When switching the power off, wait 5 seconds after outputs have been delivered.

- 2 Press the power switch.



- Important** • Power off processing is performed internally on the machine for a while after the power is switched off. Therefore, do not switch the main power off immediately after switching the power off.
- When you switch the power off, the <Power Saver> button on the control panel may continue blinking even after the touch screen goes dark. It means the cooling process is in progress. The process takes up to about 30 to 60 minutes depending on the internal temperature of the machine. Do not switch the main power off until the light of the <Power Saver> button goes off.

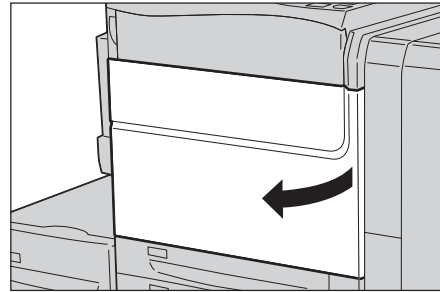
Note

- When powering the machine on after it has been switched off, wait 10 seconds after the touch screen has gone dark.

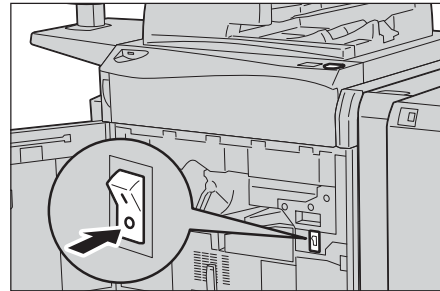
Switching the Main Power Off

- Important**
- Do not switch the main power off while the touch screen displays a screen or the <Power Saver> button blinks. Switching off the main power may damage the hard disk and the memory or cause a machine malfunction.
 - When you switch the power off, the <Power Saver> button on the control panel may continue blinking even after the touch screen goes dark. It means the cooling process is in progress. The process takes up to about 30 to 60 minutes depending on the internal temperature of the machine. Do not switch the main power off until the light of the <Power Saver> button goes off.
 - Switch the main power off first when unplugging the power cord. Unplugging the power cord with the main power on may damage the hard disk and the memory or cause a machine malfunction.

- 1 Make sure that the power is switched off.
- 2 Make sure that the touch screen is blank and the <Power Saver> button does not light up.
- 3 Open the machine front door.



- 4 Press the main power switch to the [○] position to switch the main power off.
The <Main Power> indicator goes out on the control panel.



- 5 Close the machine front door.

Ground Fault Interrupter

The machine is provided with a ground fault interrupter.

In the event of a current leakage, the ground fault interrupter will automatically cut off the power circuit to prevent any leakage or fire from occurring.

The ground fault interrupter is normally ON (upper position).

Check that the ground fault interrupter works properly at least once a month. If you have any problems with the ground fault interrupter, contact our Customer Support Center.

For information on how to check if the ground fault interrupter is working, refer to the Safety Notes.

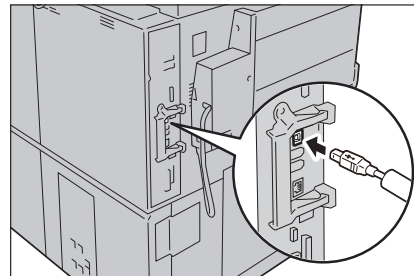
Interface Cables

When connecting the machine directly to a computer, use the USB interface. When connecting the machine to a network, use the Ethernet interface.

Using the USB Interface

The USB interface of the machine supports USB 2.0.

- 1 Press the power switch to switch off the power.
- 2 Make sure that the touch screen is blank and the <Power Saver> button is not lighting up.
- 3 Open the machine front door.
- 4 Press the main power switch to the [○] position to switch off the main power.
- 5 Connect the USB cable to the USB 2.0 interface connector.



- 6 Connect the other end of the USB cable to the computer.
- 7 Press the main power switch to the [I] position to switch on the main power.
- 8 Close the machine front door.
- 9 Press the power switch to switch on the power.
- 10 Restart the computer.

For more information on setting items, refer to "Printer Environment Settings" (P.563).

Using the Ethernet Interface

The Ethernet interface of the machine supports the following three types.

- 1000BASE-T
- 100BASE-TX
- 10BASE-T

Note

- 1000BASE-T is optional.
- The machine supports IEEE802.3az (a compliance standard of wired LAN) which reduces the power consumption of the Ethernet equipment while suspending data transmission. To use this feature, both of the equipment need to support IEEE802.3az.

- 1 Press the power switch to switch off the power.
- 2 Make sure that the touch screen is blank and the <Power Saver> button is not lighting up.
- 3 Open the machine front door.

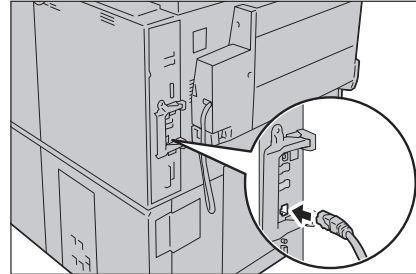
4 Press the main power switch to the [O] position to switch off the main power.

5 Connect the network cable to the Ethernet interface connector.

Note • Always use the correct network cable with your network connection. When you replace the cable, contact our Customer Support Center.

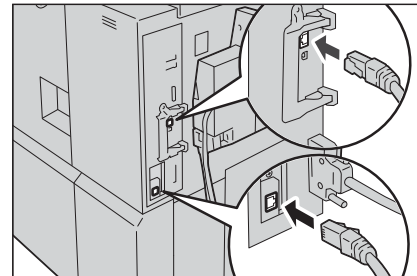
- When the Secondary Ethernet (optional) is not installed

Note • To use the connector as 1000BASE-T, the Gigabit Ethernet (optional) is required.



- When the Secondary Ethernet (optional) is installed

Note • The Secondary Ethernet connector supports 1000BASE-T only.
• To use the standard Ethernet connector as 1000BASE-T, the Gigabit Ethernet (optional) is required.



6 Press the main power switch to the [I] position to switch on the main power.

7 Close the machine front door.

8 Press the power switch to switch on the power.

For more information on setting items, refer to "Printer Environment Settings" (P.563).

Power Saver Mode

The machine is equipped with the Power Saver mode that reduces the power consumption by saving the electricity to the machine when no copy or print data is received for a specified time.

The Power Saver has two modes: the Low Power mode and the Sleep mode.

When you do not use the machine for a specified period of time, the machine enters the Low Power mode.

When time exceeds the time specified in the Low Power mode, the machine then enters the Sleep mode.

■ Low Power Mode

In this mode, the power to the control panel and fusing unit is lowered to save power.

The touch screen goes out, and the <Power Saver> button on the control panel lights up. To use the machine, press the <Power Saver> button. The <Power Saver> button goes out to indicate that the Power Saver feature is exited.

■ Sleep Mode

In this mode, the power is lowered more than in the Low Power mode.

The touch screen goes out, and the <Power Saver> button on the control panel lights up. To use the machine, press the <Power Saver> button. The <Power Saver> button goes out to indicate that the Power Saver feature is exited.

The Sleep mode requires more time for the machine to exit and to be ready for use than the Low Power mode.

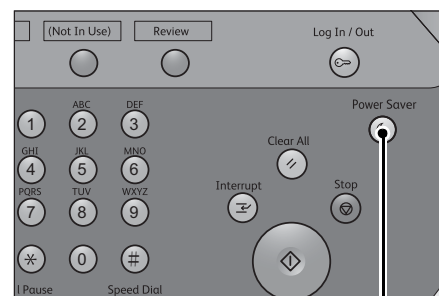
- Note**
- When the option is connected to the machine and operated as the following, the Low Power mode is exited automatically without pressing the <Power Saver> button. This automatic exiting is not available when the machine enters the Sleep mode. To use the automatic exiting, set a greater difference to the Sleeping mode and the Low Power mode entering time. For information on changing time to enter each mode, refer to "Changing the Interval for Entering Power Saver Mode" (P.71).
 - Touch the IC Card Reader (sold separately) with a card.
 - When the machine enters the Low Power mode while a user is authenticated, the machine exits the authentication mode.

Entering the Power Saver Mode

- Note**
- To enter the Power Saver mode by pressing the <Power Saver> button, specify a longer time period in [From Last Operation to Sleep Mode] than in [From Last Operation to Low Power Mode] under [Power Saver Timers]. For information on [Power Saver Timers], refer to "Power Saver Timers" (P.423).

1 Press the <Power Saver> button.

- Note**
- The machine will not enter the Power Saver mode while a job is being processed. Press the <Power Saver> button after the job is completed.



<Log In/Out> button

Exiting the Power Saver Mode

- 1 Press the <Power Saver> button.



Also, the Power Saver mode is exited in the following instances.

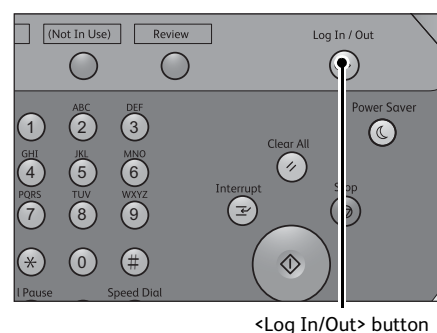
- Receiving a job
- Selecting [Apply] in CentreWare Internet Services

Changing the Interval for Entering Power Saver Mode

You can set the time to elapse until the machine enters the Low Power mode and the Sleep mode from 1 to 240 minutes in 1 minute increments.

- Note**
- If the preset time period is the same for the Low Power mode and the Sleep mode, the machine directly enters the Sleep mode without entering the Low Power mode first.
 - When the machine operates normal printing or Sample Set printing while the control panel remains lit off and the machine is in the Power Saver mode, only the output device exits the Power Saver mode. In this case, the machine enters the Sleep mode 15 seconds later without following this setting by factory default.

- 1 Press the <Log In/Out> button.



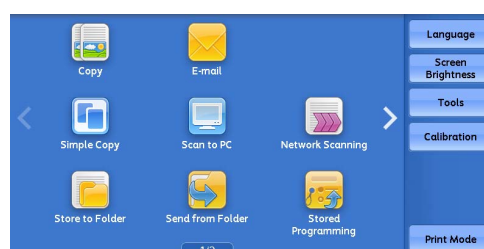
- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

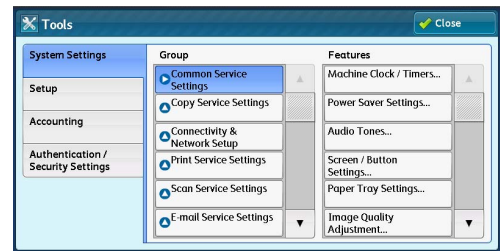
- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.

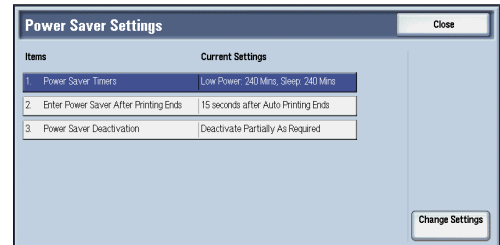
- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.



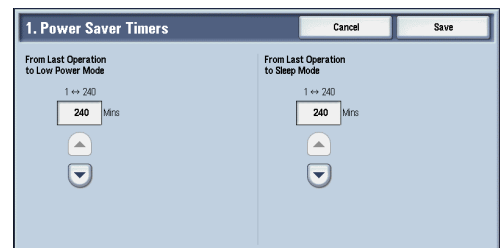
- 4 Select [System Settings] > [Common Service Settings] > [Power Saver Settings].



- 5 Select [Power Saver Timers], and then select [Change Settings].



- 6 Using [▲] and [▼], set the time to elapse until the machine enters the Power Saver mode, in 1 minute increments.



■ From Last Operation to Low Power Mode

Set the time to elapse from the last operation until the machine enters the Low Power mode.

Note • The default value for [From Last Operation to Low Power Mode] is [1] minute. You cannot disable the Low Power mode.

■ From Last Operation to Sleep Mode

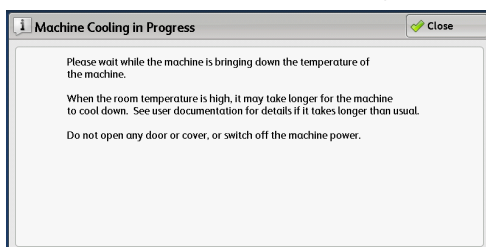
Set the time to elapse from the last operation until the machine enters the Sleep mode.

Note • The default value for [From Last Operation to Sleep Mode] is [1] minutes. To enable the machine to enter the Low Power mode before the Sleep mode, you must set a longer period of time for [From Last Operation to Sleep Mode] than for [From Last Operation to Low Power Mode].

- 7 Select [Save].
- 8 Select [Close] repeatedly until the [Tools] screen is displayed.
- 9 Select [Close].

Cooling Mode

The machine enters the Cooling mode if the internal temperature rises too high. In this mode, the screen below is displayed.

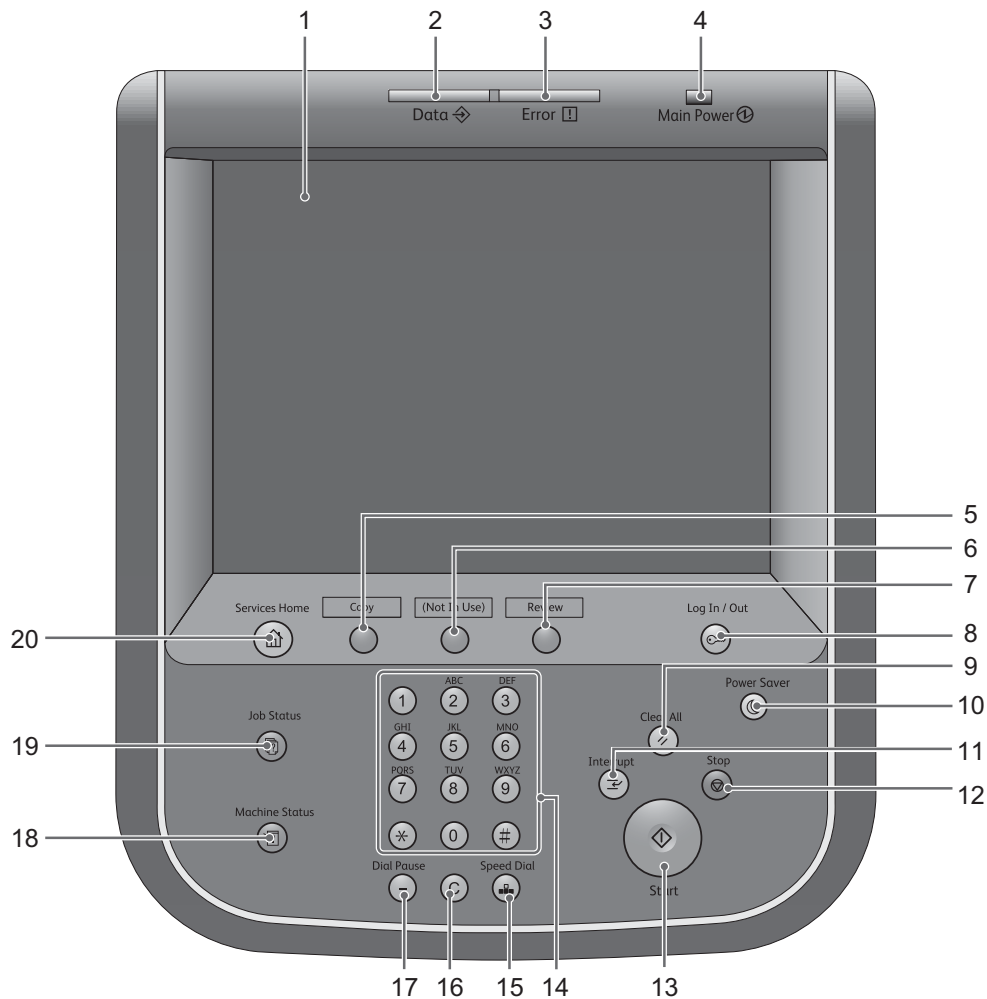


The screen disappears when the internal temperature declines below a certain temperature. Wait until the screen disappears.

It may take longer time if the room temperature is relatively high. In such a case, it is recommended to lower the room temperature.

- Note**
- Selecting the [Close] button in the above screen forcibly closes the screen. This, however, does not shut down the cooling phase and the machine remains inactive until the internal temperature declines to a predetermined temperature. You must wait until the message "Machine Cooling in Progress" disappears in the upper left hand corner of the screen.
- Important**
- It is important to remember that the user must leave the machine powered on during the cooling phase because the internal fan is operating. Do not open the machine front door or turn the power off.

Control Panel



No.	Component	Function
1	Touch screen	Displays messages required for operation and buttons for various features. You can directly touch the touch screen to instruct operations and set features.
2	<Data> indicator	Blinks when the machine is sending or receiving data. This indicator lights up when data is stored in the machine's memory. You can check stored scan files in a Folder List. For information on the Folder List, refer to "Folder List" (P.626). You can change the blink pattern of the <Data> indicator. For more information, refer to "Data Indicator" (P.456).
3	<Error> indicator	Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the machine, including paper jams and running out of paper. If the <Error> indicator blinks, contact our Customer Support Center. If the <Error> indicator lights up, refer to "Problem Solving" (P.727).
4	<Main Power> indicator	Lights up when the main power is switched on. Note <ul style="list-style-type: none"> If the main power is not switched on, the machine will not be powered on even when the power is switched on.

No.	Component	Function
5	<Custom Button 1> (Copy)	"Copy" is assigned to this button by default. Press this button to display the [Copy] screen. For information on how to assign a service to the button, refer to "Assigning Services to the Custom Buttons" (P.78).
6	<Custom Button 2> (Not in Use)	Press this button to call its associated service. To the button, you can assign [Language] or any service displayed on the Services Home screen. For information on how to assign a service to the button, refer to "Assigning Services to the Custom Buttons" (P.78).
7	<Custom Button 3> (Review)	"Review" is assigned to this button by default. On the [Review] screen, you can check a list of the status of Copy and Scan services whose settings have been changed from the defaults. You can also check the details of e-mail recipients. For information on how to assign a service to the button, refer to "Assigning Services to the Custom Buttons" (P.78).
8	<Log In/Out> button	Lights up when a user is authenticated in the System Administration mode, the Authentication mode, or the Accounting mode. Press this button to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode. Also press this button to exit these modes.
9	<Clear All> button	Returns the settings you made to the default values. The machine returns to the same state as when it is powered on.
10	<Power Saver> button	When the machine is not used for a while, it enters the Power Saver mode to reduce power consumption. When the Power Saver mode is active, the <Power Saver> button lights up. Press this button to enter or exit the Power Saver mode.
11	<Interrupt> button	Press this button to suspend a copy or print job in progress to have the machine process another job. During the Interrupt mode, the <Interrupt> button lights up. Pressing the <Interrupt> button again exits the Interrupt mode and resumes the suspended job. For notes and restrictions on the Interrupt mode, refer to "Notes and Restrictions on the Interrupt Mode" (P.997).
12	<Stop> button	Press this button to pause the current copy job or communications.
13	<Start> button	Press this button to start scanning a document.
14	Numeric keypad	Use the numeric buttons on the keypad to enter the number of copies, passwords, and other numerical values.
15	<Speed Dial> button	This button is not for use.
16	<C (Clear)> button	Press this button to cancel a numerical value you have entered with the numeric keypad.
17	<Dial Pause> button	This button is not for use.
18	<Machine Status> button	Press this button to check the machine status and meters, to check the status of the consumables, and to print reports.
19	<Job Status> button	Press this button to check or cancel the current job, to check or print stored jobs, or to check completed jobs.
20	<Services Home> button	Press this button to display the Services Home screen. You can change the services displayed on the Services Home screen. For more information, refer to "Customizing the Services Home Screen" (P.79).

Screens and Buttons Displayed

You can change the services displayed on the touch screen or the features assigned to the buttons to make best use of the machine.

The following describes how to change the screen default, the services displayed after Auto Clear, the services displayed on the Services Home screen, and the services assigned to the custom buttons, and how to adjust the screen brightness.

Note • The following settings may have been changed by the system administrator. Use the machine according to the changes that have been made.

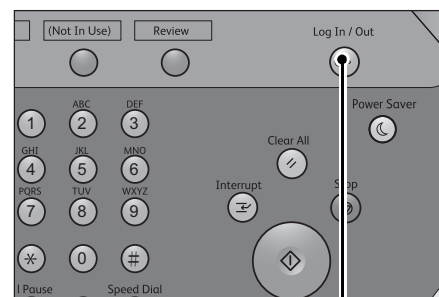
For information on how to change the other settings of the control panel, refer to "Screen/Button Settings" (P.425).

Setting the Initial Screen

You can change the screen displayed when the machine is turned on or the Power Saver mode is deactivated.

The Services Home screen is displayed by factory default.

- 1 Press the <Log In/Out> button.

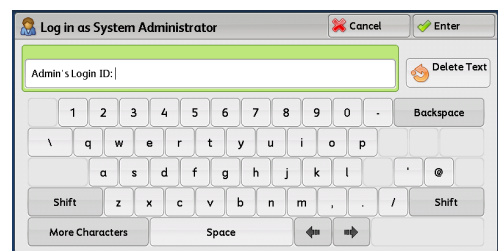


<Log In/Out> button

- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

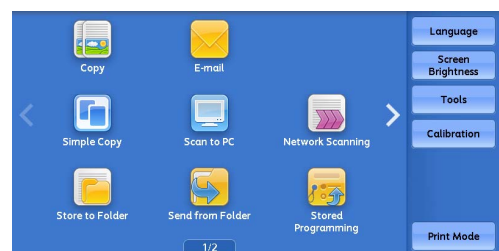
When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

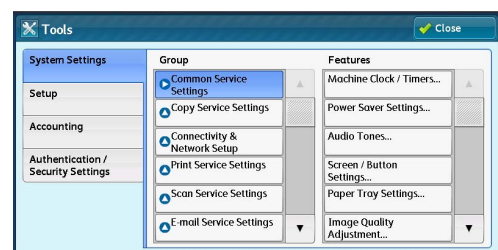


- 3 Select [Tools] on the Services Home screen.

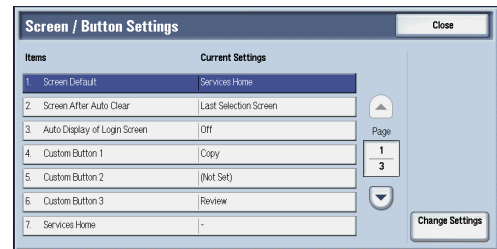
Note • When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.



- 4 Select [System Settings] > [Common Service Settings] > [Screen/Button Settings].

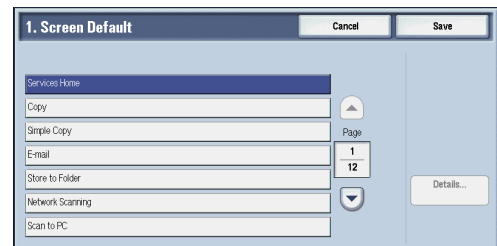


- 5 Select [Screen Default], and then select [Change Settings].



- 6 Select a service you want to display.

Note • Select [▲] to display the previous screen or [▼] to display the next screen.



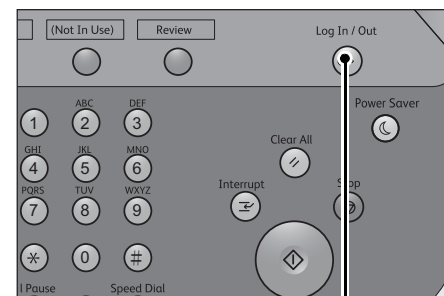
- 7 Select [Save].

Setting the Screen Displayed after Auto Clear

You can select the screen to be displayed after Auto Clear from [Last Selection Screen] or [Services Home].

For information on Auto Clear, refer to "Auto Clear" (P.421).

- 1 Press the <Log In/Out> button.

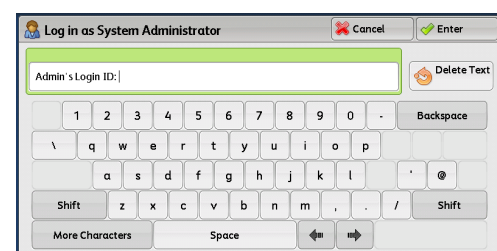


<Log In/Out> button

- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

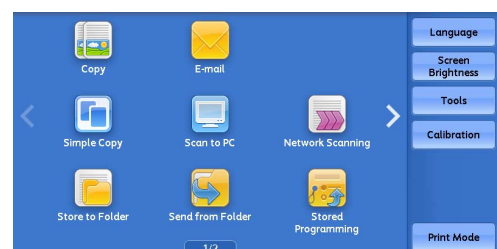
When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

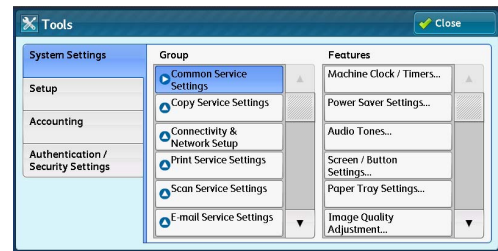


- 3 Select [Tools] on the Services Home screen.

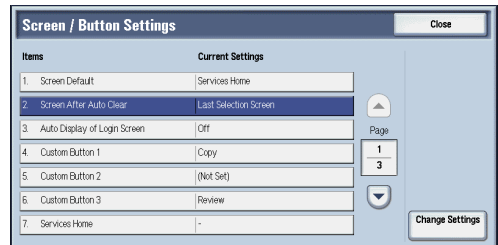
Note • When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.



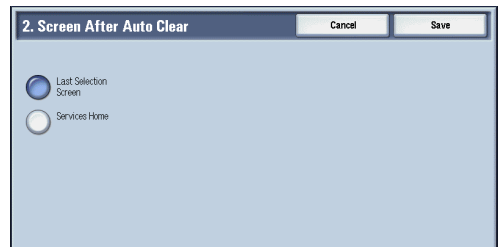
- 4 Select [System Settings] > [Common Service Settings] > [Screen/Button Settings].



- 5 Select [Screen After Auto Clear], and then select [Change Settings].



- 6 Select [Last Selection Screen] or [Services Home].



- 7 Select [Save].

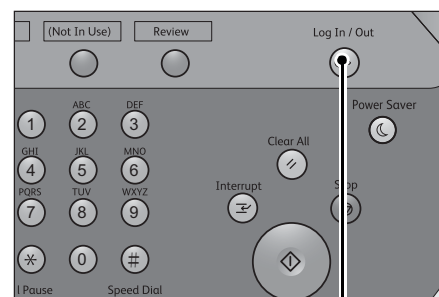
Assigning Services to the Custom Buttons

You can assign services to the custom buttons on the control panel: Custom 1 to Custom 3.

By assigning frequently-used services to the custom buttons, you can switch to the services without returning to the Services Home screen.

Note • By default, "Copy" is assigned to <Custom Button 1> and "Review" is assigned to <Custom Button 3>. No service is assigned to <Custom Button 2>.

- 1 Press the <Log In/Out> button.

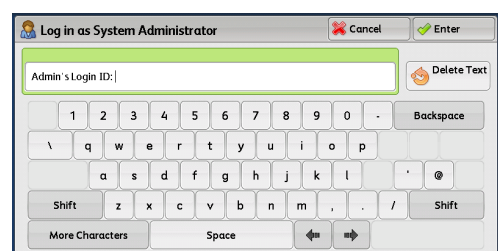


<Log In/Out> button

- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

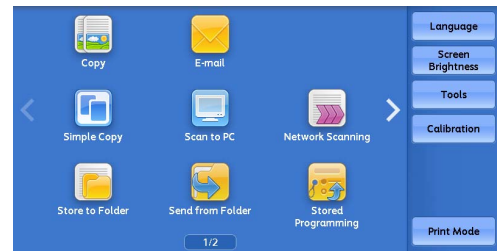
When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

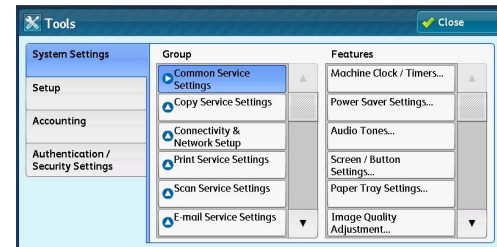


3 Select [Tools] on the Services Home screen.

- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.

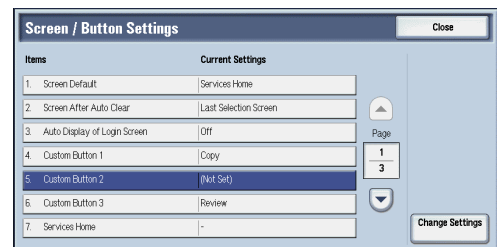


4 Select [System Settings] > [Common Service Settings] > [Screen/Button Settings].



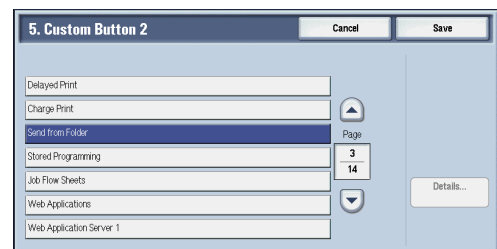
5 Select [Custom Button 2], and then select [Change Settings].

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.



6 Select [Send from Folder]

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.
 - The layout of the buttons in this screen corresponds to the layout of those on the Services Home screen.



7 Select [Save].

Customizing the Services Home Screen

You can customize the layout of services and buttons on the Services Home screen that is displayed when you press the <Services Home> button on the control panel.

For information on how to customize the Services Home screen, refer to "Customizing the Services Home Screen" (P.79).

- Note**
- Services not supported by the machine will not be displayed on the screen. Grayed out buttons cannot be used as a result of malfunctioning.

- Copy
- Simple Copy
- Store to Folder
- E-mail
- Scan to PC
- Send from Folder
- Network Scanning
- Stored Programming
- Store & Send Link

Note • This service is displayed when the User Authentication feature is used.

- Web Applications
- Store to WSD

Note • WSD stands for Web Services on Devices.

- Store to USB
- Media Print - Text
- Job Flow Sheets
- Media Print - Photos
- Custom Services

Note • This service is for service representative use. For more information, contact our Customer Support Center.

- Language
- Screen Brightness
- Setup
- Calibration
- Lockout Printer/Release Printer

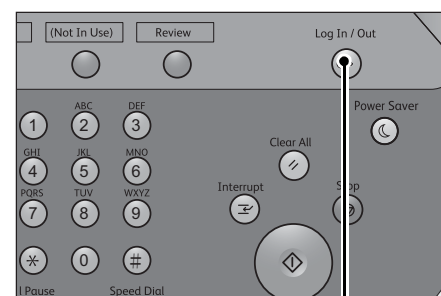
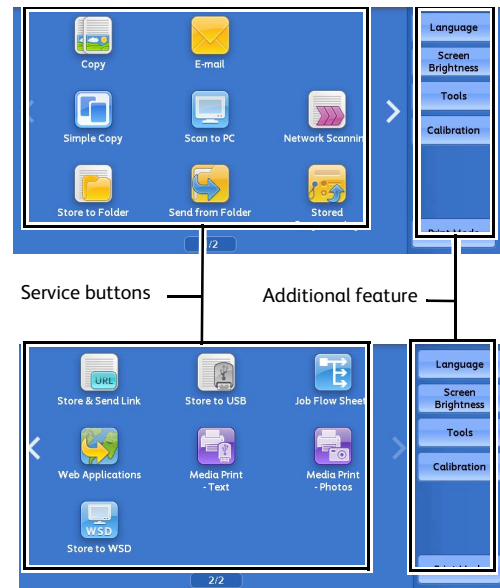
Note • [Lockout Printer]/[Release Printer] is not displayed by default. To display this feature, select [Allow User to Lock Out] in [Printer Lockout] under [Tools] > [System Settings] > [Common Service Settings] > [Machine Clock/Timers], and then assign the feature to a button on the [Services Home - Additional Features] screen.

■ Services Home

You can select service buttons, which are displayed on the Services Home screen.

If you select [(Not Assigned)], the position of the selected button becomes blank.

- 1 Press the <Log In/Out> button.



<Log In/Out> button

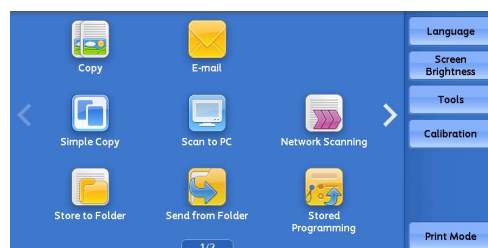
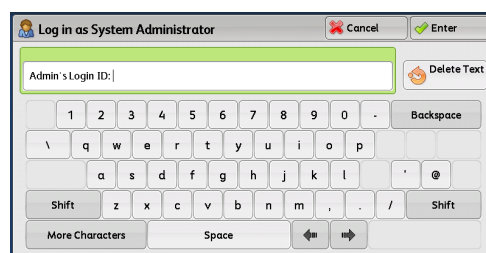
- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

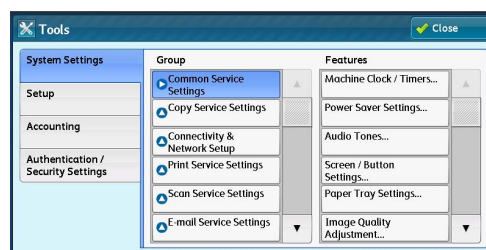
- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.

- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.

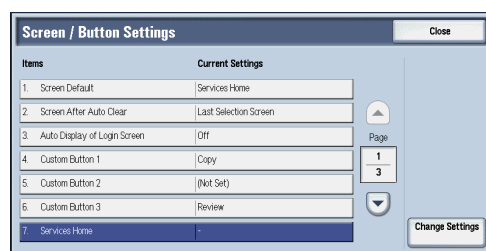


- 4 Select [System Settings] > [Common Service Settings] > [Screen/Button Settings].



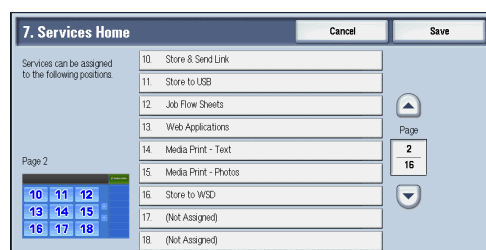
- 5 Select [Services Home], and then select [Change Settings].

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.



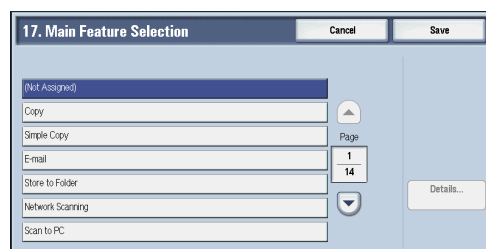
- 6 Select the position where you want to assign a service.

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.
 - The layout of the buttons in this screen corresponds to the layout of those on the Services Home screen.



- 7 Select a service you want to display on the Services Home screen.

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.
 - You cannot assign the same feature to more than one button.



- 8 Select [Save].

- 9 Select [Save].

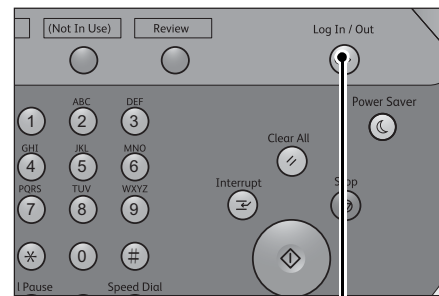
■ Services Home - Additional Features

You can select additional feature buttons, which are displayed on the Services Home screen.

If you select [(Not Assigned)], the position of the selected button becomes blank.

You cannot assign [Setup] to [(Not Assigned)]. If you do not want to display the [Setup] button, select the [Show this in Admin mode] check box.

- 1 Press the <Log In/Out> button.

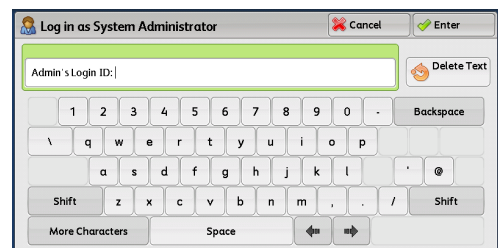


<Log In/Out> button

- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

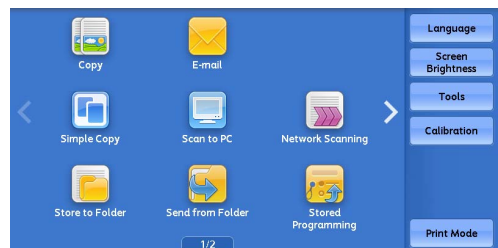
When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

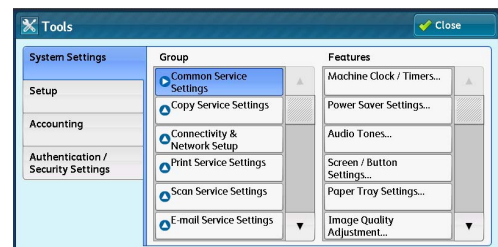


- 3 Select [Tools] on the Services Home screen.

- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.

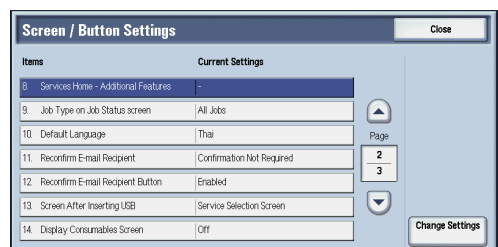


- 4 Select [System Settings] > [Common Service Settings] > [Screen/Button Settings].



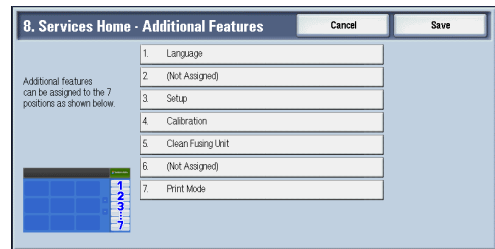
- 5 Select [Services Home - Additional Features], and then select [Change Settings].

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.



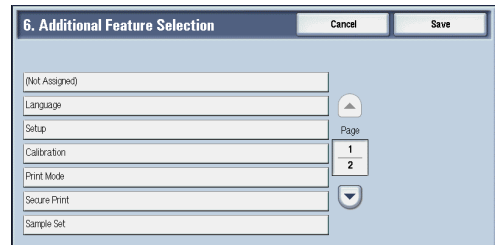
- 6** Select the position where you want to assign an additional feature.

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.
 - The layout of the buttons in this screen corresponds to the layout of those on the Services Home screen.



- 7** Select a service you want to display on the Services Home screen.

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.
 - You cannot assign the same feature to more than one button.



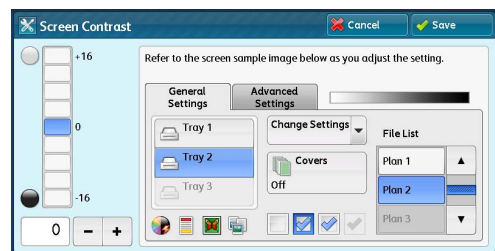
- 8** Select [Save].

- 9** Select [Save].

Adjusting Screen Brightness

You can adjust the screen brightness of the screen on the Services Home screen.

- 1** Select [Screen Brightness] on the Services Home screen.
- 2** Press [+] or [-] to adjust the screen brightness.



- 3** Select [Save].

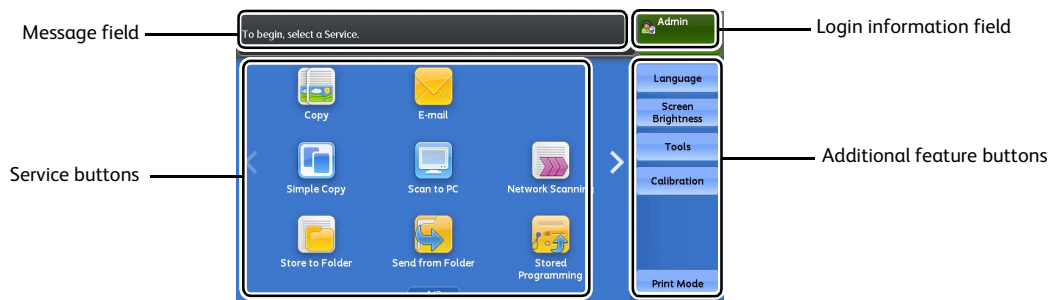
To adjust the screen brightness from the [Tools] screen, refer to "Screen Brightness" (P.426).

About the Services Home Screen

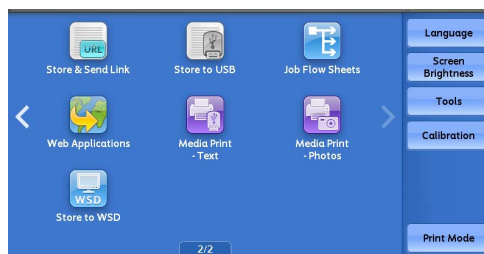
This section describes the fields and buttons on the Services Home screen, which is displayed by pressing the <Services Home> button.

You can flick or drag on the Services Home screen to switch the screen.

For information on how to flick or drag, refer to "Touch Screen" (P.88).



Next page



- Note**
- WSD stands for Web Services on Devices.
 - When [Flick and Double-tap] is set to [Disabled], use the [▲] and [▼] buttons to move to another page. To disable the flick and double-tap function, refer to "Screen/Button Settings" (P.425).

Message Field

Displays a message.

Login Information Field

Select this field in the upper right corner of the touch screen to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode.

When a user is authenticated, the login information is displayed in this field.

- Note**
- You can also press the <Log In/Out> button on the control panel to enter the Authentication mode.
 - To exit the Authentication mode, press the <Log In/Out> button on the control panel. You can also select the login information field in the upper right corner of the touch screen, and select [Logout] from the pop-up menu to exit the Authentication mode.

For information on the Authentication or Accounting mode, refer to "Authentication and Accounting Features" (P.637).

Service Buttons

Allows you to set the features for each service.

■ Copy

You can set the features for the Copy service.

For more information, refer to "Copy" (P.125).

■ Simple Copy

You can set the features for the Copy service. Selecting [Simple Copy] allows you to easily specify the basic copy features on a single screen.

For more information, refer to "Simple Copy" (P.135).

■ Store to Folder

You can scan documents and save the scanned data in a folder of the machine.

For more information, refer to "Store to Folder" (P.271).

■ E-mail

You can scan documents and send the scanned data as an e-mail attachment.

For more information, refer to "E-mail" (P.231).

■ Scan to PC

You can scan documents and send the scanned data to a network computer via the FTP or SMB protocol.

For more information, refer to "Scan to PC" (P.261).

■ Send from Folder

You can operate files stored in a folder of the machine.

For more information, refer to "Send from Folder" (P.305).

■ Network Scanning

You can scan documents after specifying a file (job template) which saves scanning conditions, information on the forwarding destination server, and so on.

For more information, refer to "Network Scanning" (P.259).

■ Stored Programming

You can operate stored programs.

Stored Programming is a service that allows you to store settings that you expect to use frequently and call them with a single button operation.

For more information, refer to "Stored Programming" (P.329).

■ Store & Send Link

After you scan documents, the machine temporarily saves the scanned data and sends you e-mail attached with two URLs: one is for the location to retrieve the scanned data, and the other is for the location to delete the data.

For more information, refer to "Store & Send Link" (P.279).

Note • This service appears on the screen when the Authentication feature is enabled.

For information on how to display [Store & Send Link] on the Services Home screen, refer to "Customizing the Services Home Screen" (P.79).

■ Web Applications

You can access to web applications via a network using the browser on the machine in order to display and store data.

For more information, refer to "Web Applications" (P.339).

■ Store to WSD

You can scan documents set on the machine and save the scanned data by operating from a computer on the network. Also, you can save the scanned data to a computer on the network.

For more information, refer to "Store to WSD" (P.282).

- Note** • WSD stands for Web Services on Devices.

■ Store to USB

You can scan documents and save the scanned data to a USB memory device.

For more information, refer to "Store to USB" (P.273).

- Note** • An optional component is required to use this service. For more information, contact our Customer Support Center.

■ Media Print - Text

You can print document files (PDF, TIFF, XML Paper Specification (XPS), XDW (XBD), and JPG (JFIF)) after retrieving the files from a CompactFlash card or a USB memory device. You can also print the scan data stored with the Store to USB service.

For more information, refer to "Media Print - Text" (P.355).

- Note** • An optional component is required to use this service. For more information, contact our Customer Support Center.

■ Job Flow Sheets

You can scan documents using a job flow sheet.

Job Flow Sheets is a service that allows you to set a flow of transfer settings for scanning data to enable efficient routine transfer.

For more information, refer to "Job Flow Sheets" (P.323).

■ Media Print - Photos

You can print image data (DCF1.0) taken with a digital camera. You can retrieve the data only from a CompactFlash card.

For more information, refer to "Media Print - Photos" (P.354).

- Note** • An optional component is required to use this service. For more information, contact our Customer Support Center.

Additional Feature Buttons

Allows you to set the additional features that are not related to jobs.

■ Language

You can select the language to be displayed on the touch screen.

The setting here will be reset when the power is switched off and on.

- Important** • When you select [English], only ASCII characters can be used.
- When you set [Language] to [English] on the Services Home screen and an address book entry or contents of [Details] of Job Flow Sheets is entered in double-byte characters, the characters may not be displayed properly. When you use CentreWare Internet Services to import a CSV file* that includes double-byte characters other than a selected language, the characters in the file may be garbled or the import may fail.
- * : CSV (Comma Separated Values) is a file format that is often used for saving data by spreadsheets and database programs.

- Note** • Under [Default Language] in the System Administration mode, you can select the standard language displayed on the touch screen when the power is switched on. For more information on how to set [Default Language], refer to "Default Language" (P.426).

■ Screen Brightness

You can adjust the screen brightness of the touch screen.

■ Setup

You can create or update folders, job flows, and the Address Book.

For more information, refer to "Setup" (P.523).

■ Calibration

The machine can automatically calibrate colors when the reproducibility of density or color in copies and prints deteriorates.

For more information, refer to "Executing Calibration" (P.682).

■ Print Mode

You can register a print mode and change its settings.

For more information, refer to "Print Mode" (P.629).

■ Clean Fusing Unit

You can clean the fusing unit when the image quality of print outcome can be improved.

For more information, refer to "Clean Fusing Unit" (P.725).

Touch Screen

The following two display methods are available on the touch screen of the machine: "Icon Style" and "Button Style". By factory default, the icon style is available.

The following describes the operation procedure unique to the Icon Style.

Note • The touch screen of the control panel used in the machine is pressure-sensitive. Adjust the force to touch the screen. You can also use the stylus pen.

For information on how to switch the display method, refer to "Flick and Double-tap" (P.427).

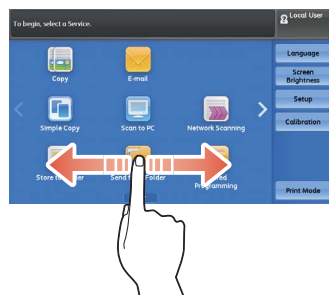
You can drag, flick, tap, and double-tap with the Icon Style.

Note • With the button style, you can drag and tap only on the preview screen.

■ Drag

To display the desired item, slide your finger to the desired position with your finger touched the touch screen, and release your finger.

Drag the touch screen from side to side to switch pages on the Services Home screen. Drag the touch screen up and down to scroll on the list or thumbnail view.



Services Home screen



Example of a list view

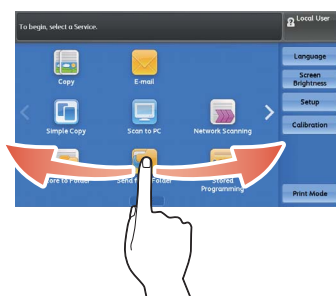
Note

- During drag, scrolling stops when you move your finger away from the touch screen.
- Pages are not switched when dragging force is not enough.
- You can scroll a list also by dragging the list or the scroll bar.

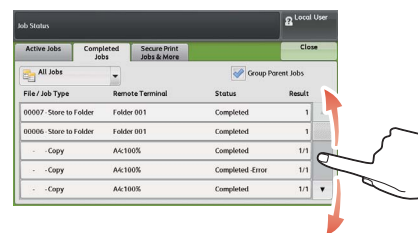
■ Flick

To display the desired item, slide your finger quickly to the desired position and release it.

Flick the touch screen from side to side or up and down to switch pages on the Services Home screen. Flick the touch screen up and down to scroll on the list or thumbnail view.



Services Home screen



Example of a list view

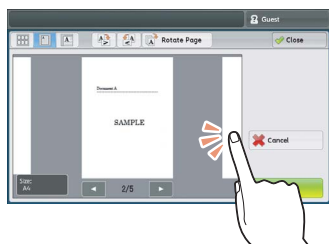
Note

- During flick, scrolling continues for a while even after you move your finger away from the touch screen.
- Pages are not switched when scrolling force is not enough.

■ Tap

Touch the touch screen and move your finger away from the screen quickly.

You can tap on the preview screen. Tap the preview area to switch the page on the preview screen.



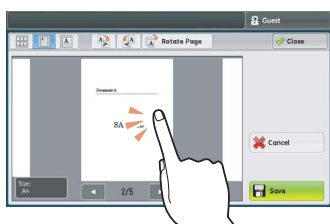
Preview screen when scanning

■ Double-tap

To tap the same position of the screen twice is called double-tap.

You can double-tap on the preview screen. Double-tap to enlarge a preview image.

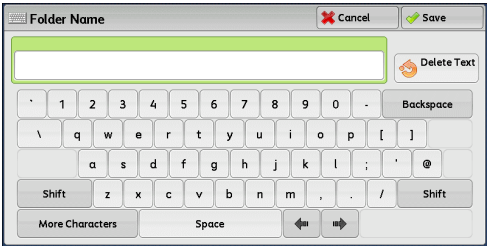
Note • You cannot reduce or enlarge the screen size by pinch in or pinch out (pinch and move the screen with two fingers).



Preview screen when scanning

Entering Text

During operations, a screen for entering text sometimes appears. The following describes how to enter text.



You can enter the following characters: numerals, alphabets, and symbols.

Item	Description
Entering alphabets and numerals	To enter uppercase letters, select [Shift]. To return to the lowercase letters, select [Shift] again.
Entering symbols	Select [More Characters]. Note <ul style="list-style-type: none">Depending on the keyboard, you can select a symbol from the pull-up options displayed on the bottom left of the screen.
Entering a space	Select [Space].
Deleting characters	Select [Backspace] to delete one character at a time. Select [Delete Text] to delete all characters.

3 Paper and Other Media

This chapter describes the types of paper that can be used with the machine, precautions when handling paper, and how to load paper in trays.

• Paper Types.....	92
• Loading Paper	104
• Loading Tab Paper/Postcards/Envelopes	112
• About Weight Switch Buttons	121
• Improving the Paper Feeding Performance	122
• Changing the Paper Settings.....	123

Paper Types

This section describes the paper that can be used with this machine.

Use of unrecommended paper may result in paper jams, lower print quality, malfunctions and other problems, or damage to the machine. To achieve optimum performance of the machine, we recommend that you use only paper recommended by Fuji Xerox.

 **WARNING**

Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

Important • Moisture generated by water, rain, or vapor may cause the printed images to fade. For more information, contact our Customer Support Center.

Supported Paper Type/Loadable Quantity/Paper Feed Method

The following describes the paper type that can be used with each tray, loadable quantity, and the paper type that can be used with automatic duplex print or can be output with the printed side facing down.

Paper Types That Can Be Used in Each Tray

The following describes the paper that can be used in the standard paper tray of the machine.

Paper Type	Basis Weight Selection Group (Unit: gsm)	Tray 1, 2, 3	Tray 5 (Bypass)*
		64 - 256 gsm Ream Weight: 55.0 - 220.1 kg	52 - 300 gsm Ream Weight: 44.7 - 257.9 kg
Uncoated	52 - 63	X	O
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Uncoated Reload	52 - 63	X	O
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Coated	52 - 63	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Coated Reload	52 - 63	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Punched	52 - 63	X	O
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Recycled	64 - 79, 80 - 90, 91 - 105	O	O
Transparency	-	O	O
Labels	106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O

Paper Type	Basis Weight Selection Group (Unit: gsm)	Tray 1, 2, 3	Tray 5 (Bypass)*
		64 - 256 gsm Ream Weight: 55.0 - 220.1 kg	52 - 300 gsm Ream Weight: 44.7 - 257.9 kg
	221 - 256, 257 - 300	X	O
	301 - 350	X	X
Tab Stock	106 - 135, 136 - 157 158 - 176, 177 - 220, 221 - 256	O	O
Postcard	257 - 300	X	O
	301 - 350	X	X
	106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256, 257 - 300	X	O
	301 - 350	X	X
Adhesive	-	X	O
Cast Coated	52 - 63	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Mat Coated	52 - 63	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Embossed	106 - 135, 136 - 157 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Precut Tab (Embossed)	106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O
	301 - 350	X	X
Film	52 - 63	X	X
	64 - 80, 81 - 90 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256	O	O
	257 - 300	X	O

Paper Type	Basis Weight Selection Group (Unit: gsm)	Tray 1, 2, 3	Tray 5 (Bypass)*
		64 - 256 gsm Ream Weight: 55.0 - 220.1 kg	52 - 300 gsm Ream Weight: 44.7 - 257.9 kg
	301 - 350	X	X
Transfer Paper	129 - 176	X	O

O : Paper can be used.

X : Paper cannot be used.

* : The following types of long-length paper are available.

Uncoated : 52 - 220 gsm (Ream Weight : 55.0 - 189.1 kg)

Coated, Cast Coated, Transparency : 72 - 220 gsm (Ream Weight : 61.9 - 189.1 kg)

Recycled : 72 - 105 gsm (Ream Weight : 61.9 - 90.2 kg)

The following describes the paper type that can be used in the optional paper tray.

Paper Type	Basis Weight Selection Group (Unit: gsm)	Tray 6 (HCF B1)	Tray 6, 7 (High Capacity Feeder C3-DS)	Tray 6 (HCF B1-S)	Tray T1 (Inserter)
		64 - 220 gsm Ream Weight: 55.0 - 189.1 kg	52 - 350 gsm Ream Weight: 44.7 - 300.9 kg	52 - 300 gsm Ream Weight: 44.7 - 257.9 kg	64 - 220 gsm Ream Weight: 55.0 - 189.1 kg
Uncoated	52 - 63	X	O	O	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	O
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Uncoated Reload	52 - 63	X	O	O	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	X
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Coated	52 - 63	X	X	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	X
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X

Paper Type	Basis Weight Selection Group (Unit: gsm)	Tray 6 (HCF B1)	Tray 6, 7 (High Capacity Feeder C3-DS)	Tray 6 (HCF B1-S)	Tray T1 (Inserter)
		64 - 220 gsm Ream Weight: 55.0 - 189.1 kg	52 - 350 gsm Ream Weight: 44.7 - 300.9 kg	52 - 300 gsm Ream Weight: 44.7 - 257.9 kg	64 - 220 gsm Ream Weight: 55.0 - 189.1 kg
Coated Reload	52 - 63	X	X	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	X
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Punched	52 - 63	X	O	O	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	O
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Recycled	64 - 79, 80 - 90, 91 - 105	O	O	O	O
Transparency	-	X	O	O	X
Labels	106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	X
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Precut Tab (Embossed)	64 - 80, 81 - 90, 91 - 105	X	X	X	O

Paper Type	Basis Weight Selection Group (Unit: gsm)	Tray 6 (HCF B1)	Tray 6, 7 (High Capacity Feeder C3-DS)	Tray 6 (HCF B1-S)	Tray T1 (Insertor)
		64 - 220 gsm Ream Weight: 55.0 - 189.1 kg	52 - 350 gsm Ream Weight: 44.7 - 300.9 kg	52 - 300 gsm Ream Weight: 44.7 - 257.9 kg	64 - 220 gsm Ream Weight: 55.0 - 189.1 kg
	106 - 135, 136 - 157, 158 - 176, 177 - 220	X	O	O	O
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Postcard	106 - 135, 136 - 157, 158 - 176, 177 - 220, 221 - 256, 257 - 300	X	O ^{*1}	O ^{*1}	X
	301 - 350	X	O ^{*1}	X	X
Adhesive	-	X	O	X	X
Cast Coated	52 - 63	X	X	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	X
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Mat Coated	52 - 63	X	X	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	X
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X

Paper Type	Basis Weight Selection Group (Unit: gsm)	Tray 6 (HCF B1)	Tray 6, 7 (High Capacity Feeder C3-DS)	Tray 6 (HCF B1-S)	Tray T1 (Inserter)
		64 - 220 gsm Ream Weight: 55.0 - 189.1 kg	52 - 350 gsm Ream Weight: 44.7 - 300.9 kg	52 - 300 gsm Ream Weight: 44.7 - 257.9 kg	64 - 220 gsm Ream Weight: 55.0 - 189.1 kg
Embossed	106 - 135, 136 - 157, 158 - 176, 177 - 220	X	O	O	O
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Tab Stock (Embossed)	106 - 135, 136 - 157, 158 - 176, 177 - 220	X	O	O	O
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Film	52 - 63	X	X	X	X
	64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220	O	O	O	X
	221 - 256, 257 - 300	X	O	O	X
	301 - 350	X	O	X	X
Transfer Paper	129 - 176	X	X	X	X

O : Paper can be used.

X : Paper cannot be used.

* : The Post Card Kit is required.

Important • Printing on paper that differs in the paper type and size from the paper selected in the print driver/ print server, or printing from a paper tray that does not support the loaded paper may result in a paper jam. To ensure correct printing, select the correct paper size, paper type, and paper tray.

Note

- Basis weight is the weight of 1 m² of a paper sheet.
- Ream weight is the weight of 1,000 sheets of duodecimo size (788 × 1,091 mm) or some other sizes of paper.
- When copying on non-standard size paper from Tray 5 (Bypass), you must enter the paper size. Furthermore, if you frequently copy on non-standard size paper, you can preset the size on the machine. That size then appears under [Paper Size] on the [Tray 5] screen. For more information on the settings, refer to "Tray 5 - Paper Size Defaults" (P.433).

- When loading postcards in the HCF B1-S (optional) or the High Capacity Feeder C3-DS (optional), the Post Card Kit is required.
- When you specify postcard for the Paper Type of a paper tray, specify postcard for the Paper Size as well.
If you specify another paper size, the job will be canceled.

Loadable Quantity

The following describes the quantity that can be loaded in each paper tray.

Paper Tray	Loadable Quantity
Tray 1, 2, 3	570 sheets (per tray) ^{*1}
Tray 5 (Bypass)	250 sheets ^{*1}
Tray 6 <ul style="list-style-type: none"> • HCF B1 • HCF B1-S • High Capacity Feeder C3-DS (upper tray) 	2,100 sheets (per tray) ^{*1}
Tray 7 <ul style="list-style-type: none"> • High Capacity Feeder C3-DS (lower tray) 	2,100 sheets ^{*1}
Tray T1 <ul style="list-style-type: none"> • Inserter 	200 sheets ^{*2}

*1 : When using FX J Paper

*2 : When using FX P Paper

Paper Feed Method

■ Automatic duplex print

The following describes the paper type and basis weight that can be used with automatic duplex print.

Paper Type	Basis Weight Selection Group (Unit: gsm)
Uncoated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Recycled	64 - 79, 80 - 90, 91 - 105
Coated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Postcard	106 - 135, 136 - 157, 158 - 176, 177 - 220
Cast Coated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Mat Coated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Embossed	106 - 135, 136 - 157, 158 - 176, 177 - 220

Note

- The paper size that can be used with automatic duplex print is 98.0 to 330.2 mm in width and 148.0 to 488.0 mm in total length.
- The paper length of 146.0 to 147.9 mm is also supported, but the image quality and paper feed performance are not guaranteed.

■ Automatic reverse print

The following describes the paper type and weight that can be selected to output the print side of one-side print facing down.

Paper Type	Basis Weight Selection Group (Unit: gsm)
Uncoated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Uncoated Reload	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Recycled	64 - 79, 80 - 90, 91 - 105
Coated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Coated Recycled	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Tab Stock	106 - 135, 136 - 157, 158 - 176, 177 - 220
Postcard	106 - 135, 136 - 157, 158 - 176, 177 - 220
Cast Coated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Mat Coated	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220
Embossed	106 - 135, 136 - 157, 158 - 176, 177 - 220
Precut Tab (Embossed)	106 - 135, 136 - 157, 158 - 176, 177 - 220
Film	52 - 63, 64 - 80, 81 - 90, 91 - 105, 106 - 135, 136 - 157, 158 - 176, 177 - 220

- Note**
- The paper size that can be used with automatic reverse print is 98.0 to 330.2 mm in width and 148.0 to 488.0 mm in total length.
 - The paper length of 146.0 to 147.9 mm is also supported, but the image quality and paper feed performance are not guaranteed.

Supported Paper

Make sure to use appropriate paper.

If you desire to use paper not listed in the following, contact our Customer Support Center.

Standard Paper

When printing or copying on commonly used paper, use paper meeting the standards described below. To copy or print as clear as possible, we recommend the following standard paper.

Paper	Basis Weight (Unit: gsm)	Paper Type*
Colotech +	90	Uncoated
Colotech + Coated	120	Coated
J Paper	82	Uncoated
OS Coat W	127	Coated

* : Select the paper type setting for the paper loaded in a paper tray. For more information, refer to "Changing the Paper Settings" (P.123).

Semi Standard Paper

In addition to the standard paper, the following paper can also be used.

Paper	Basis Weight (Unit: gsm)	Paper Type*
Colotech+	200	Uncoated
Colotech+ Gloss Coated	170	Coated
Colotech+ Silk Coated	170	Coated

* : Select the paper type setting for the paper loaded in a paper tray. For more information, refer to "Changing the Paper Settings" (P.123).

Usable Paper

In addition to the standard paper, the following paper can also be used.

Paper	Basis Weight (Unit: gsm)	Paper Type*
Colortech +	250	Uncoated
	350	Uncoated
Colotech+ Gloss Coated	250	Coated
Colotech+ Silk Coated	250	Coated
Colotech+ Supergloss	250	Coated
Nevia-Matt (Jin Dong)	128	Coated
	256	Coated
Nevia-Gloss (Jin Dong)	128	Coated
	256	Coated
XploreDigitalArtpaper -Matt (Jin Dong)	128	Coated
	256	Coated
XploreDigitalArtpaper -Gloss (Jin Dong)	128	Coated
	256	Coated
SPCO-Matt (Zi Xing)	128	Coated
	256	Coated
SPCO-Gloss (Zi Xing)	128	Coated
	256	Coated
ImpressionDigitalcoated-Matt (APP)	128	Coated
	256	Coated
ImpressionDigitalcoated-Gloss (APP)	128	Coated
	256	Coated
Colotech + Silk Labels 4 nap	90	Label

* : Select the paper type setting for the paper loaded in a paper tray. For more information, refer to "Changing the Paper Settings" (P.123).

Storing and Handling Paper

■ Please keep the following points in mind when storing paper

- Store paper inside a cabinet or other dry place. Paper that has absorbed moisture can result in paper jams and lower image quality.
- After opening a package of paper, wrap and store any remaining paper. We recommended that you store remaining paper in moisture prevention packets.
- Store paper on a flat surface to prevent bends or warping.

■ Please adhere to the following points when loading paper in a tray

- Align the stack of paper neatly before loading it in a tray.
- Do not use paper that is folded, creased or wrinkled.
- Do not use warped or curled paper.
- Do not load paper of mixed size together into a tray.
- Carefully fan transparencies and labels before use. Otherwise, paper jams may occur, or multiple sheets may be fed to the machine simultaneously.
- When continuously outputting on transparencies, transparency sheets may stick together. After printing approximately 20 sheets, remove them from the output tray and fan them to cool them down.

Loading Paper

■ Types of paper loaded in trays

The machine automatically detects the size and orientation of loaded paper in trays, but not a paper type and paper weight. Normally, each tray is set to Uncoated of 81 - 90 gsm weight. When loading other type and weight of paper, you must change the settings. Paper can also be named and set as user-defined paper. Up to 40 paper types can be set as user-defined paper.

For information on changing the paper type and paper weight settings, refer to "Changing the Paper Settings" (P.123).

■ Automatic Tray Selection

If you set [Auto] for [Paper Tray] on the [Paper/Output] tab in the print driver's screen when printing, the machine automatically selects the paper tray according to the size and orientation of the document to be printed, and the paper type and weight specified.

When making copies, automatic tray selection is active if [Auto Select] is selected for [Paper Supply]. If the machine detects two or more corresponding trays in the automatic tray selection, the machine gives higher priority to the tray having the highest [Paper Tray Priority] set at [Paper Type & Paper Weight].

- Note**
- Some trays may not be selected in automatic tray selection depending on the setting of that tray for [Auto Paper Select]. For more information, refer to "Change Settings" (P.431).
 - Tray 5 (Bypass) cannot be selected in the automatic tray selection.
 - When the paper runs out during copying or printing, select a tray containing the paper of the same size, orientation, type and weight, and the machine continues copying or printing (Auto Tray Switching feature).

For information about setting [Paper Type & Paper Weight], [Paper Tray Priority], and setting the paper substitute feature, refer to "Paper Tray Settings" (P.429). You can also set these settings from CentreWare Internet Services.

■ Adding paper

When the machine runs out of paper during copying or printing, a message appears on the touch screen. Add paper according to the message instructions. Copying or printing automatically resumes when paper is added.

Important • To prevent paper jams or misloading, do not load new paper into the tray until the tray is empty.

- Note**
- Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.
 - When loading punched paper, place it with its punched side in the paper feed direction.

For information about supported paper size, refer to "Paper Size Settings" (P.447).

Loading Paper in Trays 1 to 3

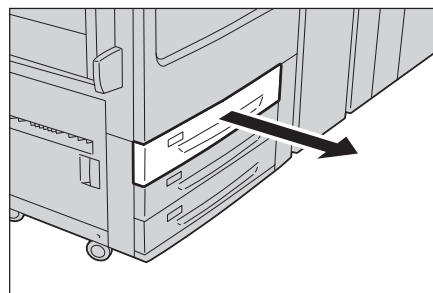
The following describes how to load paper in Tray 1 as an example. The procedure is the same as for Trays 2 and 3.

- Note**
- Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.
 - When setting a non-standard paper size, you must register the paper size. For information about registering paper sizes, refer to "Paper Tray Settings" (P.429).

- 1 Pull out the tray towards you until it stops.

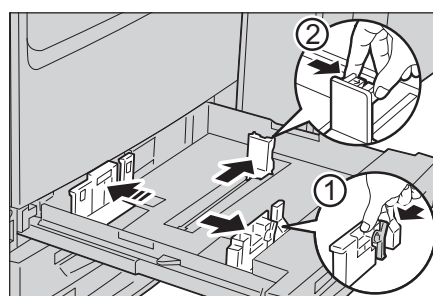
⚠ CAUTION

When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



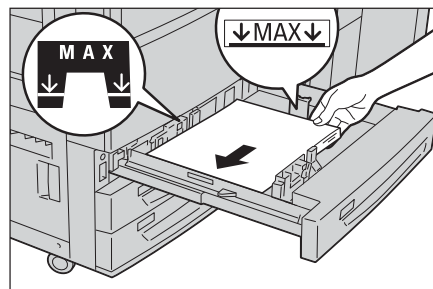
- Important**
- While the machine is processing a job, do not pull the tray out that the job uses.
 - To prevent paper jams or misloading, do not add paper on top of any remaining paper in the tray. Remove any paper remaining in the tray, and then load that paper on top of the newly loaded paper.

- 2 Remove any paper loaded in the tray.
- 3 While pinching the long-side paper guide, move it to the desired paper size (1). While pinching the right short-side paper guide, move it to the desired paper size (2).



- 4 Load and align the edge of the paper against the left edge of the tray, with the side to be copied or printed on facing down.

- Important**
- Do not load paper exceeding the maximum fill line ("MAX" in the right figure). It may cause paper jams or machine malfunctions.
 - Do not place any paper or objects in the empty space on the right side of trays. It may cause paper jams or machine malfunctions.



- 5 Push the tray in gently until it stops.

- Important**
- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it might cause machine malfunctions.

- Note**
- Affix the paper size label to the front of the paper tray.

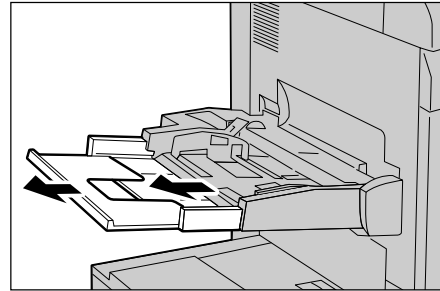
Loading Paper in Tray 5 (Bypass)

When printing or copying with paper sizes or types that cannot be loaded on paper that has not been loaded or with the paper size that cannot be loaded in Trays 1 to 3, 6 (optional) and 7 (optional), use Tray 5 (Bypass).

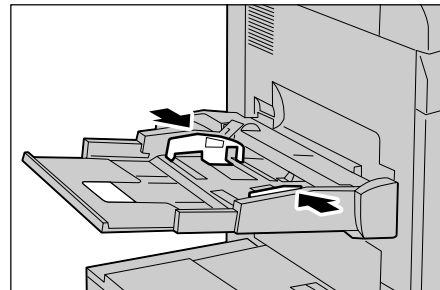
- Note**
- Remove any paper remaining in Tray 5, and then load that paper on top of the newly loaded paper.
 - Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.

1 Open Tray 5 (Bypass).

- Note**
- If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.
 - The extension flap is not installed in the HCF B1-S and the High Capacity Feeder C3-DS. Proceed to step 2.



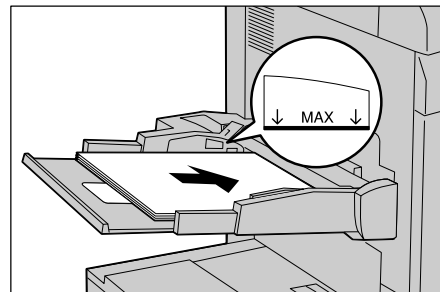
2 Hold the center of the paper guides and slide them to the desired paper size.



3 Load paper with the side to be copied or printed on facing up, and insert the paper lightly along the paper guide until it stops.

- Important**
- Do not load mixed paper types into the tray.
 - Do not load paper exceeding the maximum fill line ("MAX" in the right figure). It may cause paper jams or machine malfunctions.

- Note**
- When loading a postcard, place its bottom edge along the machine.
 - When loading envelope with the flap opening, place the bottom edge of the envelope (not the flap side) along the machine. When loading envelope with the flap closing, place the flap along the machine or to the front side of the machine. When loading adhesive envelope, place it with the flap closing. When loading envelope with the flap closing and the flap placing to the front side of the machine, note that the quality of the image printed on the trailing edge of the envelope may become poor.
 - Load paper straight along the paper guides; otherwise, the paper may be jammed or the printed result may be skewed.



4 When loading a non-standard paper size, slightly move the paper guides to the desired paper size.

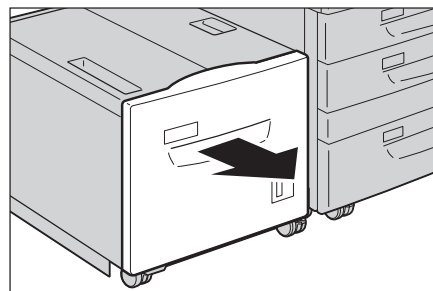
Loading Paper in Tray 6 (HCF B1)

- Note**
- Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.

- 1 Pull out the tray towards you until it stops.

⚠ CAUTION

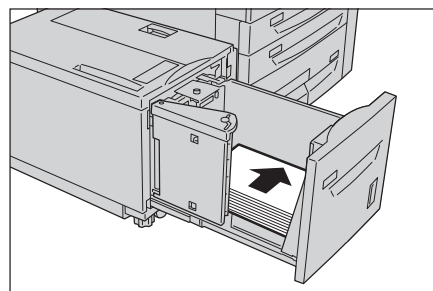
Make sure to pull out the tray slowly. When the tray is being pulled out with force, the tray may possibly hit your knees or other parts of your body causing injuries.



- Important**
- While the machine is processing a job, do not pull out the tray.
 - To prevent paper jams or misloading, do not add paper on top of any remaining paper in the tray. Remove any paper remaining in the tray, and then load that paper on top of the newly loaded paper.

- 2 Remove any paper loaded in the tray.
- 3 With the side to be copied or printed on facing up, load and align the edge of the paper against the right edge of the tray.

- Important**
- Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.



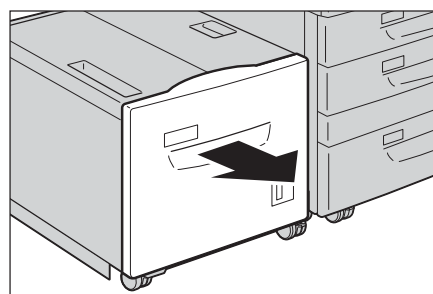
- 4 Push the tray in gently until it stops.

Changing the Paper Size

- 1 Pull out the tray towards you until it stops.

⚠ CAUTION

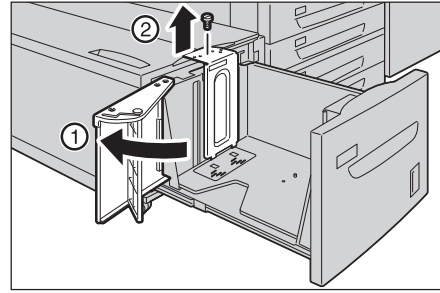
Make sure to pull out the tray slowly. When the tray is being pulled out with force, the tray may possibly hit your knees or other parts of your body causing injuries.



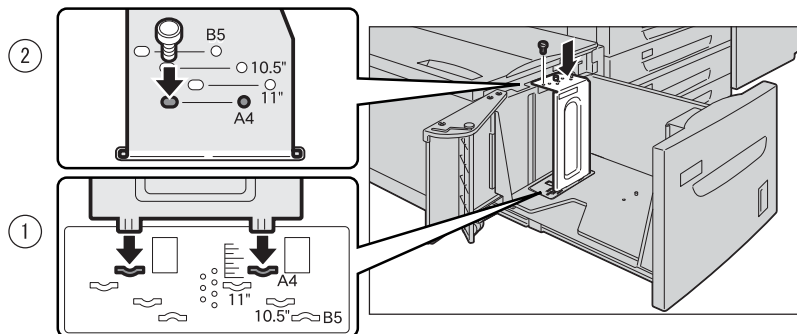
- Important**
- While the machine is processing a job, do not pull the tray out that the job uses.

- 2 Remove any paper loaded in the tray.

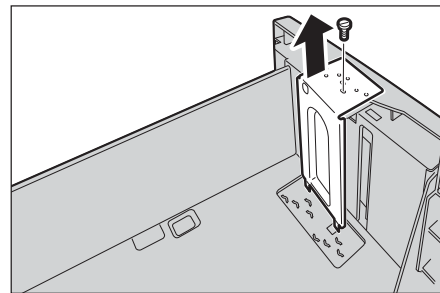
- 3** Open the end guide (1), and unscrew the screw (2). Then, remove the guide from the tray.



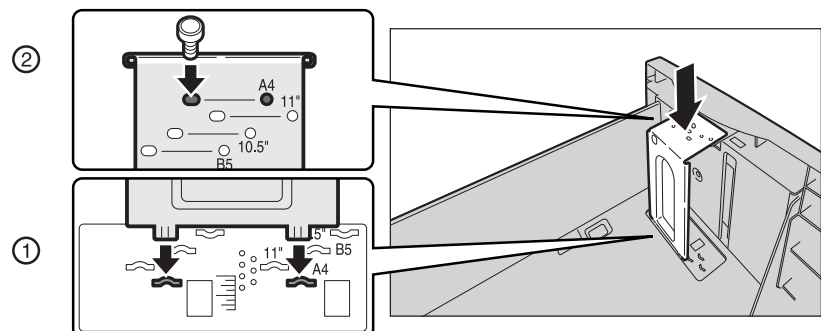
- 4** Insert the small protrusions at the bottom of the guide into holes corresponding to the paper size (1). Insert the protrusion on the tray into a hole corresponding to the paper size on the top of the guide and tighten the screw (2).



- 5** Unscrew the screw of the front guide and remove the guide from the tray.



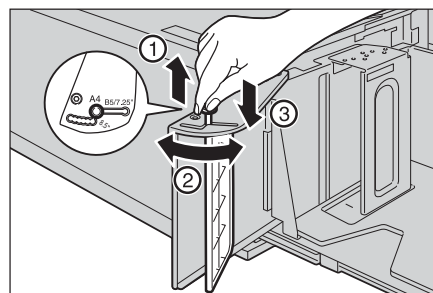
- 6** Insert the small protrusions at the bottom of the guide into holes corresponding to the paper size (1). Insert the protrusion on the tray into a hole corresponding to the paper size on the top of the guide and tighten the screw (2).



- 7** Pull up the lever of the end guide (1). Move the lever along the slot, and set it at the position corresponding to the paper size (2). Then, press the lever down (3).

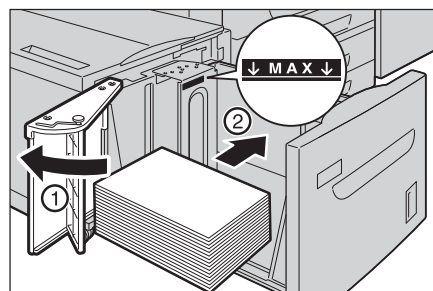
Important • Adjust the end guide accordingly with the size of paper. If the end guide is not adjusted correctly, the machine cannot feed the paper properly, resulting in a paper jam.

Note • The slot on the left of 8.5" is not used.

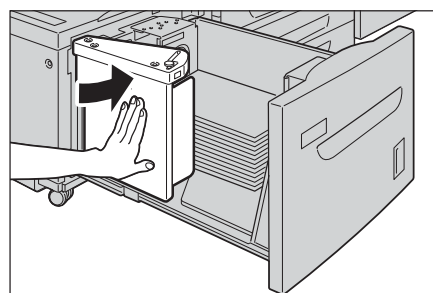


- 8** Open the end guide (1). With the side to be copied or printed on facing up, load and align the edge of the paper against the right edge of the tray (2).

Important • Do not load paper exceeding the maximum fill line ("MAX" in the right figure). It may cause paper jams or machine malfunctions.



- 9** Close the end guide tightly.



- 10** Push the tray in gently until it stops.

Loading Paper in Tray 6 (HCF B1-S)/Trays 6 and 7 (High Capacity Feeder C3-DS)

The following describes how to load paper in the High Capacity Feeder C3-DS (Tray 6) as an example. The procedure is the same as for the HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Tray 7).

Important • When you load non-standard size paper whose length (Y) is 100.0 to 181.9 mm for the HCF B1-S, or 98.0 to 181.9 mm for the High Capacity Feeder C3-DS, make sure that the Post Card Kit is attached to the tray. If the Post Card Kit is not attached, a paper jam occurs. When you load standard size paper other than postcards, or non-standard size paper whose length (Y) is 182 mm or more in Tray 6 or 7, make sure that the Post Card Kit is not attached to the tray. If the Post Card Kit is attached, remove the kit from the tray. Otherwise, a paper jam occurs.

For information on how to attach and remove the Post Card Kit, refer to "Loading Postcards" (P.115).

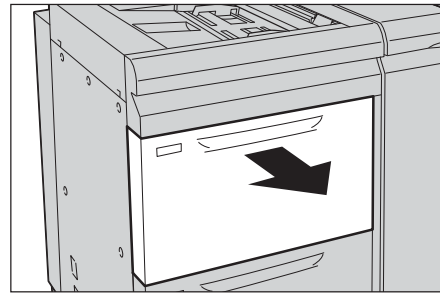
Note

- Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.
- When loading heavyweight paper in the HCF B1-S or the High Capacity Feeder C3-DS, the weight switch buttons need to be adjusted. For more information, refer to "About Weight Switch Buttons" (P.121).

- 1 Pull out the tray towards you until it stops.

CAUTION

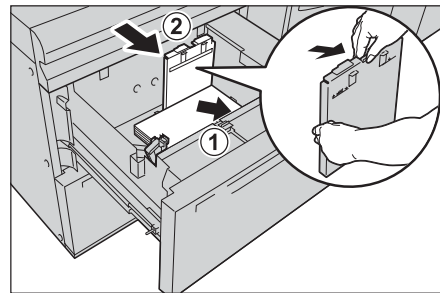
When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



Important • While the machine is processing a job, do not pull the tray out that the job uses.

- To prevent paper jams or misloading, do not add paper on top of any remaining paper in the tray. Remove any paper remaining in the tray, and then load that paper on top of the newly loaded paper.

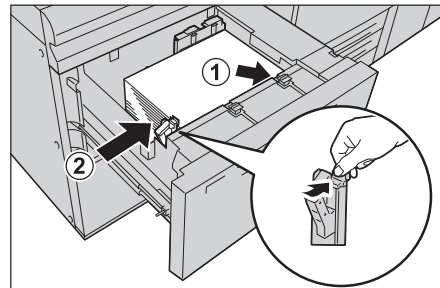
- 2 Remove any paper loaded in the tray.
- 3 With the side to be copied or printed on facing up, load approximately 100 to 500 sheets and align the edges of the paper in the arrow direction (1). While pinching the long-side paper guide, align the edge to the desired paper size (2).



- 4 With the side to be copied or printed on facing up, load the remaining paper and align the edges of the paper in the arrow direction (1). While pinching the left short-side paper guide, align the edge to the desired paper size (2).

Important • Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.

- If the number of sheets is 100 or less, the paper guides touch too tightly against the paper, causing the paper to deform and resulting in paper jams.
- Position the guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly and cause paper jams.



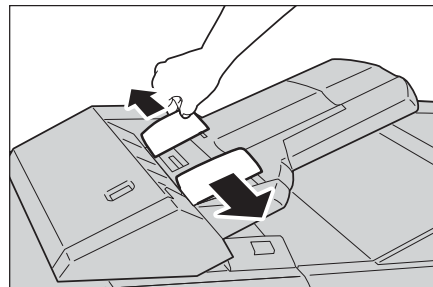
- 5 Push the tray in gently until it stops.

Loading Paper in Tray T1 (Inserter)

Tray T1 (Inserter) allows you to load paper (blank, copied paper, etc.), which will only be used as separators and covers, and cannot be used to load paper for copying.

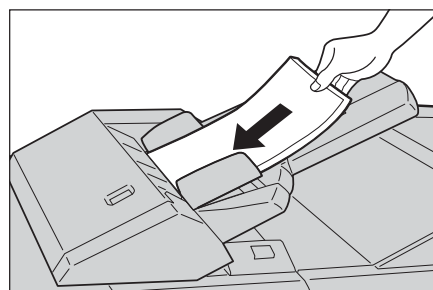
Note • Remove any paper remaining in Tray T1 (Inserter), and then load that paper on top of the newly loaded paper.

- 1 Hold the center of the paper guides and slide them to the desired paper size.



- 2 Load the paper, neatly aligning all edges.

Important • Do not load paper exceeding the maximum fill line. It might cause paper jams or machine malfunctions.



Loading Tab Paper/Postcards/Envelopes

Tab paper, postcards, and envelopes can be used with the machine.

Important • To prevent paper jams or misloading, do not take out the new paper out of the package until the tray is empty.

Note • Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.
• Remove the remaining paper in the tray, and then load that paper on top of the newly loaded paper.

Loading Tab Paper

Note • Tab paper can be used only for [Tab Margin Shift], Covers, and Separators.
• When using tab paper, you need to set the paper type for the paper tray to [Tab Stock], and the paper weight corresponding the paper loaded in the tray. For the set up, refer to "Changing the Paper Settings" (P.123).
• When loading non-standard size paper, you need to register the paper size. For how to register, refer to "Paper Tray Settings" (P.429).

Loading Tab Paper in Trays 1 to 3

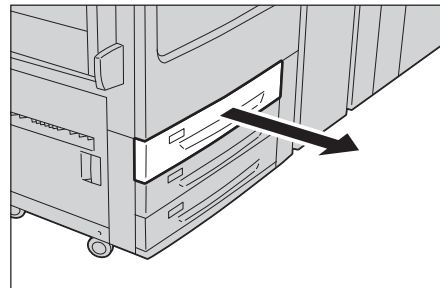
The following describes how to load tab paper in Tray 1 as an example. The procedure is the same as for Trays 2 and 3.

Important • The paper orientation that can be specified for Trays 1 to 3 is Portrait (📄) only.
• For how to copy on non-standard size paper, refer to "Paper Supply (Selecting the Paper for Copying)" (P.144).

1 Pull out the tray towards you until it stops.

⚠ CAUTION

When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

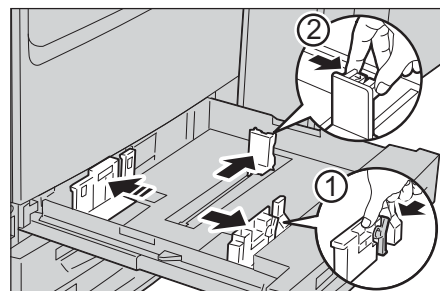


Important • While the machine is processing a job, do not pull the tray out that the job uses.

• To prevent paper jams or misloading, do not add paper on top of any remaining paper in the tray. Remove any paper remaining in the tray, and then load that paper on top of the newly loaded paper.

2 Remove any paper loaded in the tray.

3 Pinch the long-side paper guide and slide it until it stops (1). Pinch the short-side paper guide on the right side and slide it until it stops (2).



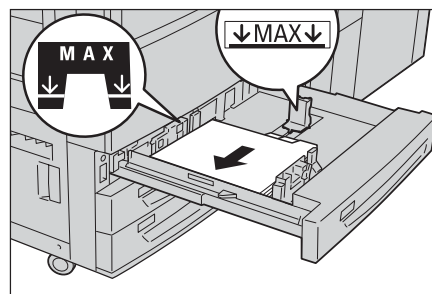
- 4** Load tab paper with the tab part toward your right and with the side to be copied or printed on facing down.

Important

- Do not load paper exceeding the maximum fill line ("MAX" in the right figure). It may cause paper jams or machine malfunctions.
- Do not place any paper or objects in the empty space on the right side of the tray. It may cause paper jams or machine malfunctions.

Note

- When copying or printing on multiple sets of tab paper, and the tab positions differ per set, load each set of paper with the side to be copied or printed face down so that the first paper comes out on top.

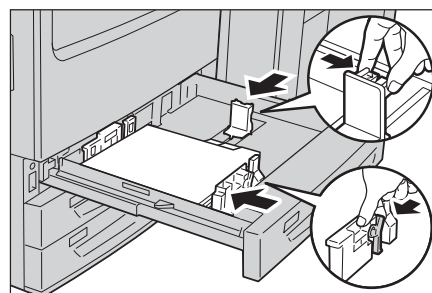


- 5** While pinching the long-side and short-side paper guides, lightly align the edges to the edges of the tab paper.

- 6** Push the tray in gently until it stops.

Important

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it might cause machine malfunctions.

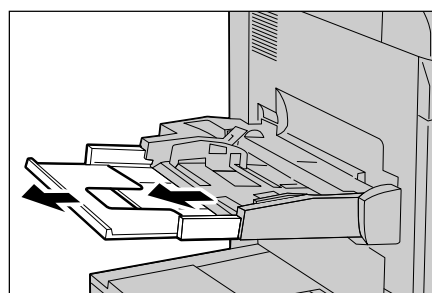


Loading Tab Paper in Tray 5 (Bypass)

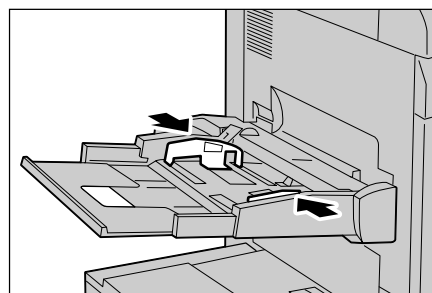
- 1** Open Tray 5 (Bypass).

Note

- If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.



- 2** Hold the center of the paper guides and slide them to the desired paper size.



- 3** Load tab paper with its tab side to the left and with the side to be copied or printed on facing up. Insert the paper lightly along the paper guide until it stops.

Important

- Do not load mixed paper types into the tray.
- Do not load paper exceeding the maximum fill line ("MAX" in the right figure). It may cause paper jams or machine malfunctions.



Loading Tab Paper in Tray 6 (HCF B1-S)/Trays 6 and 7 (High Capacity Feeder C3-DS)

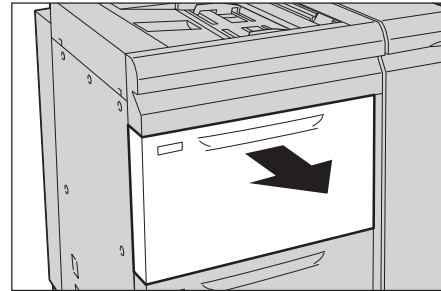
The following describes how to load tab paper in the High Capacity Feeder C3-DS (Tray 6) as an example. The procedure is the same as for the HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Tray 7).

When heavyweight paper is loaded in the tray, be sure to make adjustment of the position of the weight switch buttons. For more information, refer to "About Weight Switch Buttons" (P.121).

- 1 Pull out the tray towards you until it stops.

⚠ CAUTION

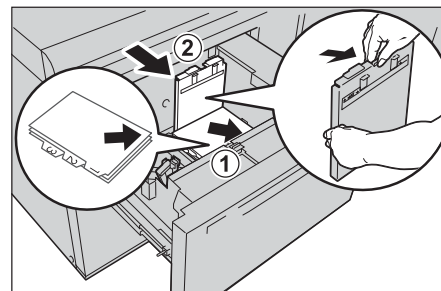
When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



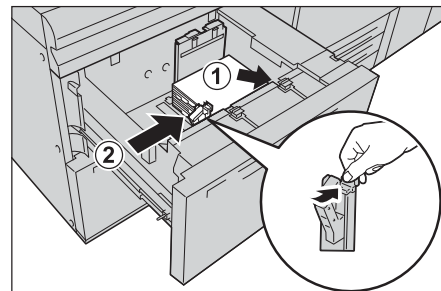
Important • While the machine is processing a job, do not pull the tray out that the job uses.

- To prevent paper jams or misloading, do not add paper on top of any remaining paper in the tray. Remove any paper remaining in the tray, and then load that paper on top of the newly loaded paper.

- 2 Remove any paper loaded in the tray.
- 3 With the side to be copied or printed on facing up and with the tab side to the left, load approximately 100 to 500 sheets of paper in the tray and align the edges of the paper in the arrow direction (1). While pinching the long-side paper guide, align the edges to the desired paper size (2).



- 4 Likewise, load the remaining paper and align the edges of the paper in the arrow direction (1). While pinching the left short-side paper guide, move the edge to the desired size of the tab paper (2).



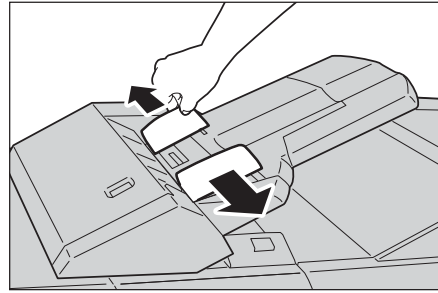
Important • Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.

- If the number of sheets is 100 or less, the paper guides touch too tightly against the paper, causing paper to deform and resulting in paper jams.
- Position the guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly and cause paper jams.

- 5 Push the tray in gently until it stops.

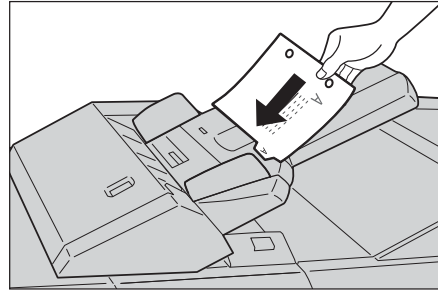
Loading Tab Paper in Tray T1 (Inserter)

- 1 Hold the center of the paper guides and slide them to the desired paper size.



- 2 If the paper is already printed on, load the paper with the printed side facing up and with the tab side to be fed first.

Important • Do not load paper exceeding the maximum fill line. It might cause paper jams or machine malfunctions.



Loading Postcards

Postcards can be loaded in Tray 5 (Bypass), the HCF B1-S (Tray 6), and the High Capacity Feeder C3-DS (Trays 6 and 7).

When loading postcards in the HCF B1-S (Tray 6) or the High Capacity Feeder C3-DS (Trays 6 and 7), attach the Post Card Kit to the tray.

The following describes how to load postcards in the High Capacity Feeder C3-DS (Tray 6) as an example.

The procedure is the same as for the HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Tray 7).

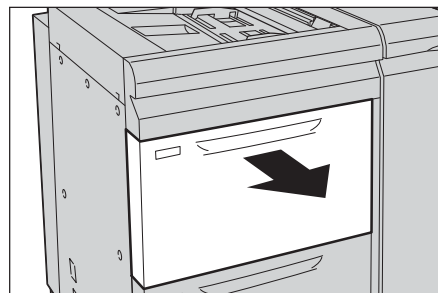
For how to load a postcard in Tray 5 (Bypass), refer to "Loading Paper in Tray 5 (Bypass)" (P.106).

- Note**
- Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.
 - When using postcards, you need to set the paper type for the paper tray to [Postcards], and the paper weight corresponding to the postcard loaded in the tray. For the setting, refer to "Changing the Paper Settings" (P.123).

- 1 Pull out the tray towards you until it stops.

⚠ CAUTION

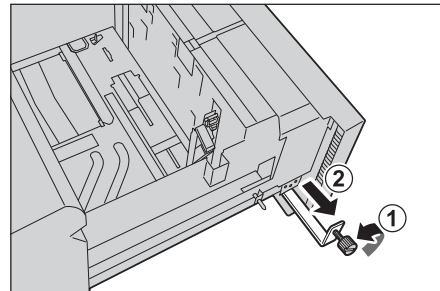
When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



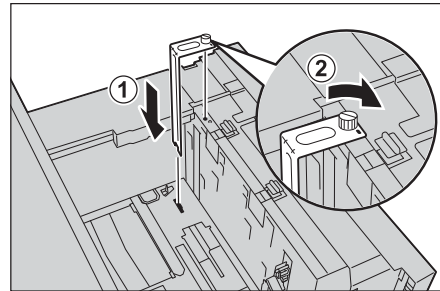
- Important**
- While the machine is processing a job, do not pull the tray out that the job uses.
 - To prevent paper jams or misloading, do not add paper on top of any remaining paper in the tray. Remove any paper remaining in the tray, and then load that paper on top of the newly loaded paper.

- When you pull out the tray with the Post Card Kit attached, be sure to remove all the postcards from the tray, and load them again.

- 2 Remove any paper loaded in the tray.
- 3 Loosen the screw of the HCF Post Card Kit attached to the left side of the tray (1), and pull out the Post Card Kit in the arrow direction (2).

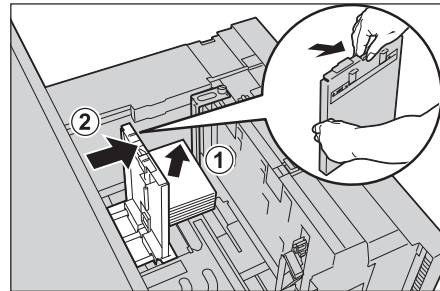


- 4 Insert the guide into the notch to the right side at the bottom of the tray, and the hole of the front tray (1). Tighten the screw (2).



- 5 With the side to be copied or printed on facing up, load approximately 100 to 500 sheets of paper in the tray and align the edges of the paper in the arrow direction (1). While pinching the long-side paper guide, align the edges to the desired paper size (2).

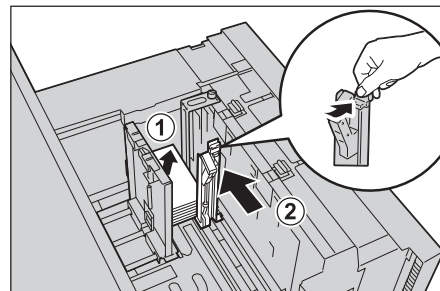
Note • The HCF Post Card Kit supports only the postcards 100 × 148 mm and 4 × 6".



- 6 Likewise, load the remaining paper in the tray and align the edges of the paper in the arrow direction (1). While pinching the left short-side paper guide, align the edges to the desired paper size (2).

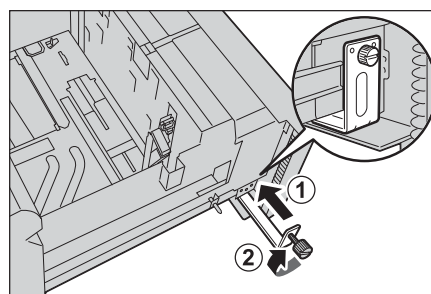
Important • Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.

- If the number of sheets is 100 or less, the paper guides touch too tightly against the paper, causing paper to deform and resulting in paper jams.
- Position the guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly and cause paper jams.



7 Push the tray in gently until it stops.

- Note**
- When removing the HCF Post Card Kit from the tray, completely loosen the screw before removing the kit. Place the removed HCF Post Card Kit back to its original location (1). Then, tighten the screw (2) for storing



Loading Envelopes

Envelopes can be loaded in Tray 5 (Bypass), the HCF B1-S (Tray 6), and the High Capacity Feeder C3-DS (Trays 6 and 7).

Important • Envelopes can be loaded in Trays 1 to 3, but paper feed and print quality are not guaranteed.

The following size envelopes can be loaded.

- Standard Size
 - No.3 standard envelopes □ (120 x 235 mm)
 - No.2 standard envelopes □ (240 x 332 mm)
 - No.6 standard envelopes □ (162 x 229 mm)
 - No.20 standard envelopes □ (229 x 324 mm)
 - C5 □ (162 x 229 mm)
 - C4 □ (229 x 324 mm)
 - Commercial #10 □ (104.8 x 241.3 mm)
- Non-Standard Size
 - Width (Y) 98.0 - 330.2 mm, Length (X) 148.0 - 488.0 mm

- Note**
- When loading envelope in LEF orientation, or when loading envelope with the flap opening, use the custom size setting.
 - The length (X) of 146.0 to 147.9 mm is also supported, but the image quality and paper feed performance are not guaranteed.

When the envelope width is less than 182 mm, be sure to attach the Post Card Kit to the HCF B1-S (Tray 6) or the High Capacity Feeder C3-DS (Trays 6 and 7).

The following describes how to load envelopes in the High Capacity Feeder C3-DS (Tray 6) as an example.

The procedure is the same as for the HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Tray 7).

For how to load an envelope in Tray 5 (Bypass), refer to "Loading Paper in Tray 5 (Bypass)" (P.106).

Important • The number of sheets that can be loaded varies depending on the type of envelopes. For more information, contact our Customer Support Center.

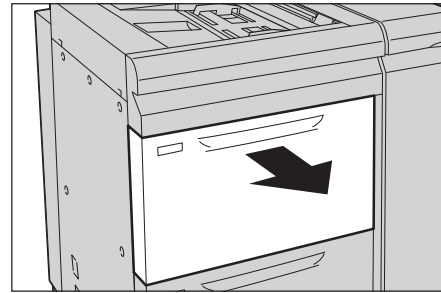
- Note**
- Carefully fan the paper before loading it in a tray. Otherwise, paper jams may occur or multiple sheets may be fed to the machine simultaneously.
 - When loading envelopes, you need to set the paper type for the paper tray to [Uncoated] or [Uncoated Reload], and the paper weight corresponding to the envelope loaded in the tray. For the setting, refer to "Changing the Paper Settings" (P.123).

Loading No.2 Standard Envelope, No.20 Standard Envelope, C4, or the Envelope with width 182 mm or more

- 1 Pull out the tray towards you until it stops.

CAUTION

When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



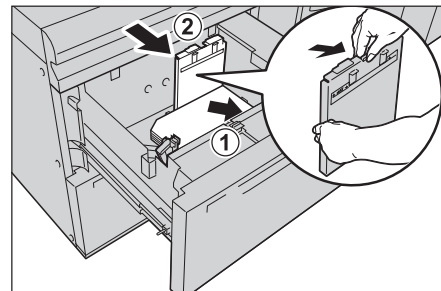
Important • While the machine is processing a job, do not pull the tray out that the job uses.

- To prevent paper jams or misloading, do not add paper on top of any remaining paper in the tray. Remove any paper remaining in the tray, and then load that paper on top of the newly loaded paper.

- 2 Remove any paper loaded in the tray.

- 3 With the side to be copied or printed on facing up, load approximately 10 to 30 envelopes in the tray and align the bottom edge of the envelopes (not the flap side), when using a long format or square format envelope, in the arrow direction (1). Pinch the long-side paper guide and slide it to the desired paper size (2).

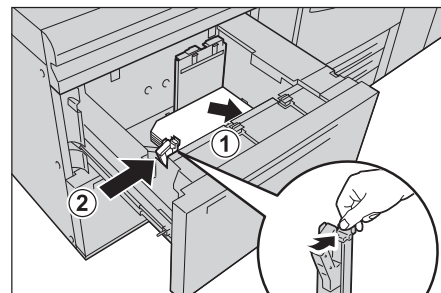
Note • When loading envelope with the flap opening, place the bottom edge of the envelope (not the flap side) along the machine. When loading envelope with the flap closing, place the flap along the machine or to the front side of the machine. When loading adhesive envelope, place it with the flap closing. When loading envelope with the flap closing and the flap placing to the front side of the machine, note that the quality of the image printed on the trailing edge of the envelope may become poor.



- 4 Likewise, load the remaining envelopes in the tray and align the bottom edge of the envelopes in the arrow direction (1). Pinch the left short-side paper guide and slide it to the desired paper size (2).

Important • The number of sheets that can be loaded varies depending on the type of envelopes. For more information, contact our Customer Support Center.

- If the envelopes loaded in the tray are 10 sheets or less, the guides apply more pressure to the envelopes. It may cause distortion of envelopes, and may cause paper jams.
- When loading envelopes, neatly align all edges. Also, if the envelopes loaded are tipped, reduce the number of envelopes loaded.
- Position the paper guides correctly to match the paper size. If the positions of the paper guides are not correct, the paper may not be fed properly, causing paper jams.



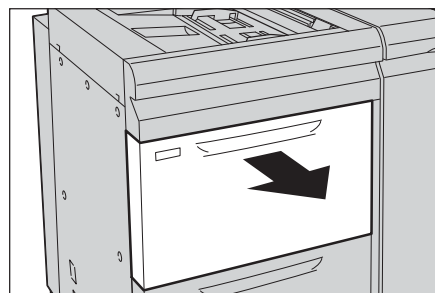
- 5 Push the tray in gently until it stops.

Loading the No.3 Standard Envelope, the No.6 Standard Envelope, C5, #10, or the Envelope with width 182 mm or less

- 1 Pull out the tray towards you until it stops.

⚠ CAUTION

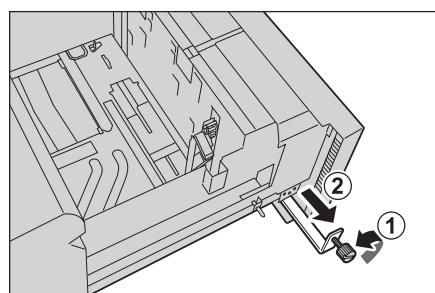
When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



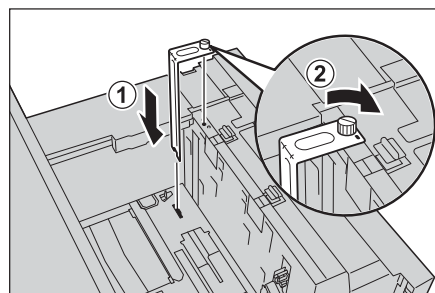
Important • While the machine is processing a job, do not pull the tray out that the job uses.

• To prevent paper jams or misloading, do not load envelopes on any paper remaining in the tray.

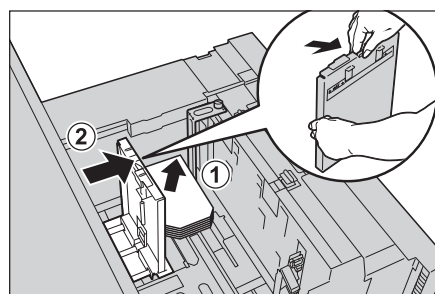
- 2 Remove any paper loaded in the tray.
- 3 Loosen the screw of the Post Card Kit attached to the left side of the tray (1), and pull out the Post Card Kit in the arrow direction (2).



- 4 Insert the small protrusions of the guide into both the slot in the bottom right of the tray and the screw hole on the front side of the tray (1). Tighten the screw to secure the Post Card Kit to the tray (2).



- 5 With the side to be copied or printed on facing up, load approximately 10 to 30 envelopes in the tray and align the bottom edges (not the flap side) of the envelopes in the arrow direction, when using the long format or the square format envelope (1). Pinch the long-side paper guide and slide it to the desired paper size (2).

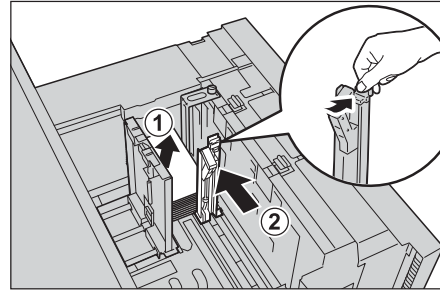


Note • When loading envelope with the flap opening, place the bottom edge of the envelope (not the flap side) along the machine. When loading envelope with the flap closing, place the flap along the machine or to the front side of the machine. When loading adhesive envelope, place it with the flap closing. When loading envelope with the flap closing and the flap placing to the front side of the machine, note that the quality of the image printed on the trailing edge of the envelope may become poor.

- 6** Likewise, load the remaining envelopes in the tray and align the bottom edge of the envelopes in the arrow direction (1). Pinch the left short-side paper guide and slide it to the desired paper size (2).

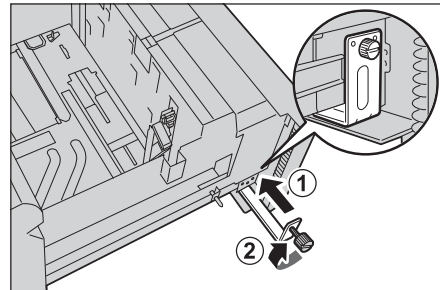
Important • The number of sheets that can be loaded varies depending on the type of envelopes. For more information, contact our Customer Support Center.

- If envelopes loaded in the tray are 10 sheets or less, the guides apply more pressure to the envelopes. It may cause distortion of the envelopes, and may cause paper jams.
- When loading envelopes, neatly align all edges. Also, if the envelopes loaded are tipped, reduce the number of envelopes loaded.
- Position the guides correctly to match the envelope size. Otherwise, the envelope may not be fed properly and cause paper jams.



- 7** Push the tray in gently until it stops.

Note • When removing the HCF Post Card Kit from the tray, completely loosen the screw before removing the kit. Place the removed HCF Post Card Kit back to its original location (1). Then, tighten the screw (2) for storing.



About Weight Switch Buttons

The HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Trays 6 and 7) have the weight switch buttons designed for helping feed paper.

For the paper heavier than 256 gsm, slide the switch button to the heavier weight group.

The following describes how to facilitate feeding of heavyweight paper loaded in Tray 6 of the High Capacity Feeder C3-DS as an example.

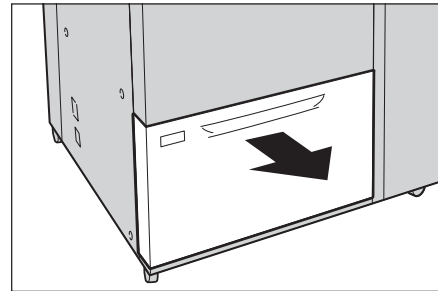
The procedure is the same as for the HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Tray 7).

Important • If 256 gsm or heavier paper is loaded in the tray, be sure to switch the button to the heavier weight group. Otherwise, paper jams or malfunctions may occur.

- 1 Pull out the tray towards you until it stops.

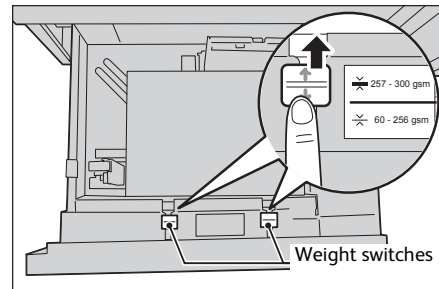
CAUTION

Make sure to pull out the tray slowly. When the tray is being pulled out with force, the tray may possibly hit your knees or other parts of your body causing injuries.



Important • While the machine is processing a job, do not pull the tray out that the job uses.

- 2 Slide the switches to the appropriate weight setting.



- 3 Push the tray in gently until it stops.

Improving the Paper Feeding Performance

The paper feeding performance can be improved when the HCF B1-S (Tray 6) or the High Capacity Feeder C3-DS (Trays 6 and 7) is used.

If images are skewed even when paper is loaded correctly, use the following procedure so that the paper might be fed more accurately.

The following describes how to improve the paper feeding performance in Tray 6 of the High Capacity Feeder C3-DS as an example.

The procedure is the same as for the HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Tray 7).

Important • If any of the following types of paper is loaded in the tray, performing the procedure in this section may cause the paper to be fed improperly, resulting in paper jams

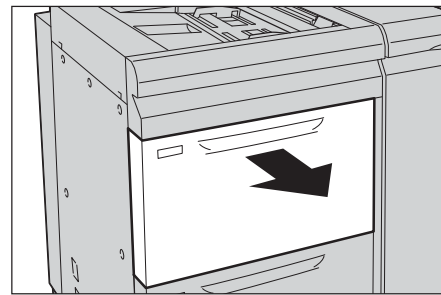
- Uncoated (221 - 350 gsm)
- Tab Stock (221 - 350 gsm)
- Punched (221 - 350 gsm)
- Uncoated Reload (221 - 350 gsm)
- Adhesive
- Postcard (257 - 350 gsm)

- 1 Pull out the tray towards you until it stops.

CAUTION

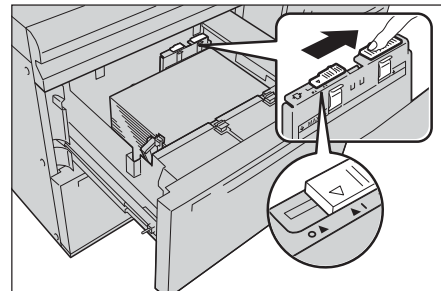
When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

Important • While the machine is processing a job, do not pull out the tray that the job uses.



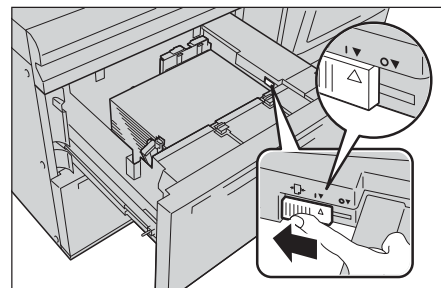
- 2 Slide the switch on top of the long-side paper guide to the right until it stops.

Note • To return the switch to its original position, slide it to the left until it stops.



- 3 If the paper feeding performance is not improved after step 2, slide the switch on the right front side towards the back of the machine until it stops.

Important • To return the switch to its original position, slide it towards you until it stops.



- 4 Push the tray in gently until it stops.

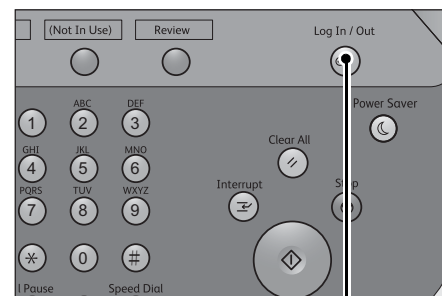
Changing the Paper Settings

After loading paper in a tray, specify the type of paper loaded and select image quality for the paper type. Setting Image quality for each paper type enables you to print with the most suitable image quality for the paper type.

For information on image quality processing for each paper type, refer to "Image Quality" (P.153).

- Note**
- Users can name Custom 1 to Custom 40 displayed in the paper type settings. Also, the users can register paper types and detailed properties for Custom 1 to Custom 40. For more information, refer to "Custom Paper Settings" (P.429).
 - You can change the paper type setting without entering to the System Administration mode on the [Setup] screen, which is displayed by selecting [Setup] in the Services Home screen if you configure the settings in advance. For more information, refer to "Paper Tray Attributes on Setup Screen" (P.433).

- 1 Press the <Log In/Out> button.



<Log In/Out> button

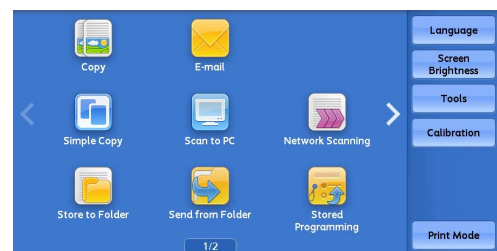
- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

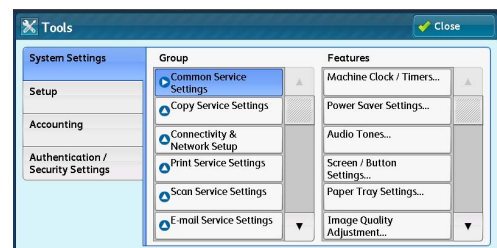
- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.

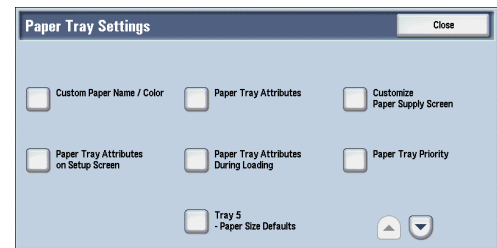
- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.



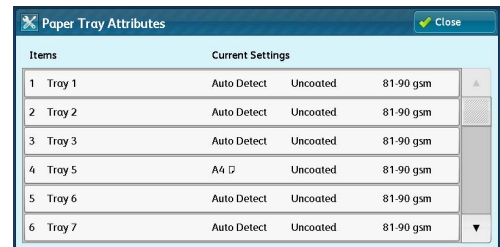
- 4 Select [System Settings] > [Common Service Settings] > [Paper Tray Settings].



5 Select [Paper Tray Attributes].

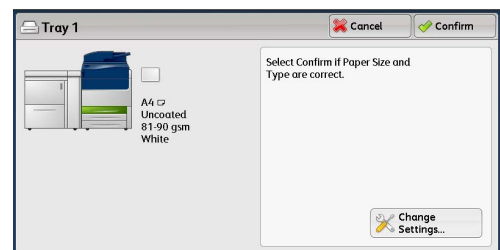


6 Select a paper tray for changing the paper type setting under [Items].



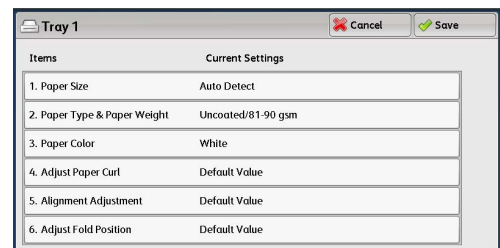
7 Select [Change Settings].

- Note**
- When loading envelopes in the HCF B1-S or the High Capacity Feeder C3-DS, select [Tray 6] or [Tray 7], and select [Envelope Feeder] and [Change Settings] on the screen displayed.



8 Set [Paper Size], [Paper Type & Paper Weight], [Paper Color], [Adjust Paper Curl], [Alignment Adjustment], and [Adjust Fold Position] respectively.

- Note**
- When you specify postcard for the Paper Type of a paper tray, specify postcard for the Paper Size as well.
If you specify another paper size, the job will be canceled.



For information on [Paper Size], [Paper Type & Paper Weight], and [Paper Color], refer to "Paper Tray Attributes" (P.431).

For information on [Adjust Paper Curl], refer to "Adjust Paper Curl" (P.717).

For information on [Alignment Adjustment], refer to "Manual Alignment Adjustment" (P.695).

For information on [Adjust Fold Position], refer to "Fold Position Adjustment" (P.709).

9 Select [Close] repeatedly until the [Tools] screen is displayed.

10 Select [Close].

4 Copy

This chapter describes the basic operation and features for the Copy service.

• Copying Procedure.....	126
• Operations during Copying	132
• Simple Copy	135
• Copy	140
• Image Quality	153
• Layout Adjustment	160
• Output Format.....	174
• Job Assembly.....	205

Copying Procedure

This section describes the basic copy procedures.

Step 1 Loading Documents	126
Step 2 Selecting Features	128
Step 3 Entering a Quantity	129
Step 4 Starting the Copy Job	129
Step 5 Confirming the Copy Job in Job Status	130

Step 1 Loading Documents

The following two methods are available to load documents:

■ Document Feeder

- Single sheet
- Multiple sheets

■ Document Glass

- Single sheet
- Bound documents, such as books

Document Feeder

■ Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 139.7 x 139.7 mm (Standard size: A5, A5 \square , 5.5 x 8.5", 5.5 x 8.5" \square) to 297 x 432 mm (Standard size: A3, 11 x 17").

The document feeder automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying the Scan Size for the Document)" (P.165).

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on paper size settings, refer to "Paper Size Settings" (P.447).

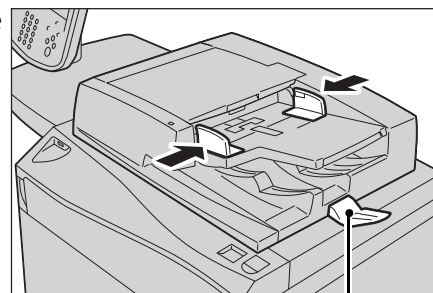
For information on how to copy mixed size documents, refer to "Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.165).

Important • To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.

1 Remove any paper clips and staples before loading a document.

2 Adjust the document guides to match the size of the document loaded.

Note • When loading a large size document such as A3, lift up the document feeder tray, and open the document stopper rightward.

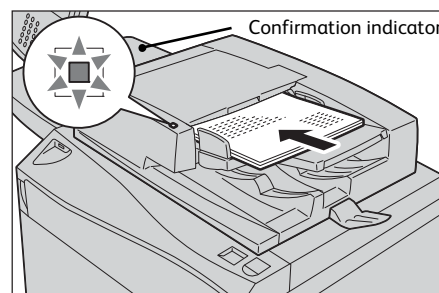


Document stopper

- 3 Load the document face up (when the document is 2-sided, load the front side up) in the center of the document feeder.

Note

- The Confirmation indicator lights up when the document is loaded correctly.
- The number of documents that can be loaded in the document feeder is up to 250 sheets (P paper).
- When the document is loaded in the document feeder, the document feeder tray lifts up. You can set the timing of the lift. For more information, refer to "Document Feeder Tray Elevation" (P.456).



Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes up to 297 x 432 mm (Standard size: A3, 11 x 17").

Important • Always close the document cover after using the document glass.

The document glass automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

For information on the document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying the Scan Size for the Document)" (P.165).

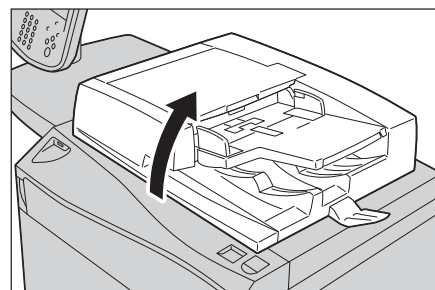
The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.447).

CAUTION

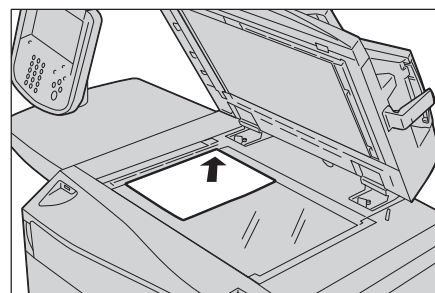
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

- 1 Open the document cover.

Important • Make sure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.



- 2 Load the document face down, and align it against the top left corner of the document glass.



- 3 Close the document cover.

Note

- When a standard size document is loaded on the document glass, the size of the document is displayed in the message field.

Step 2 Selecting Features

The following two services are available to copy documents.

■ Simple Copy

Allows you to only select basic features to copy documents.

■ Copy

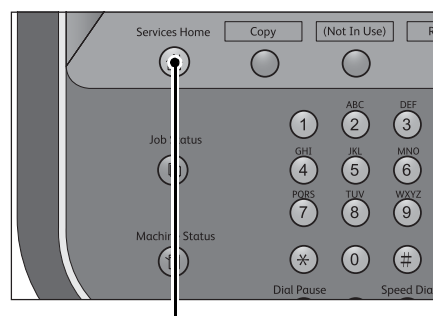
Allows you to make detailed settings to copy documents.

For information on Simple Copy, refer to "Simple Copy" (P.135).

The following describes how to select features on the [Copy] screen.

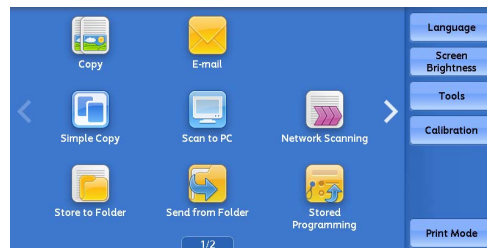
- Note**
- The features displayed on the screen depend on the configuration of your machine.
 - When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

- 1 Press the <Services Home> button.

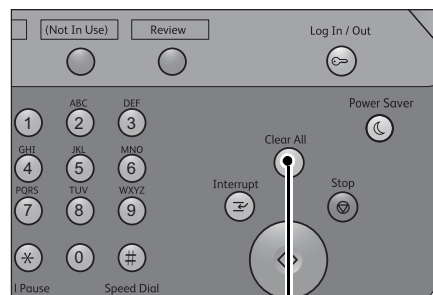


<Services Home> button

- 2 Select [Copy].



- 3 If the previous settings still remain, press the <Clear All> button.



<Clear All> button

- 4 Select each tab, and configure features as necessary.



The following shows the reference section for each tab.

"Copy" (P.140)

"Image Quality" (P.153)
 "Layout Adjustment" (P.160)
 "Output Format" (P.174)
 "Job Assembly" (P.205)

Step 3 Entering a Quantity

You can enter up to 9999 sets.

- 1 Enter the number of copies using the numeric keypad.

The number of copies entered appears on the upper right of the touch screen.



Numeric keypad

- 2 If you have entered an incorrect value, press the <C (Clear)> button and then enter the correct value.



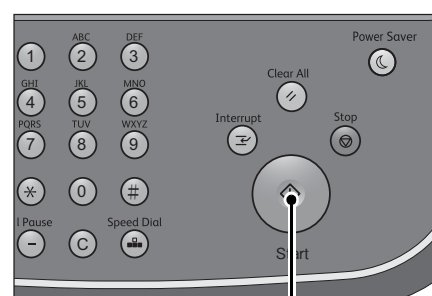
<C (Clear)> button

Copy
4

Step 4 Starting the Copy Job

- 1 Press the <Start> button.

- Important**
- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
 - Copies cannot be made if a copy protection code is detected.
- Note**
- If a problem occurs, an error message appears on the touch screen. Follow the instructions of the message to solve the problem.
 - You can set the next job during copying.



<Start> button

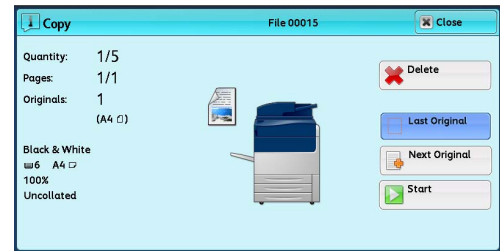
■ If you have more documents

If you have more documents to copy, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

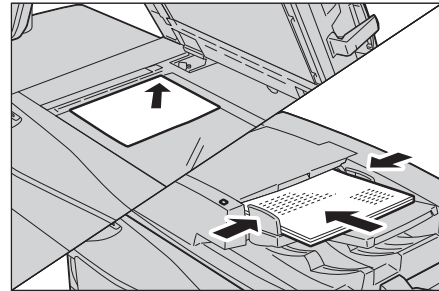
2 Select [Next Original] while scanning is in progress.

Note

- When using the document feeder, load the next document after the machine has finished scanning the first document.
- When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.
- You can change the number of copies by selecting [Change Quantity] that is displayed after selecting [Delete].



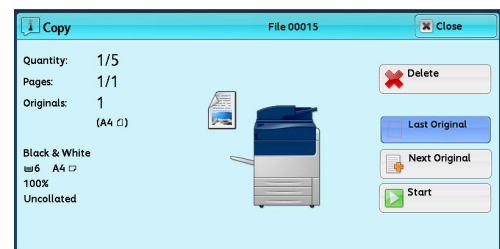
3 Load the next document.



4 Press the <Start> button.

If you have more documents, repeat steps 3 and 4.

5 When all documents have been scanned, select [Last Original].



Step 5 Confirming the Copy Job in Job Status

If copies are not output after you start the copy job, the job may be in pending status. Use the following procedure to confirm the job status.

1 Press the <Job Status> button.

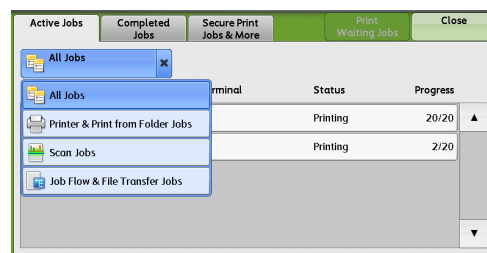


<Job Status> button

2 Confirm the job status.

Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- The list can be scrolled by drag or flick operation. For information on how to drag or flick, refer to "Touch Screen" (P.88).



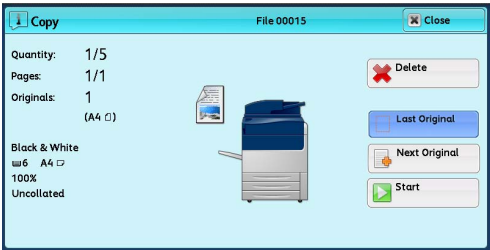
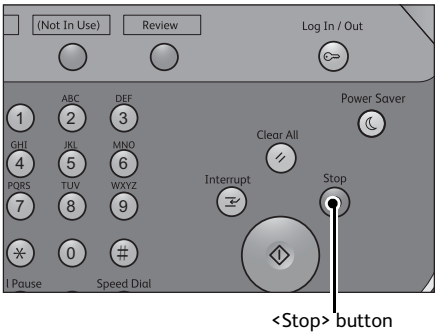
Operations during Copying

This section describes available operations during copying.

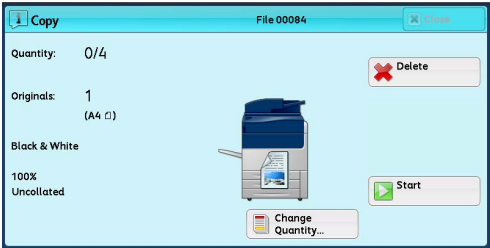
Stopping the Copy Job.....	132
Changing the Number of Copies.....	133
Interrupting the Copy Job	134

Stopping the Copy Job

- 1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.

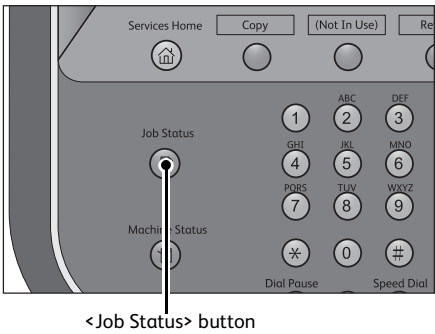


- 2 Select [Delete].

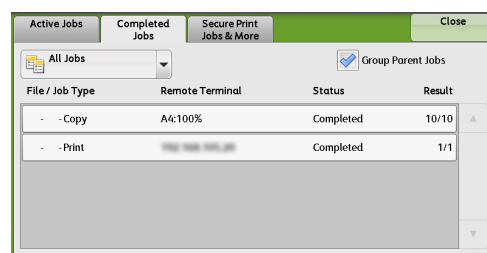


■ If [Delete] does not appear on the screen:

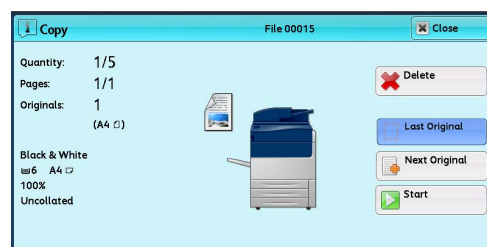
- 1 Press the <Job Status> button.



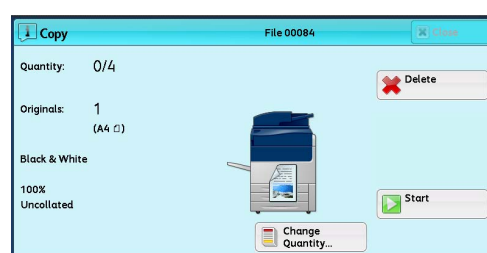
2 Select the job to cancel.



3 Select [Delete].



4 Select [Delete].



Copy
4

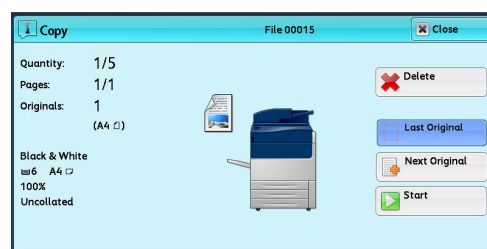
Changing the Number of Copies

To change the number of copy sets during scanning or copying, use the following procedure.

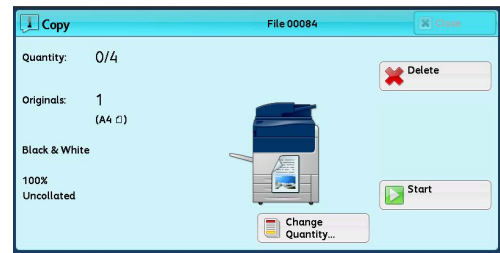
1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



<Stop> button



2 Select [Change Quantity].



3 Specify the number of copy sets with the numeric keypad.

The new quantity must include the number of copies that have already been printed. You cannot enter a number less than the number of copies that have already been printed.

4 Press the <Start> button.

Note • If you enter the same value as the number of copies that have already been printed, the machine will not execute a copy job even when you press the <Start> button.

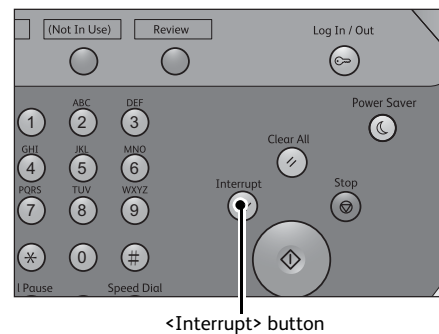
Interrupting the Copy Job

You can temporarily stop the copy job to have the machine process another job.

Important • Press the <Interrupt> button only after all the documents have been scanned. The machine does not accept another job while it is scanning the documents, or when [Next Original] has been selected.
• Even when the <Interrupt> button is pressed, the machine may not accept another copy job if 10 sets or less are being copied using the document glass.

1 Press the <Interrupt> button.

The <Interrupt> button lights up to indicate that the machine is in the Interrupt mode.



<Interrupt> button

2 Load a document and set features if necessary.

3 Specify the number of copy sets with the numeric keypad.

4 Press the <Start> button.

5 After you have finished making the interrupt copy, press the <Interrupt> button.

The <Interrupt> button goes out to indicate that the Interrupt mode is exited.

Note • If you used the document glass to copy the document, remove the document from the document glass.

6 Press the <Start> button.

The suspended copy job is resumed.

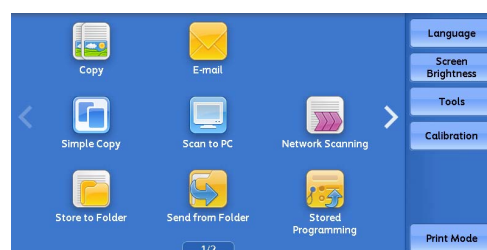
Simple Copy

You can select [Copy] or [Simple Copy] on the Services Home screen to set the features for the Copy service.

This section describes the features you can select on the [Simple Copy] screen. [Simple Copy] allows you to use only basic features to easily copy documents. The following shows the reference section for each feature.

Paper Supply (Selecting the Paper for Copying)	135
Reduce/Enlarge (Making Enlarged/Reduced Copies).....	136
2 Sided Copying (Making 2 Sided Copies)	137
Auto Detect/Color/Black & White (Selecting the Color for Copying)	137
Lighten/Darken (Adjusting the Copy Density)	138
2 Pages per Side (Copying Two Pages onto One Sheet)	138
1 Staple	139

- 1 Select [Simple Copy] on the Services Home screen.



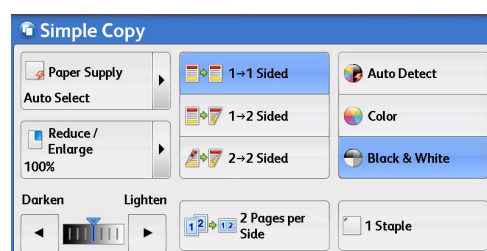
- 2 Select a feature on the [Simple Copy] screen.

Paper Supply (Selecting the Paper for Copying)

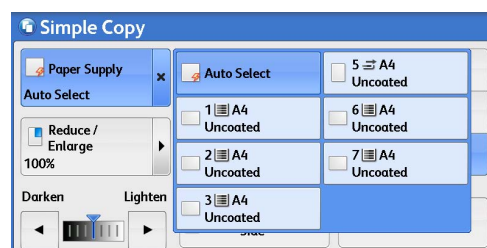
This feature allows you to select the paper tray in which the paper is loaded for copying.

- Note**
- When you select a tray based on the paper weight, operate from the [Copy] service. Paper weight information is not displayed in [Paper Supply] on the [Simple Copy] screen. For information on how to select the paper tray on the [Copy] screen, refer to "Paper Supply (Selecting the Paper for Copying)" (P.135).

- 1 Select [Paper Supply].



- 2 Select a paper tray to be used.



■ Auto Select

Automatically determines the tray holding the appropriate paper, based on the document size and the specified copy ratio.

Note • This cannot be selected together with [Auto %] under [Reduce/Enlarge].

■ Trays 1 to 3, Tray 6 (optional), and Tray 7 (optional)

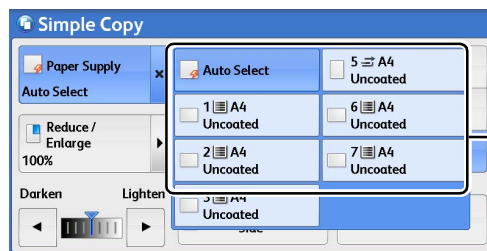
Allows you to directly select the desired tray.

■ Tray 5 Bypass Auto Detect

Automatically detects the size of paper loaded in the bypass tray.

Checking the Remaining Amount of Paper in a Tray

The icons displayed in the indication areas for each tray allows you to check the remaining amount of paper loaded in the tray.



You can view the icons to check the remaining amount of paper in a tray.



: Indicates that the remaining amount of paper is 25 to 100 %.



: Indicates that the remaining amount of paper is 25 % or less.

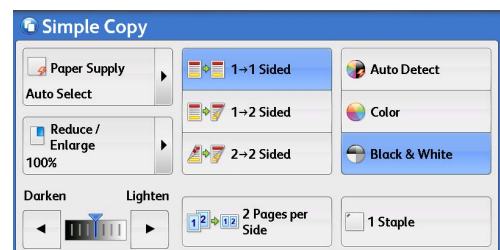


: Indicates that the tray has run out of paper, or no paper is loaded in the tray.

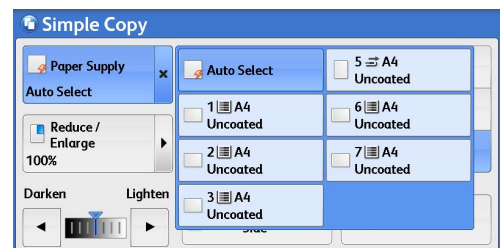
Reduce/Enlarge (Making Enlarged/Reduced Copies)

This feature allows you to select a copy ratio to enlarge or reduce the size of copies.

- 1 Select [Reduce/Enlarge].



- 2 Select a copy ratio.



■ 100%

Copies at the same image size as the original document.

■ Auto %

Automatically determines the copy ratio based on the document size and the paper size specified in [Paper Supply], and copies the document to fit into the paper.

Note • This cannot be selected together with [Auto Select] under [Paper Supply].

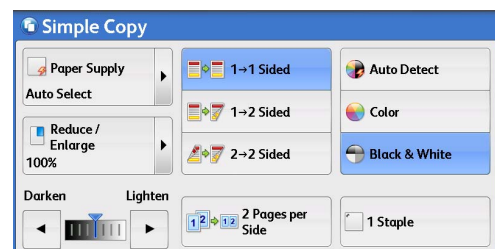
■ Ratios

Allows you to select from preset copy ratios.

2 Sided Copying (Making 2 Sided Copies)

This feature allows you to copy 1-sided and 2-sided documents on one side or both sides of paper.

- 1 Select any option.



Copy

4

■ 1 → 1 Sided

Makes a copy of a 1-sided document on one side of the paper.

■ 1 → 2 Sided

Makes a copy of a 1-sided document on both sides of the paper.

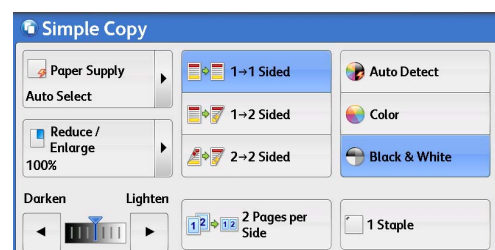
■ 2 → 2 Sided

Makes a copy of a 2-sided document on both sides of the paper.

Auto Detect/Color/Black & White (Selecting the Color for Copying)

This feature allows you to select a color mode.

- 1 Select [Auto Detect], [Color] or [Black & White].



■ Auto Detect

The machine automatically determines the colors of the original document and makes copies in full color if the original document is colored, and in single color (black) if the document is black-and-white.

- Note**
- If a color document is in one of the following conditions, the machine may copy the document in black and white.
 - The colored area is too small.
 - The colors are too light.
- In that case, change a level from the five levels which is used for the machine to recognize color. For more information, refer to "Output Color Recognition" (P.435).

■ Color

Copies in full color.

■ Black & White

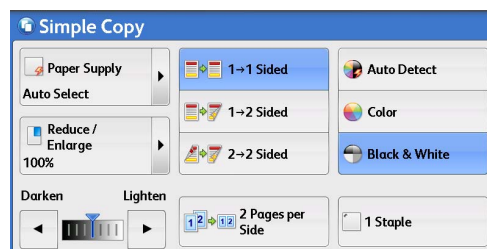
Copies in black and white regardless of the colors in the original document.

- Note**
- If the use of certain colors is not allowed, the available colors will be restricted. For more information, refer to "Service Access" (P.537).

Lighten/Darken (Adjusting the Copy Density)

This feature allows you to select a copy-density level from seven levels.

- 1 Use [◀] and [▶] to set a density level.



2 Pages per Side (Copying Two Pages onto One Sheet)

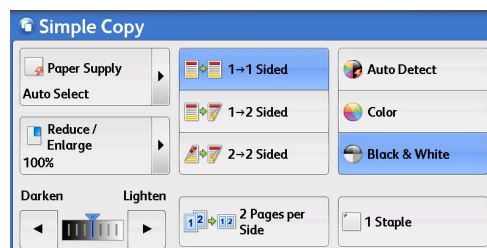
This feature allows you to copy two pages of a document together onto one side of a single sheet of paper.

When you select [2 Pages per Side], [Auto %] is automatically selected in [Reduce/Enlarge]. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

- Note**
- When you deselect [Auto %] in [Reduce/Enlarge] (when you select another copy ratio), image loss may occur depending on the image size of the document.
 - Select a tray other than [Auto Select] in [Paper Supply]. When you select [Auto Select], the tray containing A4 paper is selected. If no tray contains A4 paper, the machine selects a tray based on the [Auto Paper Off] setting. For information on [Auto Paper Off], refer to "Auto Paper Off" (P.464).

For information on how to copy four or eight pages of a document together onto one side of a single sheet of paper, refer to "Pages per Side (Copying Multiple Pages onto One Sheet)" (P.180).

- 1 Select [2 Pages per Side].



1 Staple

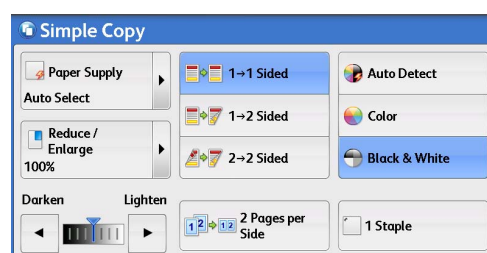
This feature allows you to select whether to staple copied outputs at the top left corner.

- Paper quantity that can be stapled (FX P Paper/FX J Paper)
Finisher C3/Finisher C3 with Booklet Maker: 2 to 50 sheets
Finisher D4/Finisher D4 with Booklet/Finisher D5: 2 to 100 sheets
- Paper types that can be stapled
Uncoated, Uncoated Reload, Coated, Coated Reload, Recycled, Punched, Embossed, Cast Coated, Mat Coated, Tab Stock, Precut Tab (Embossed)

Finisher D4/Finisher D4 with Booklet/Finisher D5 cuts the staple nails depending on the number of sheets. The stapled nails may be bent depending on the type of paper used.

Note • This feature requires an optional component. For more information, contact our Customer Support Center.

1 Select [1 Staple].



Copy

4

Copy

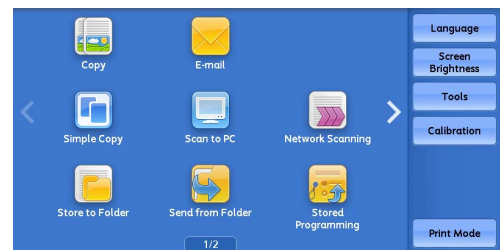
You can select [Copy] or [Simple Copy] on the Services Home screen to set the features for the Copy service.

This section describes the features you can select on the [Copy] screen.

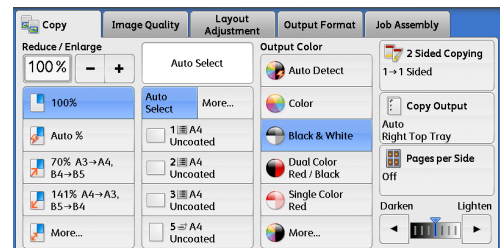
Reduce/Enlarge (Making Enlarged/Reduced Copies)	140
Paper Supply (Selecting the Paper for Copying)	144
Output Color (Selecting the Color for Copying)	148
2 Sided Copying (Making 2 Sided Copies)	152
Copy Output (Specifying Finishing Options)	152
Pages per Side (Copying Multiple Pages onto One Sheet)	152
Lighten/Darken (Adjusting the Copy Density)	152

You can customize the layout of the features displayed on the [Copy] screen. For more information, refer to "Copy Tab - Features Allocation" (P.457).

- 1 Select [Copy] on the Services Home screen.



- 2 Select a feature on the [Copy] screen.



Reduce/Enlarge (Making Enlarged/Reduced Copies)

This feature allows you to select a copy ratio to enlarge or reduce the size of copies.

- 1 Specify a copy ratio.

Note • You can use the numeric keypad to specify a value, or [+] and [-] to specify reduction/enlargement ratios directly.



■ 100%

Copies at the same image size as the original document.

■ Auto %

Automatically determines the copy ratio based on the document size and the paper size specified in [Paper Supply], and copies the document to fit into the paper.

Note • This cannot be selected together with [Auto Select] under [Paper Supply].

■ Ratios (3rd and 4th buttons)

Displays preset copy ratios.

You can change the copy ratio associated with each button. For information on the settings, refer to "Reduce/Enlarge - Button 3 - 4" (P.458).

■ More

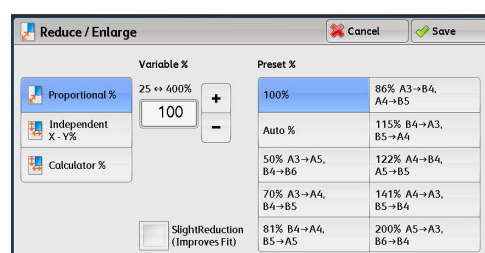
Displays the [Reduce/Enlarge] screen on which you can set [Proportional %], [Independent X - Y %], and [Calculator %].

For information on the settings on the [Reduce/Enlarge] screen, refer to "When [Proportional %] is Selected" (P.141), "When [Independent X - Y %] is Selected" (P.142), or "When [Calculator %] is Selected" (P.143).

When [Proportional %] is Selected

You can select a ratio from the standard copy ratios, or can enter a ratio directly.

- 1 Select a copy ratio, or specify a value.




■ Variable %

Specify a ratio in the range from 25 to 400 % in 1 % increments.

To specify a value, use the numeric keypad or [+] and [-]. Specifying "100 %" allows you to make copies at the same image size as the original document.

When you make enlarged/reduced copies from standard-sized documents on standard-sized paper, the following copy ratios will be applied.

Copy / Original	A6	B6	A5	B5	A4	B4	A3
A6	100 %	122 %	141 %	173 %	200 %	245 % *	282 % *
B6	81 %	100 %	115 %	141 %	163 %	200 % *	230 % *
A5	70 %	86 %	100 %	122 %	141 %	173 % *	200 % *
B5	57 %	70 %	81 %	100 %	115 %	141 % *	163 % *
A4	50 %	61 %	70 %	86 %	100 %	122 %	141 %
B4	40 %	50 %	57 %	70 %	81 %	100 %	115 %
A3	35 %	43 %	50 %	61 %	70 %	86 %	100 %

* : Load a document in landscape orientation () to match the paper orientation loaded in the tray.

How to load a document depends on the size and orientation of a document. For more information, refer to "Step 1 Loading Documents" (P.126).

For information on paper that can be loaded, refer to "Paper Types" (P.92).

■ Preset %

- 100 %

Copies at the same image size as the original document.

- Auto %

Automatically determines the copy ratio based on the document size and the paper size specified in [Paper Supply], and copies the document to fit into the paper.

Note • This cannot be selected together with [Auto Select] under [Paper Supply].

- Preset ratios

Select from the preset ratios.

You can change the copy ratio associated with each button. For information on the settings, refer to "Reduce/Enlarge Presets" (P.467).

■ Slight Reduction (Improves Fit)

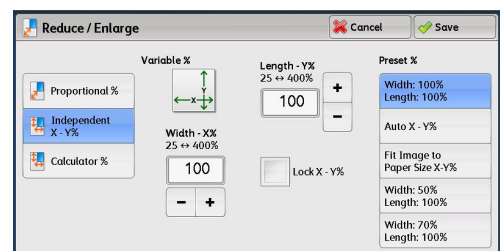
Select this check box to slightly reduce the specified copy ratio to copy the complete image onto the paper.

Important • If you select [Slight Reduction (Improves Fit)] and you do not want to erase the edges of the document, set the amount of edge erase to 0 mm. Note that if the amount is set to 0 mm, the edges of the copied document may get dirty. You can set [Edge Erase] on the [Layout Adjustment] screen. For more information, refer to "Edge Erase (Erasing Edges and Margin Shadows of the Document)" (P.166).

When [Independent X - Y %] is Selected

You can specify reduction/enlargement ratios for the width and length individually.

- 1 Select any option.



■ Variable %

- Width - X %, Length -Y %

Allows you to specify reduction/enlargement ratios for the width and length in the range from 25 to 400 % in 1 % increments. Use [+] and [-] or the numeric keypad to specify a ratio.

■ Lock X - Y %

Allows you to make the same ratio adjustment for the width and length at the same time.

■ Preset %

- 100 % / 100 %
Copies at the same image size as the original document.
- Auto X - Y %
Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper.
- Fit Image to Paper Size X - Y %
Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper, and then slightly reduces the ratios so that the complete image is copied onto the paper.
- Width: XX % Length: XX %
Allows you to specify the preset reduction/enlargement ratios.

When [Calculator %] is Selected

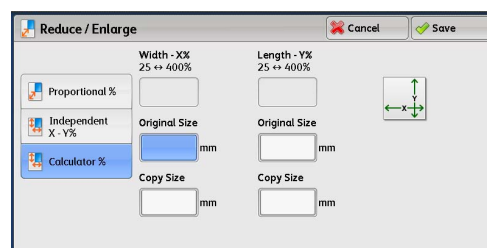
You can specify values for the length and width individually.

If you specify both the original document size and the desired copy size, the copy ratios for the length and width are calculated automatically according to the values that you entered.

Note • Selecting [Calculator %] allows you to set copy ratios. The values entered in [Original Size] and [Copy Size] are used to calculate ratios, and do not reflect a scan size for the document or the paper size. Be sure to specify a scan size for the document. Also, select a paper tray if necessary.

For information on how to specify a scan size for the document, refer to "Original Size (Specifying the Scan Size for the Document)" (P.165). For information on how to select a paper tray, refer to "Paper Supply (Selecting the Paper for Copying)" (P.144).

- 1 Enter the width of the original document in [Original Size] of [Width - X %] using the numeric keypad.



- 2 Enter the width of the output copy in [Copy Size] of [Width - X %] using the numeric keypad.
- 3 In the same way, enter the length for [Original Size] and [Copy Size] of [Length - Y %].

■ Width - X % / Length - Y %

Displays the ratios that are automatically calculated using the values set in [Original Size] and [Copy Size].

■ Original Size

Allows you to enter the width and length of the original document, in the range from 1 to 999 mm in 1 mm increments.

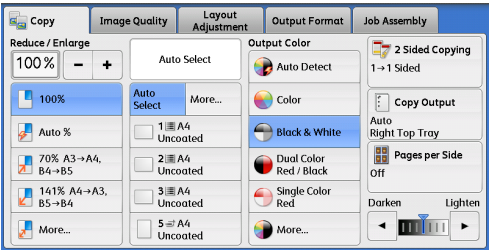
■ Copy Size

Allows you to enter the width and length of output copies, in the range from 1 to 999 mm in 1 mm increments.

Paper Supply (Selecting the Paper for Copying)

This feature allows you to select the tray that holds the paper you want to use.

1 Select a paper tray.



Feedback area

Selected tray, remaining amount, size, kind, and weights of paper are displayed.

Note • When nonstandard size is selected and the name of the size is registered, the name is displayed on the feedback area. For more information, refer to "When [Preset Custom Size] is Selected" (P.219).

Auto Select

Automatically determines the tray holding the appropriate paper, based on the document size and the specified copy ratio.

Note • This cannot be selected together with [Auto %] under [Reduce/Enlarge].

Trays (2nd to 5th buttons)

Allows you to directly select the desired tray.

You can change the paper tray associated with each button on the [Copy] screen. For information on the settings, refer to "Paper Supply - Button 2 - 5" (P.458).

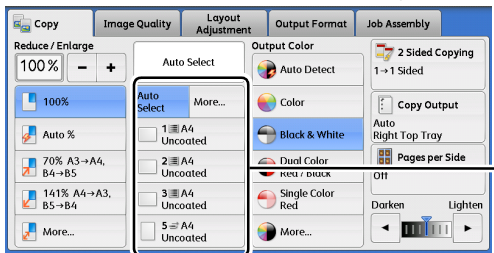
More

Displays the [Paper Supply] screen.

For information on the settings on the [Paper Supply] screen, refer to "[Paper Supply] Screen" (P.145).

Checking the Remaining Amount of Paper in a Tray

The icons displayed in the indication areas for each tray allows you to check the remaining amount of paper loaded in the tray.



You can view the icons to check the remaining amount of paper in a tray.



: Indicates that the remaining amount of paper is 25 to 100 %.



: Indicates that the remaining amount of paper is 25 % or less.

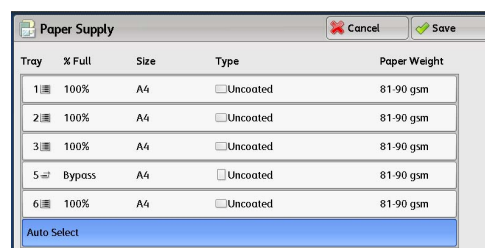


: Indicates that the tray has run out of paper, or no paper is loaded in the tray.

[Paper Supply] Screen

This screen allows you to select a paper tray from all trays available on the machine.

- 1 Select a paper tray.



■ Tray

Allows you to select the paper tray that can be selected on the machine. When [5] is selected, the [Tray 5] screen is displayed where you can specify a paper type other than plain paper, and non-standard size paper.

Note • Tray 6 and 7 are optional.

■ % Full

Displays the remaining amounts of paper loaded in trays.

■ Size

Displays paper sizes.

■ Type

Displays paper types.

■ Paper Weight

Displays paper weights.

For information on the settings, refer to "Paper Tray Settings" (P.429).

[Tray 5] Screen

Set the paper loaded in Tray 5.

If you want to use paper that cannot be loaded in Trays 1 to 3, Tray 6 (optional), or Tray 7 (optional), use Tray 5.

The [Tray 5] screen appears when you load paper.

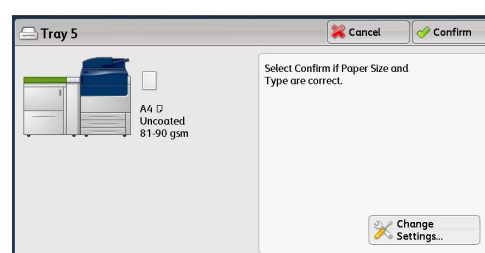
For information on paper that can be loaded in Tray 5, refer to "Paper Types" (P.92).

■ Change Settings

Select this button to change the paper size, type, or weight loaded in the tray.

- 1 Select a paper size and a paper type.

Note • [Auto Detect] is available only when standard-sized paper is loaded.



- 2 Select [Paper Size].
- 3 Select [Standard Size], [Preset Custom Size], or [Custom Size].

When you select [Standard Size] or [Custom Size], refer to "When [Standard Size] is Selected" (P.146) or "When [Custom Size] is Selected" (P.146), respectively.

When you select [Standard Size], [Preset Custom Size], or [Custom Size], refer to "When [Standard Size] is Selected" (P.146), "When [Preset Custom Size] is Selected" (P.219)" or "When [Custom Size] is Selected" (P.146), respectively.

■ Paper Type & Paper Weight

Select a paper type and paper weight.

■ Adjust Paper Curl

For information on [Adjust Paper Curl], refer to "Changing the Paper Settings" (P.123).

■ Alignment Adjustment

For information on [Alignment Adjustment], refer to "Changing the Paper Settings" (P.123).

■ Adjust Paper Curl

For information on [Adjust Fold Position], refer to "Changing the Paper Settings" (P.123).

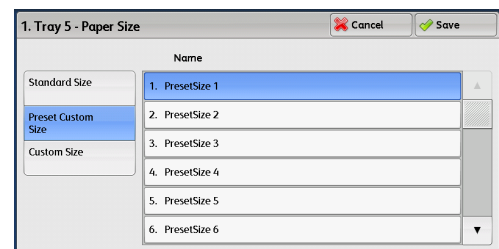
When [Standard Size] is Selected

Select [Standard Size], and from the lists displayed, select a paper size and then a paper type.

1 Select a paper size and a paper type.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - The list can be scrolled by drag or flick operation. For information on how to drag or flick, refer to "Touch Screen" (P.88).

2 Select a paper type, paper weight, and adjustment type.



■ Paper Type & Paper Weight

Select a paper type and paper weight.

■ Adjust Paper Curl

For information on [Adjust Paper Curl], refer to "Changing the Paper Settings" (P.123).

■ Alignment Adjustment

For information on [Alignment Adjustment], refer to "Changing the Paper Settings" (P.123).

■ Adjust Paper Curl

For information on [Adjust Fold Position], refer to "Changing the Paper Settings" (P.123).

When [Preset Custom Size] is Selected

Select [Preset Custom Size]. From the lists displayed, select a paper size.

The non-standard sizes which have been registered are displayed on the list.

- Note**
- Up to 100 non-standard sizes can be displayed on the list. The 100 nonstandard sizes which are 200 mm x 200 mm are set by the factory default. These sizes cannot be deleted.
 - When the name of non-standard size is registered, the name is displayed on the list. For information on registering the non-standard size, refer to "Preset Custom Size" (P.434).

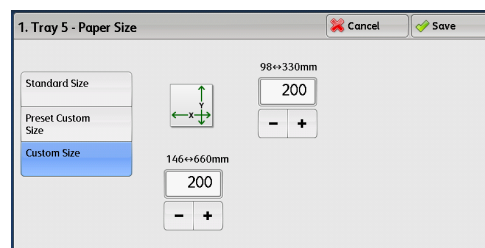
When [Custom Size] is Selected

Enter the width and length of the original document.

Specify the X (width) in the range from 148 to 488mm, and the Y (length) in the range from 98 to 330 mm in 1 mm increments.

- Important**
- For X direction, the range of 146 to 147 mm is also supported, but the image quality and paper feed performance are not guaranteed.
 - If the X (width) of non-standard size paper is less than 146mm, documents may not be copied properly.

- 1 Enter a paper size using [+] and [-] or the numeric keypad.



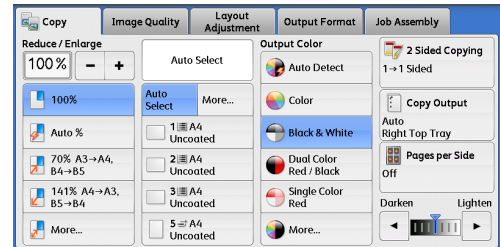
- 2 Select a paper type.

Output Color (Selecting the Color for Copying)

This feature allows you to select copy colors.

Note • If the use of certain colors is not allowed, the available colors will be restricted. For more information, refer to "Service Access" (P.537).

1 Select a color mode.



■ Auto Detect

The machine automatically determines the colors of the original document and makes copies in full color if the original document is colored, and in single color (black) if the document is black-and-white.

Note • If a color document is in one of the following conditions, the machine may copy the document in black and white.

- The colored area is too small.
- The colors are too light.

In that case, change a level from the five levels which is used for the machine to recognize color. For more information, refer to "Output Color Recognition" (P.435).

■ Color

Copies in full color.

■ Black & White

Copies in black and white regardless of the colors in the original document.

■ Dual Color Red/Black

Copies color documents using two colors.

You can change the two colors. For more information, refer to "Dual Color - Target Area Color" (P.459) and "Dual Color - Non-target Area Color" (P.459).

■ Single Color Red

Copies color documents using one color.

You can change the red color to another one on the screen displayed after selecting [More] > [Single Color] > [Color]. For more information, refer to "Single Color" (P.459).

■ More

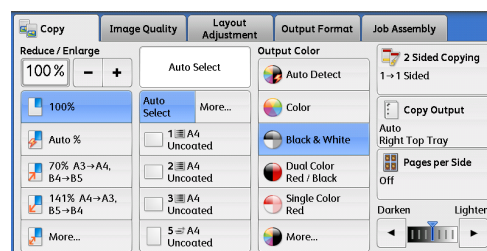
Displays the [Output Color] screen.

For more information, refer to "[Output Color] Screen" (P.149).

[Output Color] Screen

This screen allows you to make settings for full color, dual color, and single color.

1 Select [More].



2 Select the desired output color mode.

■ Auto Detect

Automatically determines the color of the original document and makes copies in full color if the original document is colored, or in single color (black) if the document is black-and-white.

■ Color

Copies in full color using all the four colors of toner: yellow, magenta, cyan, and black.

■ Black & White

Copies in black and white regardless of the colors in the original document.

■ Dual Color

Separates the colors of your document into the source colors and the other colors, and then copies the document using two colors. Selecting [Dual Color] allows you to set the following:

- Source Color

Displays the [Source Color] screen on which you can select one or more colors from your document to define them as source colors.

Refer to "[Source Color] Screen" (P.149).

- Target Area Color

Displays the [Target Area Color] screen on which you can select the target color to be used in place of the selected source colors.

Refer to "[Target Area Color] Screen" (P.150).

- Non-target Area Color

Displays the [Non-target Area Color] screen on which you can select the color to be used in place of the colors other than the selected source colors.

Refer to "[Non-target Area Color] Screen" (P.151).

■ Single Color

Copies in one specified color regardless of the color of the document.

Selecting this option displays [Color] on the screen. Select a color on the [Output Color - Color] screen which is displayed after selecting [Color].

Refer to "[Output Color - Color] Screen" (P.151).

[Source Color] Screen

This screen allows you to select one or more colors from your document to define them as source colors.

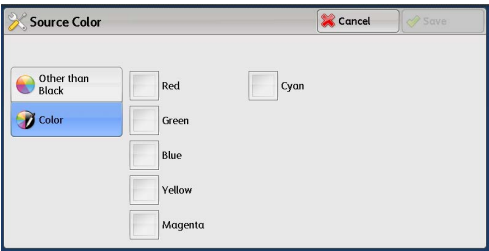
1 Select [Dual Color].



2 Select [Source Color].



3 Select [Other than Black] or [Color].



■ Other than Black

The colors other than black will be the source colors.

■ Color

Allows you to select one or more source colors from six preset options.

[Target Area Color] Screen

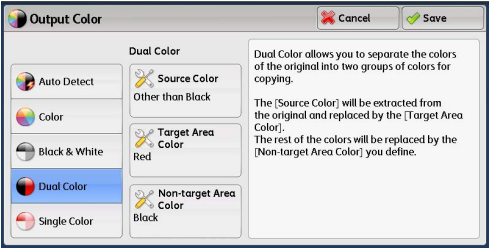
This screen allows you to select the target color to be used in place of the source colors specified in [Source Color]. You can select one color from seven preset and six custom options.

For information on how to set custom colors, refer to "Custom Colors" (P.467).

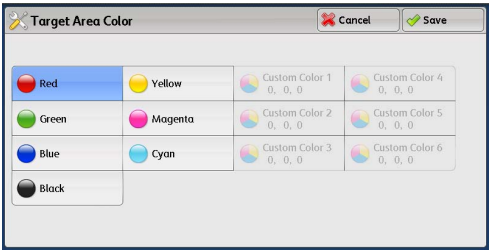
1 Select [Dual Color].



2 Select [Target Area Color].



3 Select any color.



[Non-target Area Color] Screen

This screen allows you to select the color to be used in place of the colors other than the selected source colors. You can select one color from seven preset and six custom options. For information on how to set custom colors, refer to "Custom Colors" (P.467).

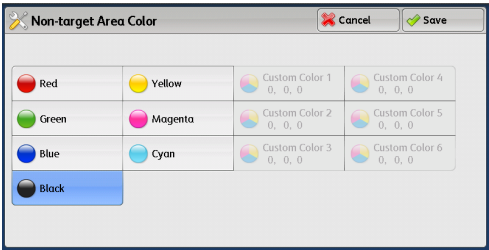
1 Select [Dual Color].



2 Select [Non-target Area Color].



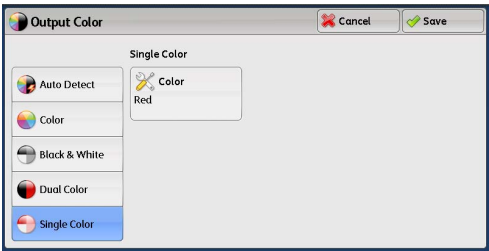
3 Select any color.



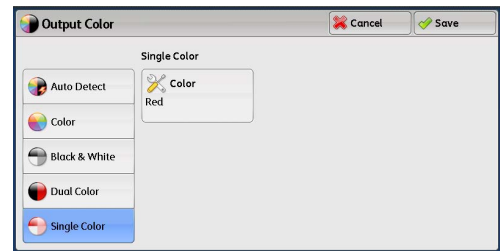
[Output Color - Color] Screen

This screen allows you to specify the color to be used for single-color copying regardless of the colors in the original document. You can select one color from six preset and six custom options for [Single Color]. For information on how to set custom colors, refer to "Custom Colors" (P.467).

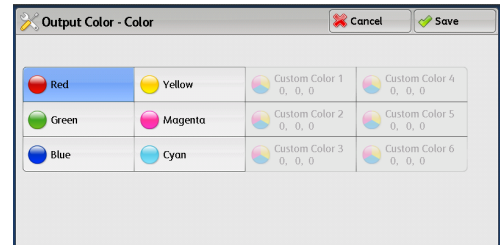
1 Select [Single Color].



2 Select [Color].



3 Select any color.



2 Sided Copying (Making 2 Sided Copies)

This feature is the same as [2 Sided Copying] on the [Layout Adjustment] screen. For more information, refer to "2 Sided Copying (Making 2 Sided Copies)" (P.161).

Copy Output (Specifying Finishing Options)

This feature is the same as [Copy Output] on the [Output Format] screen. For more information, refer to "Copy Output (Specifying Finishing Options)" (P.198).

Pages per Side (Copying Multiple Pages onto One Sheet)

This feature is the same as [Pages per Side] on the [Output Format] screen. For more information, refer to "Pages per Side (Copying Multiple Pages onto One Sheet)" (P.180).

Lighten/Darken (Adjusting the Copy Density)

This feature allows you to select a copy-density level from seven levels.

Note • [Lighten/Darken] on the [Copy], [Image Quality] and [Simple Copy] screens is the same.

1 Use [◀] and [▶] to select from seven density levels.

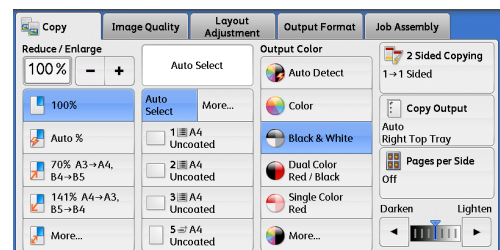
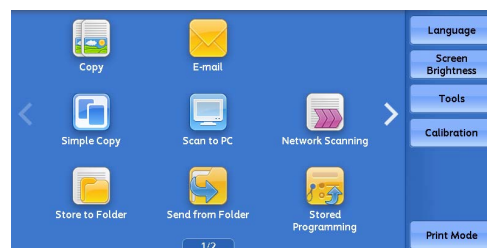


Image Quality

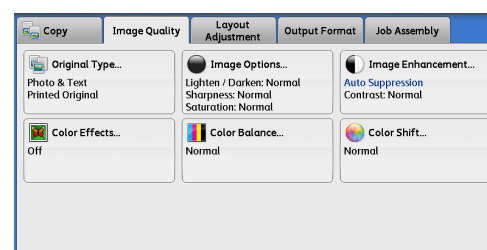
The section describes the features you can select on the [Image Quality] screen.

Original Type (Selecting the Document Type)	153
Image Options (Adjusting Copy Density/Sharpness/Saturation of Images)	155
Image Enhancement (Erasing the Background Color of Documents/Adjusting Contrast)	155
Color Effects (Selecting an Image Quality)	156
Color Balance (Adjusting Color Balance)	157
Color Shift (Adjusting the Color Tone)	158

- 1 Select [Copy] on the Services Home screen.



- 2 Select a feature on the [Image Quality] screen.

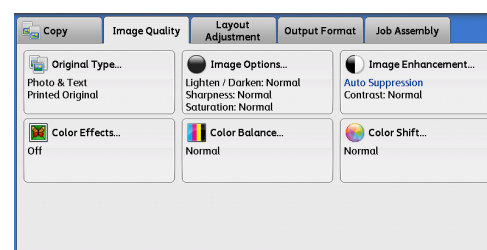


Note • If the color reproduction is unsatisfactory, perform calibration. For information on calibration, refer to "Executing Calibration" (P.682).

Original Type (Selecting the Document Type)

This feature allows you to select the type of documents, such as text and photos. By selecting a document type, you can make copies at optimum image quality.

- 1 Select [Original Type].



- 2 Select any option.

■ Auto

Automatically sets the document type based on the setting made in the System Administration mode and the setting made in [Output Color] on the [Copy] screen.

■ Photo & Text

Select this option when the document contains both text and photos. The machine automatically distinguishes the text and photo areas of the document and sets the

appropriate image quality for each area. To process photo areas, select the photo type from [Printed Original], [Photograph], and [Photocopied Original].

- **Printed Original**

Select this option when the document contains printed photos, such as a brochure.

- **Photograph**

Select this option when the document contains pasted photos. This option prevents the copy from being reproduced bluish.

- **Photocopied Original**

Select this option when the document is a copy or print made with a color copying machine such as this machine. This option prevents the copy from being reproduced faintly.

■ **Text**

Select this option to copy text areas of the document sharply. This option is suitable for graphs and illustrations.

- **Normal Text**

Select this option for printed documents, or for documents written with ink.

- **Light Text**

Select this option for text that requires enhancement, such as handwritten pencil text.

- **Text on See-Through Paper**

Select this option to reduce blurs of tracing-paper documents or to suppress background shadows of lightweight documents.

[Text on See-Through Paper] may not be displayed depending on the setting in the System Administration mode. For information on how to display [Text on See-Through Paper], refer to "Original Type - See-Through Paper" (P.465).

■ **Photo**

Select this option to make copies of photos. Select the photo type from the same options as [Photo & Text]: [Printed Original], [Photograph], and [Photocopied Original].

■ **Map**

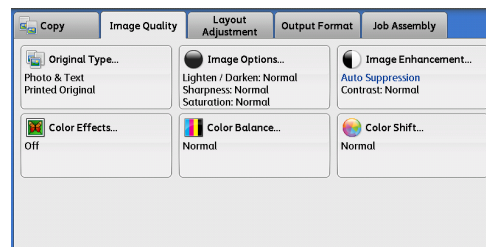
Select this option to make copies of documents that have text placed on color backgrounds, such as maps.

Image Options (Adjusting Copy Density/Sharpness/Saturation of Images)

This feature allows you to adjust the copy density, sharpness, and saturation levels.

- Note**
- [Lighten/Darken] under [Image Options] is the same as [Lighten/Darken] on the [Copy] screen.
 - If [Lighten/Darken], [Sharpness], or [Saturation] is set concurrently with [Color Effects], the setting made in [Color Effects] will be cleared.

1 Select [Image Options].



2 Adjust options.

■ Lighten/Darken

Selecting an upper cell on the bar makes the copy density lighter, and selecting a lower cell makes darker.

■ Sharpness

Selecting an upper cell on the bar makes the contours of images sharper, and selecting a lower cell makes softer.

■ Saturation

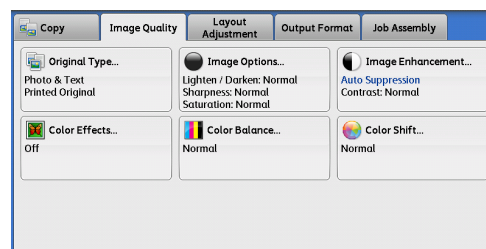
Selecting an upper cell on the bar makes colors brighter, and selecting a lower cell makes less bright.

Image Enhancement (Erasing the Background Color of Documents/Adjusting Contrast)

This feature allows you to suppress the background color of documents, such as newspaper and colored paper. You can also adjust the contrast.

- Note**
- [Image Enhancement] is not available when [Original Type] is set to [Photo].
 - If [Suppress Background] or [Contrast] is set concurrently with [Color Effects], the setting made in [Color Effects] will be cleared.

1 Select [Image Enhancement].



2 Set [Suppress Background] and [Contrast].

■ Suppress Background

- Off
Scans document backgrounds with no filtering.
- Auto Suppression

When [Output Color] is set to [Black & White], the background of a document printed on colored paper, such as newspaper, will be suppressed.

When [Output Color] is set to [Color], [Dual Color], or [Single Color], the color element on white-color paper such as the blot, the print on the other side which is seen through and so on will be suppressed.

- Note**
- When [Output Color] is set to [Color], you can change the level of background suppression. For more information, refer to "Background Suppression (Photo & Text)" (P.464) and "Background Suppression Level (Text)" (P.465).

■ Contrast

- Auto Contrast

Automatically adjusts the brightness and hue of the original document to sharpen the image.

- Note**
- [Auto Contrast] is not available when you use the document feeder.

- Manual Contrast

Selecting an upper cell on the bar makes the difference between light and dark areas greater; light areas become lighter and dark areas darker. In contrast, selecting a lower cell on the bar makes the difference between light and dark areas smaller.

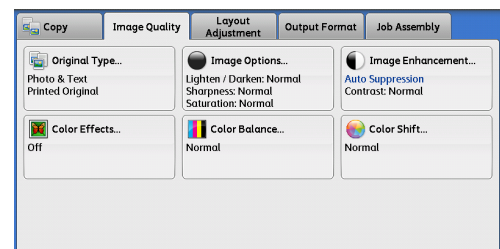
Color Effects (Selecting an Image Quality)

If you set this feature, the [Image Enhancement], [Image Options], [Color Shift], and [Color Balance] settings are automatically adjusted and copies are made at the specified quality.

- Important**
- When the Color Effects feature is used, Auto Contrast is not available.

- Note**
- If other image-quality settings are made after you set [Color Effects], the setting made in [Color Effects] will be cleared.

1 Select [Color Effects].



2 Select any option.

■ Off

Copies with the [Image Enhancement], [Image Options], [Color Shift], and [Color Balance] settings at their defaults.

■ Lively

Reproduces fresher, livelier images with increased color saturation.

■ Bright

Reproduces brighter images with enhanced contrast. This option is suitable for documents that are intended to attract people's attention, such as posters.

■ Warm

Reproduces brighter, warmer, more reddish images. This option is suitable when skin tones are to be reproduced more pinkish or when subdued images are to be reproduced more warmly.

■ Cool

Reproduces clearer blue colors. This option is suitable for water and sky images, and is also suitable when smoky blue colors are to be reproduced more clearly.

■ Shadow Suppression

Suppresses the colors on the reverse side of the original document from being reproduced in the copy.

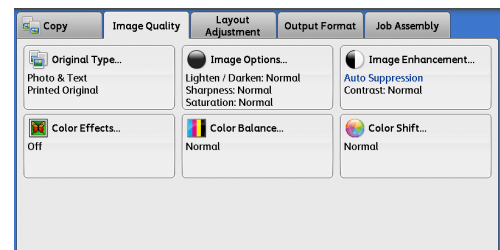
Color Balance (Adjusting Color Balance)

This feature allows you to adjust the color balance of the four CMYK toner colors (cyan, magenta, yellow and black). You can select from seven levels for each density level: Highlights, Midtones, and Shadows.

The Color Balance feature finely adjusts the density level for each toner color to fine-tune the color balance, such as a reddish or bluish tint, while the Lighten/Darken feature adjusts the overall density level of the four colors.

Note • If [Color Balance] is set concurrently with [Color Effects], the setting made in [Color Effects] will be cleared.

1 Select [Color Balance].



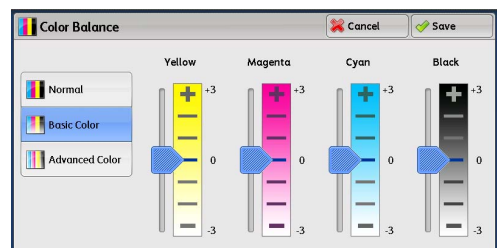
2 Select any option.

■ Normal

Always copies a document with the density balance set to "0" for the four toner colors: yellow, magenta, cyan, and black.

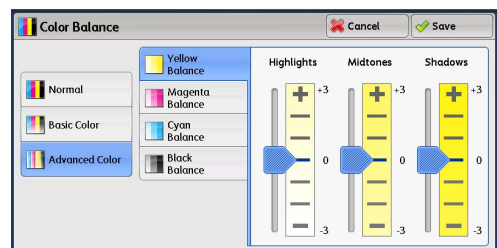
■ Basic Color

Allows you to adjust the density level for each toner color: yellow, magenta, cyan, black.



■ Advanced Color

Allows you to adjust the density level for each toner color (yellow, magenta, cyan, black) which is divided to [Highlights], [Midtones], and [Shadows].



■ Highlights

Allows you to adjust the color strength of low-density areas.

Example:

If low-density yellow is printed darker, adjust the color strength in the minus (-) direction under [Yellow Balance] > [Highlights].

■ Midtones

Allows you to adjust the color strength of medium-density areas.

Example:

If medium-density yellow is printed lighter, adjust the color strength in the plus (+) direction under [Yellow Balance] > [Midtones].

■ Shadows

Allows you to adjust the color strength of high-density areas.

Example:

If high-density yellow is printed lighter, adjust the color strength in the plus (+) direction under [Yellow Balance] > [Shadows].

Color Shift (Adjusting the Color Tone)

This feature allows you to adjust the tone of the colors to be reproduced in copies, by a maximum of two levels in two directions.

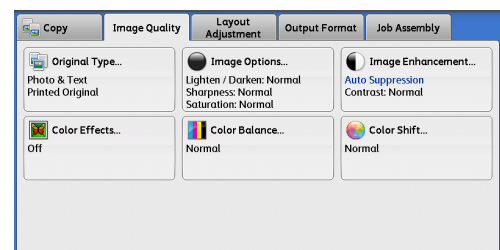
On the screen, the [Original Color] slider represents the color tone of the original document, and the [Copy Color] slider represents the color tone of output copies. Selecting a button on the screen moves the [Original Color] slider to adjust the tone of the colors.

For example, when the [Original Color] slider is moved to the left, the Y (yellow) cell on the [Original Color] slider becomes closer to the R (red) cell on the [Copy Color] slider, and thus a yellow fruit appears more reddish and riper-looking. At the same time, the tone of all the other colors changes. The red color appears more magentish, and the green color appears more yellowish.

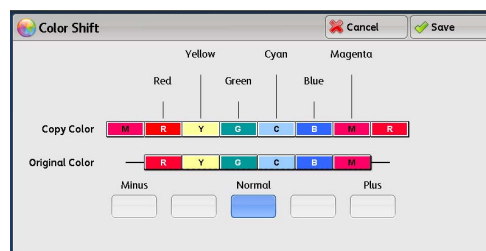
Conversely, when the [Original Color] slider is moved to the right, the Y (yellow) cell on the [Original Color] slider becomes closer to the G (green) cell on the [Copy Color] slider, and thus a yellow fruit appears more greenish. At the same time, the tone of all the other colors changes. The magenta color appears more reddish, and the red color appears more yellowish.

- Note**
- Ensure that [Output Color] is set to [Color] on the [Copy] screen. [Color Shift] is not available when [Output Color] is set to [Black & White].
 - If [Color Shift] is set concurrently with [Color Effects], the setting made in [Color Effects] will be cleared.

1 Select [Color Shift].



- 2 Select a button to adjust the color tone.

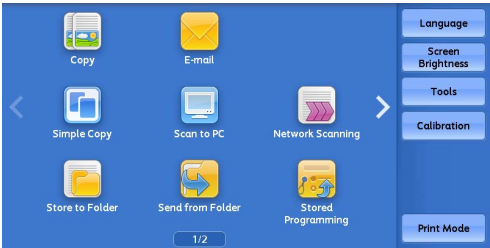


Layout Adjustment

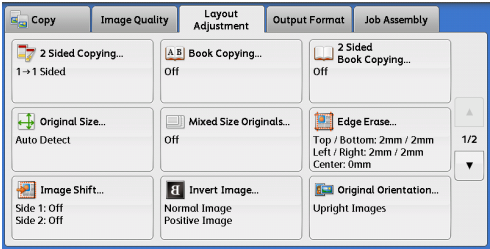
This section describes the features you can select on the [Layout Adjustment] screen.

2 Sided Copying (Making 2 Sided Copies)	161
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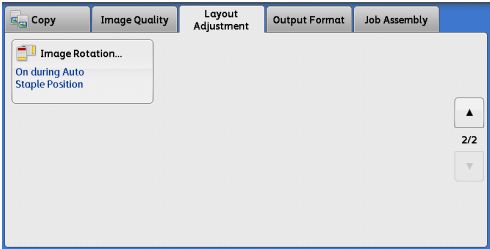
1 Select [Copy] on the Services Home screen.



2 Select a feature on the [Layout Adjustment] screen.



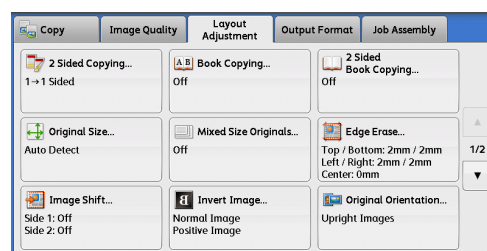
Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



2 Sided Copying (Making 2 Sided Copies)

This feature allows you to make copies of 1-sided and 2-sided documents on one side or both sides of paper.

1 Select [2 Sided Copying].



2 Select any option.

■ 1 → 1 Sided

Makes a copy of a 1-sided document on one side of paper.

■ 1 → 2 Sided

Makes a copy of a 1-sided document on both sides of paper.

Select this option when you copy 1-sided documents on both sides of paper.

■ 2 → 2 Sided

Makes a copy of a 2-sided document on both sides of paper.

■ 2 → 1 Sided

Makes a copy of a 2-sided document on one side of paper.

■ Originals

This option is displayed when you select [2 → 2 Sided] or [2 → 1 Sided].

• Head to Head

Select this option when the front and back sides of the document are in the same orientation.

• Head to Toe

Select this option when the front and back sides of the document are in opposite orientations.

■ Copies

This option is displayed when you select [1 → 2 Sided] or [2 → 2 Sided].

• Head to Head

Select this option when you want the orientation of the front and back sides of the copy to be the same as that of the document.

• Head to Toe

Select this option when you want the orientation of the front and back sides of the copy to be the opposite of that of the document.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

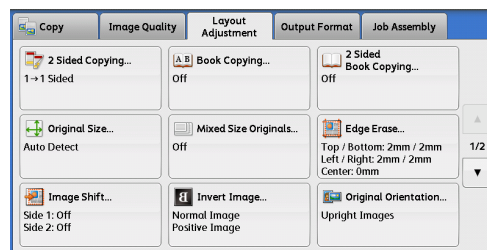
Book Copying (Copying Facing Pages onto Separate Sheets)

This feature allows you to copy facing pages of a document on separate sheets of paper in page order.

This is useful when you need to make separate copies of facing pages of a bound document such as a booklet.

- Note**
- You cannot use the document feeder with this feature.
 - A non-standard size document or undetectable-size document may not be separated into two accurately.
 - To output copies in page order, select [Face Down] in [Face Up/Down Output] on the [Output Format] screen.

1 Select [Book Copying].



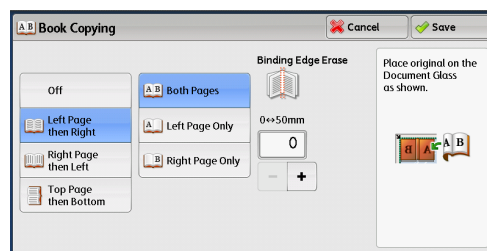
2 Select any option.

■ Off

Does not copy as a bound document.

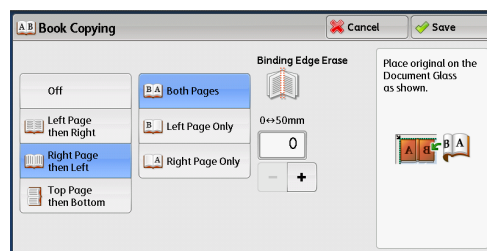
■ Left Page then Right

Copies the left page and then the right page of facing pages.



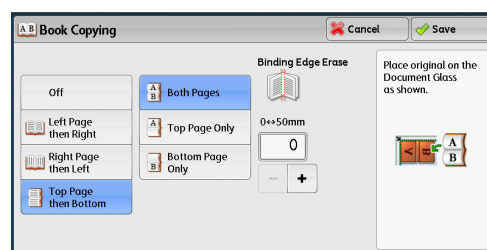
■ Right Page then Left

Copies the right page and then the left page of facing pages.



■ Top Page then Bottom

Copies the top page and then the bottom page of facing pages.



■ Both Pages

Copies both pages in page order.

■ Left Page Only

Copies the left page only. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ Right Page Only

Copies the right page only. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ Top Page Only

Copies the top page only. You can select this option when [Top Page then Bottom] is selected.

■ Bottom Page Only

Copies the bottom page only. You can select this option when [Top Page then Bottom] is selected.

■ Binding Edge Erase

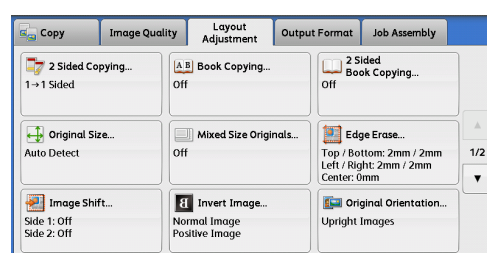
Erases the shadow from the center section of the document. You can set the binding erase width in the range from 0 to 50 mm in 1 mm increments.

2 Sided Book Copying (Making 2 Sided Copies of Facing Pages)

This feature allows you to assign pages when making copies of facing pages in a bound document such as a booklet so that pages face each other in the same way as the document. You can also specify the starting and ending pages from the left and right of facing pages.

- Note**
- A non-standard size document or undetectable-size document may not be separated into two accurately.
 - Use the document glass to load a document.

1 Select [2 Sided Book Copying].



2 Select any option.

■ Off

Disables this feature.

■ Left Page then Right

Scans the left page and then the right page of facing pages, to make 2-sided copies.

■ Right Page then Left

Scans the right page and then the left page of facing pages, to make 2-sided copies.

■ Top Page then Bottom

Scans the top page and then the bottom page of facing pages, to make 2-sided copies.

■ Starting & Ending Page

Displays the [Starting & Ending Page] screen.

Refer to "[Starting & Ending Page] Screen" (P.164).

■ Binding Edge Erase

Erases the shadow from the center section of the document. You can set the binding erase width in the range from 0 to 50 mm in 1 mm increments.

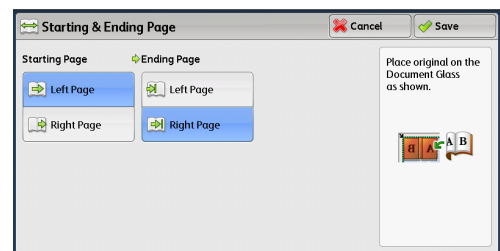
Copy

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[Starting & Ending Page] Screen

This screen allows you to set the starting and ending pages to be copied.

1 Set [Starting Page] and [Ending Page].



■ Starting Page

- [Left Page] / [Right Page]

You can select these options when [Left Page then Right] or [Right Page then Left] is selected.

- [Top Page] / [Bottom Page]

You can select these options when [Top Page then Bottom] is selected.

■ Ending Page

- [Left Page] / [Right Page]

You can select these options when [Left Page then Right] or [Right Page then Left] is selected.

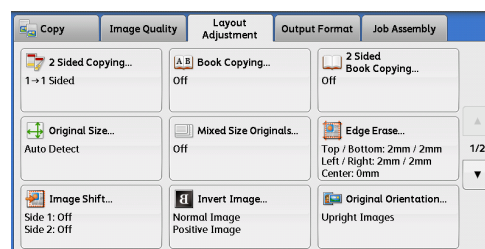
- [Top Page] / [Bottom Page]

You can select these options when [Top Page then Bottom] is selected.

Original Size (Specifying the Scan Size for the Document)

Use this feature when a document is a non-standard size, or when you want to copy a document at a size different from the original size. You can also add margins, or delete unnecessary margins using this feature.

- 1 Select [Original Size].



- 2 Select the size of the document.

If you select a non-standard size, specify values for the X and Y directions.

■ Auto Detect

Detects the document size automatically. The following table shows the document sizes that can be detected automatically.

	Document Feeder	Document Glass
Auto-detectable Document Sizes	B5, B5 [□] , B4, A5, A5 [□] , A4, A4 [□] , A3, 8.5 x 11", 8.5 x 11" [□] , 11 x 17", 16K [□] , 8K	B6, B6 [□] , B5, B5 [□] , B4, A6, A5, A5 [□] , A4, A4 [□] , A3, 8.5 x 11" [□] , 11 x 17", 16K [□] , 16K, 8K

Note • If the document size cannot be detected automatically, a screen to enter the document size appears.

The document sizes that can be automatically detected depend on [Paper Size Settings] in the System Administration mode. For more information, refer to "Paper Size Settings" (P.447).

■ Standard Size

Select a document size from preset options.

You can change the sizes displayed on the screen. For information on the settings, refer to "Original Size Defaults" (P.466).

■ Variable Size

Enter the desired scan size when scanning a non-standard size document or when making copies at a size different from the original document size. You can specify a value in the range from 15 to 432 mm for the width (X), and a value in the range from 15 to 297 mm for the length (Y), in 1 mm increments. To help you specify values, use the scales attached on the upper and left edges of the document glass.

Important • When the document is loaded in the document feeder, the base point in the Y (length) direction is the center of the edge. If you specify 100 mm, the scan length will be from 50 mm above to 50 mm below the center of the document.

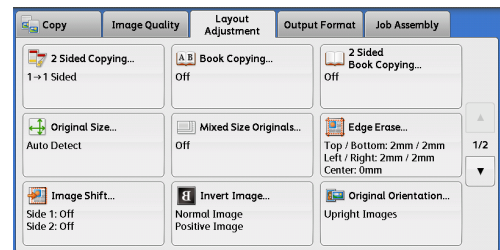
Mixed Size Originals (Scanning Different Size Documents Simultaneously)

You can scan documents of various sizes simultaneously and make copies of the corresponding sizes or of one selected size. To use this feature, load the documents in the document feeder.

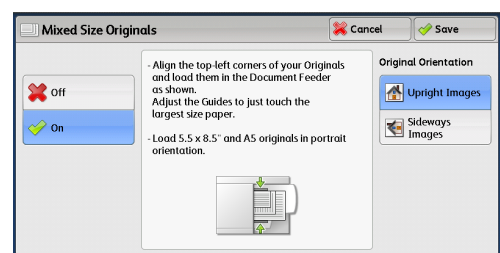
Important • Load documents in landscape orientation. However, always load A5 documents in portrait orientation.

- When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load B5 documents in portrait orientation.
- If the top left corners of the documents are not aligned properly, the documents may not be scanned correctly.
- The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be copied properly.

1 Select [Mixed Size Originals].



2 Select [On].



■ Off

Select this option when copying documents of the same size.

■ On

When documents of different sizes are copied, the machine automatically detects the size of each document.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- The [Original Orientation] setting is based on the orientation of the first page of a document. Load the second and subsequent pages of the document based on this setting.
 - If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

• Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

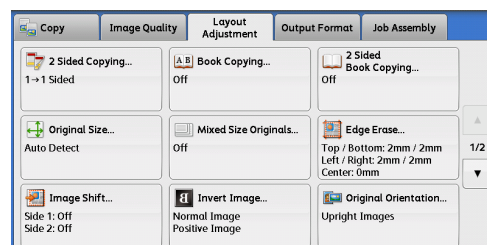
Edge Erase (Erasing Edges and Margin Shadows of the Document)

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. The Edge Erase feature allows you to erase such shadows.

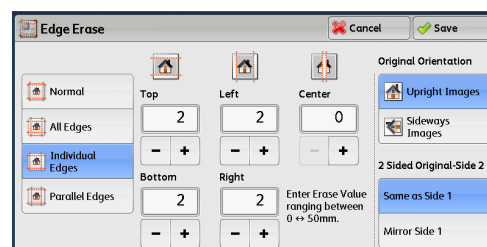
- Note**
- For 2-sided originals, the same edge erase amounts are set for the front and back sides.

- If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.
- The binding shift specified in [Booklet Creation] will not affect the edge erase amounts.
- If original is placed on the document glass and [1→2 Sided] is selected when using 2 Sided Copying feature, symmetrical edge erase amounts on both sides are not applied to output even if [Individual Edges] is specified and [Mirror Side 1] is selected as [2 Sided Original - Side 2] option. To apply symmetrical edge erase amounts on both sides, select [2→2 Sided] for 2 Sided Copying operation.
- Even when the edge erase amount is set to 0 mm, full page copying cannot be made. For information on the areas that can actually be printed, refer to "Printable Area" (P.928).

1 Select [Edge Erase].



2 Select any option.



Copy

4

■ Normal

The edge width to erase is set to 2 mm for the top and bottom, and left and right edges.

■ All Edges

Erases the shadows of the four edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [All Edges] and [Center] individually.

■ Individual Edges

Erases the shadows of the top, bottom, left, and right edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [Top], [Bottom], [Left], [Right], and [Center] individually.

■ Parallel Edges

Erases the shadows of the top and bottom edges, and left and right edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [Top & Bottom], [Left & Right], and [Center] individually.

■ Erase Value

Allows you to specify values to erase the edges of a document.

- All Edges

Erases the shadows of the four edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- **Top & Bottom (Top/Bottom)**

Erases the shadows of top and bottom edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- **Left & Right (Left/Right)**

Erases the shadows of left and right edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- **Center**

Erases the shadow in the center of facing pages of a bound document or a booklet. You can set the binding erase width in the range from 0 to 50 mm in 1mm increments.

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- **Upright Images**

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- **Sideways Images**

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

■ **2 Sided Original - Side 2**

You can select this option when [Individual Edges] is selected. Set whether the same value is set to the edge erase amount of Side 1 and Side 2.

- **Same as Side 1**

The same value is set to the edge erase amount of Side 1 and Side 2.

- **Mirror Side 1**

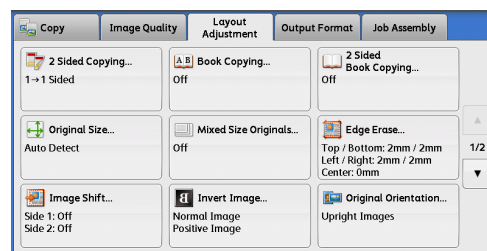
The edge erase amounts of Side 1 and Side 2 are set symmetrically.

Image Shift (Adjusting the Image Position)

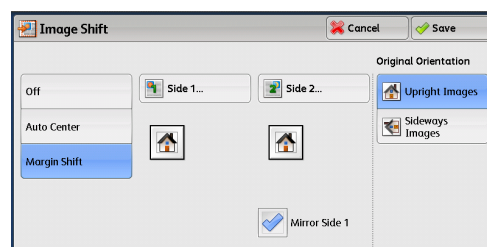
This feature allows you to shift the position of document images so that the images are placed on the left, right, top, bottom, or center of paper. You can also adjust the amounts of the left, right, top, and bottom margins. If you make 2-sided copies, you can adjust the image positions for Side 1 and Side 2 individually.

Note • The image shift amount is set in accordance with the paper, and does not affect the setting made in [Reduce/Enlarge].

1 Select [Image Shift].



2 Select any option.



■ Off

Does not shift the position of document images.

■ Auto Center

Shifts document images so that they are placed in the center of paper.

■ Margin Shift

Allows you to specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

• Side 1

Displays the [Image Shift - Side 1] screen.

Refer to "[Image Shift - Side 1] Screen" (P.170).

• Side 2

Displays the [Image Shift - Side 2] screen.

Refer to "[Image Shift - Side 2] Screen" (P.170).

• Mirror Side 1

Select this check box when you want the positioning of Side 2 to match the positioning of Side 1.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

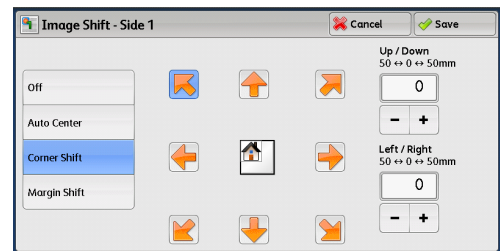
• Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

[Image Shift - Side 1] Screen

This screen allows you to set the image shift for Side 1.

- 1 Select any option.



- **Off**

Does not shift the position of document image.

- **Auto Center**

Shifts document images so that they are placed in the center of paper.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

- **Corner Shift**

Shifts document images so that they are placed at an edge or corner of paper. You can select from 8 shift directions.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

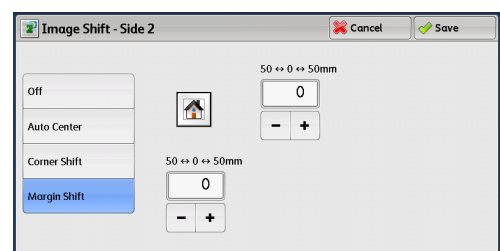
- **Margin Shift**

Allows you to specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

[Image Shift - Side 2] Screen

This screen allows you to set the image shift for Side 2.

- 1 Select any option.



- **Off**

Does not shift the position of document image.

- **Auto Center**

Shifts document images so that they are placed in the center of paper.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

■ Corner Shift

Shifts document images so that they are placed at an edge or corner of paper. You can select from 8 shift directions.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

■ Margin Shift

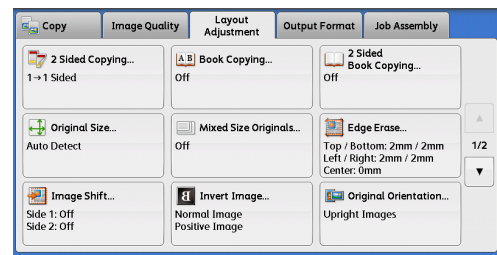
Allows you to specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

Invert Image (Making Reversed Copies of Images)

This feature allows you to reverse the left and right sides of the document image or to create a negative image of the document when making copies.

- Note**
- When [Output Color] is set to [Black & White] or [Single Color], the black color on the document is inverted to white, and the white color to black.
 - When [Output Color] is set to [Color], the colors are inverted to their complementary colors.
 - When [Negative Image] and [Edge Erase] are set simultaneously, the edge erase area turns to white.

1 Select [Invert Image].



2 Select any option.

■ Mirror Image

Reverses the left and right sides of the document image.

■ Negative Image

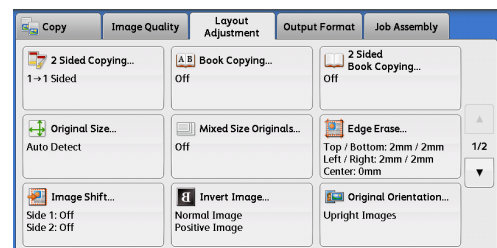
Creates a negative image of the document.

Original Orientation (Specifying the Orientation of Loaded Documents)

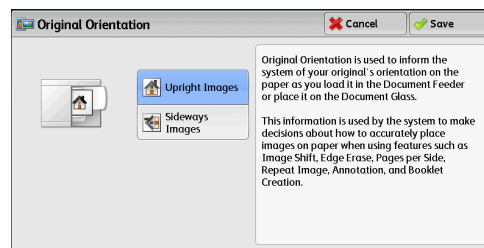
This feature allows you to specify the orientation of a document so that the machine can identify the top of the document.

- Note**
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

1 Select [Original Orientation].



- 2 Select [Upright Images] or [Sideways Images] according to the orientation of the document loaded.



■ Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

■ Sideways Images

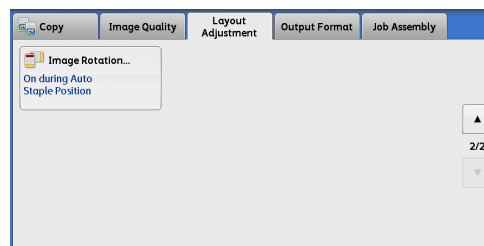
Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Image Rotation (Changing the Orientation of Images)

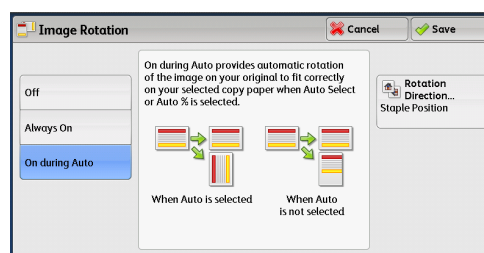
If the orientation of the paper currently loaded in the tray differs from that of the document loaded, the machine automatically rotates the document image so that the orientation of the image matches that of the paper. You can also select a reference position for image rotation if documents are of mixed orientations.

This feature is available only when you make copies on A4, 8.5 x 11", or smaller size paper.

- 1 Select [Image Rotation].



- 2 Select any option.



■ Off

Copies documents as they are, even if the orientation of the images does not match that of the paper.

■ Always On

Automatically rotates document images so that the orientation of the images matches that of the paper.

■ On during Auto

Automatically rotates document images so that the orientation of the images matches that of the paper only when [Auto %] is selected in [Reduce/Enlarge], or when [Auto Select] is selected in [Paper Supply].

■ Rotation Direction

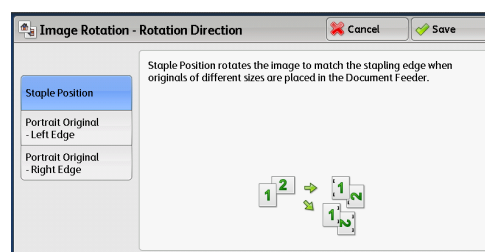
Displays the [Image Rotation - Rotation Direction] screen.

Refer to "[Image Rotation - Rotation Direction] Screen" (P.173).

[Image Rotation - Rotation Direction] Screen

This screen allows you to set the reference position for rotation.

- 1 Select any option.



■ Staple Position

This option is displayed when the finisher is installed. If documents are of mixed orientations, the images will be rotated to match the stapling edge specified in the settings of the Staple feature.

■ Portrait Original - Left Edge

If documents are of mixed orientations, the images will be rotated so that the top edge of landscape documents is aligned with the left edge of portrait documents.

■ Portrait Original - Right Edge

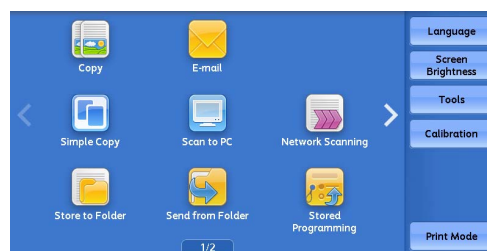
If documents are of mixed orientations, the images will be rotated so that the top edge of landscape documents is aligned with the right edge of portrait documents.

Output Format

This section describes the features you can select on the [Output Format] screen.

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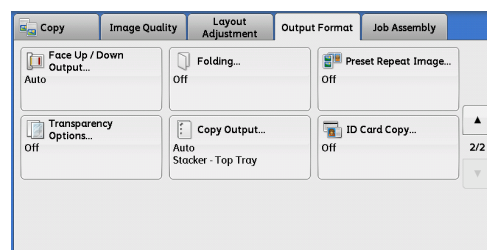
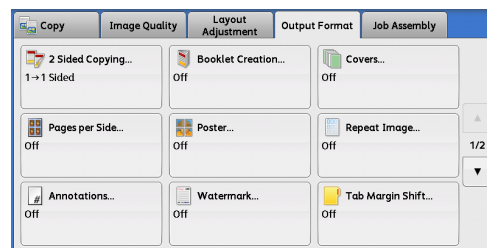
1 Select [Copy] on the Services Home screen.



2 Select a feature on the [Output Format] screen.

Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Drag or flick the screen vertically to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).



2 Sided Copying (Making 2 Sided Copies)

This feature is the same as [2 Sided Copying] on the [Layout Adjustment] screen. For more information, refer to "2 Sided Copying (Making 2 Sided Copies)" (P.161).

Booklet Creation (Creating a Bound Booklet)

This feature lays out pages so that booklets are formed when the output sheets are folded in half. You can also set the binding shift and attach a cover when making booklets.

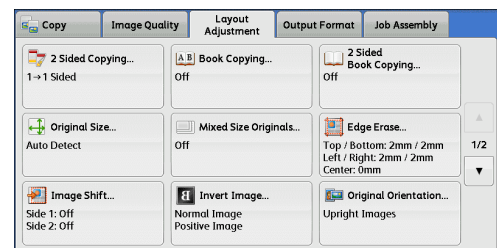
When the C3 Finisher with Booklet Maker (optional) or Booklet Finisher D4 (optional) is installed, you can also fold the output sheets in half, or staple the folded output sheets.

Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

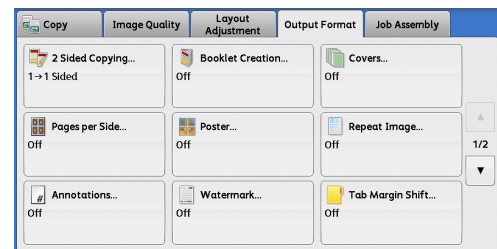
Note

- The machine copies four pages of the document onto one sheet of paper. If the number of pages in the booklet is not a multiple of four, the remaining pages will be output as blank pages.
- If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "Copy Control" (P.463).
- An optional component is required. For more information, contact our Customer Support Center.

- 1 Specify the orientation of the document in [Original Orientation] on the [Layout Adjustment] screen.



- 2 Select [Booklet Creation] on the [Output Format] screen.



- 3 Select any option.

■ Off

Disables this feature.

■ Create Left/Top Bound Booklet

Copies are made to enable left binding or top binding.

■ Create Right Bound Booklet

Copies are made to enable right binding.

■ Copy Booklet

You can output the copies of scanned documents as they are by specifying [Fold & Staple]. Select this option when you do not need a document to be copied in booklet page order.

Note • An optional component is required. For more information, contact our Customer Support Center.

■ Covers

You can attach covers to a booklet.

- Off

No cover is attached.

- **Blank Cover**

A blank sheet of paper is attached as the cover.

- **Print on Both**

The first and second pages of the document are copied on both sides of the cover.

- **1 Sided Covers Print Outside**

The first and the last pages of the document is copied on the front side of the cover.

- **Last Page on Back Cover**

Select this check box to copy the image of the last document page onto the last page of the copy sheets as a back cover. When you use [Divide Output] to divide a booklet into subsets, the image of the last document page will be copied onto the last page of the last subset.

Note

- Depending on the number of pages in the original document, a blank page may be inserted before the last page of a booklet.

■ **Binding Shift**

Displays the [Booklet Creation - Binding Shift] screen.

Refer to "[Booklet Creation - Binding Shift] Screen" (P.176).

■ **Divide Output**

Displays the [Booklet Creation - Divide Output] screen.

Refer to "[Booklet Creation - Divide Output] Screen" (P.177).

■ **Fold & Staple**

Displays the [Booklet Creation - Fold & Staple] screen.

Refer to "[Booklet Creation - Fold & Staple] Screen" (P.177).

Note

- An optional component is required. For more information, contact our Customer Support Center.

■ **Auto Image Positioning**

This option is displayed if you select [Create Left/Top Bound Booklet] or [Create Right Bound Booklet].

Auto Image Positioning is a feature that adjusts the image position. Image shifting may occur, for example, when you print and create booklets that contain a large number of pages due to their thicknesses. This feature adjusts images so that the printing position from the edge of each page remains consistent between the inner and outer pages of a booklet.

Based on the image position on the sheet in the middle of a booklet, the whole image on each page will be slightly shifted from the inner to the outer side.

Note

- You can set [Auto Image Positioning] in the System Administration mode. For more information, refer to "Auto Image Positioning - Below 105 gsm" (P.465) or "Auto Image Positioning - Above 106 gsm" (P.465).

■ **Paper Supply**

Displays the [Booklet Creation - Paper Supply] screen.

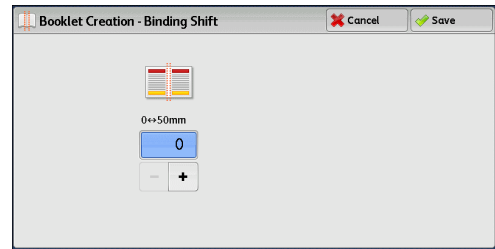
Select the tray to be used for body pages from [Main Body Tray], and the tray for cover pages from [Cover Tray]. Select the same size of paper for [Main Body Tray] and [Cover Tray], and also select the trays with paper loaded in landscape orientation (□).

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.145).

[Booklet Creation - Binding Shift] Screen

This screen allows you to specify the binding shift value in the range from 0 to 50 mm in 1 mm increments.

- 1 Use [+] and [-] or the numeric keypad to specify a binding shift value.



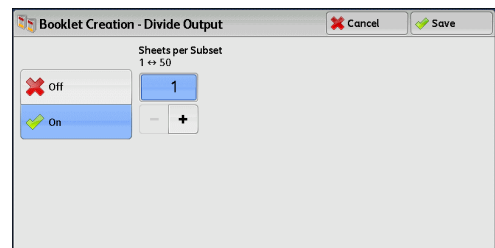
[Booklet Creation - Divide Output] Screen

When you have a large number of originals, the originals are divided to create subsets to reduce the thickness of each booklet. The machine folds copies in half, and piles them up to form a booklet.

You can specify the number of sheets in the range from 1 to 50 in 1 sheet increments.

Note • When you specify the folding feature, specify the dividing number of sheets in the range from 1 to 16.

- 1 Select [On].



Copy

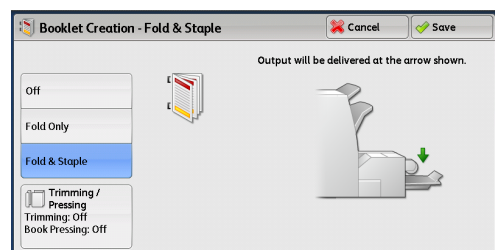
4

- 2 Specify the number of sheets in each subset, using [+] and [-] or the numeric keypad.

[Booklet Creation - Fold & Staple] Screen

When the C3 Finisher with Booklet Maker (optional) or Booklet Finisher D4 (optional) is installed, [Fold Only] and [Fold & Staple] become available.

- 1 Select any option.



■ Off

No finishing is carried out.

■ Fold Only

This option is displayed when the C3 Finisher with Booklet Maker (optional) or the Booklet Finisher D4 (optional) are installed.

■ Fold & Staple

This option is displayed when the C3 Finisher with Booklet Maker (optional) or the Booklet Finisher D4 (optional) are installed.

■ Booklet Trimming/Pressing

This option is displayed if you select [Fold Only] or [Fold & Staple] when the Square Fold & Trimmer Module (optional) is installed.

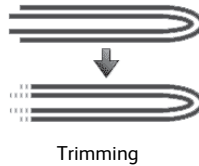
You can specify whether to trim the fore edge of a booklet, and whether to press the booklet spine.

Refer to "[Booklet Trimming/Pressing] Screen" (P.178).

[Booklet Trimming/Pressing] Screen

When the Square Fold & Trimmer Module (optional) is installed, [Trimming] and [Book Pressing] become available if you select [Fold Only] or [Fold & Staple] on the [Booklet Creation - Fold & Staple] screen.

Trimming is a feature that trims the fore edge of a booklet, which is opposite of the booklet spine, in order to finish the edge neatly.



Trimming

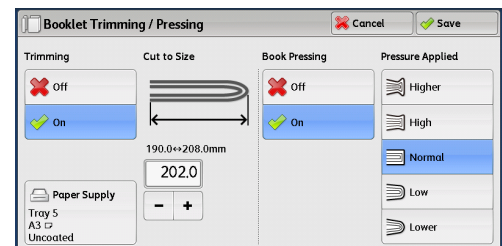
Book Pressing is a feature that presses the spine of a booklet to flatten the spine.



Booklet Pressing

Important • If outputs are not stapled, or if a finished booklet is four pages or less, paper may be jammed or wrinkled, resulting in a poor shaped spine.

1 Select any option.



■ Trimming

- Off

Does not trim the fore edge of booklets.

- On

Trims the fore edge of booklets.

- Paper Supply

Displays [Paper Supply] screen.

Select the paper tray with paper loaded in landscape orientation (□).

- Cut to Size

Displays the width of a finished booklet after being trimmed by the amount specified in [Default Trim Margin]. Change the value as necessary.

You can set [Default Trim Margin] in the System Administration mode. For more information, refer to "Default Trim Margin" (P.465).

■ Book Pressing

- Off
Does not press the booklet spine to flatten the spine.
- On
Presses the booklet spine to flatten the spine.
- Pressure Applied
Adjusts the amount of pressure applied to the spine of a booklet when the spine is flattened. Select from five levels between [Higher] and [Lower].

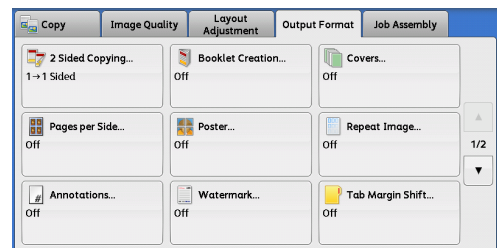
Covers (Attaching Covers to Copies)

This feature allows you to attach covers to copies.

You can use different types of paper (such as colored paper and heavyweight paper) as the front and back covers of copies.

Important • If you use tab stock paper, select [Face Down] in [Face Up/Down Output] on the [Output Format] screen.

1 Select [Covers].



2 Select any option.

■ Front Cover

Attaches a front cover to the copies.

- Off
No front cover is attached.
- Blank Cover
Blank sheets of paper are attached as front covers.
- Print on Side 1
The first page of the document is copied on the front side of the front cover.
- Print on Side 2
The first page of the document is copied on the back side of the front cover.
- Print on Both
The first and second pages of the document are copied on the front and back sides of the front cover.

■ Back Cover

Attaches a back cover to the copies.

- Off
No back cover is attached.

- Blank Cover

Blank sheets of paper are attached as back covers.

- Print on Side 1

The first page of the document is copied on the front side of the back cover.

- Print on Side 2

The first page of the document is copied on the back side of the back cover.

- Print on Both

The first and second pages of the document are copied on the front and back sides of the back cover.

■ Paper Supply

Displays the [Covers - Paper Supply] screen.

Select a tray to be used.

- Front Cover Tray

Select the tray used for front covers.

- Back Cover Tray

Select the tray used for back covers.

- Main Body Tray

Select the tray used for the body pages of the document.

Note

- When you use the bypass tray, select [Bypass] on the [Covers - Paper Supply] screen. When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.145).
- If other than [Off] is selected in [Covers], [Auto Detect] cannot be selected in [Tray 5].

■ Front Cover Quantity

This option is displayed when you select [Blank Cover] in [Front Cover]. Specify the number of blank sheets to be used as front covers.

■ Back Cover Quantity

This option is displayed when you select [Blank Cover] in [Back Cover]. Specify the number of blank sheets to be used as back covers.

Pages per Side (Copying Multiple Pages onto One Sheet)

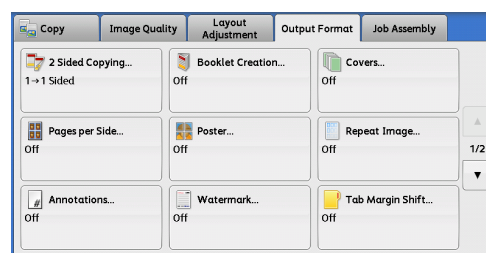
This feature allows you to copy two, four, or eight pages of a document together onto a single sheet of paper.

When you set [Pages per Side], [Auto %] is automatically selected in [Reduce/Enlarge]. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

Note

- When you deselect [Auto %] in [Reduce/Enlarge] (when you select another copy ratio), image loss may occur depending on the image size of the document.
- When [Image Shift] is set, the image shift amounts are applied to the whole document. For this reason, image loss may occur depending on the image size of the document.
- When [Edge Erase] is set, the edge erase amounts are applied to each document page.
- Select a tray other than [Auto Select] in [Paper Supply] on the [Copy] screen. If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting as necessary. For information on [Auto Paper Off], refer to "Auto Paper Off" (P.464).

1 Select [Pages per Side].



2 Select any option.

■ Off

Disables this feature.

■ 2 Pages

Copies two document pages onto one side of a single sheet of paper.

■ 4 Pages

Copies four document pages onto one side of a single sheet of paper.

■ 8 Pages

Copies eight document pages onto one side of a single sheet of paper.

■ Reading Order

Allows you to select how to lay out images on a page.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

• Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Poster (Making Enlarged Copies Spread over Multiple Sheets)

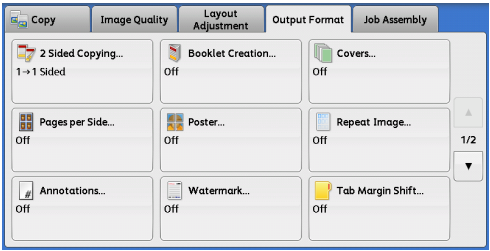
An enlarged copy of a document can be made spread over multiple sheets.

This feature allows you to create a large poster by pasting together the copies spread over multiple sheets. Copied sheets are provided with a paste margin so that they can be pasted together. The paste margin is fixed to 10 mm.

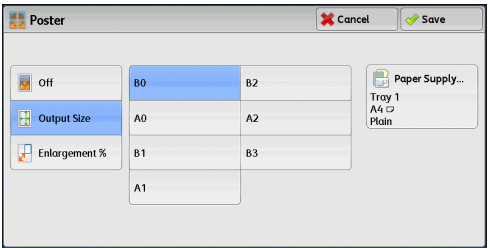
Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

Note • You cannot use the document feeder with this feature.

1 Select [Poster].



2 Select any option.



■ Off

No enlarged copies are made.

■ Output Size

Allows you to select the paper size.

■ Enlargement %

Refer to "When [Enlargement %] is Selected" (P.182).

■ Paper Supply

Displays the [Paper Supply] screen.

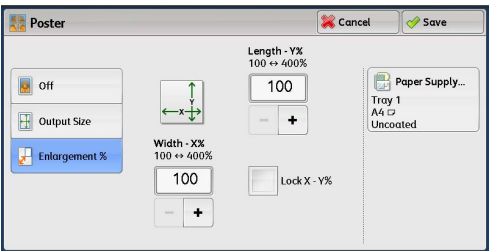
Select the paper tray to be used.

Note • When you use the bypass tray, select [Bypass] on the [Paper Supply] screen.

When [Enlargement %] is Selected

This screen allows you to specify a different ratio for the width and length.

1 Use [+] and [-] to specify the copy ratios for the width and length.



■ Width - X% / Length- Y%

Allows you to specify the copy ratios for the width and length in the range from 100 to 400 % in 1 % increments.

■ Lock X - Y%

Allows you to make the same ratio adjustment for the width and length at the same time.

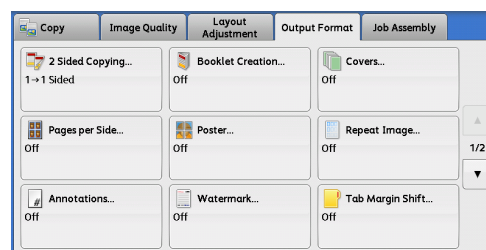
Repeat Image (Making Multiple Copies on One Sheet)

This feature allows you to copy a document image on one sheet of paper repeatedly for a specified number of times.

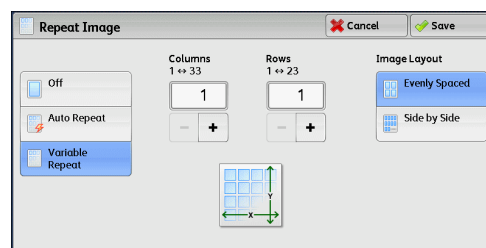
When [Reduce/Enlarge] is set to [Auto %], the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

- Note**
- When making copies at the same size as the document image, the number of repeats is specified so that the copies fit on the paper.
 - If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "Auto Paper Off" (P.464).

1 Select [Repeat Image].



2 Select any option.



■ Off

Disables this feature.

■ Auto Repeat

Automatically determines the number of the repeated copies according to the document size, paper size, and copy ratio, and then repeatedly copies the document image onto the paper.

- Note**
- Copies cannot be made when the document image is larger than the specified paper size.

■ Variable Repeat

Allows you to specify how many copies to place along each of the long and short edges of paper. You can specify a value between 1 and 23 in the Y direction, and a value between 1 and 33 in the X direction.

■ Image Layout

- Evenly Spaced
The specified number of images are evenly arranged on the paper.
- Side by Side
The specified number of images are arranged with no space on the paper.

Annotations (Adding a Comment/a Date/Page Numbers to Copies)

This feature allows you to add a comment, date, and page numbers onto copies.

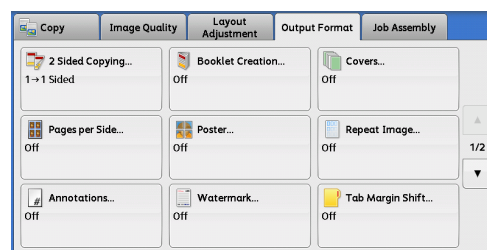
You can select a comment, date, and page numbers, and their print positions from preset formats.

Important • When you select this feature, if the number of pages scanned by the machine exceeds the maximum, the machine will not print the already-scanned data. In that case, follow the instructions of the message displayed on the screen to cancel the job. The maximum number of pages that the machine can scan is 999 pages per job.

Note

- The setting in [Reduce/Enlarge] does not affect the annotation image and text sizes.
- If you specify a comment, date, and page numbers together, make sure that their print positions do not overlap before making copies.
- When [Pages per Side] is set, an annotation is added to the combined image.
- When [Repeat Image] or [Booklet Creation] is set, an annotation is added to each copy image.
- If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, the comment, date, and page number specified here are overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "Force Annotation" (P.443).

1 Select [Annotations].



2 Select any option.

■ Comment

Displays the [Comment] screen.

Refer to "[Comment] Screen" (P.185).

■ Date

Displays the [Date] screen.

Refer to "[Date] Screen" (P.185).

■ Page Numbers

Displays the [Page Numbers] screen.

Refer to "[Page Numbers] Screen" (P.186).

■ Bates Stamp

Displays the [Bates Stamp] screen.

Refer to "[Bates Stamp] Screen" (P.188).

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

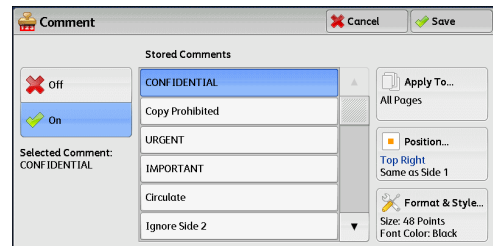
- Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

[Comment] Screen

This screen allows you to select a comment style and its position.

1 Select any option.



■ Off

No comment is added.

■ On

A comment is added.

■ Stored Comments

Allows you to select comment text from eight preset options, or text set in the System Administration mode.

For information on how to register text, refer to "Custom Watermark 1 to 3" (P.443).

■ Apply To

Displays the [Apply Comment To] screen.

You can select whether to add a comment onto the first copy page only, or onto each copy page.

■ Position

Displays the [Comment - Position] screen.

You can select a comment position from nine options.

For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Format & Style

Displays the [Comment - Format & Style] screen.

You can select a comment size from three options, or can directly specify the size in the range from 6 to 64 points in 1 point increments. You can also select a comment color from seven options.

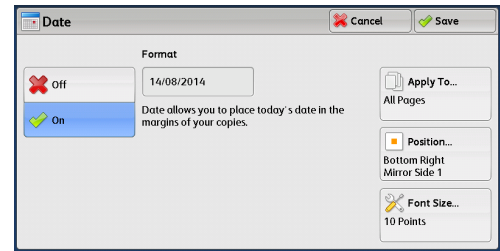
Note • When both [Date] and [Page Numbers] are set, or when [Force Annotation] is set, the comment color is set to [Black].

[Date] Screen

This screen allows you to add a date onto copies. The date shows when you started copying the document.

You can change the date format. For more information, refer to "Date Format" (P.442).

1 Select any option.



■ Off

No date is added.

■ On

A date is added.

■ Apply To

Displays the [Apply Date To] screen.

You can select whether to add a date onto the first copy page only, or onto each copy page.

■ Position

Displays the [Date - Position] screen.

You can select a date position from six options.

For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Font Size

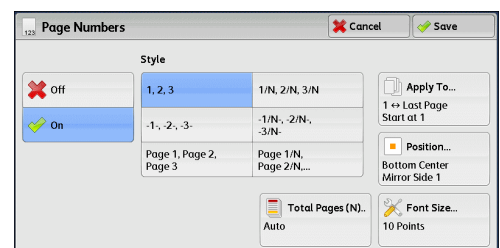
Displays the [Date - Font Size] screen.

You can select a date size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Page Numbers] Screen

This screen allows you to select a page-number style and its position.

1 Select any option.



■ Off

No page number is added.

■ On

Page numbers are add onto copies.

■ Style

- 1, 2, 3

Adds page numbers only.

- -1-, -2-, -3-
Adds page numbers, and hyphens before and after each page number.
(Example: -1-, -2-)
- Page 1, Page 2, Page 3
Adds page numbers, and the text "Page" before each page number.
(Example: Page 1, Page 2)
- 1/N, 2/N, 3/N
Adds page numbers, and the total number of pages to the right of each page number.
(Example: 1/50, 2/50)
When you select [1/N, 2/N, 3/N], the value specified in [Total Page (N)] is used.
- -1/N-, -2/N-, -3/N-
Adds page numbers followed by the total number of pages, and hyphens before and after the numbers.
(Example: -1/50-, -2/50-)
When you select [-1/N-, -2/N-, -3/N-], the value specified in [Total Page (N)] is used.
- Page 1/N, Page 2/N
Adds page numbers followed by the total number of pages, and the text "Page" before each page number.
When you select [Page 1/N, Page 2/N], the value specified in [Total Page (N)] is used.
- Total Pages (N)
Displays the [Total Pages (N)] screen.
 - Auto
Automatically calculates the total number of pages.
 - Enter Number
Allows you to specify the total number of pages in the range from 1 to 9999.

■ Apply To

Displays the [Apply Page Numbers To] screen.
Refer to "[Apply Page Numbers To] Screen" (P.187).

■ Position

Displays the [Page Numbers - Position] screen.
You can select a page-number position from six options.
For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

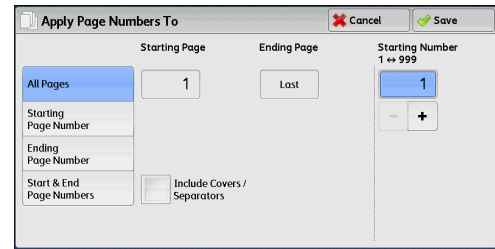
■ Font Size

Displays the [Page Numbers - Font Size] screen.
You can select a page-number size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Apply Page Numbers To] Screen

This screen allows you to specify a page range to add page numbers.

1 Select any option.



■ All Pages

Adds page numbers to all copy pages.

■ Starting Page Number

Allows you to specify the start page to add a page number, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start page number.

■ Ending Page Number

Allows you to specify the end page to add a page number, in the range from 1 to 9999. The start page is fixed to "1".

Note • Use [+] and [-], or the numeric keypad to enter the end page number.

■ Start & End Page Numbers

Allows you to specify the start and end pages to add page numbers, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start and end page numbers.

■ Include Covers/Separators

This option is available when you select [All Pages]. Select this check box to include covers and separators.

■ Starting Number

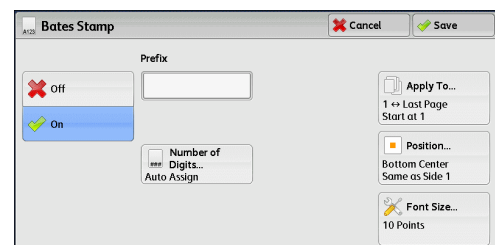
Allows you to specify a starting page number to add page numbers, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter a starting page number.

[Bates Stamp] Screen

This screen allows you to add prefix text and page numbers onto copies.

1 Select any option.



■ Off

Does not add prefix text and page numbers onto copies.

■ On

Adds prefix text and page numbers onto copies.

■ Prefix

Allows you to enter prefix text with up to 16 characters, using the displayed keyboard.

■ Number of Digits

Displays the [Bates Stamp - Number of Digits] screen.

You can select [Auto Assign] or [Manual Assign]. When you select [Manual Assign], you can specify the number of digits to be used for page numbers in the range from 1 to 9 in 1 digit increments.

■ Apply To

Displays the [Apply Bates Stamp To] screen.

Refer to "[Apply Bates Stamp To] Screen" (P.189).

■ Position

Displays the [Bates Stamp - Position] screen.

You can select a prefix and page-number position from six options.

For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Font Size

Displays the [Bates Stamp - Font Size] screen.

You can select a prefix and page-number size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Apply Bates Stamp To] Screen

This screen allows you to specify a page range to add prefix text and page numbers.

- 1 Select any option.

■ All Pages

Adds prefix text and page numbers to all pages.

■ Starting Page Number

Allows you to specify the start page to add prefix text and a page number, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start page number.

■ Ending Page Number

Allows you to specify the end page to add prefix text and a page number, in the range from 1 to 9999. The start page is fixed to "1".

Note • Use [+] and [-], or the numeric keypad to enter the end page number.

■ Start & End Page Numbers

Allows you to specify the start and end pages to add prefix text and page numbers, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start and end page numbers.

■ Include Covers/Separators

This option is available when you select [All Pages]. Select this check box to include covers and separators.

■ Starting Number

You can specify a starting page number in the range from 1 to 999999999 when you do not set [Number of Digits], or can specify a starting page number of up to the allowable number of digits specified in [Number of Digits].

Note • Use [+] and [-], or the numeric keypad to enter the starting page number.

Important • If the page number exceeds the specified value (999999999 when [Number of Digits] is not set) during copying, the copy job will be canceled.

Watermark (Printing Control Numbers on the Background of Copies)

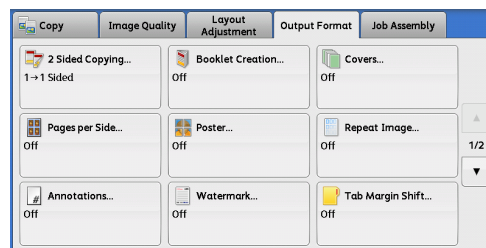
This feature allows you to faintly print a sequential control number in the background of each copy page.

If you set "1" as the starting number, "1" is printed on each page of the first copy set and "2" is printed on each page of the second set.

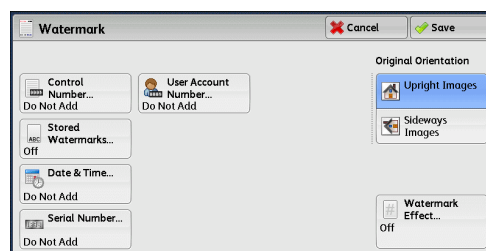
To prevent, for instance, the duplication of confidential documents that are to be distributed at a conference, you can use this feature to add sequential numbers to the copies, and associate the numbers with the conference members.

- Note**
- If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, the watermark specified here is overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "Force Annotation" (P.443).
 - When [Force Watermark - Copy] is set to [On], [Watermark] is fixed to [On], which cannot be changed. For more information on Watermark, refer to "Watermark" (P.441).

1 Select [Watermark].



2 Select any option.



■ Control Number

- Do Not Add
No control number is printed.
- Add

A control number is printed. Enter the starting number of the control number. You can specify a value in the range from 1 to 9999, using [+] and [-] or the numeric keypad.

■ Stored Watermarks

Displays the [Stored Watermarks] screen.

Refer to "[Stored Watermarks] Screen" (P.191).

■ Date & Time

Allows you to select whether to print the date and time when the copy job started.

For information on the date format, refer to "Date Format" (P.442).

■ Serial Number

Allows you to select whether to print the serial number of the machine.

■ User Account Number

Allows you to select whether to print a user account number when the Authentication or Accounting feature is enabled. However, if a user is not authenticated, the account number will not be printed.

- Note**
- [User Account Number] is the No. (User Administration Number) registered by users with the Authentication and Accounting feature.
 - You can see if a user is authenticated by checking that the <Log In/Out> button lights up.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

• Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

■ Watermark Effect

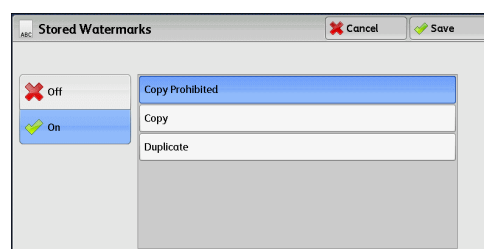
Displays the [Watermark Effect] screen.

Refer to "[Watermark Effect] Screen" (P.192).

[Stored Watermarks] Screen

This screen allows you to select text to print on copies.

1 Select [On].



2 Select any option.

■ Off

No text is printed.

■ On

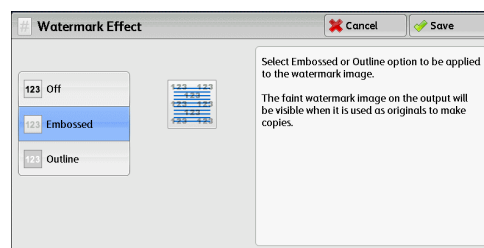
Text is printed. Select the text to be used for watermark. You can specify text from three preset options, or text registered in the System Administration mode.

For information on how to register text, refer to "Custom Watermark 1 to 3" (P.443).

[Watermark Effect] Screen

If you enable the Watermark Effect feature, the text strings specified in [Control Number], [Stored Watermarks], [User Account Number], [Date & Time], and [Serial Number] on the [Watermark] screen are embedded in the background of each copy. When you copy a document that has been copied with Watermark Effect, the text embedded in the background is printed as embossed or outline text depending on the option you select on the [Watermark Effect] screen.

- 1 Select any option.



■ Off

Prints the text specified in [Stored Watermarks] as it is.

■ Embossed

When you copy a document that has been copied with Watermark Effect, the text embedded in the background of the copy is printed as embossed text.

■ Outline

When you copy a document that has been copied with Watermark Effect, the text embedded in the background of the copy is printed as outline text.

You can specify the size, density, and other settings for the text to be printed with Watermark in the System Administration mode. For more information, refer to "Watermark" (P.441).

Tab Margin Shift (Copying on Tab Stock Paper)

This feature allows you to adjust the position of your document image to copy the image onto tab stock paper.

Available sizes of tab stock paper are A4  and 8.5 x 11" .

Available paper trays are Trays 1 to 3, Tray 5 (Bypass), Tray 6 (optional), and Tray 6 (HCF C3-DS) (optional).

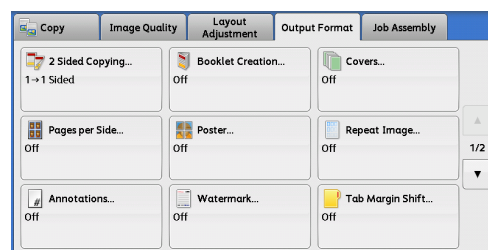
Note

- When a paper jam occurs, clear the paper jam. The machine delivers skipped papers according to the tab position of the state before the paper jam occurred, then copying is automatically resumed. For information on job operation in the case of paper jam during tab stock paper copying, refer to "Loading Paper in Tray 5 (Bypass)" (P.106), "Loading Paper in Tray 6 (HCF B1)" (P.107) or "Loading Paper in Tray 6 (HCF B1-S)/Trays 6 and 7 (High Capacity Feeder C3-DS)" (P.109).
- When tab stock paper copying is interrupted, a confirmation screen will appear on the touch screen after the interrupt mode is exited. Follow the instruction displayed and load tab stock paper again if necessary.

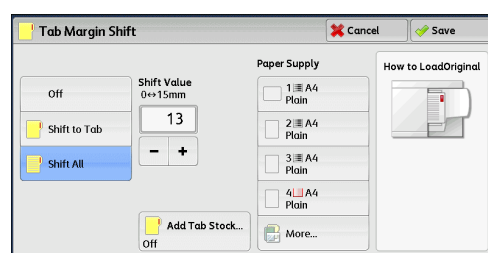
For information on job operation in the case of interruption, refer to "Loading Paper in Tray 5 (Bypass)" (P.106), "Loading Paper in Tray 6 (HCF B1)" (P.107) or "Loading Paper in Tray 6 (HCF B1-S)/Trays 6 and 7 (High Capacity Feeder C3-DS)" (P.109).

For how to load tab paper, refer to "Loading Tab Paper" (P.112).

1 Select [Tab Margin Shift].



2 Select any option.



■ Off

Disables this feature.

■ Shift to Tab

Copies the image located on the edge of the document onto the tab area of tab stock paper.

Enter a value in [Shift Value] to adjust the position of the tab image so that it is correctly copied onto the tab area. Only the shifted image is copied, which means that the rest of the image on the document is not copied.

■ Shift All

Copies the whole image of the document onto tab stock paper.

Specify a value in [Shift Value] to shift the position of the image located on the edge of the document so that the image can be copied onto the tab area.

■ Shift Value

Allows you to specify how much the image needs to be shifted in the range from 0 to 15 mm in 1 mm increments.

■ Add Tab Stock

Allows you to specify the number of sheets of tab stock paper.

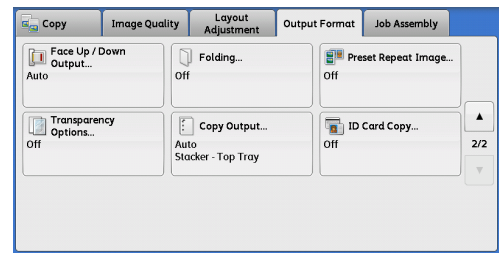
■ Paper Supply

Allows you to select a tray to be used for tab stock paper.

Face Up/Down Output (Specifying Face Up or Down)

This feature allows you to select whether to output copies facing up or down.

1 Select [Face Up/Down Output].



2 Select any option.

Note • To display [Face Up (Reverse Order)] on the [Face Up/Down Output] screen, a prior setting is required in the System Administration mode.

■ Auto

Automatically determines whether copies are output facing up or down.

■ Face Up

Copies are output facing up and delivered from the last page.

■ Face Down

Copies are output facing down and delivered from the last page.

■ Face Up (Reverse Order)

Copies are output facing up and delivered from the first page.

Note • To display [Face Up (Reverse Order)] on the [Face Up/Down Output] screen, a prior setting is required in the System Administration mode.

Folding (Outputting Bi-Folded/Tri-Folded Paper)

This feature allows you to fold copies in half or in three.

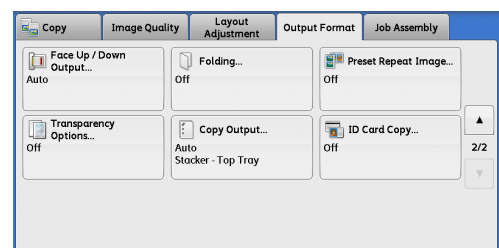
When the C3 Finisher with Booklet Maker (optional) or the Booklet Finisher D4 (optional) is installed, [Single Fold] is available.

When the D4/D5 Folder Unit (optional) is installed, [Z Fold] and [C Fold] are also available.

Note

- The supported paper orientation is only . Select the tray whose orientation is set to .
- [Z Fold] and [C Fold] can only be applied to A4 and 8.5 x 11" paper.
- An optional component is required for this feature. For more information, contact our Customer Support Center.
- When the C3 Finisher is installed, making the fold assisting crease on a paper is available. For more information, refer to "Fold Assisting Crease" (P.439).

1 Select [Folding].



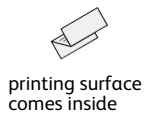
2 Select any option.

■ Off

Does not fold copies.

■ Z Fold

Folds copies in three with the printed side inside or outside.



■ C Fold

Folds copies in three with the printed side inside or outside.



■ Single Fold

Folds copies in half.

■ Image Inside Fold

Folds copies so that the image is printed inside.

■ Image Outside Fold

Folds copies so that the image is printed outside.

■ Image Position

- Image Inside Fold

Folds copies so that the image is printed inside after you select [Z Fold], [C Fold], or [Single Fold].

- Image Outside Fold

Folds copies so that the image is printed outside after you select [Z Fold], [C Fold], or [Single Fold].

■ Trimming

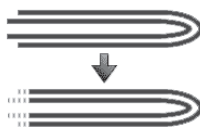
When the Square Fold & Trimmer Module (optional) is installed, this option is displayed if you select [Single Fold]. You can select whether to trim the fore edge of booklets.

Refer to "[Trimming] Screen" (P.314).

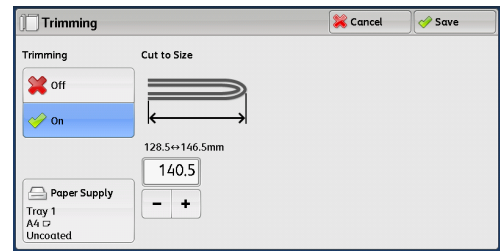
[Trimming] Screen

When the Square Fold & Trimmer Module (optional) is installed, [Trimming] becomes available if you select [Single Fold] on the [Folding] screen.

Trimming is a feature that trims the fore edge of a booklet, which is opposite of the booklet spine, in order to finish the edge neatly.



1 Select any option.



■ Off

Does not trim the fore edge of booklets.

■ On

Trims the fore edge of booklets.

■ Paper Supply

Displays the [Paper Supply] screen. Select the paper tray to be used. Select the tray with paper loaded in landscape orientation (□).

■ Cut to Size

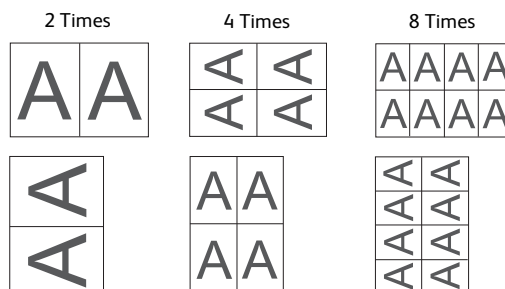
Displays the width of the finished booklet after being trimmed by the amount specified in [Default Trim Margin]. Change the value as necessary.

- Note**
- You can set [Default Trim Margin] in the System Administration mode. For more information, refer to "Default Trim Margin" (P.465).
 - In rare cases, delivered outputs may contain trim scraps.

Preset Repeat Image (Making Multiple Copies on a Single Sheet)

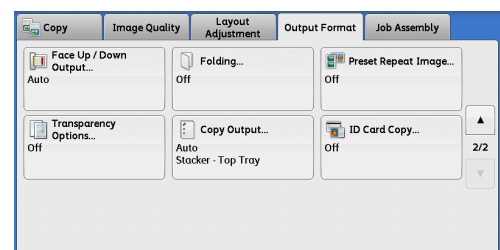
This feature allows you to repeatedly copy one original onto equally divided areas according to the specified number of copies.

You can select the number of the times the original is copied onto one sheet from [2 Times], [4 Times], or [8 Times].



- Note**
- When you select an option other than [Auto %] in [Reduce/Enlarge], image loss may occur depending on the image size of the document.

1 Select [Preset Repeat Image].



2 Select any option.

■ **Off**

Disables this feature.

■ **2 Times**

Makes two copies of the document image on a single sheet of paper.

■ **4 Times**

Makes four copies of the document image on a single sheet of paper.

■ **8 Times**

Makes eight copies of the document image on a single sheet of paper.

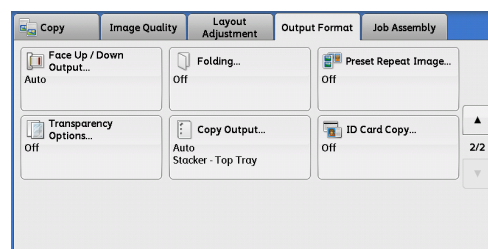
Transparency Options (Inserting Blank Sheets between Transparencies)

This feature allows you to insert blank separators between output transparency sheets. At the same time, you can make copies for handouts.

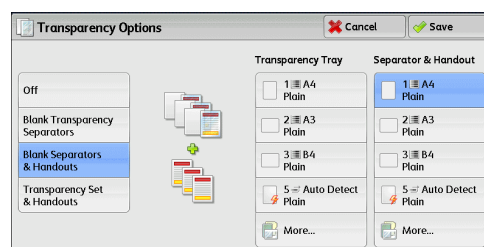
Important • Using transparency sheets for color (with white border) may cause a malfunction or paper jam.

- Note**
- When loading A4 size transparencies on Tray 5 (Bypass), we recommend that you load them in portrait orientation.
 - Load transparency sheets in a tray in the same orientation as the paper to be used for handouts and separators.

1 Select [Transparency Options].



2 Select any option.



■ **Off**

Does not insert separators.

■ **Blank Transparency Separators**

Inserts a separator each time a transparency is copied. Only one set of copies can be made.

■ **Blank Separators & Handouts**

Inserts a separator each time a transparency is copied. At the same time, the required number of copies is made for handouts.

■ Transparency Set & Handouts

Makes copies on transparencies. At the same time, the required number of copies is made for handouts.

■ Transparency Tray

Allows you to select the paper tray to be used for the transparencies.

Select [More] to display the [Paper Supply - Transparency] screen on which you can select a tray.

- Note**
- For [Transparency Tray], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator Tray], [Separator & Handout], or [Handout Tray] at the same time.

■ Separator Tray

Allows you to select the paper tray to be used for the separators.

Select [More] to display the [Paper Supply - Separator] screen on which you can select a tray.

- Note**
- For [Separator Tray], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator Tray] at the same time.

■ Separator & Handout

Allows you to select the paper tray to be used for the separators and handouts.

Select [More] to display the [Paper Supply - Separator & Handout] screen on which you can select a tray.

- Note**
- For [Separator & Handout], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator & Handout] at the same time.

■ Handout Tray

Allows you to select the paper tray to be used for the handouts.

Select [More] to display the [Paper Supply - Handout] screen on which you can select a tray.

- Note**
- For [Handout Tray], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Handout Tray] at the same time.

Copy Output (Specifying Finishing Options)

This feature allows you to select finishing options.

- Note**
- An optional component is required. For more information, contact our Customer Support Center.
 - Displayed items differ depending on the attached options.

If the Offset Catch Tray (optional) is installed, the output position of copies can be offset alternately to separate each set of copies.

If any Finisher (optional) is installed, each set of copies can be stapled and then output.

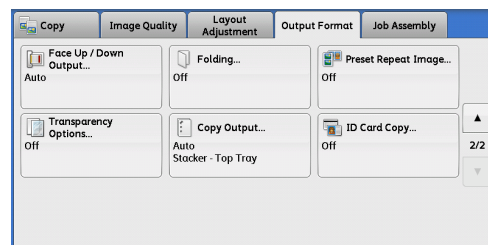
If a punch unit is installed, the output can be punched.

If the D4/D5 Folder Unit (optional) for D-Finisher is installed, the output can be Z-folded.

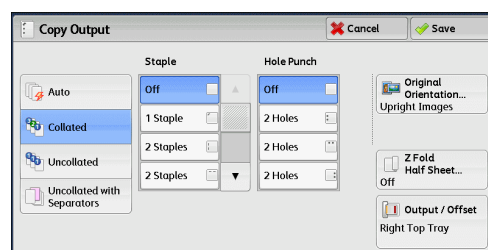
CAUTION

- **Waste staples may come out with output paper. Be careful not to get injured by the staples.**
- **Do not staple punched holes of paper. Sharp points of a staple may cause injuries.**

1 Select [Copy Output].



2 Select any option.



Copy

4

■ **Auto**

Copies are collated when the originals are loaded in the document feeder.

Copies are also collated when originals are loaded on the document glass and any of the following features is used: 2 Sided Book Copying, Covers, [Blank Separators & Handouts] or [Transparency Set & Handouts] of Transparency Options, Booklet Creation, Stapling, Build Job, Sample Set, and Combine Original Sets.

■ **Collated**

The machine outputs sheets sorted into sets that are arranged in page order.

■ **Uncollated**

The machine outputs the specified number of copies and sorts sheets by page.

■ **Uncollated with Separators**

The machine outputs copies with inserting blank sheets as a separator and sorts sheets by page.

■ **Separator Tray**

When you select [Uncollated with Separators], select the paper tray to be used for the separators.

■ **Staple**

Specify the position for stapling. The C3 Finisher and the C3 Finisher with Booklet Maker are capable of stapling 2 - 50 sheets of paper (when 80 gsm paper is used). The Finisher D4, the Booklet Finisher D4, and Finisher D5 are capable of stapling 2 - 100 sheets of paper (when 80 gsm paper is used). Available paper types are: Uncoated, Uncoated Reload, Coated, Coated Reload, Punched, Recycled, Embossed, Cast Coated, Mat Coated

For the stapling position, refer to "Paper Size and Stapling Position" (P.201).

- Important**
- Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.
 - In the following cases, the actual stapling position differs from the stapling position displayed on the screen:
 - When [Original Orientation] is set to [Upright Images], and [Staple] is set to one position at the right side.
 - When [Original Orientation] is set to [Sideways Images], and [Staple] is set to one position at the left side.

■ Hole Punch

Sets the position for punching.

The positions for punching vary depending on a finisher installed.

For the hole punching position, refer to "Paper Size and Punching Position" (P.203).

- Important**
- Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

• Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

■ Z Fold Half Sheet

When the D4/D5 Folder Unit (optional) is installed, the machine folds the output copies in Z fold. Z fold can be applied to B4, A3, 11 x 17". If you have mixed sized documents, the width (vertical direction) of the paper must be the same, such as a combination of A4 (portrait) and A3 (landscape), and a combination of B5 (portrait) and B4 (landscape). When you have the combinations, the Z fold is only applied to the larger papers (A3 (landscape) and B4 (landscape)).

■ Output Destination/Offset

• Offset Stacking

This option is displayed if you select [Right Middle Tray] or [Stacker - Stacker Cart] for the output destination.

The offset is a function for slightly offsetting and outputting each paper stack to allow you to distinguish the separations.

You can specify by set, job, specified number of pages, or specified number of copies for a paper stack.

• Real Time Sample Job

This option is displayed if you select [Stacker - Stacker Cart] for the output destination, and you can output samples of specified portions. You can specify up to three portions for each of the sets you want to confirm during sorting and the pages you want to confirm during stacking. Samples are output to the output tray at the top of stacker trays.

Note • An optional component is required. For more information, contact our Customer Support Center.
For more information, refer to "[Output Destination/Offset Stacking] screen" (P.201).

■ Offset Stacking

Displayed when an Offset Catch Tray (optional) is installed.

Select to display the [Offset Stacking] screen.

For more information, refer to "[Offset Stacking] screen" (P.201).

[Output Destination/Offset Stacking] screen

Allows you to select the output destination and offset options.

■ Offset Stacking

[Offset Stacking] screen will appear.

For more information, refer to "[Offset Stacking] screen" (P.201).

■ Real Time Sample Job

This option is displayed if you select [Stacker - Stacker Cart] for the output destination, and you can output samples of specified portions. You can specify up to three portions for each of the sets you want to confirm during sorting and the pages you want to confirm during stacking. Samples are output to the output tray at the top of stacker trays.

[Offset Stacking] screen























Allows you to select offset options.

The offset is a function for slightly offsetting and outputting each paper stack to allow you to distinguish the separations. You can specify by set, job, specified number of pages, or specified number of copies for a paper stack.






Note • When the offset option is set to [System Default], output is done to the destination set on the machine. To change the machine setting, refer to "Output Destination" (P.462).

Paper Size and Stapling Position




















- C3 Finisher (optional)/C3 Finisher with Booklet Maker (optional)












	1 Staple	1 Top Right	2 Staples	2 Top	2 Right
A4  , B5  , 8 x 10"  , 8.5 x 11", 16K 	 	 			
A4, 8 x 10", 8.5 x 11", 8.5 x 13", 8.5 x 14"	 	 			
A3, B4, 11 x 17", 8K	 	 			

* : The staple orientation displayed on the touch screen differs from the actual staple orientation. Outputs are stapled in the orientation shown in the above table.






	4 Staple	4 Top	4 Right
A4  , Letter (8.5 x 11") 			

- This feature is available when the Finisher D4 (optional), the Booklet Finisher D4 (optional), or the Finisher D5 (optional) is installed.

	1 Staple	1 Top Right	2 Staples	2 Top	2 Right
A4 					
B5  , 8 x 10"  , 8.5 x 11"  , 16K 					
A3					
A4, B4, 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 17", 8K					

	1 Left Center	1 Top Center	1 Right Center
A4  , B5  , 8 x 10"  , 8.5 x 11"  , 16K 			
A4, A3, B4, 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 17", 8K			

* : The staple orientation displayed on the touch screen differs from the actual staple orientation. Outputs are stapled in the orientation shown in the above table.

	4 Staples	4 Top	4 Right
A4  , Letter (8.5 x 11") 			

Paper Size and Punching Position

- Note**
- The distance between the two holes of the Punch Unit 2/4H CD1 is 80 mm for both 2 and 4 holes.
 - The distance between the two holes of the Punch Unit US 2/3H CD1 is 70 mm for 2 holes and 108 mm for 3 holes.













- C3 Finisher (optional)/C3 Finisher with Booklet Maker (optional)

This feature is available when the Punch Unit 2/4H CD1 (optional) or the Punch Unit US 2/3H CD1 (optional) is installed.













- Finisher D4 (optional)/Booklet Finisher D4 (optional)/Finisher D5 (optional)

The 3-hole punch is optional.











- 2 holes

	2 Holes Left	2 Holes Top	2 Holes Right
A4  , B5  , 7.25 x 10.5"  , 8 x 10"  , 8.5 x 11"  , 16K 			
A4, A3, B4, 8 x 10", 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 15", 11 x 17", 8K			

- 3 holes

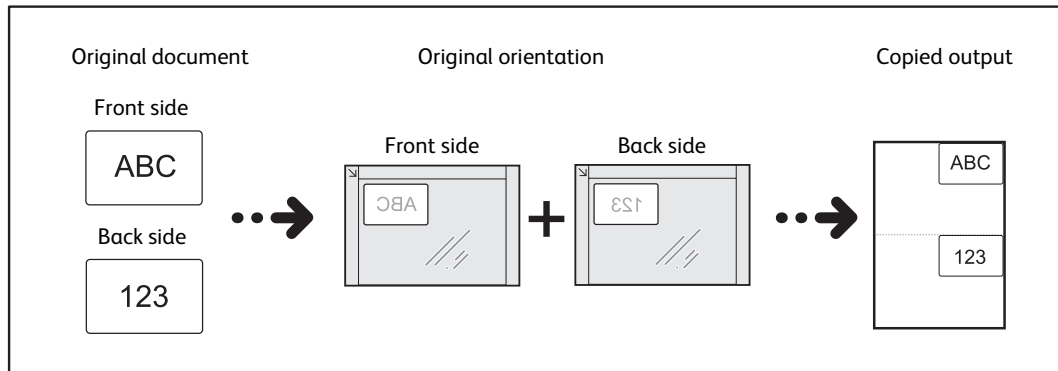
	3 Holes	3 Holes Top	3 Holes Right
A4  , B5  , 7.25 x 10.5"  , 8 x 10"  , 8.5 x 11"  , 16K 			
A3, B4, 11 x 15", 11 x 17", 8K			

- 4 holes

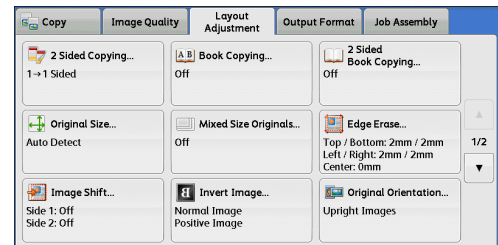
	4 Holes	4 Holes Top	4 Holes Right
A4  , 7.25 x 10.5"  , 8.5 x 11"  , 16K 			
A3, 11 x 15", 11 x 17", 8K			

ID Card Copy (Copying Both Sides of an ID Card)

This feature allows you to copy both sides of a small undetectable original, such as an ID card, onto one side of paper.



- 1 Specify the orientation of the document in [Original Orientation] on the [Layout Adjustment] screen.



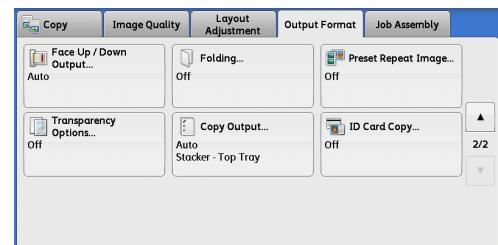
- 2 Place the document slightly away from the top left corner of the document glass, and close the document glass.

Important

- Always use the document glass when copying. You cannot use the document feeder with this feature.
- Specify the orientation of the original document correctly.
- If the edges of the image are missing, slightly move the card inward on the document glass so that the whole image can be scanned.
- When the reduced size is specified to copy an ID card, the machine may copy the ID card in a different orientation from the original orientation depending on the magnification ratio specified. For information on the copy magnification ratio for ID Card Copy, refer to "ID Card Copy - Reduce/Enlarge" (P.464).

For information on how to specify the orientation of a document, refer to "Original Orientation (Specifying the Orientation of Loaded Documents)" (P.171).

- 3 Select [ID Card Copy] on the [Output Format] screen.



- 4 Select [On].

■ Off

Disables ID card copying.

■ On

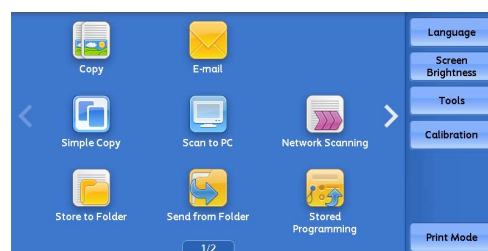
Enables ID card copying.

Job Assembly

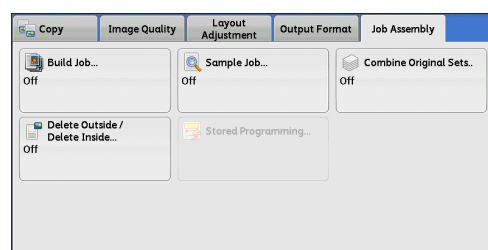
This section describes the features you can select on the [Job Assembly] screen.

Build Job (Processing Documents Scanned with Different Settings as One Job)	205
Sample Job (Checking the Finished Output of the Copy).....	209
Combine Original Sets (Adding Originals)	210
Delete Outside/Delete Inside (Deleting Outside or Inside of the Selected Area).....	212
Stored Programming (Calling a Stored Program for Build Job)	213

- 1 Select [Copy] on the Services Home screen.



- 2 Select a feature on the [Job Assembly] screen.



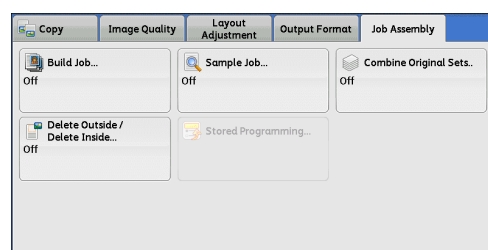
Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Drag or flick the screen vertically to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).

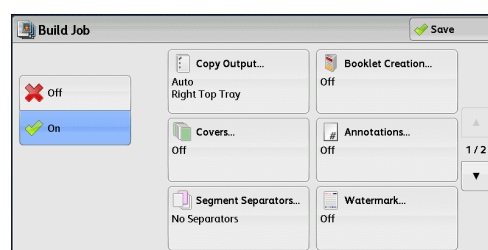
Build Job (Processing Documents Scanned with Different Settings as One Job)

This feature allows you to apply different copy settings to each document page or each document stack, and then output the copies as one job.

- 1 Select [Build Job].



- 2 Select [On].



Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.

3 Select any option.

■ Off

Build Job is not applied.

■ On

Build Job is applied. The feature buttons appear. Specify any option if necessary.

Important • The features selected here cannot be canceled or changed while the machine executes a copy job.
For information on features available in Build Job, refer to "Features that can be set in Build Job" (P.206).

Features that can be set in Build Job

■ Copy Output

For more information, refer to "Copy Output (Specifying Finishing Options)" (P.198).

■ Booklet Creation

For more information, refer to "Booklet Creation (Creating a Bound Booklet)" (P.175).

■ Covers

Important • The machine does not copy on a cover when using the Build Job feature.
For more information, refer to "Covers (Attaching Covers to Copies)" (P.179).

■ Annotations

For more information, refer to "Annotations (Adding a Comment/a Date/Page Numbers to Copies)" (P.184).

■ Segment Separators

For more information, refer to "[Segment Separators] Screen" (P.208).

■ Watermark

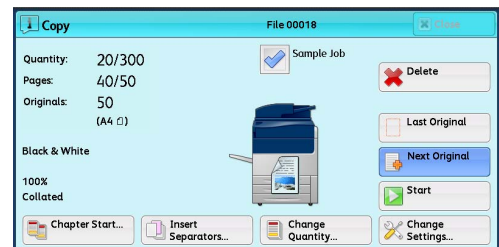
For more information, refer to "Watermark (Printing Control Numbers on the Background of Copies)" (P.190).

■ Face Up/Down Output

For more information, refer to "Face Up/Down Output (Specifying Face Up or Down)" (P.193).

[Copy] Screen When Build Job is in Progress

The following describes the screen that appears while the Build Job is being executed.



■ Chapter Start

Displays the [Build Job - Chapter Start] screen.
Refer to "[Build Job - Chapter Start] Screen" (P.207).

■ Insert Separators

Displays the [Segment Separators] screen.

Refer to "[Segment Separators] Screen" (P.208).

■ Change Quantity

Displays the [Change Quantity] screen on which you can change the number of copy sets using the numeric keypad.

■ Change Settings

Displays the [Copy] screen on which you can change the settings for the next document. After changing the settings, press the <Start> button on the control panel to start scanning of the document. To return to the previous screen, press the < # > button.

When using a stored program for Build Job

While the machine makes copies using the Build Job feature, you can use a stored program.

- 1) Select [Change Settings].
- 2) Select the [Job Assembly] tab.
- 3) Select [Stored Programming].
- 4) Select the number of the stored program that contains the features you want to use.

For information on how to register a stored program, refer to "Registering Stored Programs for Build Job" (P.334).

■ Delete

Clears the document data stored by the Build Job feature, and cancels the job.

- Note**
- You can also press the <C (Clear)> or <Clear All> button on the control panel to perform the same operation.
 - While the machine is scanning the loaded document, [Delete] is displayed. Select [Delete] to pause scanning. Select [Start] on the touch screen, or press the <Start> button on the control panel to resume scanning.

■ Last Original

Select this button to end scanning of documents. The build job starts.

■ Next Original

Select this button when you have another document. This button is always selected when you use the Build Job feature.

■ Start

After loading the next document, select this button to scan the next document.

- Note**
- You can also press the <Start> button on the control panel to perform the same operation.

■ Sample Job

When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets. You can select to continue or cancel the job after the confirmation.

[Build Job - Chapter Start] Screen

- 1 Select any option.

■ Off

The next stack of documents is copied after the previous stack.

■ On

The next stack of documents is copied from Side 1 of a new sheet of paper.

■ Pages per Side - New Page

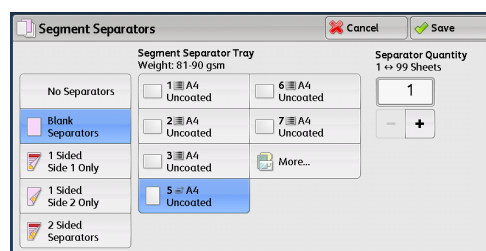
When [Pages per Side] is set, even if all documents are divided for every chapter before all of them are assembled in the Page per Side feature, the next stack of document is copied from Side 2 of the paper.

[Segment Separators] Screen

This screen allows you to insert a sheet of paper as a separator in between each stack of documents. You can specify the number of separators to insert in the range from 1 to 99 as necessary.

Note • You can specify different settings for each stack of documents. If you do not specify particular settings for each stack of documents, the previously specified settings are applied.

1 Select any option.



■ No Separators

Does not insert any separators.

■ Blank Separators

Inserts blank separators.

If you select this option, load documents, and press the <Start> button, the blank separators are inserted before the copies of the documents.

■ 1 Sided Side 1 Only

A first page of the loaded documents is copied on the front side of a separator, and the rest of the pages are copied on the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, or 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto the front page of a separator.

When you load a single sheet document, the document is copied onto a separator.

■ 1 Sided Side 2 Only

A first page of the loaded documents is copied on the back side of a separator, and the rest of the pages are copied on the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto the back side of a separator.

When you load a single sheet document, the document is copied onto a separator.

■ 2 Sided Separators

First two pages of the loaded documents are copied onto each side of a separator, and the rest of the pages starting from the third page are copied onto the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto each side of a separator.

When you load two-sheet documents, both sheets are copied onto each side of a separator.

Note

- When you have two separate documents, a single sheet document and multiple sheet documents, if you want to copy this single sheet document and the first page of the multiple sheet documents onto each side of a separator, when loading the multiple sheet documents, select [No Separators] in [Segment Separators]. If you do not select [No Separators], the machine processes these two documents separately under different separator settings, the single-sheet document is copied onto a separator, and the first page (or first two pages) of the multiple sheet documents is copied onto another separator.

■ Segment Separator Tray

Allows you to select the tray, which is loaded with paper to be used as a separator.

When [Bypass] is selected, the [Tray 5] screen is displayed.

■ Separator Quantity

This option is available when you select [Blank Separators]. You can specify the number of separators in the range from 1 to 99.

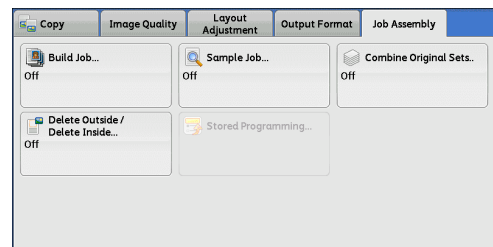
Sample Job (Checking the Finished Output of the Copy)

When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets. You can select whether to continue or cancel the job after the confirmation. This feature also allows you to change the number of copy sets. The sample copy is included in the total number of copy sets.

Note

- After a sample set is output, the machine automatically outputs the data remained if the machine is left uninstructed for the period specified in [Auto Job Release]. For more information on [Auto Job Release], refer to "Auto Job Release" (P.421).

1 Select [Sample Job].



2 Select [Off] or [On].

■ Off

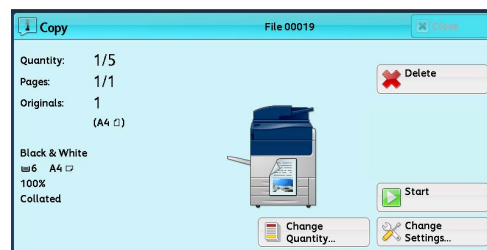
No sample set is made.

■ On

A sample set is made.

[Copy] Screen When Sample Job is in Progress

After the sample set is copied, the machine pauses the job and displays the [Copy] screen.



■ Change Quantity

Displays the [Change Quantity] screen on which you can change the number of copies entered before. Enter a new quantity using the numeric keypad. The new value must include the number of the sample set that has already been printed. When reducing the quantity, specify a value between 1 (sample set) and the number of copies entered before.

Note • If you specify "1" as a new quantity and then press the <Start> button, the machine will not process the job.

■ Change Settings

Displays the [Change Settings] screen. To cancel the settings you have made, deselect the check box for the feature you want to cancel.

■ Delete

The remaining copies are canceled.

■ Start

The remaining copies are made.

Note • You can also press the <Start> button on the control panel to perform the same operation.

Combine Original Sets (Adding Originals)

Use this feature when you copy a document that has too many pages to be loaded in the document feeder at one time, or when you scan each document page using the document glass and have the machine process the pages as one job.

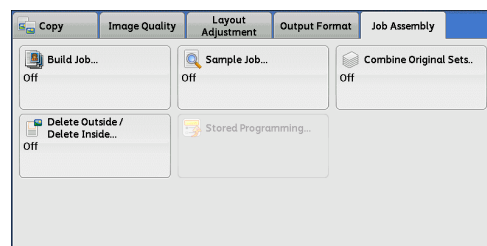
When you use this feature, [Next Original] is always selected on the screen during scanning documents with the document feeder or the document glass.

If [Copy Output] is set to [Auto], the output is automatically sorted.

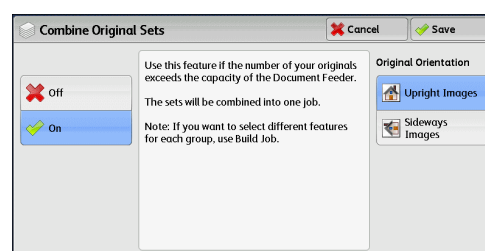
When all documents have been scanned, select [Last Original].

Note • After the first original set is copied, the machine automatically outputs the data remained if the machine is left unused for the period specified in [Auto Clear]. For more information on [Auto Clear], refer to "Auto Clear" (P.421).

1 Select [Combine Original Sets].



2 Select [On].



■ Off

Disables this feature.

■ On

Enables this feature.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

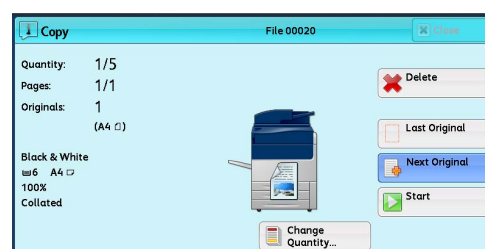
Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

• Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

[Copy] Screen When Combine Original Sets is in Progress

The [Copy] screen is displayed when copying starts.



■ Delete

Clears the document data stored with the Combine Original Sets feature, and cancels copying.

Note • You can also press the <C (Clear)> or <Clear All> button on the control panel to perform the same operation.

■ Last Original

Select this button to end scanning documents.

■ Next Original

Select this button when you have more documents to copy. This button is always selected when the Combine Original Sets feature is used.

■ Start

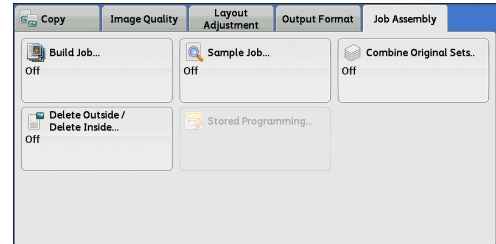
After loading the next document, select this button to scan the next document.

Note • You can also press the <Start> button on the control panel to perform the same operation.

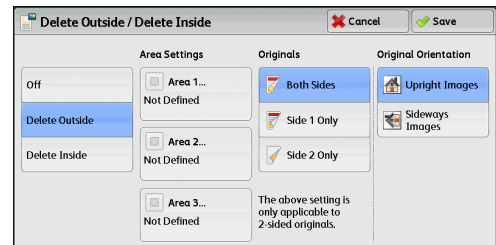
Delete Outside/Delete Inside (Deleting Outside or Inside of the Selected Area)

This feature allows you specify the areas to be deleted from a document image. Up to three areas can be specified.

- 1 Select [Delete Outside/Delete Inside].



- 2 Select any option.



■ Off

No area is deleted.

■ Delete Outside

Deletes the outside of the selected area.

■ Delete Inside

Deletes the inside of the selected area.

■ Area Settings

Displays the [Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] screen. You can specify up to three areas.

Refer to "[Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] Screen" (P.213).

■ Originals

When the original document is a 2-sided document, specify from which side the specified area is to be deleted.

- Both Sides
Applies the settings to both sides of the document.
- Side 1 Only
Applies the settings to Side 1 of the document.
- Side 2 Only
Applies the settings to Side 2 of the document.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

[Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] Screen

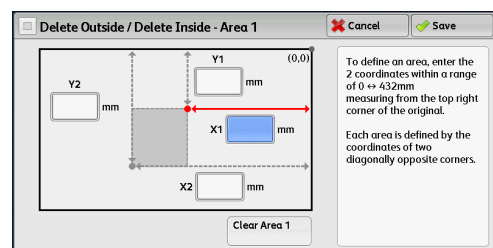
This screen allows you to specify the area to be deleted. The area is defined by the rectangle formed between the points X1, Y1 and X2, Y2. The origin point is the top right corner of a document.

You can specify a value in the range from 0 to 432 mm for the width (X) and the length (Y) in 1 mm increments.

Note

- Specify the 2 coordinates from the top right corner of the document.
- When specifying multiple areas, the specified areas can overlap each other.
- When [Reduce/Enlarge] is set, the specified area will be reduced or enlarged accordingly.

- 1 Select [Area 1], [Area 2], or [Area 3].
- 2 Select the text box for [X1], and enter the value for X1 using the numeric keypad.



- 3 Select the text box for [Y1], and enter the value for Y1 using the numeric keypad.
- 4 Select the text box for [X2], and enter the value for X2 using the numeric keypad.
- 5 Select the text box for [Y2], and enter the value for Y2 using the numeric keypad.

Note

- If all of [X1], [Y1], [X2], and [Y2] are set to [0], the area will be invalid. If no other area is specified, the Delete Outside/Delete Inside feature cannot be used.
- Pressing the <C (Clear)> button clears the value you have entered.

■ Clear Area 1 (Area 2 or Area 3)

Clears all the values set for Area 1 (Area 2 or Area 3).

Stored Programming (Calling a Stored Program for Build Job)

This feature allows you to call a stored program for Build Job.

This feature is the same as "Calling a Stored Program for Build Job" (P.338). For more information, refer to "Calling a Stored Program for Build Job" (P.338).

5 Scan

This chapter describes the basic operations and features for the Scan services.

To use the Scan services, network settings are required. For information on the network settings, refer to "Scanner Environment Settings" (P.581).

Note • WSD stands for Web Services on Devices.

• Scanning Procedure	216
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Scanning Procedure

This section describes the basic scanning procedure.

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Step 1 Loading Documents

The following two methods are available to load documents:

■ Document Feeder

- Single sheet
- Multiple sheets

■ Document Glass

- Single sheet
- Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 139.7 x 139.7 mm (Standard size: A5, A5^{landscape}, 5.5 x 8.5", 5.5 x 8.5"^{landscape}) to 297 x 432 mm (Standard size: A3, 11 x 17").

The document feeder automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying a Scan Size)" (P.291).

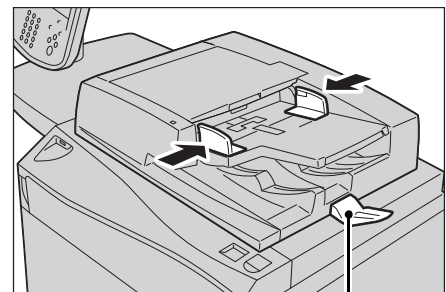
The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on paper size settings, refer to "Paper Size Settings" (P.447).

For information on how to scan mixed size documents, refer to "'Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.292).

Important • To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.

- 1 Remove any paper clips and staples before loading a document.
- 2 Adjust the document guides to match the size of the document loaded.

Note • When loading a large size document such as A3, lift up the document feeder tray, and open the document stopper rightward.

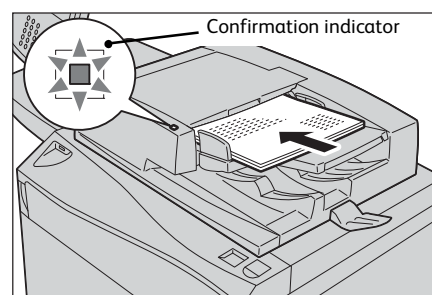


Document stopper

- 3 Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.

Note

- The Confirmation indicator lights up when the document is loaded correctly.
- The number of documents that can be loaded in the document feeder is up to 250 sheets (P paper).
- When the document is loaded in the document feeder, the document feeder tray lifts up. You can set the timing of the lift. For more information, refer to "Document Feeder Tray Elevation" (P.456).



Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes up to 297 x 432 mm (Standard size: A3, 11 x 17").

Important • Always close the document cover after using the document glass.

The document glass automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying a Scan Size)" (P.291).

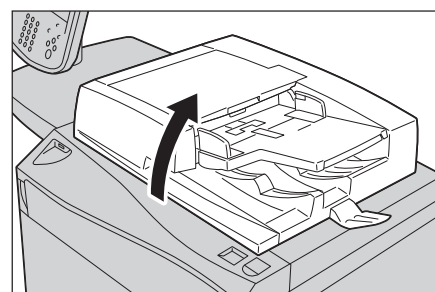
The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.447).

CAUTION

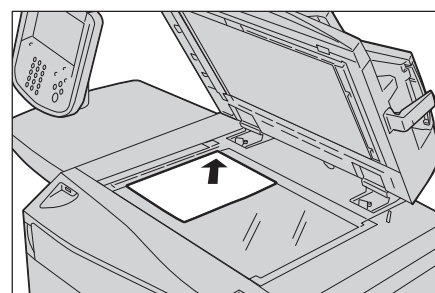
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

- 1 Open the document cover.

Important • Ensure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.



- 2 Load the document face down, and align it against the top left corner of the document glass.



- 3 Close the document cover.

Step 2 Selecting the Features

On the Services Home screen, you can select from seven Scan services: [E-mail], [Store to Folder], [Store to USB], [Store & Send Link], [Store to WSD], [Network Scanning], and [Scan to PC]. You can select features for each service.

- Note**
- WSD stands for Web Services on Devices.
 - The features displayed on the screen depend on your machine configuration.
 - When the Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.
 - To use the Scan services, network settings are required. For information on the network settings, refer to "Scanner Environment Settings" (P.581).

■ E-mail

Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks, or XML Paper Specification (XPS) file.

■ Store to Folder

Scans a document and saves the scanned data in a folder on the machine.

You need to create a folder in advance. For information on how to create a folder, refer to "Create Folder" (P.523).

■ Network Scanning

Scans a document using a job template created on CentreWare Internet Services.

When Scan to My Folder is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.

For information on how to create a job template, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Scan to PC

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

When Scan to My Folder is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.

■ Store to USB

Scans a document and saves the scanned data to a USB memory device.

■ Store & Send Link

Scans a document and temporarily saves the scanned data on the machine. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.

■ Store to WSD

You can scan documents set on the machine and save the scanned data from a computer. Also, you can save the scanned data to a computer on the network.

The following table shows file formats available for each Scan service.

Scan Service	File Format can be Selected When	File Format							
		PDF	Docu-Works	XPS ^{*1}	TIFF	JPEG	BMP	PNG	MS Office
E-mail	Using the control panel when scanning	O ^{*2}	O ^{*3}	O	O	O	X	X	O
Scan to PC		O ^{*2}	O ^{*3}	O	O	O	X	X	O
Store to USB		O ^{*2}	O ^{*3}	O	O	O	X	X	O
Store & Send Link		O ^{*2}	O ^{*3}	O	O	O	X	X	O
Store to Folder	Using CentreWare Internet Services	O ^{*2}	O ^{*3}	O	O	O	X	X	X
	Using Stored File Manager 3 [®]	X	X	X	O	O	X	X	X
	Using DocuWorks ^{*4}	X	O ^{*3}	X	X	X	X	X	X
	Using Adobe [®] Acrobat ^{®*4}	O ^{*2}	X	X	X	X	X	X	X
Job Flow Sheets	Creating a job flow	O ^{*2}	O ^{*3}	O	O	O	X	X	X
Network Scanning	Creating a job template	O	X	O	O	O	X	X	X
Store to WSD ^{*6}	Using [Scan Profiles] of Windows ^{®*5}	X	X	O	O	O	O	O	X

O :Available

X :Not available

*1 :XPS stands for XML Paper Specification.

*2 :Supported on Acrobat[®] 4.0 or later

*3 :Supported on DocuWorks Ver.4 or later

*4 :TWAIN compatible application

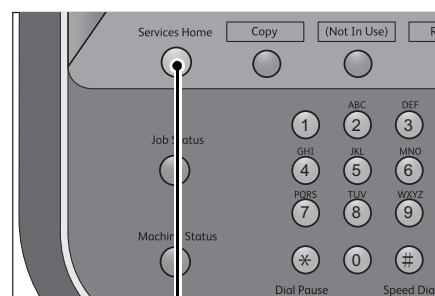
*5 :Microsoft[®] Windows Vista[®] Service Pack 2 or later

*6 :WSD stands for Web Services on Devices.

Note • If you do not specify a file name for the document to be saved, a file name is automatically assigned to the scanned date. The date (DDMMYYYY) of [DDMMYYYYHHMMSS] is the order set in the [System Settings] > [Common Service Settings] > [Machine Clock/Timers] > [Date].

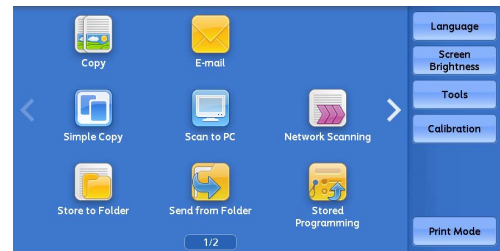
The following describes how to store scanned data into a folder as an example.

1 Press the <Services Home> button.

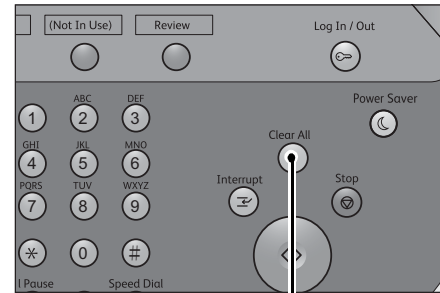


<Services Home> button

- 2 Select [Store to Folder].

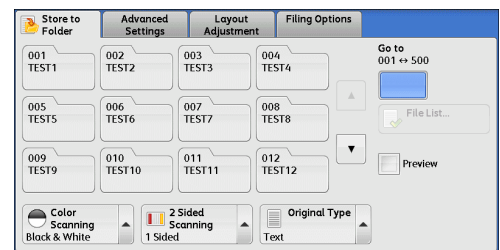


- 3 If the previous settings still remain, press the <Clear All> button.

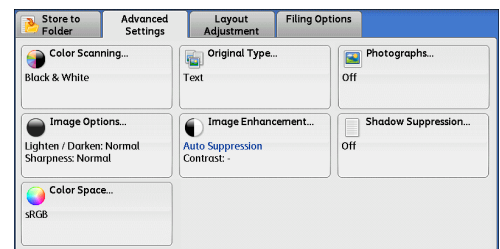


<Clear All> button

- 4 Specify a folder to save the data in.



- 5 Select each tab, and configure features as necessary.



The following shows the reference section for each tab.

"Store to Folder" (P.271)

"Advanced Settings" (P.285)

"Layout Adjustment" (P.289)

"E-mail Options/Filing Options" (P.297)

When you use another Scan service, [Store to Folder] is replaced with [E-mail], [Network Scanning], [Scan to PC], [Store to USB], [Store & Send Link], or [Store to WSD].

Note • WSD stands for Web Services on Devices.

The following shows the reference section for each service.

"E-mail" (P.231)

"Scan to PC" (P.261)

"Store to USB" (P.273)

"Store & Send Link" (P.279)

"Network Scanning" (P.259)

"Store to WSD" (P.282)

Step 3 Starting the Scan Job

The following describes how to start a scan job.

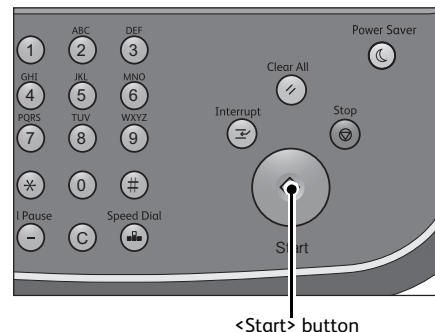
For information on how to start a scan job on the [Store to WSD] screen, refer to "Store to WSD" (P.282).

Note • WSD stands for Web Services on Devices.

1 Press the <Start> button.

Important • If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.

Note • If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.
• You can set the next job during scanning.



■ If you have more documents

If you have more documents to scan, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

Up to 999 pages can be stored.

Note • If the number of pages scanned by the machine exceeds the maximum, the machine stops scanning. Follow the message displayed on the screen, and either abort the operation or save the already-scanned data as a single set of data.

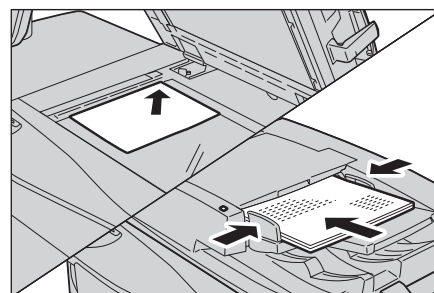
For information on how to set the maximum number of pages stored for a scan document, refer to "Maximum Stored Pages" (P.503).

2 While documents are being scanned, select [Next Original].

Note • When using the document feeder, load the next document after the machine has finished scanning the first document.
• When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.
• You can change the scan settings of the next document by selecting [Change Settings] that is displayed after selecting [Next Original].

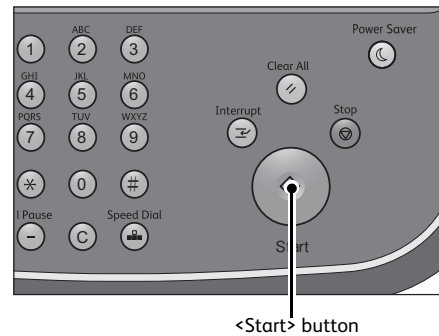


3 Load the next document.



4 Press the <Start> button.

If you have more documents, repeat steps 3 and 4.



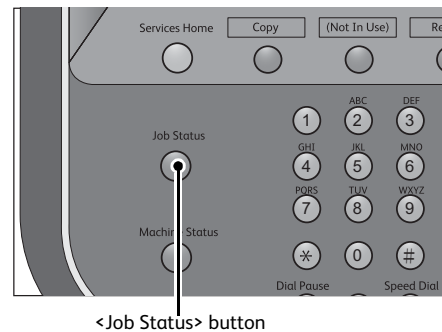
5 When all documents have been scanned, select [Save (Last Original)].



Step 4 Confirming the Scan Job in Job Status

The following describes how to confirm the status of a scan job.

1 Press the <Job Status> button.



2 Confirm the job status.

Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
- From the drop-down menu, you can select [Scan Jobs] and display the desired job.

Step 5 Saving the Scanned Data

When you used the Store to Folder service, you can use the following methods to import the file stored in a folder of the machine to your computer:

■ Import using an application

Use Network Scanner Driver.

Refer to "Importing to a TWAIN Compatible Application" (P.392).

■ Import using Stored File Manager 3

Use Stored File Manager 3 (Fuji Xerox application software).

Refer to "Importing Using Stored File Manager 3" (P.394).

■ **Import using CentreWare Internet Services**

Use CentreWare Internet Services.

Refer to "Importing Using CentreWare Internet Services" (P.397).

Operations during Scanning

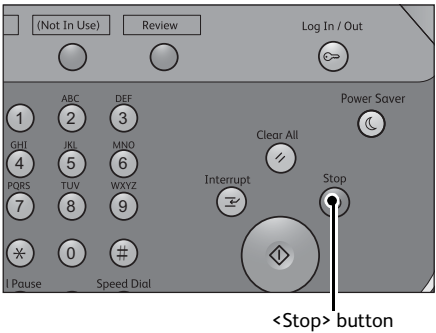
The following describes the operations available during scanning.

Stopping the Scan Job	224
Previewing the Scanned Images during a Scan Job.....	225
Changing Scan Settings	229

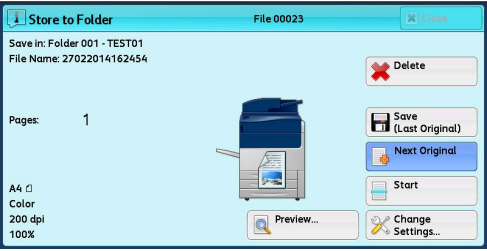
Stopping the Scan Job

To cancel scanning a document, use the following procedure.

- 1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.

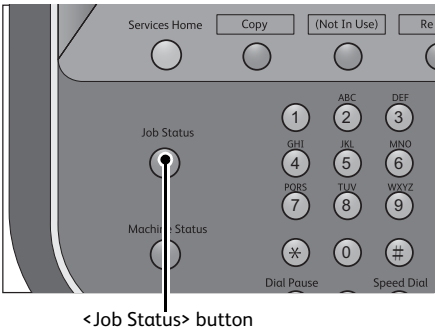


- 2 Select [Delete].

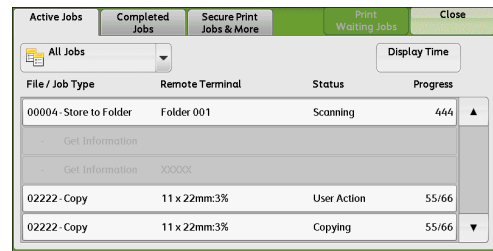


■ If [Delete] does not appear on the screen:

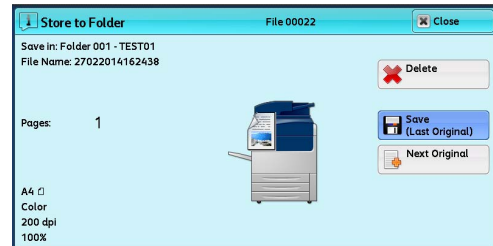
- 1 Press the <Job Status> button.



2 Select the job to cancel.



3 Select [Delete].



4 Select [Delete].

Note • If you cancel the job, the scanned data stored in the folder will also be deleted.



Scan

5

Previewing the Scanned Images during a Scan Job

You can preview the scanned images while scanning the document.

Note • You cannot preview the scanned images on the touch screen of the machine for [Store to WSD]*.

* : WSD stands for Web Services on Devices.

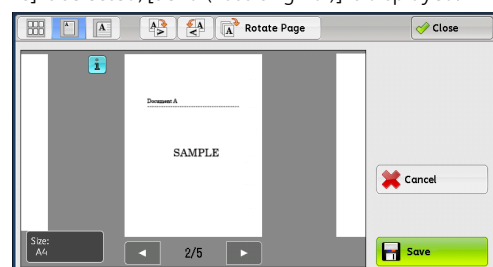
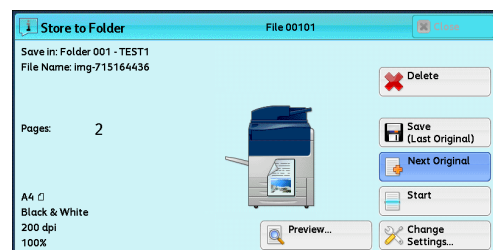
1 When a document starts to be read with [Preview] is checked on a Scan screen, the screen below is displayed.

After the document is read, select [Preview].

A preview screen is displayed and the first page of the lastly read document is displayed.

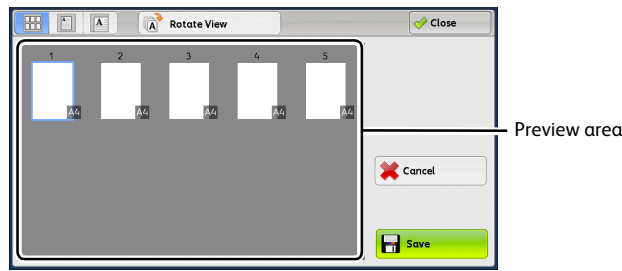
Note • When this screen or the preview screen is displayed and the time of [Auto Clear] lapsed without any operation, the read document is automatically sent. For Auto Clear, refer to "Auto Clear" (P.421).
• When [Store to Folder] or [Store to USB] is selected, [Save (Last Original)] is displayed. When [E-mail], [Store & Send Link], or [Scan to PC] is selected, [Send (Last Original)] is displayed.

2 Select any option.



■  (Thumbnailed view)

A previewed image is displayed in a thumbnailed view.



In the thumbnailed view, the following operations are available.

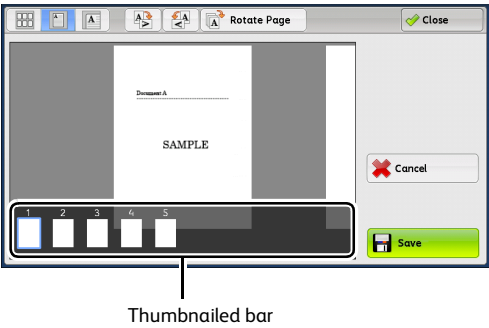
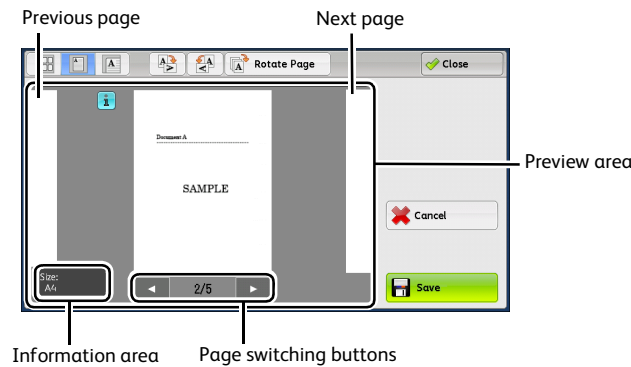
Feature	Operation
Switching pages on the preview area	Drag or flick the preview area up and down.
Displaying the entire view	Tap a thumbnail.

For information on how to drag or flick, refer to "Touch Screen" (P.88).

■  (Entire view)

An entire preview image is displayed.

In the entire view, the page switching buttons and thumbnailed bar are available.



In the entire view, the following operations are available.

Feature	Operation
Switching pages	<ul style="list-style-type: none"> • Drag or flick the preview area side to side. Note <ul style="list-style-type: none"> • Drag or flick the preview area except for the information area, page switching buttons, and thumbnailed bar. • Tap [◀] or [▶] of the page switching buttons.
Displaying previous and next pages	Tap a previous or next page.
Enlarging an image (Enlarged view)	Double-tap a preview image.
Switching the page switching buttons and thumbnailed bar	Tap the preview area. Note <ul style="list-style-type: none"> • Tap the preview area except for the information area, page switching buttons, and thumbnailed bar.
Scrolling the thumbnailed bar	Drag or flick the thumbnailed bar side to side.
Displaying a page from the thumbnailed bar	Tap a thumbnail on the thumbnailed bar.



When an output does not match a preview image, is displayed. Pressing enables you to confirm the detailed information.

When Microsoft® Word or Microsoft® Excel® is selected for file format and [Auto Upright Orientation] is set for [Page Orientation], the message regarding [Auto Upright Orientation] is displayed.

When PDF, DocuWorks, or XPS is selected for file format, the items which are not reflected in a preview image are displayed. The items are as follows:

Note • This is not displayed while you are dragging, scrolling, or rotating the image or page.

- MRC High Compression

Displayed when [On] is set for [MRC High Compression] on the [File Format] screen.

- Specific Color

Displayed when [Specific Color] is selected.

- Auto Upright Orientation

Displayed when [PDF], [DocuWorks], or [XPS] is set for [File Format], when [Auto Upright Orientation] is set for [Searchable - Page Orientation], and when [Searchable] is set for [Searchable Text].

Note • XPS stands for XML Paper Specifications.

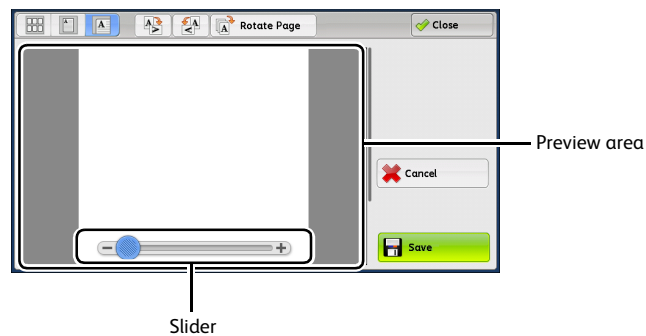
For information on how to set [Searchable - Page Orientation], refer to "Searchable - Page Orientation" (P.505).

■ (Enlarged view)

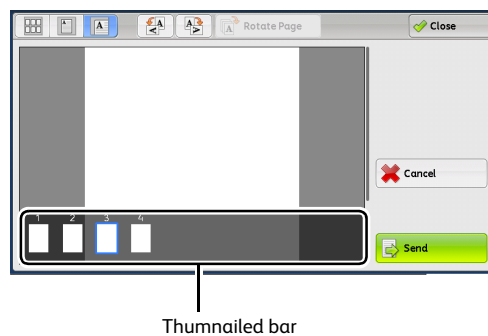
A previewed image is enlarged or reduced.

In the entire view, the slider and thumbnailed bar are available.

- When the slider is displayed



- When the thumbnailed bar is displayed



In the enlarged view, the following operations are available.

Note • When [Scan to Box] is selected, [TIFF] or [JPEG] is set for [File Format], or job flow sheets are used, the [Rotate Left], [Rotate Right], and [Rotate Page] buttons are not displayed.

Feature	Operation
Switching pages	Drag or flick the preview area side to side. Note <ul style="list-style-type: none"> • Drag or flick the preview area except for the slider and thumbnailed bar. • After switching the page, the image is displayed in the entire view.
Changing the ratio of the image size	Double-tap a preview image or drag the slider.
Switching the page switching buttons and thumbnailed bar	Tap the preview area. Note <ul style="list-style-type: none"> • Drag or flick the preview area except for the slider and thumbnailed bar.
Moving the display position	Drag or flick the enlarged image side to side or up and down.
Scrolling the thumbnailed bar	Drag or flick the thumbnailed bar side to side.
Displaying a page from the thumbnailed bar	Tap a thumbnail on the thumbnailed bar.

■ (Rotate Left)

Rotates the page 90 degrees left.

Note • You cannot select [Rotate Left] in the thumbnail view.

■ (Rotate Right)

Rotates the page 90 degrees right.

Note • You cannot select [Rotate Right] in the thumbnail view.

■ Rotate Page (Rotate Page)

Rotates all pages 90 degrees right.

Note • You cannot select [Rotate Page] in the enlarged view.

■ Cancel

Cancels the current job.

■ Save/Send

Saves or sends the current job during preview.

Note • When [Store to Folder] or [Store to USB] is selected, [Save] is displayed. When [E-mail], [Store & Send Link], or [Scan to PC] is selected, [Send] is displayed.

■ Close

Returns to the screen in the step 1.

Note • When [Store to Folder] or [Store to USB] is selected, selecting [Save (Last Original)] saves a job. When [E-mail], [Store & Send Link], or [Scan to PC] is selected, selecting [Send (Last Original)] sends a job.

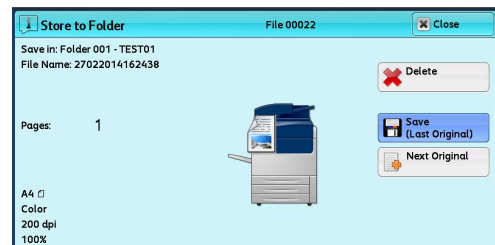
Changing Scan Settings

You can change scan settings while scanning the document.

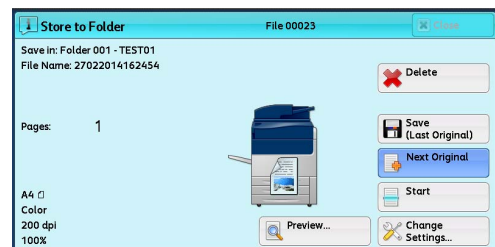
Note • For [Store to WSD]*, you cannot change scan settings while scanning the document.

* : WSD stands for Web Services on Devices.

1 Select [Next Original].



2 Select [Change Settings].



3 Set [Color Scanning], [Original Type], [Resolution], [Lighten/Darken], [Original Orientation], [2 Sided Scanning], and [Original size].

The following shows the reference section for each feature.

"Color Scanning (Selecting an Output Color)" (P.244)

"Original Type (Selecting the Document Type)" (P.246)

"Resolution (Specifying a Scanning Resolution)" (P.289)

"Image Options (Adjusting Scan Density and Image Sharpness)" (P.286)

"Original Orientation (Specifying the Orientation of the Loaded Documents)" (P.296)

"2 Sided Scanning (Scanning Both Sides of a Document)" (P.290)

"Original Size (Specifying a Scan Size)" (P.291)

4 Press the <Start> button.

E-mail

This section describes the features you can select on the [E-mail] screen. The E-mail service allows you to scan a document and send the scanned data as an e-mail attachment.

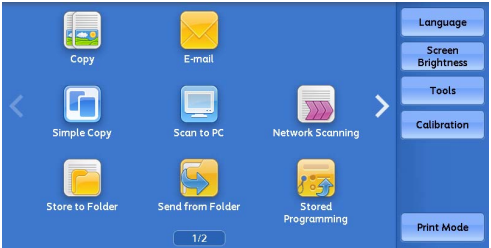
Address Book	231
Address Book (Specifying a Destination Using the Address Book [Type 1]).....	232
Address Book (Specifying a Destination Using the Address Book [Type 2]).....	235
Add New Address (Registering a Recipient on the Address Book)	238
New Recipient (Specifying an E-mail Address)	239
Add Me (Adding the Sender's Address)	240
Recipient(s) (Editing a Recipient).....	241
From (Setting the Sender's Address)	242
Subject (Setting the Subject).....	243
Message (Entering the E-mail Body)	243
Preview (Previewing the Scanned Images during a Scan Job).....	243
Color Scanning (Selecting an Output Color).....	244
2 Sided Scanning (Scanning Both Sides of a Document).....	244
Original Type (Selecting the Document Type)	246
File Format (Selecting a File Format for Output Data)	246

Note • You can encrypt e-mail or send it with a digital signature by S/MIME. To use this feature, you need to register certificates of the machine and the recipient's device in advance. For information on certificates, refer to "Configuration of E-mail Encryption/Digital Signature" (P.611).

You can customize the layout of the features displayed on the [E-mail] screen. For more information, refer to "1st Tab - Features Allocation" (P.498).

You can set [First Tab] or [Address Book] for the screen displayed when you select [E-mail] on the Service Home screen. For more information, refer to "Scan Defaults" (P.499).

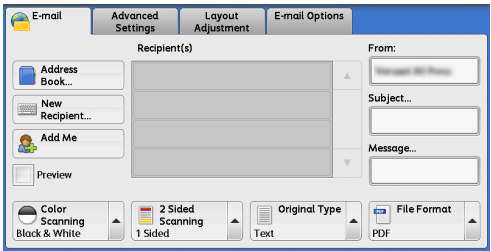
1 Select [E-mail] on the Services Home screen.



2 Select a feature on the [E-mail] screen.

Important • You cannot use address numbers using the numeric keypad, one touch buttons, or group numbers to specify recipients.

- [New Recipient] and [Add Me] may not be displayed depending on the settings in the System Administration mode.
- Depending on the settings for [Email Screen Default] in the System Administration mode, the [E-mail Address Book] screen is displayed. For more information, refer to "Email Screen Default" (P.498).



Address Book

When you select a recipient using the Address Book, the following restrictions should be noted.

- Only the recipients set for mail service can be used.

- You cannot use address numbers input by the numeric keypad or group numbers to specify the recipients registered in the Address book.
- When an address contains a domain that is not permitted for use, the address cannot be used.
- When sending an encrypted e-mail, select an e-mail address associated with a certificate that can be encrypted, from the Address Book. To use this feature, an e-mail address associated with a certificate for S/MIME need to be registered in the Address Book in advance.

For information on how to set the Address Book, refer to "Add Address Book Entry" (P.532).

- To verify the validity of a certificate, prior settings are required.

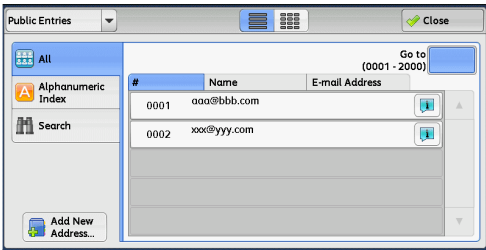
For information on the settings, refer to "Certificate Revocation Retrieval Settings" (P.490).

Types of the Address Book

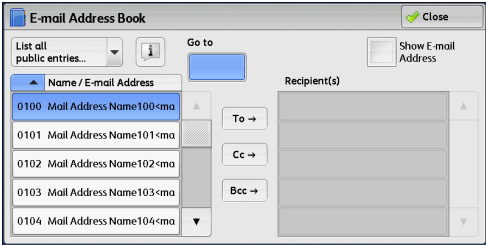
The machine provides two different ways of displaying the Address book: [Type 1] and [Type 2]. The Address Book [Type1] or [Type2] will be displayed depending on the setting of [Address Book Type] in the System Administration mode.

For information on how to set the Address book type, refer to "Address Book Type" (P.509).

[Type 1]



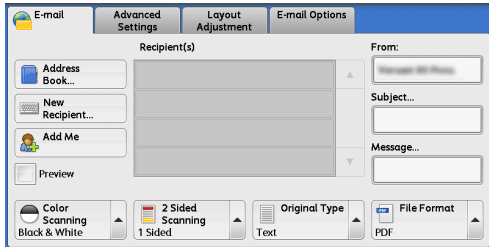
[Type 2]



Address Book (Specifying a Destination Using the Address Book [Type 1])

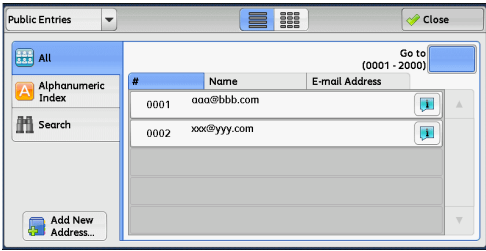
The following describes how to specify a destination using the Address Book [Type 1].

- 1 Select [Address Book].



- 2 Select a recipient from the address list, and then select [To], [Cc], or [Bcc] from the drop-down menu.

Note • The items that appear in the screen depend on the settings in the System Administration mode.



■ **Public Entries**

Displays the local address list.
Refer to "When [Public Entries] is Selected" (P.233).

■ **Network Entries**

Searches recipients in the remote address list.
Note • To display [Network Entries], the prior setting is required in the System Administration mode.
For more information, refer to "When [Network Entries] is Selected" (P.234).

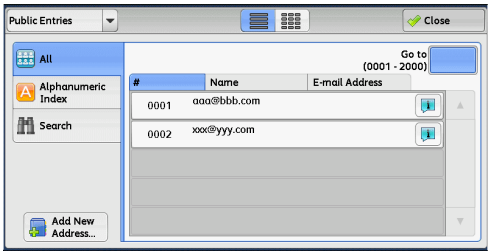
■ **Smart Card E-mail Address**

Displays addresses specified on the certificate in the Smart Card.
Note • This item is displayed when the Smart Card Reader is connected.

When [Public Entries] is Selected

Select a recipient from a list under [Name].

Note • Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
• You can sort recipients in alphabetical order or registered number order.



■  **(List/Thumbnail)**

Allows you to switch the number of the recipients displayed from list (five items) or thumbnail (15 items).

■ **#**

Displays the list of speed dials.

■ **Name/E-mail Address**

Displays the list of speed dials.

■ **To**

Lists names and their e-mail addresses.

■ **Go to**

Enter an address number using the numeric keypad to display the e-mail address at the top of the list.

■  **button**

Displays detailed information on the recipient.

■ Add New Address

Allows you to add a new recipient. To add a new recipient, use the screen keyboard or current recipients.

For more information on how to add new recipients, refer to "Add New Address (Registering a Recipient on the Address Book)" (P.238).

■ All

Lists all the registered recipients for E-mail.

■ Alphanumeric Index

Lists the registered recipients with alphanumeric index character in alphabetical order.

■ Search

Allows you to set [Simple Search] or [Advanced Search].

Searches by specified keyword for [Simple Search], or by search entries for [Advanced Search].

Note • For [Advanced Search], you can set multiple search entries.

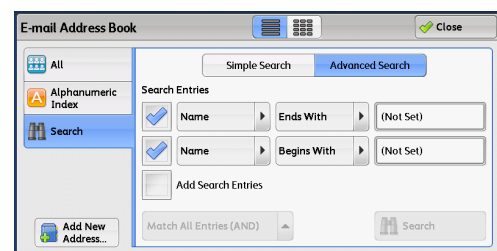
When [Network Entries] is Selected

- 1 Select a search target from the drop-down menu on the left. You can select [Name], [E-mail Address], or [Custom Item X] for a search target (X represents a number between 1 and 3.)

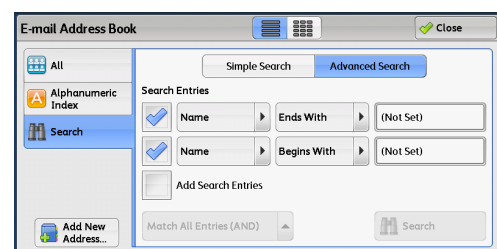
Note • Enable filters from the [Custom Filters] screen using CentreWare Internet Services to search with keywords (Simple Search) without [Name], [E-mail Address], or [Custom Item]. For more information, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

For information on how to change a search target, refer to "Directory Service" (P.509).



- 2 Select an advanced search condition from the drop-down menu on the right. You can select [Begins With], [Ends With], [Contains], [Equals], or [Registered] for search entries of the Advanced Search.



- 3 When you select a button other than [Registered], select the box and enter the text.

For information on how to enter characters, refer to "Entering Text" (P.90).

■ Search Entries

Select the check boxes to enable the search condition.

■ Add Search Entries

Select the check box to create a new search entry.

- Note
- When you have multiple search entries, select [Match All Entries (AND)] or [Match Any Entry (OR)] from the drop-down menu.

■ Name

Searches with a recipient name as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 32 characters are allowed.

Example: Smith

■ E-mail Address

Searches with an e-mail address as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 128 characters are allowed.

Example: myhost@example.com

■ Custom Item

Searches with a custom item as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 60 characters are allowed. Attribute names of custom items differ depending on the setting of [Attribute Name of Custom Items 1, 2, and 3] in the System Administration mode.

For more information, refer to "LDAP Server/Directory Service Settings" (P.482).

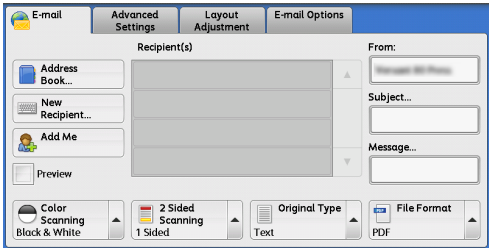
■ Search

The search starts. The searched results are listed on the screen.

Address Book (Specifying a Destination Using the Address Book [Type 2])

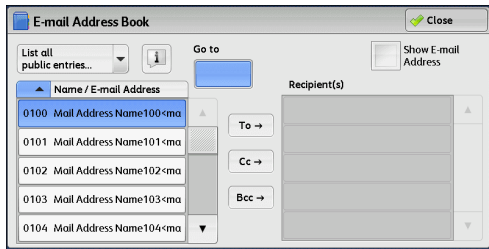
The following describes how to specify a destination using the Address Book [Type 2].

- 1 Select [Address Book].



- 2 Select a recipient from the address list, and then select [To], [Cc], or [Bcc].

- Note
- The items that appear in the screen depend on the settings in the System Administration mode.



■ List all public entries

Displays the local address list.

Refer to "When [List all public entries] is Selected" (P.236).

■ Retrieve entries using index

Specify a single alphanumeric index character which is set when registering speed dials to retrieve the addresses, or specify a speed dial to display at the top of the address list.

■ Search Public

Searches recipients in the local address list.

Refer to "When [Search Public] or [Search Network] is Selected" (P.237).

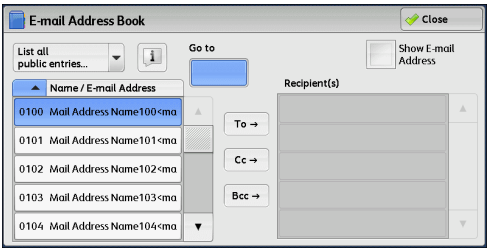
■ **Search Network**

Searches recipients in the remote address list.

- Note
 - To display [Search Network], the prior setting is required in the System Administration mode. Refer to "When [Search Public] or [Search Network] is Selected" (P.237).
 - Enable filters from the [Custom Filters] screen using CentreWare Internet Services to search with keywords ([Simple Search]) without [Name], [E-mail Address], or [Custom Item]. For more information, refer to the help of CentreWare Internet Services.
- Important
 - To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

When [List all public entries] is Selected

- 1 Select a recipient from a list under [Name/E-mail Address].
- Note
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - You can sort recipients in alphabetical order or registered number order.



■ **Name/E-mail Address**

Lists names and their e-mail addresses.

■ **To**

Sets the selected address as a recipient.

■ **Cc**

Sets the selected address as Cc.

■ **Bcc**

Sets the selected address as Bcc.

■ **Go to**

Enter an address number using the numeric keypad to display the e-mail address at the top of the list.

■ **[1] button**

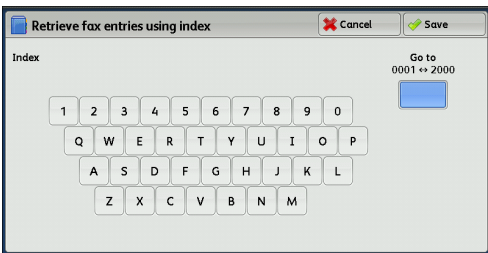
Displays detailed information on the selected recipient.

■ **Show E-mail Address**

Select this check box to display only e-mail addresses in the list.

When [Retrieve entries using index] is Selected

- 1 Specify a single alphanumeric index character or a speed dial.



When [Search Public] or [Search Network] is Selected

1 Enter keywords to search for an address.

- Note**
- The screen as shown on the right appears when [Search Public] is selected.
 - When multiple keywords are used, the address is searched with the AND clause.

For information on how to enter characters, refer to "Entering Text" (P.90).

■ Name

Searches with a recipient name as a keyword. Selecting the field for [Name] under [Keyword] displays the screen for entering the keyword. Up to 32 characters are allowed.
Example: John Smith

■ E-mail Address

Searches with an e-mail address as a keyword. Selecting the field for [E-mail Address] under [Keyword] displays the screen for entering the keyword. Up to 128 characters are allowed.
Example: myhost@example.com

■ Custom Item

Select this option to search with a keyword item other than a recipient name and e-mail address.

Select any option from [Custom Item] and then select the box under [Keyword] to display a screen for entering a keyword. You can enter the keyword with up to 60 characters.

- Note**
- You can select only one custom item.

- None
No custom item is used for the keyword search.
- Custom Item 1 (Telephone Number)
[Telephone Number] is set by default. When selected, a telephone number is used for the keyword search.
- Custom Item 2 (Office)
[Office] is set by default. When selected, an office name is used for the keyword search.
- Custom Item 3 (Department)
[Department] is set by default. When selected, a department name is used for the keyword search.

Attribute names of custom items differ depending on the setting of [Attribute Name of Custom Items 1, 2, and 3] in the System Administration mode. For more information, refer to "Remote Authentication/Directory Service" (P.481).

■ Keyword

Select a keyword item, and then enter the keyword.

■ Search

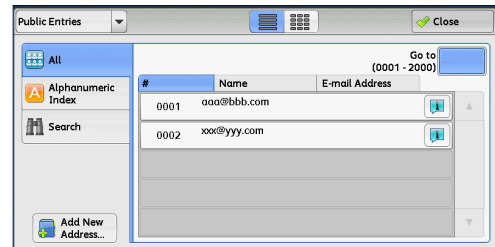
The search starts. The searched results are listed on the screen.

Add New Address (Registering a Recipient on the Address Book)

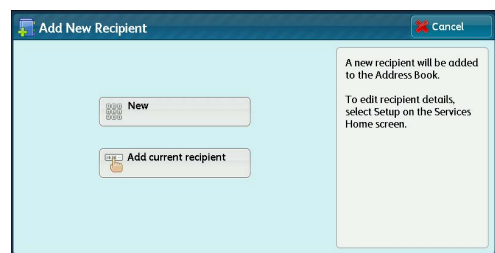
You can register addresses on the Address Book. The current recipients specified on the First Tab screen can also be registered.

Note • [Add New Address] is not displayed depending on the settings in the System Administration mode or depending on the number of registered recipients. Ask your system administrator to confirm the settings and the number of recipients.

- 1 Select [Add New Address].



- 2 Select a method to register a recipient.



■ New

Enter a new recipient using the keyboard.

■ Add current recipient

Select a recipient to be registered from the current recipients specified on the First Tab screen.

Note • This item cannot be selected if no recipient is specified on the First Tab screen.

When [New] is selected

- 3 Use the keyboard displayed on the screen to enter an e-mail address with up to 128 single-byte characters.
- 4 Select [Next].

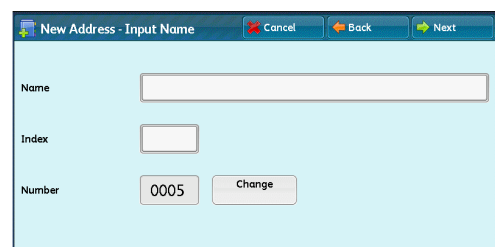
Note • To return to the previous screen, select [Back].

When [Add current recipient] is selected

- 3 Select a recipient to be registered.
 - 4 Select [Next].
- Note** • To return to the previous screen, select [Back].

- 5 Select [Name], enter a name using the keyboard displayed on the screen, and then select [Save].

For information on how to enter characters, refer to "Entering Text" (P.90).



- 6 When you change the index, select [Index], select a new character from the keyboard displayed on the screen, and then select [Save].
You can register a single alphanumeric index character for use as a keyword to search with the Address Book.
For information on how to enter characters, refer to "Entering Text" (P.90).
- 7 When you change the address number, select [Change], select a number from the list, and then select [Save].
- 8 Select [Next].
- 9 Select and set an item.

The following items appear:

- Address Type
- Name
- Surname
- Custom Item 1
- Custom Item 3
- E-mail Address
- Index
- Given Name
- Custom Item 2
- S/MIME Certificate

Note • To delete the input data and return to the [E-mail Address Book] screen, select [Cancel].

For more information on the setting items, refer to "Add Address Book Entry" (P.532).


- 10 When the settings are completed, select [Registered].

Note • To return to the previous screen, select [Back].

New Recipient (Specifying an E-mail Address)

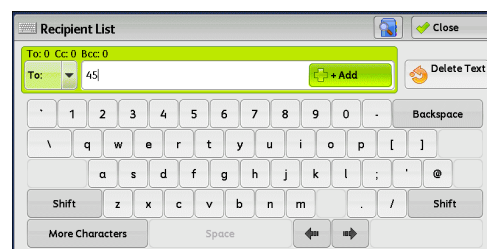
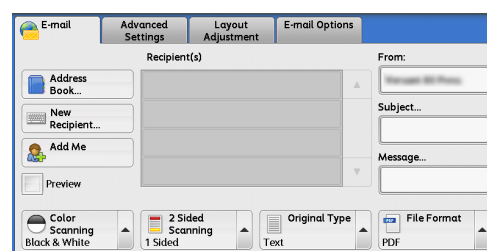
You can specify the recipient's e-mail address using the keyboard. Enter a part of the address and search the Address Book, or directly enter the full address.

Entering a Part of the E-mail Address

- 1 Select [New Recipient].
- 2 Enter a part of the e-mail address, and then select .

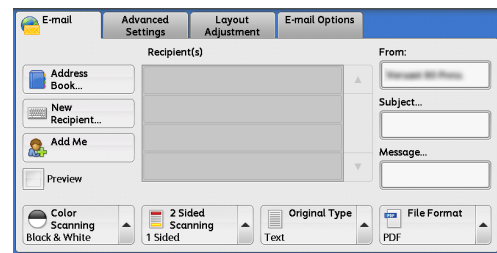
The search result appears. For information on how to select the recipient, refer to "Address Book" (P.231).

Note • The e-mail address will be searched in the Address Book selected for [Address Book Default - Scan]: [Public Entries] or [Network Entries]. For more information, refer to "Address Book Settings" (P.509).



Entering the Full E-mail Address

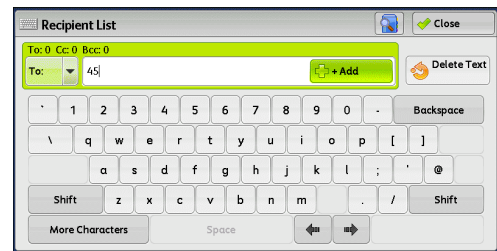
1 Select [New Recipient].



2 Enter the full e-mail address with up to 125 characters.

The search result appears. For information on how to select the recipient, refer to "Address Book" (P.231).

Note • The e-mail address will be searched in the Address Book selected for [Address Book Default - Scan]: [Public Entries] or [Network Entries]. For more information, refer to "Address Book Settings" (P.509).



■ To/Cc/Bcc

Allows you to switch the recipient type (To/Cc/Bcc) from the drop-down menu.

■ + Add

Allows you to add e-mail addresses to send e-mails to multiple recipients (Broadcast).

■ Delete Text

Deletes all the entered e-mail addresses.

■ Backspace

Moves the cursor back to delete one character.

■ Shift

Used for switching uppercase characters and lowercase characters.

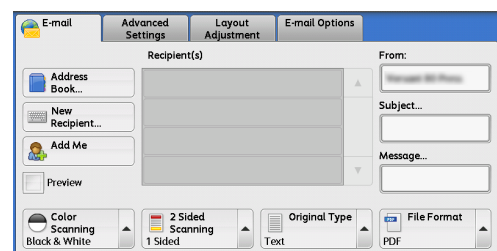
■ More Characters

Displays symbols. Use this button to enter symbols for the e-mail address.

Add Me (Adding the Sender's Address)

The sender's address can be added to [To], [Cc], or [Bcc].

1 Select [Add Me].



2 Select any option.

■ To

Adds the sender's address to To.

■ Cc

Adds the sender's address to Cc.

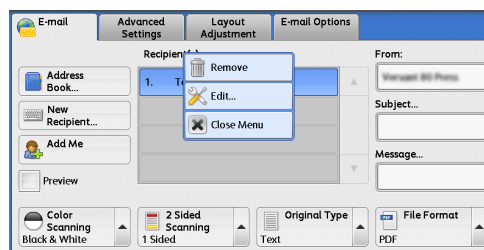
■ Bcc

Adds the sender's address to Bcc.

Recipient(s) (Editing a Recipient)

You can confirm, delete, or edit recipients using the pop-up menu displayed.

- 1 From the [Recipient(s)] list, select the recipient to be deleted, confirmed, or edited.



- 2 Select any option from the pop-up menu.

■ Remove

Removes the selected recipient.

■ Edit

Displays the [Edit Recipient] screen on which you can confirm or edit the recipient.

Note • The recipient cannot be edited depending on the settings in the System Administration mode. Refer to "[Edit Recipient] Screen" (P.241).

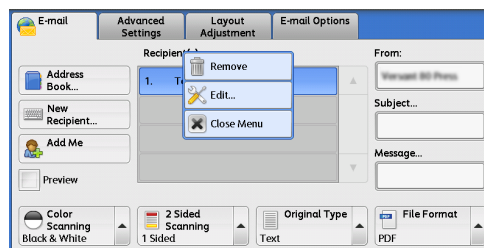
■ Close Menu

Hides the pop-up menu.

[Edit Recipient] Screen

This screen allows you to confirm and change the settings of the recipient.

- 1 Select the item to be changed.
- 2 Select [Edit].



- 3 Select any option.

■ E-mail Address

To change the e-mail address, select [E-mail Address] and enter a new address on the displayed keyboard.

■ Name

To change the recipient name, select [Name] and enter a new name on the displayed keyboard.

When you specify a recipient from the Address Book and the recipient name is registered in the Address Book, that recipient name is displayed.

■ S/MIME Certificate

Certificates which is linked to the e-mail address is displayed.

If S/MIME is enabled, and a certificate is linked to the e-mail address, you can check the contents of the S/MIME certificate by selecting [S/MIME Certificate].

For information on S/MIME communication, refer to "Configuration of E-mail Encryption/Digital Signature" (P.611).

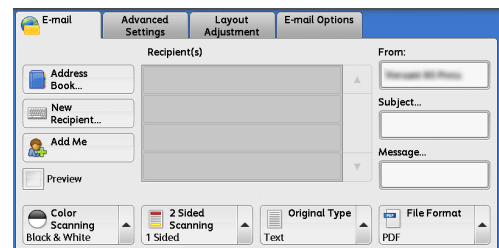
From (Setting the Sender's Address)

Specify a sender's e-mail address. You can specify only one address as a sender's address.

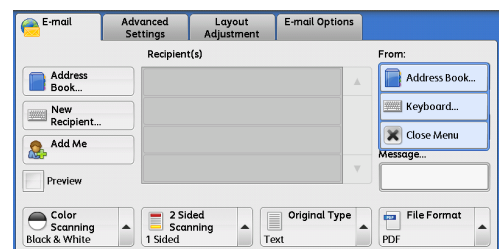
- Note**
- When [Login to Local Accounts] is selected, the e-mail address registered in user information is automatically set as a sender's address. For more information on user information, refer to "Create/View User Accounts" (P.536).
 - [From] may not be editable depending on the setting in the System Administration mode.
 - When you send an e-mail with a digital signature, the items used in the signature are different depending on the settings in the System Administration mode.

For information on a digital signature, refer to "Configuration of E-mail Encryption/Digital Signature" (P.611).

1 Select [From].



2 Select any option from the pop-up menu displayed.



■ Address Book

Allows you to select the sender's e-mail address from the Address Book.

For information on the Address Book, refer to "Address Book" (P.231).

■ Keyboard

Allows you to enter the sender's e-mail address with up to 128 characters using the displayed keyboard.

For information on how to search the Address Book by entering a part of the e-mail address, refer to "New Recipient (Specifying an E-mail Address)" (P.239).

■ **Close Menu**

Hides the pop-up menu.

Subject (Setting the Subject)

You can specify the e-mail subject using the following procedure.

■ **Auto Set**

Automatically sets the subject to [Scan data from XXX] (where XXX is the host name of the machine).

■ **To set a user-defined subject**

- 1 Select [Subject].
- 2 Enter a subject with up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.90).

Message (Entering the E-mail Body)

You can enter the e-mail body using the following procedure.

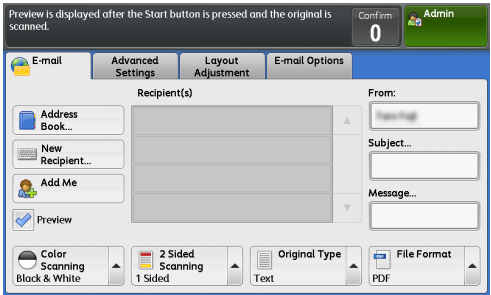
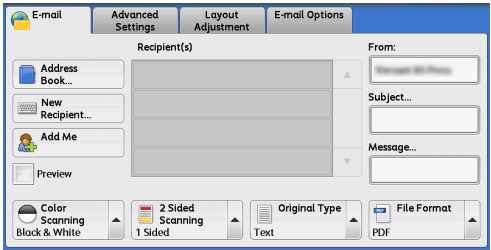
- 1 Select [Message].
- 2 Enter a message with up to 512 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.90).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

- 1 Check [Preview].
- 2 The message screen on the right will be displayed. Configure each settings and press the <Start> button.



3 Preview the scanned images after the document is scanned.

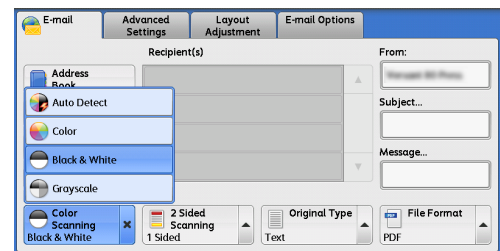
For more information, refer to "Previewing the Scanned Images during a Scan Job" (P.225).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

Note • [Color Scanning] is not displayed on the [E-mail] screen depending on the settings in the System Administration mode. In that case, set [Color Scanning] from the [Advanced Setting] screen.

- 1 From the menu displayed by selecting [Color Scanning], select any option.



■ Auto Detect

The color of the document is determined automatically; the machine scans in full color when the document is colored, otherwise scans in monochrome.

Note • When you select [Auto Detect], the available features on the [Advanced Settings] screen are the same as when you select [Color] in [Color Scanning] for color documents, or the same as when you select [Black & White] in [Color Scanning] for monochrome documents.

■ Color

Select this option to scan a color document.

■ Black & White

Scans a document in monochrome two tones. You can select the document type in [Original Type].

Note • [Black & White] is not selectable when [MRC High Compression] is set to [On] on the [File Format] screen or Microsoft® Office format is selected.

■ Grayscale

Scans a document in grayscale. Adds shades to monochrome, creating intermediate tones that change gradually. Suited to documents containing gradations that cannot be reproduced with monochrome (2-color tone).

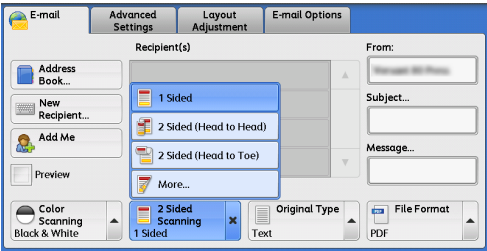
2 Sided Scanning (Scanning Both Sides of a Document)

You can scan a 1-sided or 2-sided document on one or both sides of paper.

By setting the binding style, both sides are scanned in the same orientation.

Note • [2 Sided Scanning] is not displayed on the [E-mail] screen depending on the settings in the System Administration mode. In that case, set [2 Sided Scanning] from the [Layout Adjustment] screen.

- 1 From the menu displayed by selecting [2 Sided Scanning], select any option.



■ **1 Sided**

Select this option to scan only one side of the document.

■ **2 Sided (Head to Head)**

Select this option when both sides of the 2-sided document are in the same orientation.

■ **2 Sided (Head to Toe)**

Select this option when both sides of the 2-sided document are in opposite orientations.

■ **More**

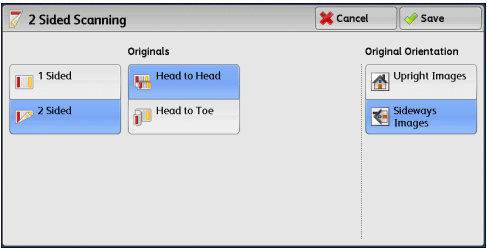
Displays the [2 Sided Scanning] screen.

Refer to "[2 Sided Scanning] Screen" (P.245).

[2 Sided Scanning] Screen

This screen allows you to select the status and orientation of original documents.

- 1 Select any option.



■ **1 Sided**

Select this option to scan only one side of the document.

■ **2 Sided**

Select this option to scan both sides of the document.

■ **Originals**

This option is displayed when [2 Sided] is selected.

- **Head to Head**

Select this option when both sides of the 2-sided document are in the same orientation.

- **Head to Toe**

Select this option when both sides of the 2-sided document are in opposite orientations.

■ **Original Orientation**

Specify the orientation of the loaded document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

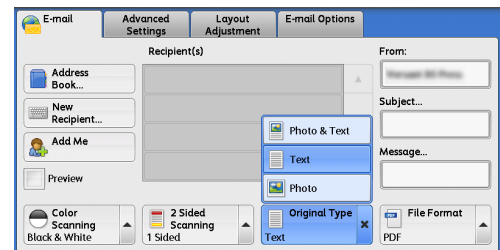
Select this option when placing the top edge of the document against the left side of the document glass or the document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Original Type (Selecting the Document Type)

When you select [Black & White] in [Color Scanning], select the document type.

Note • [Original Type] is not displayed on the [E-mail] screen depending on the settings in the System Administration mode. In that case, set [Original Type] from the [Advanced Settings] screen.

- 1 From the menu displayed by selecting [Original Type], select any option.



■ Photo & Text

Select this option when scanning a document that contains both text and photos. The machine automatically identifies text and photo areas to scan each area with optimum quality.

■ Text

Select this option when scanning text clearly.

■ Photo

Select this option when scanning photos.

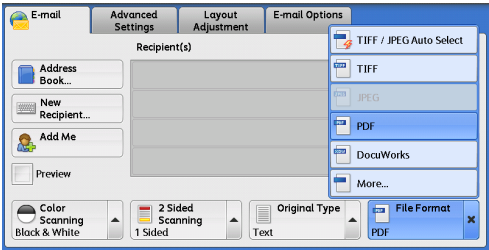
Note • [Photo] is not selectable when [Searchable Text] is set to [Searchable] on the [File Format] screen.

File Format (Selecting a File Format for Output Data)

You can select a file format for scanned data.

Note • [File Format] is not displayed on the [E-mail] screen depending on the settings in the System Administration mode. In that case, set [File Format] from the [E-mail Options] screen.

- 1 From the menu displayed by selecting [File Format], select any option.



■ **TIFF/JPEG Auto Select**

Automatically selects JPEG or TIFF. The file format is determined for each page: [JPEG] for full-color and grayscale pages, and [TIFF] for monochrome pages.

■ **TIFF**

Saves scanned data in TIFF format.

■ **JPEG**

Saves scanned data in JPEG format. This option is selectable when either [Color] or [Grayscale] is selected in [Color Scanning].

■ **PDF**

Saves scanned data in PDF format.

Note • The version of PDF files is Adobe® Acrobat® 4.0 (PDF 1.3).

■ **DocuWorks**

Saves scanned data in DocuWorks format.

Note • To browse or print DocuWorks files on a computer, one of the following software is required:

- DocuWorks 4.0 or later
- DocuWorks Viewer Light 4.0 or later
- DocuWorks Viewer Light for Web 4.0 or later

■ **More**

Displays the [File Format] screen.

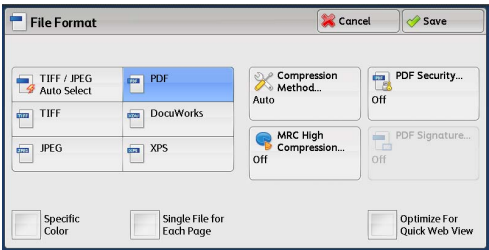
Refer to "[File Format] Screen" (P.247).

[File Format] Screen

This screen allows you to select all available options for File Format.

- 1 Select any option.

Note • XPS stands for XML Paper Specification.



■ **TIFF/JPEG Auto Select**

Automatically selects JPEG or TIFF. The file format is determined for each page: [JPEG] for full-color and grayscale pages, and [TIFF] for monochrome pages.

■ TIFF

Saves scanned data in TIFF format.

■ JPEG

Saves scanned data in JPEG format. This option is selectable when either [Color] or [Grayscale] is selected in [Color Scanning].

■ PDF

Saves scanned data in PDF format.

Note • The version of PDF files is Adobe Acrobat 4.0 (PDF 1.3).

■ DocuWorks

Saves scanned data in DocuWorks format.

Note • To browse or print DocuWorks files on a computer, one of the following software is required:

- DocuWorks 4.0 or later
- DocuWorks Viewer Light 4.0 or later
- DocuWorks Viewer Light for Web 4.0 or later

■ XPS

Saves scanned data in XPS format.

Note • XPS stands for XML Paper Specification.

■ Microsoft® Office

Saves scanned data in Microsoft Word (doc)/Microsoft Excel (xls) format.

Displays the [Microsoft® Office Format] screen.

For more information, refer to "[File Format - Microsoft® Office Format] Screen" (P.258).

Important • Microsoft Office formats other than doc or xls are not available for this feature.

- This feature utilizes OCR (optical character recognition) technology. Depending on the original conditions, error in recognition or loss of graphical information may occur.
- This feature provides the convenience for users who want to directly edit texts or images on the scanned document converted in the Microsoft Office format. Note that the strict reproducibility of the texts, tables, images, and pictures on original document may not be ensured due to the scope of this feature.

Note • An optional component may be required to use this feature. For more information, contact our Customer Support Center.

- To browse, edit, or print Microsoft Word/Microsoft Excel files on a computer, one of the following software is required:
 - For Windows 8
Microsoft Office 2013
 - For Windows 7
Microsoft Office 2010
 - For Windows Vista
Microsoft Office 2007
 - For Windows XP
Microsoft Office 2003, Microsoft Office XP
- This feature is available when [Color Scanning] is set to [Auto Detect], [Color], or [Grayscale], and [Resolution] is set to [300 dpi].

■ Compression Method

Allows you to select a compression method for scanned image data.

Note • When you select [Auto], the following compression methods will be used:

- When [Original Type] is set to [Photo & Text] or [Text] for black-and-white images: MMR
- When [Original Type] is set to [Photo] for black-and-white images: MH

- For grayscale and color images: JPEG
- When you select [TIFF], [DocuWorks], or [XPS] and then select [Manual Select] in [Compression Method] under [File Format], you can select a compression method from [MH] and [MMR] under [Black & White Pages].
- If you select [PDF] and then select [Manual Select] in [Compression Method] under [File Format], you can select a compression method from [MH], [MMR], [JBIG2 Arithmetic Encoded], and [JBIG2 Huffman Encoded] under [Black & White Pages], and one from [JPEG] and [Flate] under [Grayscale/Color Pages]. Selecting [Flate] saves the image data with higher compression than [JPEG].
- When you select [Microsoft® Office Format], [Compression Method] cannot be selected.
- You cannot retrieve grayscale or color images in uncompressed (Raw) format.
- XPS stands for XML Paper Specification.

■ MRC High Compression

Allows you to save PDF, DocuWorks, and XPS files with high compression.

Important • If you use the E-mail or Scan to PC service to scan a document with [MRC High Compression] enabled, the image quality of the scanned data may differ from when you use CentreWare Internet Services to retrieve the scanned data from a folder with [MRC High Compression] enabled.

- DocuWorks 5.0.x and earlier versions (including trial version) do not support high-compressed DocuWorks files.

Note • XPS stands for XML Paper Specification.

- To browse or print DocuWorks files on a computer, one of the following software is required:
 - DocuWorks 6.0 or later
 - DocuWorks Viewer Light 5.1 or later
 - DocuWorks Viewer Light for Web 5.1 or later

- This feature is available when [Color Scanning] is set to [Auto Detect], [Color], or [Grayscale], when [Resolution] is set to [200 dpi] or [300 dpi], and when [File Format] is set to [PDF], [DocuWorks], or [XPS].

■ Searchable Text

Allows you to select whether to perform character recognition in PDF and DocuWorks files.

When [Searchable Text] is set to [Searchable], select a language to identify the text.

Refer to "[File Format - Searchable Text] Screen" (P.251).

When [Searchable Text] is set to [Searchable], the following settings are available.

Setting Item		When [MRC High Compression] is Set to [Off]	When [MRC High Compression] is Set to [On]
E-mail/Store to Folder/Network Scanning/ Scan to PC/ Store & Send Link/ Store to USB	Color Scanning	Black & White, Auto Detect, Color, Grayscale	Auto Detect, Color, Grayscale
	Original Type	Photo & Text, Text	
	File Format	PDF, DocuWorks	
Advanced Settings	Color Space ^{*1}	sRGB	
Layout Adjustment	Resolution	200 dpi, 300 dpi	
	Reduce/ Enlarge ^{*2}	100 %	

^{*1} : [Color Space] may not appear, or may not appear on the screen depending on the setting in the System Administration mode. For more information, refer to "Color Space" (P.504) and "Color Space (Specifying the Color Space)" (P.288).

^{*2} : [Auto %] is not supported."Color Space" (P.504)

■ Specific Color

Allows you to scan documents and save them in a small number of colors with compression. Selecting this check box enables the file size to be smaller than selecting [MRC High Compression].

- Note**
- This feature is available when [Color Scanning] is set to [Color], when [Resolution] is set to [200 dpi] or [300 dpi], and when [File Format] is set to [PDF] or [DocuWorks].
 - To browse or print DocuWorks files on a computer, one of the following software is required:
 - DocuWorks 6.0 or later
 - DocuWorks Viewer Light 5.1 or later
 - DocuWorks Viewer Light for Web 5.1 or later

■ Add Thumbnail

Allows you to attach thumbnails to DocuWorks and XPS files when [DocuWorks] or [XPS] is selected. A thumbnail is a reduced, small file size image that helps you check the file contents.

- Note**
- XPS stands for XML Paper Specification.

■ Single File for Each Page

Saves each page as a single file in the specified format.

- Note**
- When you use the Store to Folder or Job Flow Sheets service, files cannot be split.

■ PDF Security

Displays the [File Format - PDF Security] screen.

Allows you to configure security on the data saved as a PDF file to prevent unauthorized access.

Refer to "[File Format - PDF Security] Screen" (P.252).

■ PDF Signature

Displays the [File Format - PDF Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or to prevent impersonation of the sender.

To verify the signature with Adobe Acrobat, select [Digital Signatures] under [Preferences] on Acrobat, and then select the following option for [When Verifying].

- Acrobat 6.0.x : Windows Digital Certificate Security
- Acrobat 7.0.x : Adobe Default Security
- Acrobat 8.0.x : Adobe Default Security

- Off

No visible signature is added.

- On

Adds a visible signature using the certificate of the machine.

- Note**
- The items used in the signature are different depending on the machine configuration and settings in the System Administration mode.

- Signature Location

Select the position where the signature is displayed when you select [On] in [PDF Signature].

When you select [Invisible Signature], an invisible signature is added using the certificate of the machine.

- Note**
- The certificate of the machine is used for PDF digital signature. A user certificate cannot be used for the digital signature.

■ Optimize For Quick Web View

Optimizes the PDF file so that it is displayed faster on a web browser.

■ DocuWorks Security

Displays [File Format - DocuWorks Security] screen.

Allows you to configure security on the data saved as a DocuWorks file to prevent unauthorized access.

Refer to "[File Format - DocuWorks Security] Screen" (P.254).

■ DocuWorks Signature

Displays the [File Format - DocuWorks Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

- Off

No visible signature is added.

- On

Adds a visible signature using the certificate of the machine.

Note • The items used in the signature are different depending on the machine configuration and settings in the System Administration mode.

- Signature Location

Select the position where the signature is displayed when you select [On] in [DocuWorks Signature].

Note • The certificate of the machine is used for DocuWorks digital signature. A user certificate cannot be used for the digital signature.

■ XPS Signature

Displays the [File Format - XPS Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

- Off

No visible signature is added.

- On

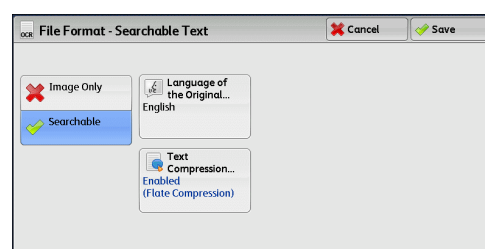
Adds a visible signature using the certificate of the machine.

Note • XPS stands for XML Paper Specification.
• The items used in the signature are different depending on the machine configuration and settings in the System Administration mode.

[File Format - Searchable Text] Screen

Allows you to select whether to perform character recognition in PDF and DocuWorks files.

1 Select any option.



■ Language of the Original

Allows you to select a language to identify the text on the original document.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

■ Text Compression

Allows you to select whether to compress the text areas of the document when using the Searchable Text feature.

Important • Note the following when [Searchable Text] is set to [Searchable].

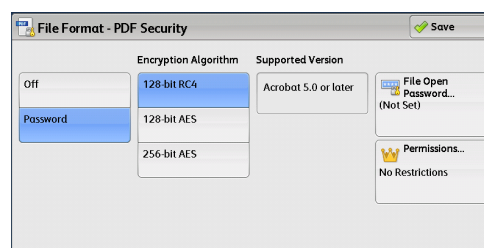
- When the text on the document is small (10 points or smaller), scan the document with high resolution (300 dpi).
- Color scanning is recommended when the document has outlined white text, or when it has text placed on a dark background.
- If you use the E-mail or Scan to PC service to scan a document with both [MRC High Compression] and [Searchable Text] enabled, the recognition rate of the scanned data may differ from that of the data retrieved from a folder with both [MRC High Compression] and [Searchable Text] enabled, using CentreWare Internet Services.
- In the following cases, the Searchable Text feature may not function properly.
 - If the document is not loaded correctly and thus the text is slanted, or if the text on the document is in different orientations
 - If the text on the document is decorated (italic, hatching, strike-through, etc.)
 - If the document has background patterns or noise
 - If the text on the document is handwritten

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

[File Format - PDF Security] Screen

This screen allows you to encrypt a PDF file with a password, and assign the access privileges for the file operation.

- 1 Select any option.



■ Off

The file is not encrypted, and no access privilege is assigned.

■ Password

Encrypts the file using a password.

■ Encryption Algorithm

Allows you to specify the encryption method.

- 128-bit RC4

Encrypts the file by the 128-bit RC4 method. Files encrypted by this method can be opened with Adobe Acrobat 5.0 or later.

Important • When the 128-bit RC4 method is used to encrypt a file, and [PDF Signature] is selected, files can be opened only with Adobe Acrobat 6.0 or later.

- 128-bit AES

Encrypts the file by the 128-bit AES method. Files encrypted by this method can be opened with Adobe Acrobat 7.0 or later.

- 256-bit AES

Encrypts the file by the 256-bit AES method. Files encrypted by this method can be opened with Adobe Acrobat 9.0 or later.

■ Supported Version

Displays the supported versions of Adobe Acrobat for encryption.

■ File Open Password

Displays the [PDF Security - File Open Password] screen.

If you select [On] and set a password, the password is required to open the file.

You can enter a password with up to 32 characters.

■ Permissions

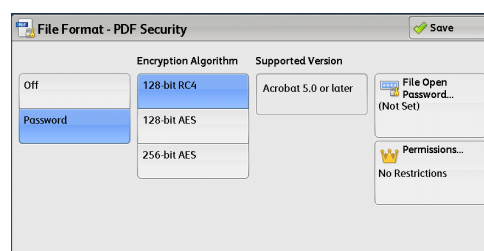
Displays the [PDF Security - Permissions] screen.

Refer to "[PDF Security - Permissions] Screen" (P.253).

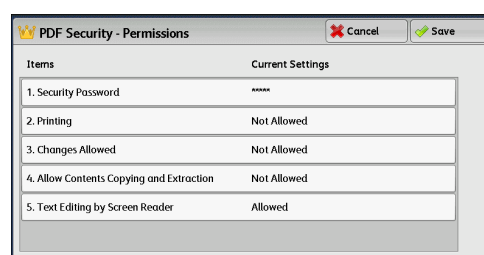
[PDF Security - Permissions] Screen

This screen allows you to assign access privileges to a file.

1 Select [Permissions].



2 Select [Security Password].



3 Select [On].

4 Enter the security password, and select [Save].

5 Likewise, re-enter the security password, and select [Save].

6 Select any option.

■ Security Password

Displays the [PDF Security - Security Password] screen.

[Security Password] allows to assign access privileges to files. The password is required to change the access privileges or to perform unauthorized operations.

You can enter a password with up to 32 characters.

■ Printing

Displays the [Permissions - Printing] screen.

Specify whether to allow printing the file. If allowed, select the print resolution.

■ Changes Allowed

Displays the [Permissions - Changes Allowed] screen.

Specify whether to allow changing the file contents, such as inserting pages or adding notes.

■ Allow Contents Copying and Extraction

Displays the [Allow Contents Copying and Extraction] screen.

Specify whether to allow copying the file contents, such as text and images.

■ Text Editing by Screen Reader

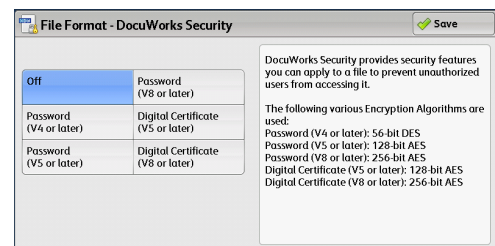
Displays the [Text Editing by Screen Reader] screen.

Select [Allowed] to use application software, such as a screen reader, that reads out PDF documents for the visually handicapped.

[File Format - DocuWorks Security] Screen

This screen allows you to encrypt a DocuWorks file with a password, and assign the access privileges for the file operation.

- 1 Select any option.



■ Off

The file is not encrypted, and no access privilege is assigned.

■ Password (V4 or later)

Encrypts the file by the 56 bit AES method using a password. Files encrypted by this method can be opened with DocuWorks Ver. 4.0 or later.

Select [Open Password] to set a password.

■ Password (V5 or later)

Encrypts the file by the 128 bit AES method using a password. Files encrypted by this method can be opened with DocuWorks Ver. 5.0 or later.

Select [Open Password] to set a password.

■ Password (V8 or later)

Encrypts the file by the 256 bit AES method using a password. Files encrypted by this method can be opened with DocuWorks Ver. 8.0 or later.

Select [Open Password] to set a password.

■ Digital Certificate (V4 Incompatible)

Encrypts the file by the 128 bit AES method using a certificate. Files encrypted by this method can be opened with DocuWorks Ver. 5.0 or later.

Select [Certificate] to set a certificate.

Important • If you encrypt a file using a certificate without Basic Constraints, you cannot use DocuWorks Ver. 5.0.1 and Ver. 6.0.1 to open the file. To use such certificates, use DocuWorks Ver. 5.0.2, or Ver. 6.0.2 or later.

Note • When you select [Full Access Password] or [Open Password] in [Digital Certificate (V4 Incompatible)], the same certificate name may be redundantly displayed in [Security Settings] of a DocuWorks document to be generated, in the following conditions. However, this does not affect the operation.

- When you created a job flow on the machine, the same certificate was selected redundantly.
- The certificate data was obtained from an LDAP server, and the same certificate was selected redundantly.

■ Digital Certificate (V5 or later)

Encrypts the file by the 128 bit AES method using a certificate. Files encrypted by this method can be opened with DocuWorks Ver. 5.0 or later.

Select [Certificate] to set a certificate.

■ Digital Certificate (V8 or later)

Encrypts the file by the 256 bit AES method using a certificate. Files encrypted by this method can be opened with DocuWorks Ver. 8.0 or later.

Select [Certificate] to set a certificate.

Note • This feature is supported only by the ApeosPort series models.

■ Encryption Algorithm

Displays the encryption methods.

■ Restricted Operations

Select file operations to assign access privileges. When assigning access privileges, set [Full Access Password].

■ Open Password

Displays the [DocuWorks Security - Open Password] screen.

If you select [On] and set a password, the file is encrypted. To open the file, the password is required. The access privileges set in [Restricted Operations] are assigned.

You can enter a password with up to 32 characters.

■ Full Access Password

Displays the [DocuWorks - Full Access Password] screen.

If a password is set, the password is required to change the access privileges set in [Restricted Operations].

You can enter a password with up to 32 characters.

■ Certificate

Displays the [DocuWorks Security - Certificate] screen.

Note • When you select [Certificate], the Address Book [Type1] or [Type2] will be displayed depending on the setting of [Address Book Type] in the System Administration mode. For more information, refer to "Address Book Type" (P.509).

Refer to "[DocuWorks Security - Certificate] Screen" (P.255).

[DocuWorks Security - Certificate] Screen

This screen allows you to specify parties to whom the encrypted file is disclosed, and addresses to which privileges are assigned.

- Note** • You can specify up to 50 parties to whom the encrypted file is disclosed, on the [DocuWorks Security - Certificate] screen.

When the Address Book Type 1 is Displayed

■ List all certificates

Displays all the certificates currently configured on the machine.

- Note** • Select [▲] to return to the previous screen or [▼] to move to the next screen.

- Certificate Type Name/E-mail Address

For [Certificate Type], select [Open File] to open the file, or select [Full Access] to allow all operations such as editing the file.

When selecting a certificate, a pop-up menu appears. Select [Delete], [Change Rights], [Certificate Details], or [Cancel].

Select [Certificate Details] to display [Certificate Details] screen. You can confirm certificate information, such as issuer, expiration date, and persons to whom the certificate is issued on the screen.

- Delete All

Deletes all certificates currently configured on the machine.

- Add Certificate

Select [Add Certificate] and then [Certificate Address Book] screen appears.

■ [Certificate Address Book] screen

Select a certificate from the certificate address book.

- Note** • To switch the Address Book entry type, select [Public Entries], [Network Entries], [Smart Card E-mail Address], or [Device Certificate] from the drop-down menu on the [Certificate Address Book] screen.
- The methods that appear in the drop-down menu depend on the settings in the System Administration mode.

■ Public Entries

Displays the local addresses.

- All

Lists all the registered recipients for using SMB or FTP protocol.

- Alphanumeric Index

Lists the registered recipients with alphanumeric index character in alphabetical order.

- Search

Allows you to set [Simple Search] or [Advanced Search].

Searches by specified keyword for [Simple Search], or by search entries for [Advanced Search].

- Note** • For [Advanced Search], you can set multiple search entries.

- #/Name/E-mail Address

Displays the list of names, registered numbers, and E-mail addresses.

- Go to

Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

- [🔍] button

Certificate information, such as issuer, expiration date, and persons to whom the certificate is issued, is displayed.

■ Network Entries

Searches recipients in the remote address list.

- Note**
- To display [Search Network], prior settings are required in the System Administration mode.
 - Enable filters from the [Custom Filters] screen using CentreWare Internet Services to search with keywords ([Simple Search]) without [Name], [E-mail Address], or [Custom Item]. For more information, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Smart Card Certificate

Searches recipients in the remote address list.

- Note**
- This item is displayed when the Smart Card Reader is connected.

■ Device Certificate

Searches recipients in the remote address list.

- Note**
- This item is displayed when the machine stores a certificate.

When the Address Book Type 2 is Displayed

■ List all public entries

Displays the local address list.

■ Retrieve entries using index

Specify a single alphanumeric index character which is set when registering speed dials to retrieve the addresses, or specify a speed dial to display at the top of the address list.

■ Search Public

Searches recipients in the local address list.

■ Search Network

Searches recipients in the remote address list.

- Note**
- To display [Search Network], prior settings are required in the System Administration mode.

■ [1] button

Displays the [Certificate Details] screen.

Certificate information, such as issuer, expiration date, and persons to whom the certificate is issued, is displayed.

■ Name/E-mail Address/DN

Lists names and their e-mail addresses.

■ Add

Select this button to add the certificate as one of the certificates of persons who are allowed to open the file.

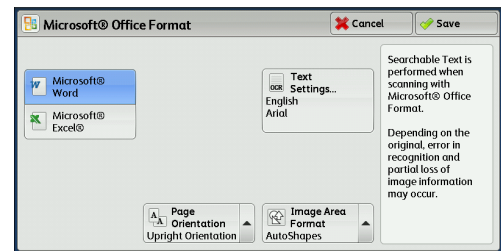
■ Grant full access to this file

Configure certificates of persons who are allowed to change access privileges including editing or operating the file (full access).

[File Format - Microsoft® Office Format] Screen

This screen allows you to select the options when scanning the original document or the image format to be saved.

- 1 Select any option.



■ Microsoft® Word/Microsoft® Excel®

Select Microsoft Word format or Microsoft Excel format.

■ Text Settings

Displays the [Text Settings] screen.

Refer to "[Text Settings] Screen" (P.258).

■ Page Orientation

Select the page orientation for the file; the orientation when loading/placing the original document or the upright orientation for the recognized text with OCR feature.

■ Image Area Format

Select the image format from [AutoShapes] or [Picture Object] for image areas of the original document.

[Text Settings] Screen

This screen allows you to select a language to identify the text on the original document and a font to be used for the recognized text.

■ Language of the Original

Select the language of the original document from five available types (Japanese, Korean, Traditional Chinese, Simplified Chinese, or English).

■ Font for Language of the Original

Select the font from two to four available types for each language of the original document.

■ Alphanumeric Font

Select a font for the alphanumeric font of the original document when using a different font from the font for language of the original.

Note • This item is available for Microsoft Word format.

Network Scanning

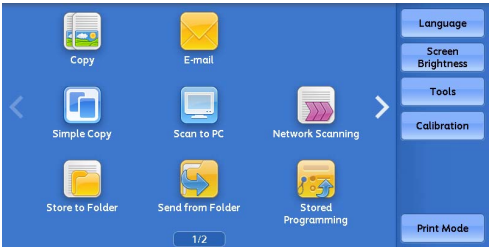
This section describes the procedure to select features on the [Network Scanning] screen. On the [Network Scanning] screen, you can scan documents after specifying a file (job template) saving scanning conditions, information on the forwarding destination server, and others.

This feature creates job templates on a computer using CentreWare Internet Services. Scanned data is converted to the format specified in a job template, and is automatically sent to a server. The machine allows you to automatically retrieve job templates stored in a server. The following describes features available on the [Network Scanning] tab.

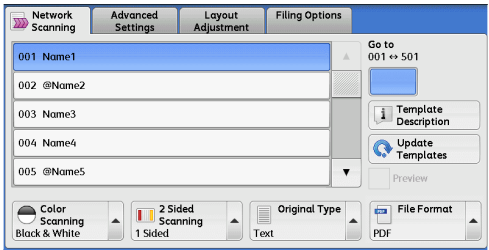
- Note**
- If characters not supported by the machine are used in names or descriptions of job templates, the characters will not be displayed or will be garbled on the screen. For information on characters available for use, refer to "Notes and Restrictions on the Use of the Machine" (P.981).
- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

1 Select [Network Scanning] on the Services Home screen.

- Note**
- WSD stands for Web Services on Devices.



2 Select a job template, and then select a feature on the [Network Scanning] screen.



Job Template

Select a default job template for the scan job.

The default job template is used as a base template when a new template is created on CentreWare Internet Services. This template cannot be deleted. It can be edited and returned to the factory-default template only by the system administrator.

For information on how to use CentreWare Internet Services, refer to the help of CentreWare Internet Services.

- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Go to

Use the numeric keypad to enter a 3-digit job template number. The job template then appears at the top of the list.

Template Description

Displays the [Template Description] screen on which you can view the description of the job template. This button is displayed only when the description has been added to a job template.

■ Update Templates

Refreshes the information. If a created job template has not been displayed, selecting [Update Templates] will display the job template.

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.243).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.244).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.244).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.246).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.246).

Scan to PC

This section describes the procedure to select features on the [Scan to PC] screen. The Scan to PC service allows you to scan documents and send the scanned data to a network computer via the FTP or SMB protocol. The following describes features available on the [Scan to PC] tab.

Transfer Protocol (Selecting a Transfer Protocol)262

Address Book262

Address Book (Specifying a Destination Using the Address Book [Type 1]).....263

Address Book (Specifying a Destination Using the Address Book [Type 2]).....264

Add New Address (Registering a Destination PC on the Address Book)265

Browse (Specifying a Destination PC by Browsing Your Network)267

Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)268

Preview (Previewing the Scanned Images during a Scan Job).....270

Color Scanning (Selecting an Output Color).....270

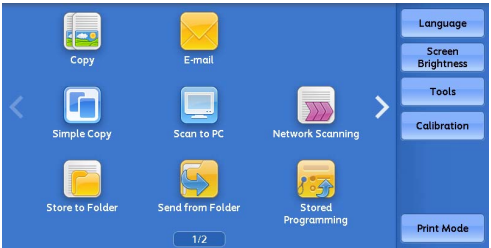
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Original Type (Selecting the Document Type)270

File Format (Selecting a File Format for Output Data).....270

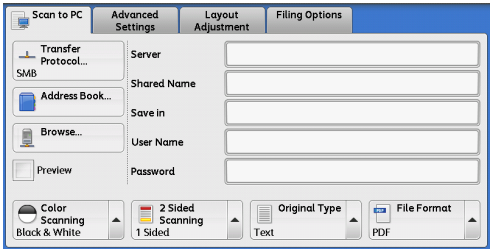
- Note**
- Before scanning, you must create a shared folder on your computer to save scanned data in. Furthermore, if you use the FTP protocol, you must set the FTP service. For information on the computer settings, refer to the documentation provided with your operating system. For information on how to configure the FTP service on Mac OS X 10.7 Lion or OS X 10.8 Mountain Lion, consult the official website of Apple Inc. For information on supported operating systems, refer to "Specifications" (P.918).
 - If you use Mac OS X 10.7 Lion , OS X 10.8 Mountain Lion, or OS X 10.9 Mavericks, contact our Customer Support Center and ask if your operating system is supported.
 - You can configure the Scan to My Folder feature in which the scanned document can be transferred to a different destination according to an authenticated user when you select [Scan to PC] on the Services Home screen. The authenticated user's information such as the user name or storage location of the scanned document, is automatically determined and displayed.
 - You can customize the layout of the features displayed on the [Scan to PC] screen. For more information, refer to "1st Tab - Features Allocation" (P.498).
 - You can set [First Tab] or [Address Book] for the screen displayed when you select [Scan to PC] on the Service Home screen. For more information, refer to "Scan to PC Screen Default" (P.498).

- 1 Select [Scan to PC] on the Services Home screen.



- 2 Select a feature on the [Scan to PC] screen.

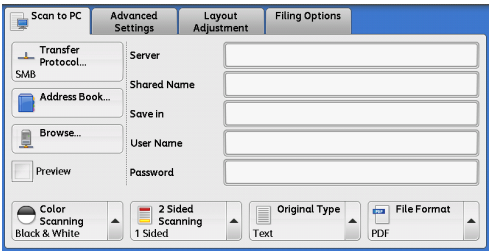
- Note**
- Depending on the settings for [Scan to PC Screen Default] in the System Administration mode, the [Server Address Book] screen is displayed. For more information, refer to "Scan to PC Screen Default" (P.498).
 - Fields displayed on the screen vary depending on the protocol you have selected.



Transfer Protocol (Selecting a Transfer Protocol)

You can select a transfer protocol using the following procedure.

1 Select [Transfer Protocol].



2 Select any option.

■ **FTP**

Transfers using the FTP protocol.

■ **SMB**

Transfers using the SMB protocol.

■ **SMB (UNC Format)**

Transfers using the SMB protocol (UNC Format).

UNC stands for Universal Naming Convention and its format is as follows:
\\host name\shared name\directory name

Address Book

The following describes the Address Book.

When you select a recipient using the Address Book, the following restrictions should be noted.

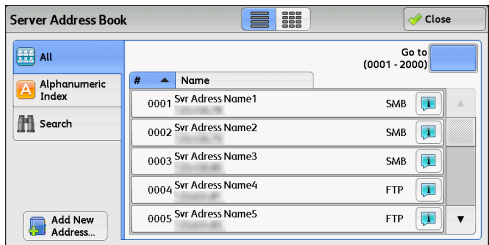
- You cannot use address numbers input by the numeric keypad or group numbers to specify the recipient registered in the Address book.

Types of the Address Book

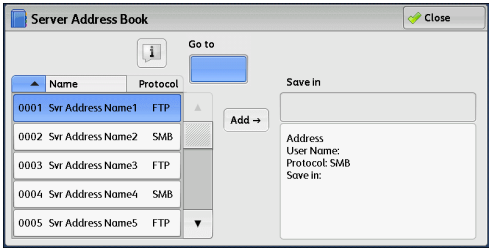
The machine provides two different ways of displaying the Address book: [Type 1] and [Type 2]. The Address Book [Type1] or [Type2] will be displayed depending on the setting of [Address Book Type] in the System Administration mode.

For information on how to set the Address book type, refer to "Address Book Type" (P.509) .

[Type 1]



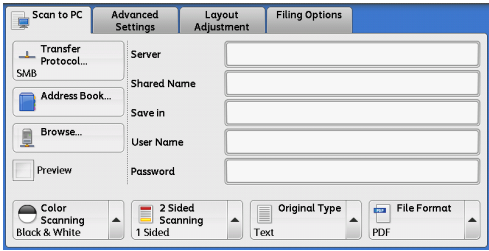
[Type 2]



Address Book (Specifying a Destination Using the Address Book [Type 1])

The following describes how to specify a destination using the Address Book [Type 1].

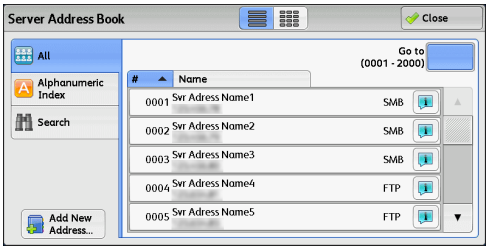
1 Select [Address Book].



2 Select the destination to store the data in.

Important • You can only use destinations configured for SMB or FTP.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - During scrolling the list, ⓘ is not displayed. When scrolling stops, ⓘ is displayed again.
 - Scroll the list by drag or flick operation to switch the screen to be displayed.



For information on how to drag or flick, refer to "Touch Screen" (P.88).

■  (List/Thumbnail)

Allows you to switch the number of the recipients displayed from list (five items) or thumbnail (15 items).

■ #

Lists the speed dial number.

■ Name

Lists recipient names and protocols.

■ Go to

Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

■ ⓘ

Allows you to confirm information, such as [Name] and [Server Name/IP Address], on the screen displayed.

■ All

Lists all the registered recipients for using SMB or FTP protocol.

■ Alphanumeric Index

Lists the registered recipients with alphanumeric index character in alphabetical order.

■ Search

Allows you to set [Simple Search] or [Advanced Search].

Searches by specified keyword for [Simple Search], or by search entries for [Advanced Search].

Note • For [Advanced Search], you can set multiple search entries.

■ Add New Address

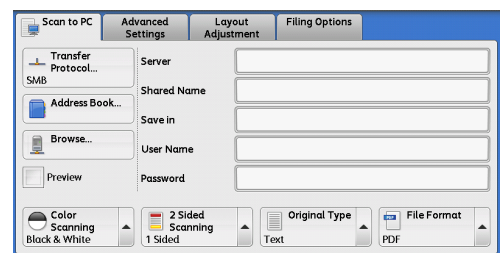
Allows you to add a new recipient. To add a new recipient, use the screen keyboard or current locations.

For more information on how to add new recipients, refer to "Add New Address (Registering a Destination PC on the Address Book)" (P.265).

Address Book (Specifying a Destination Using the Address Book [Type 2])

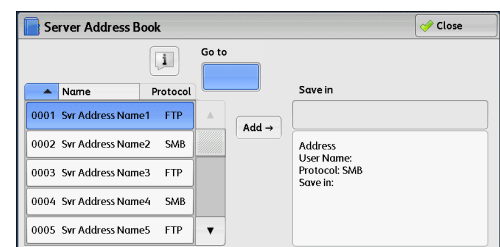
The following describes how to specify a destination using the Address Book [Type 2].

1 Select [Address Book].



2 Select the destination to store the data in.

Note • To switch the Address Book entry type, select [List all public entries], or [Retrieve entries using index] from the drop-down menu on the [Server Address Book] screen.
• Select [▲] to return to the previous screen or [▼] to move to the next screen.



3 Select [Add].

Important • You can only use destinations configured for SMB or FTP.

For information on how to drag or flick, refer to "Touch Screen" (P.88).

■ List all public entries

Displays the local address list.

■ Retrieve entries using index

Specify an alphanumeric index character set when registering speed dials to retrieve the addresses or a speed dial to display at the top of the address list.

■ Name/Protocol

Lists recipient names and protocols.

■ Add

Adds a selected recipient to the [Save in] box.

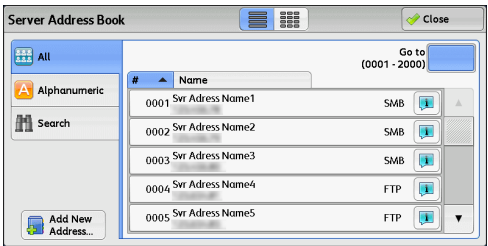
- **Save in**
Displays a selected recipient.
- **Go to**
Enter a recipient number using the numeric keypad to display the recipient at the top of the list.
- **[] button**
Allows you to confirm information, such as [Name] and [Server Name/IP Address], on the screen displayed.

Add New Address (Registering a Destination PC on the Address Book)

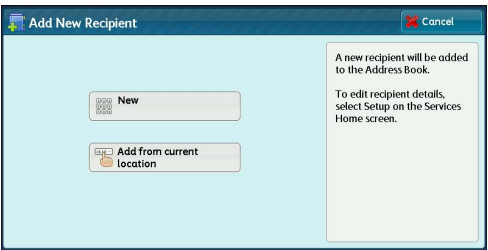
You can register destination PC on the Address Book. The current Destination PC specified on the First Tab screen can also be registered.

Note • [Add New Address] is not displayed depending on the settings in the System Administration mode or depending on the number of registered recipients. Ask your system administrator to confirm the settings and the number of recipients.

1 Select [Add New Address].



2 Select a method to register a recipient.



- **New**
Enter a new recipient using the keyboard.
- **Add from current location**
Register the current location specified on the First Tab screen.
Note • When you select this item, the location information will be displayed. This item cannot be selected if no location is specified on the First Tab screen.

Scan
5

When [New] is selected

3 Select a transfer protocol.

For more information on Transfer Protocol, refer to "Transfer Protocol (Selecting a Transfer Protocol)" (P.262).

For more information on [Browse], refer to "Browse (Specifying a Destination PC by Browsing Your Network)" (P.267).

4 Select and set an item.

■ When [FTP] is selected

The following items appear:

- Server
- Save in
- User Name
- Password

■ When [SMB] is selected

The following items appear:

- Server
- Shared Name
- Save in
- User Name
- Password

■ When [SMB (UNC Format)] is selected

The following items appear:

- Save in
- User Name
- Password

For more information on the setting items, refer to "Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)" (P.268).

5 Select [Next].

Note • To return to the previous screen, select [Back].

When [Add from current location] is selected

3 Select and set an item if you change a setting.

Note • [Transfer Protocol] cannot be changed.

For more information on the setting items, refer to "Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)" (P.268).

4 Enter each item using the keyboard displayed on the screen, and then select [Save].

For more information on the setting items, refer to "Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)" (P.268).

5 Select [Next].

Note • To return to the previous screen, select [Back].

- 6 Select [Name], enter a name using the keyboard displayed on the screen, and then select [Save].

For information on how to enter characters, refer to "Entering Text" (P.90).

- 7 When you change the index, select [Index], select a new character from the keyboard displayed on the screen, and then select [Save].

You can register a single alphanumeric index character for use as a keyword to search with the Address Book.

For information on how to enter characters, refer to "Entering Text" (P.90).

- 8 When you change the address number, select [Change], select a number from the list, and then select [Save].

- 9 Select [Next].

Note • To return to the previous screen, select [Back].

- 10 Select and set an item.

The following items appear:

- | | |
|--------------------------|--------------------------|
| • Address Type | • Shared Name (SMB Only) |
| • Name | • Save in |
| • Index | • User Name |
| • Transfer Protocol | • Password |
| • Server Name/IP address | • Port Number |

Note • To delete the input data and return to the [Server Address Book] screen, select [Cancel].

For more information on the setting items, refer to "Add Address Book Entry" (P.532).

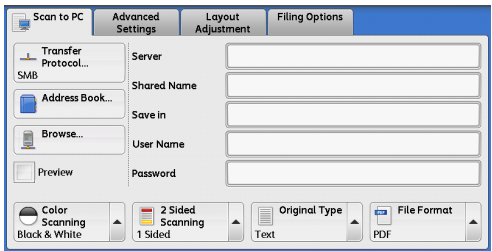
- 11 When the settings are completed, select [Registered].

Note • To return to the previous screen, select [Back].

Browse (Specifying a Destination PC by Browsing Your Network)

This feature displays a hierarchy consisting of server names and folders. You can specify a save destination by tracing the hierarchy.

- 1 Select [Browse].



- 2 Select the destination to save the data in. Select [Previous] or [Next] to move to another level.

Important • You can specify recipients for SMB only.

Note • Scroll the list by drag or flick operation to switch the screen to be displayed.

For information on how to drag or flick, refer to "Touch Screen" (P.88).

■ Save in

Shows the current location in the hierarchy.

■ Add to Address Book

Displays the [Add to Address Book] screen.

Refer to "[Add to Address Book] Screen" (P.268).

■ Previous

Allows you to move to the upper directory.

Note • This button is grayed out if there is no upper directory.

■ Next

Allows you to move to the lower directory.

Note • This button is available when a folder is selected.

[Add to Address Book] Screen

This screen allows you to register the save destination specified in [Browse], in the Address Book.

1 Select [Add to Address Book].

2 Select [Save].

■ Address

To change the address number, select [Edit] and then the desired number.

■ Name

To change the recipient name, enter a new name with the keyboard displayed by selecting [Name].

Note • The recipient name may not be displayed depending on the settings.

Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)

Enter information in the fields provided for the selected protocol, to specify a forwarding destination.

Important • When using the Scan to My Folder feature in computer environment earlier than Windows 98/Windows NT®, a destination user name in the earlier format (domain name\user name) will not be determined automatically.

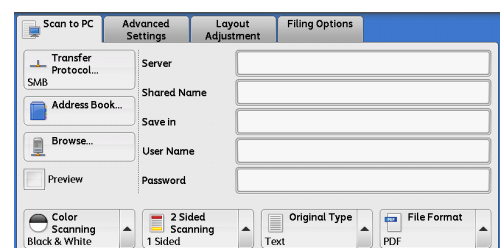
Before scanning, change the user name with which you can log in correctly.

Note • When you select [Login to Remote Accounts] for [Login Type] and select [Enabled] for [Scan to My Folder] using CentreWare Internet Services, the scanned document can be transferred to a different destination. You can select [Enabled] for [Scan to My Folder] only when [Login to Remote Accounts] and [SMB] are selected for [Login Type] and [Transfer Protocol] respectively. For information on configuration procedure, refer to the help of CentreWare Internet Services.

1 Select the item to be set.

Note • You can also select [Address Book] to enter information.

• Fields displayed on the screen vary depending on the selected protocol.



2 Enter information using the keyboard displayed on the screen.

For information on how to enter characters, refer to "Entering Text" (P.90).

- Note**
- To delete characters, select [Backspace].

■ Server

This option is displayed when you select [FTP] or [SMB] in [Transfer Protocol]. Enter a server name or IP address. When the save location is in the DFS namespace on Windows, enter a domain name or server name. Up to 64 characters are allowed.

The following are examples:

- Note**
- When Scan to My Folder feature is enabled, [Server] is automatically determined on the [Scan to PC] screen. If you change the setting of [Server], the [Scan to My Folder] feature is disabled. You can use the [Scan to My Folder] feature again by selecting [Scan to My Folder] for [Transfer Protocol].
- For [FTP]:
 Server name: myhost.example.com
 (myhost: host name, example.com: domain name)
 IP address: 192.0.2.1
 - For [SMB]:
 Server name: myhost
 IP address: 192.0.2.1

■ Shared Name

This option is displayed when you select [SMB] in [Transfer Protocol]. Enter a shared name. When the save location is in the DFS namespace on Windows, enter a root name. Up to 64 characters are allowed.

- Note**
- When Scan to My Folder feature is enabled, [Shared Name] is automatically determined on the [Scan to PC] screen. If you change the setting of [Shared Name], the [Scan to My Folder] feature is disabled. You can use the [Scan to My Folder] feature again by selecting [Scan to My Folder] for [Transfer Protocol].

■ Save in

This option is displayed when you select [FTP] or [SMB] in [Transfer Protocol]. Enter a directory path. When the save location is in the DFS namespace on Windows, enter a folder name. Up to 128 characters are allowed.

- Note**
- The folder name is the same as the link name for Windows Server® 2003.
 - My Folder feature is enabled, [Save in] is automatically determined on the [Scan to PC] screen. If you change the setting of [Save in], the [Scan to My Folder] feature is disabled. You can use the [Scan to My Folder] feature again by selecting [Scan to My Folder] for [Transfer Protocol].
- For [FTP]:
 Example: mydoc/Scan
 - For [SMB]:
 Example: mydoc\Scan

■ Save in

This option is displayed when you select [SMB (UNC Format)] in [Transfer Protocol].

Enter the following directory path: "\\Host Name\Shared Name\Directory Name". When the save location is in the DFS namespace on Windows, enter "\\Domain Name\Root Name\Folder Name" or "\\Server Name\Root Name\Folder Name". Up to 260 characters are allowed.

■ User Name

Enter the user name of the computer you are forwarding to. When a user name is not required for the destination, this field can be skipped.

When you select [FTP] in [Transfer Protocol], up to 97 characters are allowed.

When you select [SMB] in [Transfer Protocol], use one of the following formats:

Note • When Scan to My Folder feature is enabled, [User Name] is automatically determined on the [Scan to PC] screen.

- For Active Directory:

User name@Domain name (user name: up to 32 characters, domain name: up to 64 characters)

Example: fuji@example.com (fuji: user name, example.com: domain name)

- For Windows NT Domain:

Domain name\User name (domain name: up to 64 characters, user name: up to 32 characters)

Example: example\fuji (example: domain name, fuji: user name)

- For workgroups:

Local user (up to 32 characters)

Example: Fuji-Taro

■ Password

Enter the password for the user name. Up to 32 characters are allowed.

Note • When Scan to My Folder feature is enabled, [Password] is automatically determined on the [Scan to PC] screen. If a user ID is authenticated without a password, this item is not displayed.

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.272).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.244).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.244).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.246).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

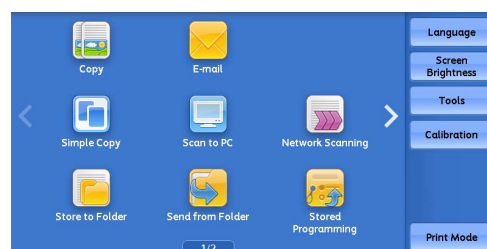
For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.246).

Store to Folder

This section describes the procedure to select features on the [Store to Folder] screen. You can scan documents and save the scanned data in a folder of the machine.

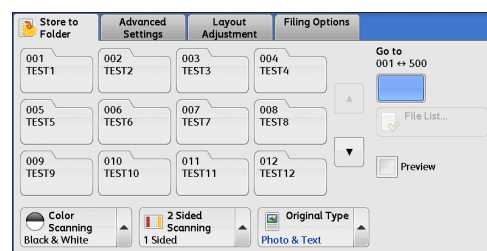
- Note**
- When [Store to Folder] is selected, [File Format] is disabled.
 - When you use CentreWare Internet Services to retrieve a file from a folder, you can set [Searchable Text] if all scanned images of the file in the folder are set as follows:
 - Image Size: 15 x 15 mm to 309 x 432 mm
 - Color Scanning: Auto Detect, Color, Grayscale, Black & White
 - Original Type: Photo & Text, Text
 - Color Space: sRGB
 - Resolution: 200dpi, 300dpi
 - Reduce/Enlarge: 100 %
 - You need to create a folder in advance. For more information on how to create a folder, refer to "Create Folder" (P.523).
 - You can customize the layout of the features displayed on the [Store to Folder] screen. For more information, refer to "1st Tab - Features Allocation" (P.498).

- 1** Select [Store to Folder] on the Services Home screen.



- 2** Select a feature on the [Store to Folder] screen.

- Note**
- If a passcode is set for the folder, the passcode entry screen may appear. Enter the passcode and select [Confirm]. If you have forgotten the passcode, set the folder passcode in the System Administration mode again.



■ Folder

Select a folder to save the scanned data in.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.

■ Go to

Use the numeric keypad to enter a 3-digit folder number. The folder then appears at the top of the list.

■ File List

Select a folder and then select this button to display the [File List] screen. You can confirm or delete files stored in the folder.

Color Scanning (Selecting an Output Color)

You can specify the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.244).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.244).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.246).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.243).

Store to USB

This section describes the procedure to select features on the [Store to USB] screen. The Store to USB service allows you to scan documents and save the scanned data to a USB memory device.

Save in (Specifying a Storage Location in the USB Memory Device)	276
Details (Displaying the Details of a Storage Location in the USB Memory Device)	277
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Color Scanning (Selecting an Output Color).....	278
2 Sided Scanning (Scanning Both Sides of a Document).....	278
Original Type (Selecting the Document Type)	278
File Format (Selecting a File Format for Output Data).....	278

Important • Before removing the USB memory device, make sure that the screen indicating that data is being transferred is not displayed. If you remove the USB memory device while the data is being stored, the data in the device may be damaged. You can also view the [Job Status] screen to confirm if the data has been stored to the USB memory device.

Note • This feature may not be available depending on the setting in the CentreWare Internet Services. For more information, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

- An optional component is required to use this service. For more information, contact our Customer Support Center.
- A USB memory device encrypted with software is not supported.
- Use the following USB memory devices:
 - A formatted USB memory device (The supported formats are FAT12, FAT16, FAT32, and VFAT. NTFS and exFAT are not supported.)
 - A USB 2.0 compliant memory device (USB 1.1 is not supported.)
 - A USB memory device with a storage capacity of up to 128 GB
- Commercially available Memory Card Reader with single slot^{*1} can be used for Media Print feature, but its safe performance is not guaranteed. When a Memory Card Reader with multi-slot^{*2} is used, only one particular slot is available. And which slot is available differs according to models and slot of media/Memory Card that you want to use is not always available. Safe performance of a Memory Card Reader with multi-slot is not guaranteed, either.
 - *1 : Media/Memory Card that has one slot. Some allow only one type of media/Memory Card, while others allows more than one types (ex. SD card, xD-Picture Card).
 - *2 : Media/Memory Card that has two or more slots.
- You can customize the layout of the features displayed on the [Store to USB] screen. For more information, refer to "1st Tab - Features Allocation" (P.498).

1 Insert the USB memory device into the USB memory slot on the control panel.

2 One of the following occurs.

- The [USB Device Detected] screen appears.
- The [Store to USB] screen appears.
- The [Media Print - Text] screen appears.
- The [Media Print - Photos] screen appears.
- The screen display does not change.

Note • The behavior depends on settings. Ask your system administrator for more information.

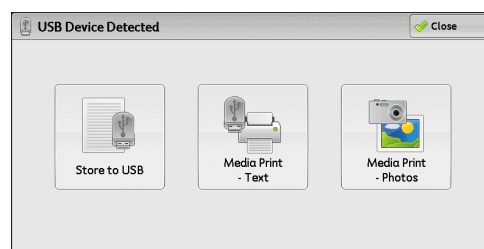
- When a USB memory device is inserted into the USB memory slot during the Power Saver mode, the touch screen does not light. After exiting the Power Saver mode by pressing the <Power Saver> button, insert the USB memory device again or select [Store to USB] on the Services Home screen. For information on other ways to exit the Power Saver mode, refer to "Power Saver Mode" (P.70).

- The screen status will be one of the above even when a USB memory device in which only encrypted data is stored is inserted or USB memory device in unsupported format is inserted. In such case, a warning message appears during operation and the operation is aborted.
- The screen status will be one of the above when a commercially available Memory Card Reader is inserted into the USB memory slot of the machine. It is the same if no media is inserted into the Memory Card Reader.
- If a commercially available Memory Card Reader is used and it is left inserted all the time, the machine does not detect media even when they are inserted into the slot of the Memory Card Reader.
- Screen display remains the same when the inserted USB memory device or Memory Card is removed. Press the <Services Home> button or do anything else to change the screen display before starting next operation.

When the [USB Device Detected] Screen Appears

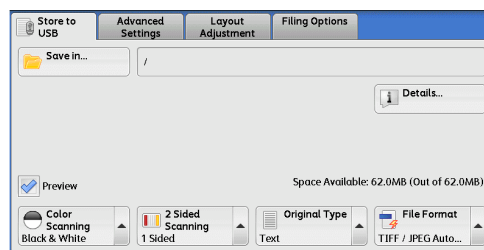
- 1 Select [Store to USB].

The [Store to USB] screen appears.

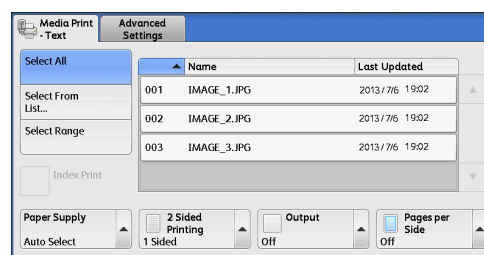


When the [Store to USB] Screen Appears

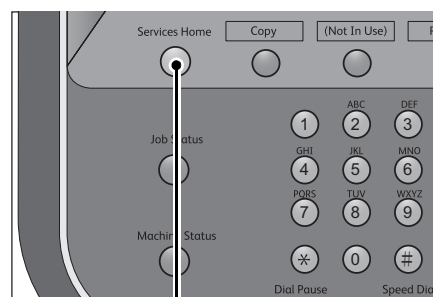
Select a feature on the [Store to USB] screen.



When the [Media Print - Text] Screen Appears



- 1 Press the <Services Home> button.

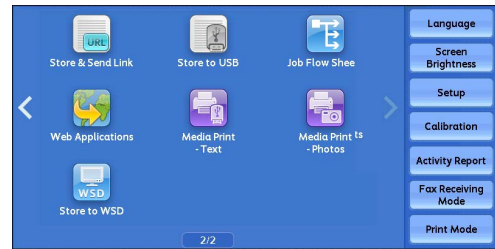


<Services Home> button

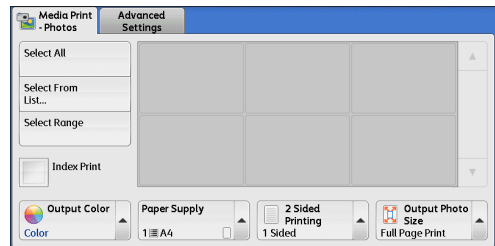
- 2 Select [Store to USB] on the Services Home screen.

The [Store to USB] screen appears.

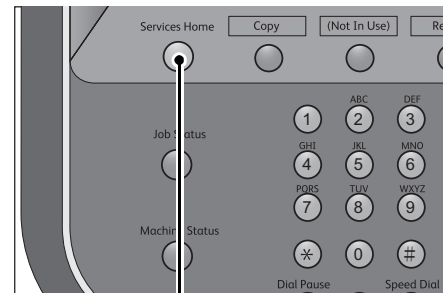
Note • WSD stands for Web Services on Devices.



When the [Media Print - Photos] Screen Appears



- 1 Press the <Services Home> button.

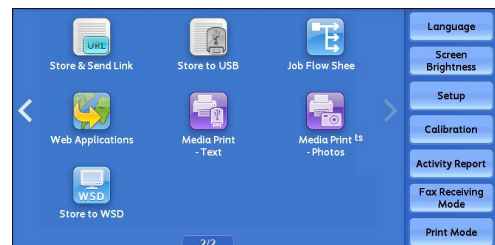


<Services Home> button

- 2 Select [Store to USB] on the Services Home screen.

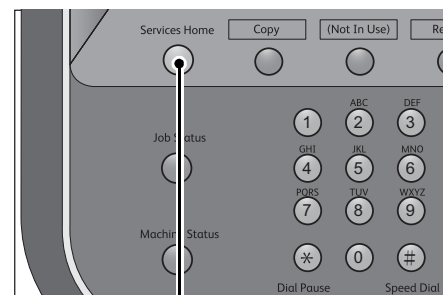
The [Store to USB] screen appears.

Note • WSD stands for Web Services on Devices.



When the Screen Display Does Not Change

- 1 If any screen other than the Services Home screen is displayed, press the <Services Home> button.



<Services Home> button

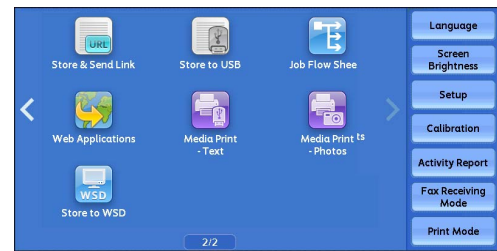
- 2 Select [Store to USB] on the Services Home screen.

The [Store to USB] screen appears.

Important • Data stored in a USB memory device may be lost or damaged in the following cases. Make sure to back up the data in the device before use.

- When disconnecting/connecting the USB memory device by methods other than described in this guide.
- When receiving the effect of electrical noise or an electrical discharge
- When a fault or failure occurs during operation
- If the USB memory device receives mechanical damage
- If you do not specify the file storage location, the scanned data is saved in the root directory.
- We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

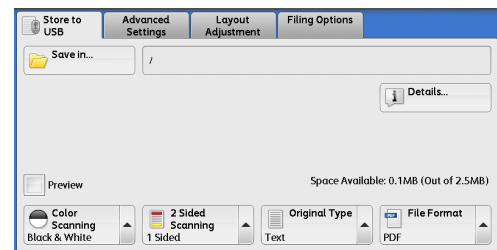
Note • WSD stands for Web Services on Devices.



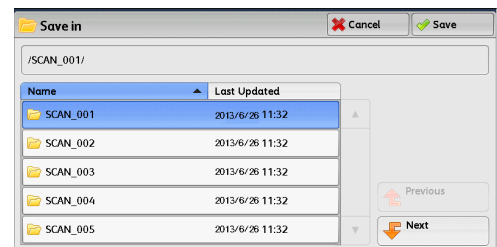
Save in (Specifying a Storage Location in the USB Memory Device)

You can specify a file storage location in the USB memory device.

- 1 Select [Save in].



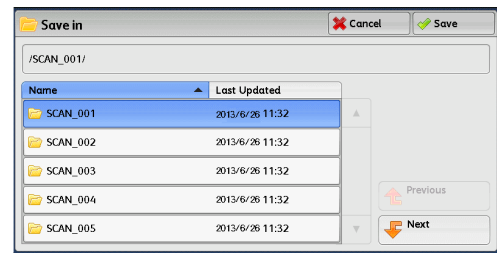
- 2 Select a folder to save the data in.



- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - You can sort the order of folders displayed in ascending or descending order by selecting [Name] or [Last Updated].
 - Up to 900 folder names can be displayed in the list of [Save in]. File names are not displayed.
 - If a folder or file name has more than 170 characters long, the folder or file name is not displayed.
 - Folders in the DCIM folder of digital cameras cannot be displayed. Thus, you cannot save files in these folders either.
 - Folder names which include characters that the machine does not support may not be correctly displayed. If you specify the folders as file storage locations, an error occurs. For more information on characters that the machine supports, refer to "Entering Text" (P.90).
 - The machine does not distinguish between upper and lower cases of folder and file names that are created in Windows environment and that consist of eight characters or less. The names for these folders and files are displayed in capital letters.

- If a full path (a string of folder and file names in all directories) of the file created exceeds 257 characters long, an error occurs.

3 Select [Save].



■ Previous

Allows you to move to the upper directory.

Note • This button is grayed out if there is no upper directory.

■ Next

Allows you to move to the lower directory.

Note • This button is available when a folder is selected.

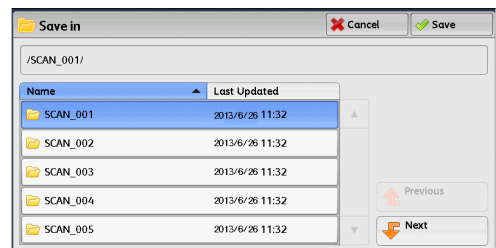
Details (Displaying the Details of a Storage Location in the USB Memory Device)

Selecting [Details] displays the [Details] screen.

[Details] Screen

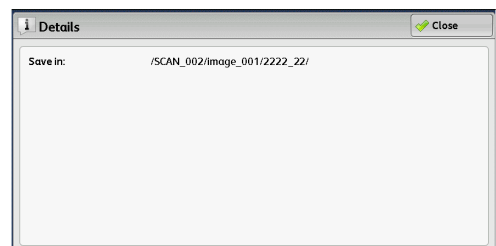
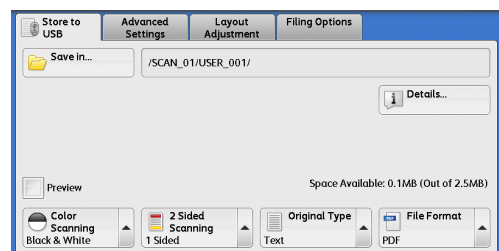
This screen displays the folder directory in the USB memory device.

- 1 Specify the folder directory, and then select [Save].



- 2 Select [Details].

The folder and file names in all directories to be saved are displayed.



Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.
For more information, refer to "Previewing the Scanned Images during a Scan Job" (P.225).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.
For more information, refer to "Color Scanning (Selecting an Output Color)" (P.244).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.
By setting the binding style, both sides are scanned in the same orientation.
For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.244).

Original Type (Selecting the Document Type)

You can select the type of the document.
For more information, refer to "Original Type (Selecting the Document Type)" (P.246).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.
For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.246).

Store & Send Link

If an authenticated user scans a document, the machine temporarily saves the scanned data, and automatically obtains the user's e-mail address that was registered in advance. Then, the machine sends an e-mail to the user to notify of two URLs: one is for the location to retrieve the scanned data, and the other is for the location to delete the data.

Only the authenticated user who logs in to the machine can be the recipient of an e-mail transmission. The machine cannot send e-mail to multiple recipients.

After receiving the e-mail on a computer, the user can retrieve the scanned data using a web browser.

Important • Scan files stored in the machine will be automatically deleted when the retention period expires. This retention period can be specified in [URL File Expiration] by the System Administrator in the range of 1 to 168 hours. The default value is 3 hours. The files are to be always deleted automatically. For more information, refer to "Store & Send Link - Maximum File Size" (P.505) and "URL File Expiration" (P.505).

• To strengthen security, after retrieving the scanned data, access the URL to delete the scanned data stored in the machine.

Note • The Store & Send Link service does not provide features to manage documents, such as backing up/ restoring files, deleting all data at one time, listing files, and displaying available storage space.

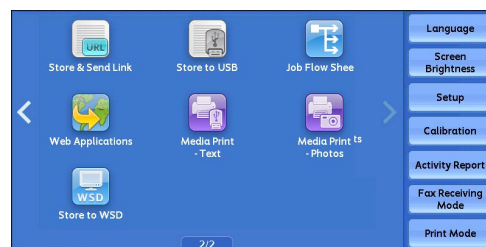
• The Store & Send Link service allows you to retrieve scanned data without specifying an e-mail address from the Address Book or a folder for each scan job. However, the size of the data and its retention period are restricted on the machine. If you want to avoid these restrictions, use the Scan to PC or E-mail service.

For more information, refer to "Store & Send Link - Maximum File Size" (P.505) and "URL File Expiration" (P.505).

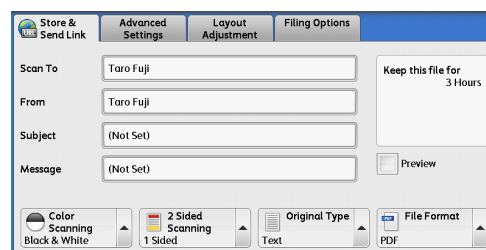
You can customize the layout of the features displayed on the [Store & Send Link] screen. For more information, refer to "1st Tab - Features Allocation" (P.498).

- 1 Press the <Log In/Out> button on the control panel or select the login information field on the touch screen.
- 2 Enter the user ID.
- 3 Select [Store & Send Link] on the Services Home screen.

Note • WSD stands for Web Services on Devices.



- 4 Select a feature on the [Store & Send Link] screen.



Scan To (Displaying the E-mail Address of the Authenticated User)

Automatically obtains the pre-registered e-mail address of the authenticated user.

From (Displaying the E-mail Address of the Authenticated User)

Automatically obtains the pre-registered e-mail address of the authenticated user.

Subject (Setting the Subject)

You can specify the e-mail subject using the following procedure.

■ Auto Set

Automatically sets the subject to [Scan Reference from XXX] (where XXX is the host name of the machine).

■ To set a user-defined subject

- 1 Select [Subject].
- 2 Enter a subject with up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.90).

Message (Entering the E-mail Body)

You can enter the e-mail body using the following procedure.

- 1 Select [Message].
- 2 Enter a message with up to 512 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.90).

Color Scanning (Selecting an Output Color)

You can set the color mode to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.244).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.244).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.246).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.243).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

The Store & Send Link service allows you to retrieve scanned data from a computer without password authentication.

To prevent other parties from viewing your scan data, select [PDF] or [DocuWorks] in [File Format] and set a password in [PDF Security] or [DocuWorks Security] before scanning the document.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.246).

- Note**
- If you select [TIFF/JPEG Auto Select] or the [Single File for Each Page] check box on the [File Format] screen when scanning a document, a file is downloaded in zip format.

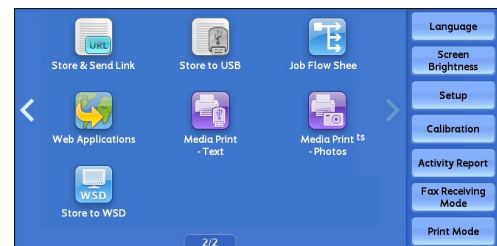
Store to WSD

This section describes the procedure to select features on the [Store to WSD] screen.

The Store to WSD service allows you to scan documents set on the machine from a network computer. It also allows you to save the scanned data to a network computer.

- Note**
- [Store to WSD] may not appear on the Services Home screen. For more information, refer to "Configuration of Store to WSD" (P.601).
 - This feature requires the scanner driver included as standard in Windows Vista Service Pack 2 or later. Thus, this feature is not available for computers with older OS.
 - Resolution, file format and so on cannot be specified from the control panel of the machine. Specify these settings in [Scan Profiles] of Windows. For more information on how to specify the settings, refer to Windows Help.
 - WSD stands for Web Services on Devices.

- 1 Select [Store to WSD] on the Services Home screen.



- 2 Select a feature on the [Store to WSD] screen.

■ Start Scan Job From

Select from where to start a scan job.

- Computer
Starts a scan job by sending a request from a network computer.
- This Device
Starts a scan job with the scan command from the machine, and save the scanned data to a network computer.

■ List of Computer

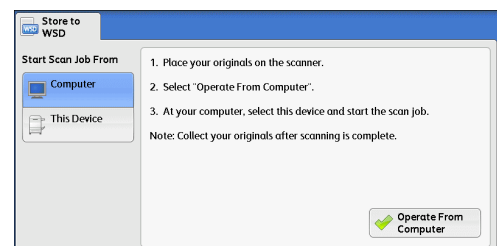
Lists network computers and their scanning methods. Select one from this list as destination.

Computer (Starting a Scan Job via Computer Operation)

You can scan documents set on the machine by sending a request from a network computer.

- Note**
- WSD stands for Web Services on Devices.

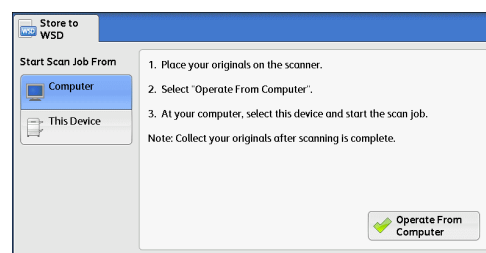
- 1 Select [Computer].



- 2 Load the document on the document glass or in the document feeder, and select [Operate From Computer].

The standby screen is displayed on the touch screen.

- Note**
- Select [Delete] to exit standby mode. After exiting standby mode, [Store to WSD - Remove Your Originals] screen is displayed on the touch screen.



- 3 Operate scan from a network computer. To operate scan from a network computer, use application which supports image loading feature such as [Windows Fax and Scan]. The following describes the method using [Windows Fax and Scan] with Windows 7.

- Note**
- This method is not available for computers with Windows Vista Home Basic or Windows Vista Home Premium. To operate scan from such a computer, use another method, for example, selecting [From Scanner or Camera] in the Paint application.

- 1) Click the [Start] button, click [All Programs], and then click [Windows Fax and Scan].
- 2) Click [Scan] at the bottom of the left pane, and then click [New Scan] on the toolbar.
- 3) In the [New Scan] dialog box, click [Change...], and then select the machine.
- 4) Check that the machine model name is displayed to the right of [Scanner:].

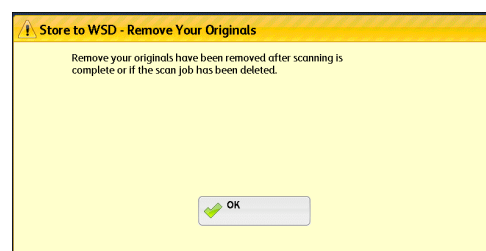
- Note**
- If the machine model name is not displayed, click [Change] and select the machine.

- 5) Click the [Profile] list, and then select [Document].
- 6) Specify the settings as necessary, and then click [Scan].

- 4 After being scanned, the scanned data is forwarded to the specified computer.

[Store to WSD - Remove Your Originals] screen appears on the touch screen after a scan job has been completed.

- Note**
- If the standby screen is not displayed, a scan job will not be started even when the network computer recognizes the machine.
 - Select [Delete] to abort an operation. After an operation is aborted, [Store to WSD - Remove Your Originals] screen is displayed on the touch screen.
 - The machine will not enter the Power Saver mode while the standby screen is displayed. For information on Power Saver mode, refer to "Power Saver Mode" (P.70).



- 5 Remove the originals from the document glass and then click [OK].

This Device (Storing Data Scanned by the Machine on a Network Computer)

You can forward the data scanned with the command from the machine to a specified computer on the network.

- Note**
- WSD stands for Web Services on Devices.

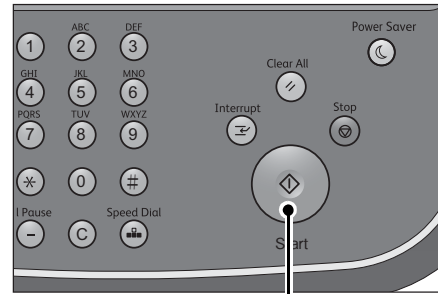
- 1 Load the document on the document glass or in the document feeder, and select [This Device].
- 2 Computer names and 5 processing methods are displayed in the [List of Computers]. Select destination from the list in accordance with the intended use.

■ List of Computers

Lists destination and URL.

- Note**
- Select from among 5 kinds of processing methods (Scan to PC, Scan for Print to PC, Scan for E-mail to PC, Scan for OCR to PC) in accordance with the intended use.

3 Press the <Start> button.



<Start> button

4 The scanned data will be forwarded to the specified destination.

- Note**
- Select [Delete] to abort scanning.

5 Check the forwarded data on the destination computer.

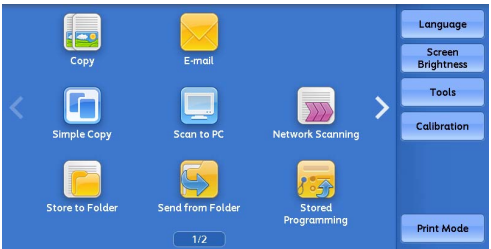
Advanced Settings

This section describes the features you can select on the [Advanced Settings] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Color Scanning (Selecting an Output Color).....	285
Original Type (Selecting the Document Type)	285
Photographs (Scanning a Color Photograph)	286
Image Options (Adjusting Scan Density and Image Sharpness).....	286
Image Enhancement (Erasing the Background Color of Documents/Adjusting Contrast)	287
Shadow Suppression (Suppressing the Document Background)	287
Color Space (Specifying the Color Space)	288

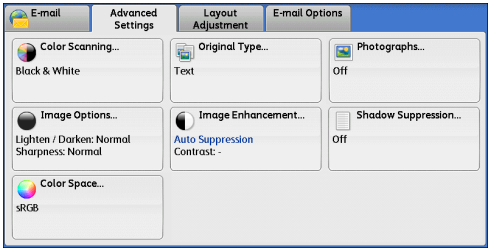
- 1 On the Services Home screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Note • WSD stands for Web Services on Devices.



- 2 Select a feature on the [Advanced Settings] screen.

Note • To activate [Color Space], a prior setting must be made in the System Administration mode. For information on the setting procedure, refer to "Color Space" (P.504) and "Color Space (Specifying the Color Space)" (P.288)



Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.
For more information, refer to "Color Scanning (Selecting an Output Color)" (P.244).

Original Type (Selecting the Document Type)

You can select the type of the document.
For more information, refer to "Original Type (Selecting the Document Type)" (P.246).

Photographs (Scanning a Color Photograph)

Use this feature when scanning a color photograph.

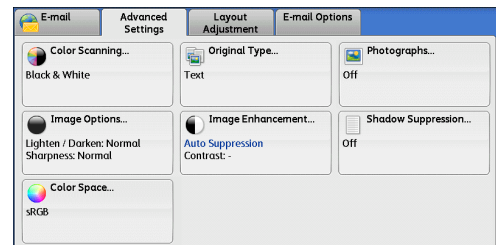
This feature is available only when [Color Scanning] is set to [Color].

Important • You cannot use the document feeder with this feature.

- You cannot use the Shadow Suppression and Background Suppression features with this feature.

Note • WSD stands for Web Services on Devices.

1 Select [Photographs].



2 Select [Enhance Photographs].

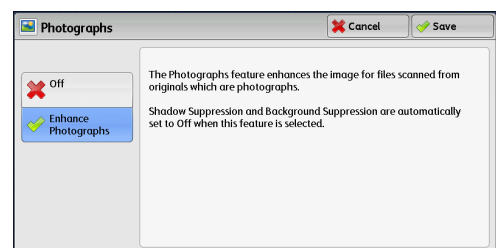
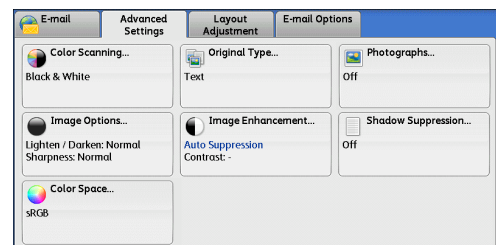


Image Options (Adjusting Scan Density and Image Sharpness)

This feature allows you to adjust the scan density and image sharpness.

1 Select [Image Options].



2 Select any option.

■ Lighten/Darken

You can select a scan density level from seven levels between [Lighten] and [Darken].

Selecting an upper cell on the bar makes the scan density lighter, and selecting a lower cell makes darker.

■ Sharpness

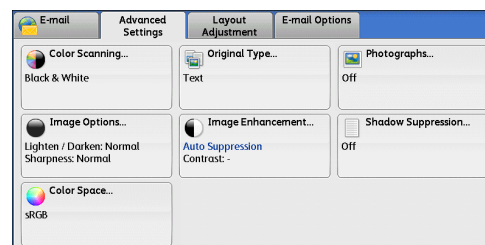
You can select a sharpness level from five levels between [Sharpen] and [Soften].

Selecting an upper cell on the bar makes the contours of images sharper, and selecting a lower cell makes softer.

Image Enhancement (Erasing the Background Color of Documents/Adjusting Contrast)

This feature allows you to suppress the background color of a document such as newspaper and colored paper. In addition, when [Color Scanning] is set to [Color] or [Grayscale], you can adjust the contrast.

- 1 Select [Image Enhancement].



- 2 Set [Background Suppression] and [Contrast].

■ Background Suppression

- Off

Scans the document backgrounds with no filtering.

- Auto Suppression

When [Color Scanning] is set to [Black & White], the background of a document printed on colored paper, such as newspaper, will be suppressed.

When [Color Scanning] is set to [Color], the background of a document printed on white-color paper will be suppressed.

■ Contrast

Allows you to select a contrast level from five levels between [Less] and [More].

Selecting an upper cell on the bar makes the difference between light and dark areas greater; light areas become lighter and dark areas darker. In contrast, selecting a lower cell on the bar makes the difference between light and dark areas smaller.

Shadow Suppression (Suppressing the Document Background)

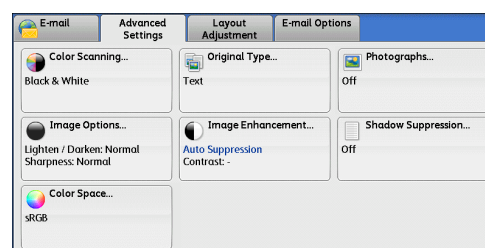
When you scan a 2-sided document printed on thin paper, this feature allows you to suppress the image and colors on the reverse side of each document page from appearing in the scan image.

This feature is available only when [Color Scanning] is set to [Color] or [Grayscale].

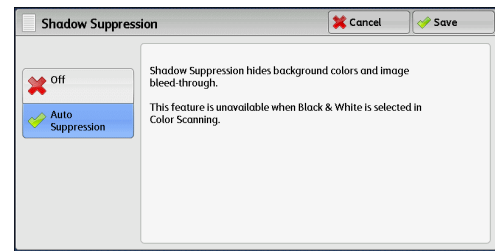
Important • This feature cannot be used with [Photographs].

Note • WSD stands for Web Services on Devices.

- 1 Select [Shadow Suppression].



2 Select [Auto Suppression].

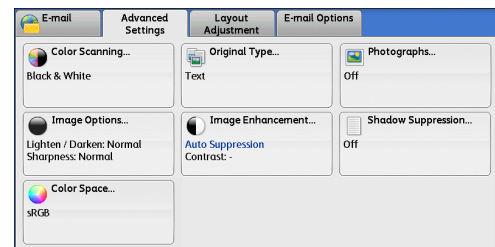


Color Space (Specifying the Color Space)

This feature allows you to set the color space.

- Note**
- [Color Space] is available when [Color Scanning] is set to [Color].
 - To activate [Color Space] on the [Advanced Settings] screen, a prior setting must be made in the System Administration mode. For more information, refer to "Color Space" (P.504).
 - [Device Color Space] is not selectable when [Searchable Text] is set to [Searchable] on the [File Format] screen.

1 Select [Color Space].



2 Select either [sRGB] or [Device Color Space].

■ sRGB

Documents are scanned based on color representation (color space) that conforms to sYCC.

■ Device Color Space

Documents are scanned based on the original color representation (color space) of the machine. Recommended for advanced color processing using high-quality color.

- Note**
- You can find ICC profile data for Device Color Space in the Software/Manual CD-ROM. ICC profile is useful when using color processing application and performing special processing of data scanned based on Device Color Space.
 - When [Device Color Space] is selected, the following image quality features are changed to their defaults: Lighten/Darken, Sharpness, Shadow Suppression, Contrast, Background Suppression
 - When [Color Scanning] is set to [Auto Detect], [sRGB] is applied to color pages of the documents.
 - When [Device Color Space] is selected, [2-sided] cannot be selected in the [2-side scanning].

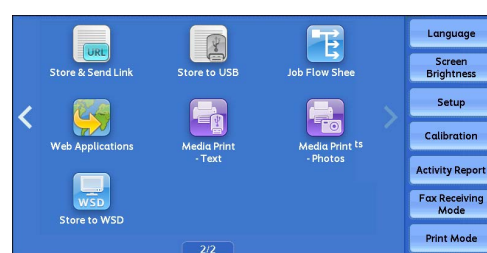
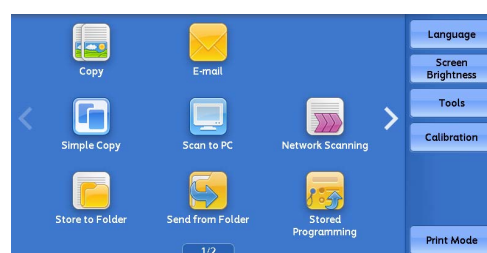
Layout Adjustment

This section describes the features you can select on the [Layout Adjustment] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

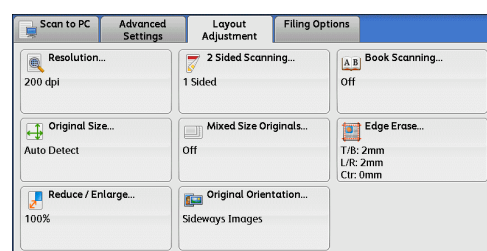
Resolution (Specifying a Scanning Resolution)	289
2 Sided Scanning (Scanning Both Sides of a Document)	290
Book Scanning (Scanning Facing Pages on Separate Sheets)	290
Original Size (Specifying a Scan Size)	291
Mixed Size Originals (Scanning Different Size Documents Simultaneously)	292
Edge Erase (Erasing Edges and Margin Shadows in the Document)	294
Reduce/Enlarge (Specifying a Scanning Ratio)	295
Original Orientation (Specifying the Orientation of the Loaded Documents)	296

- 1 On the Services Home screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Note • WSD stands for Web Services on Devices.



- 2 Select a feature on the [Layout Adjustment] screen.

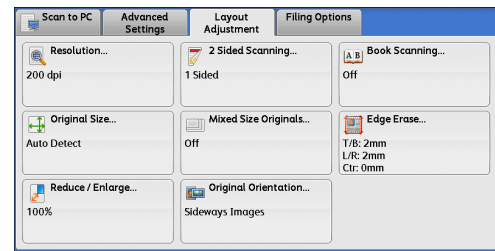


Resolution (Specifying a Scanning Resolution)

This feature allows you to set the resolution to scan a document.

As the value increases, the scan becomes more detailed, but the data size also increases. The scanning and transfer time increases as well.

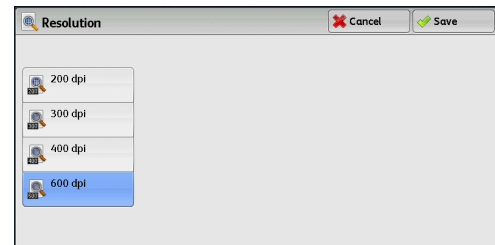
1 Select [Resolution].



2 Select any option.

Note

- Select either [200 dpi] or [300 dpi] when [MRC High Compression] is set to [On] for PDF, DocuWorks or XPS* files on the [File Format] screen.
* : XPS stands for XML Paper Specification.
- Select either [200 dpi] or [300 dpi] when [Searchable Text] is set to [Searchable] for PDF or DocuWorks files on the [File Format] screen.
- Select either [200 dpi] or [300 dpi] when the [Specific Color] check box is selected for PDF or DocuWorks files on the [File Format] screen.



2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document. By setting the binding style, both sides are scanned in the same orientation.

This feature is the same as [2 Sided Scanning] on the [E-mail] screen.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.244).

Book Scanning (Scanning Facing Pages on Separate Sheets)

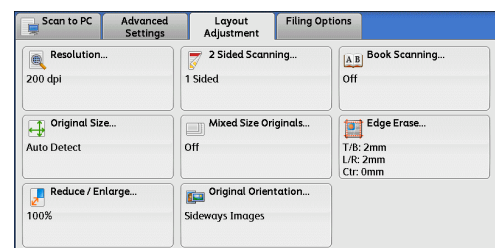
This feature allows you to scan facing pages of a document onto separate sheets of paper in page order.

It is useful if you want to separately scan facing pages of a bound document such as a booklet.

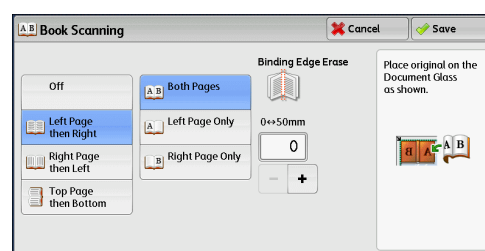
Note

- You cannot use the document feeder with this feature.
- A non-standard size document or undetectable-size document may not be separated into two accurately.

1 Select [Book Scanning].



2 Select any option.



■ Off

Does not scan as a bound document.

■ Left Page then Right

Scans the left page and then the right page of facing pages.

■ Right Page then Left

Scans the right page and then the left page of facing pages.

■ Top Page then Bottom

Scans the top page and then the bottom page of facing pages.

■ Both Pages

Scans both pages in page order.

■ Left Page Only

Scans the left page only in page order. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ Right Page Only

Scans the right page only in page order. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ Top Page Only

Scans the top page only in page order. You can select this option when [Top Page then Bottom] is selected.

■ Bottom Page Only

Scans the bottom page only in page order. You can select this option when [Top Page then Bottom] is selected.

■ Binding Edge Erase

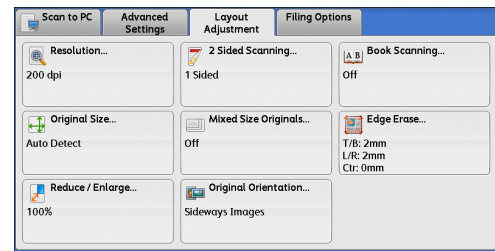
Erases the shadow from the center section of the document. You can specify the binding erase width in the range from 0 to 50 mm in 1 mm increments.

Original Size (Specifying a Scan Size)

This feature allows you to set the scan size for a document.

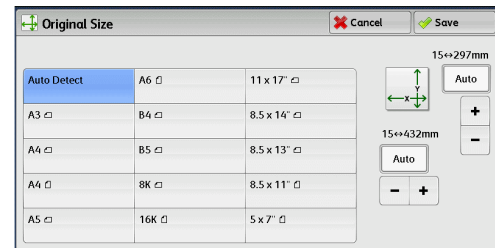
Use this feature when a document is a non-standard size, or when you want to scan a document at a size different from the original size. You can also add margins, or delete unnecessary margins using this feature.

1 Select [Original Size].



2 Select any option.

When you select a non-standard size, specify values for the X and Y directions.



■ Auto Detect

Detects the document size automatically. The following table shows the document sizes that can be detected automatically.

	Document feeder	Document glass
Auto-detectable Document Size	B5, B5□, B4, A5, A5□, A4, A4□, A3, 8.5 x 11", 8.5 x 11"□, 11 x 17", 16K□, 8K	B6, B6□, B5, B5□, B4, A6, A5, A5□, A4, A4□, A3, 8.5 x 11"□, 11 x 17", 16K, 16K□, 8K

Note • If the document size cannot be detected automatically, a screen to enter the document size appears.

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "Paper Size Settings" (P.447).

■ Standard Size

Allows you to select from preset sizes.

■ Variable Size

Allows you to enter the desired scan size when scanning a non-standard size document or when scanning at a size different from the original document size. You can specify a value in the range from 15 to 432 mm for the scan width (X), and a value in the range from 15 to 297 mm for the scan length (Y), in 1 mm increments. The scales attached on the upper and left edges of the document glass are helpful for you to specify values.

Note • When [MRC High Compression] is set [On] for PDF, DocuWorks, and XPS* files on the [File Format] screen, or when the [Specific Color] check box is selected, the variable ranges are 50 to 432 mm for the scan width (X) and 50 to 297 mm for the scan length (Y), in 1 mm increments.

* : XPS stands for XML Paper Specification.

Mixed Size Originals (Scanning Different Size Documents Simultaneously)

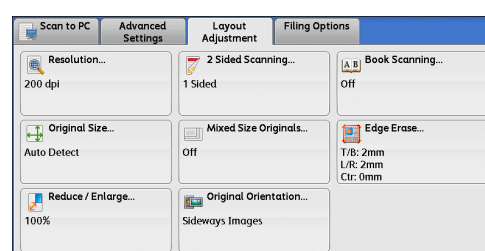
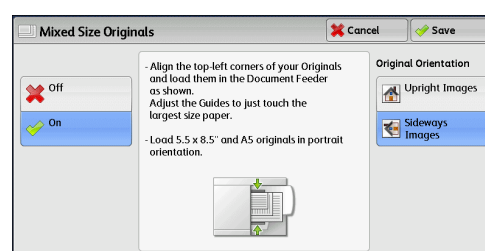
You can scan documents of various sizes simultaneously of the corresponding sizes or of one selected size. To use this feature, load the documents in the document feeder.

Important • When you select [Color] in [Color Scanning], and [2 Sided] in [2 Sided Scanning], set [Resolution] to [400dpi] or lower.
• When you select [2 Sided] in [2 Sided Scanning] to scan A3 documents, set [Resolution] to [400 dpi] or lower. Selecting [600 dpi] will cause an error message to be displayed.

- Always load A5 documents in portrait orientation.
- When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load the B5 documents in portrait orientation.
- When loading documents, align the top left corners of the documents properly. Otherwise, a paper jam may occur.
- The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be scanned properly.

Note

- When you select [Enter Output Size] in [Reduce/Enlarge] and specify the output size in [Output Size], the scanned data is automatically reduced/enlarged to the specified size. However, since the scanned image is not rotated, the image will be reduced/enlarged to fit the specified size while keeping its orientation. For example, when an A3 landscape original is loaded and the output size is set to A4 portrait, the scanned image is reduced to A5 landscape and printed on A4 portrait paper.
- If the document size cannot be detected automatically, a screen to enter the document size appears.

1 Select [Mixed Size Originals].**2** Select any option.**■ Off**

Select this option when all documents are of the same size.

■ On

When scanning documents of different sizes, the machine automatically detects the size of each document.

■ Original Orientation

Set the orientation of the loaded document to specify the top edge of the document.

Note

- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

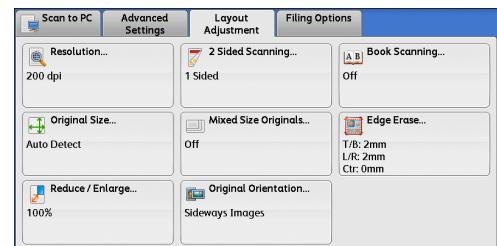
Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Edge Erase (Erasing Edges and Margin Shadows in the Document)

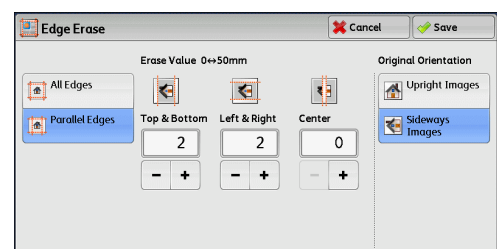
When you scan a document with the document cover open or when you scan a book, the edges and center margin of the document may be scanned as black shadows. The Edge Erase feature allows you to erase such shadows.

- Note**
- For 2-sided originals, the same edge erase amounts are set for the front and back sides.
 - If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.

1 Select [Edge Erase].



2 Select any option.



3 If you select [Parallel Edges], use [+] and [-] to specify the erase widths of top and bottom, left and right, and center of the document.

4 Select [Original Orientation].

■ All Edges

The edge width to erase is set to 2 mm for the top and bottom, and left and right edges.

■ Parallel Edges

Allows you to adjust the edge erase amounts.

• Top & Bottom

Erases the shadows of top and bottom edges of the document according to the orientation of the loaded document. You can specify the edge width to erase in the range from 0 to 50 mm in 1 mm increments.

• Left & Right

Erases the shadows of left and right edges of the document according to the orientation of the loaded document. You can specify the edge width to erase in the range from 0 to 50 mm in 1 mm increments.

• Center

Erases the shadow in the center of facing pages of a bound document. You can specify the center erase width in the range from 0 to 50 mm in 1 mm increments.

■ Original Orientation

Set the orientation of the loaded document to specify the top edge of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

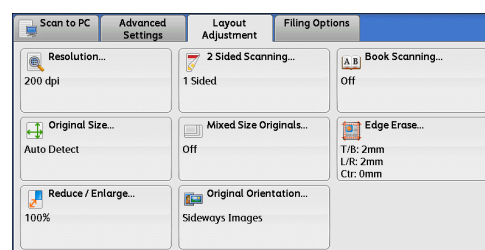
Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Reduce/Enlarge (Specifying a Scanning Ratio)

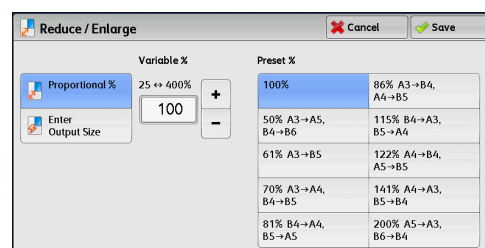
This feature allows you to set the scanning ratio for the document to be scanned.

Note • When [Searchable Text] is set to [Searchable] and the [Specific Color] check box is selected on the [File Format] screen, [Reduce/Enlarge] is [100 %] and cannot be changed.

1 Select [Reduce/Enlarge].



2 Select any option.



■ Proportional %

Allows you to select a preset ratio, or enter a value in the range from 25 to 400 % in 1 % increments.

Use the numeric keypad or [+] and [-] to enter a value.

- Variable %

Enter the scanning ratio. Specifying "100 %" scans at the same image size as the original document.

- Preset %

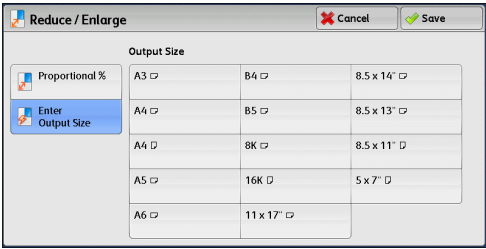
Select from preset ratios.

You can change the default values of scan ratios other than [100%]. For information on the settings, refer to "Reduce/Enlarge Presets" (P.503).

■ Enter Output Size

In [Output Size], select the output size of the scanned document. The machine automatically calculates the scanning ratio based on the selected output size and the original document size.

Note • Selecting [Enter Output Size] may generate blank margin areas.



Original Orientation (Specifying the Orientation of the Loaded Documents)

Set the orientation of the loaded document to specify the top edge of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images
Select this option when placing the top edge of the document against the top side of the document glass or document feeder.
- Sideways Images
Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

E-mail Options/Filing Options

This section describes the features you can select on the [E-mail Options]/[Filing Options] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Quality/File Size (Specifying an Image Compression Ratio When Scanning)	297
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File Name (Specifying a Name for the File to be Saved)	302
Encryption (Sending E-mail Encrypted by S/MIME)	302
Digital Signature (Sending E-mail with a Digital Signature by S/MIME)	302
Login Name	303
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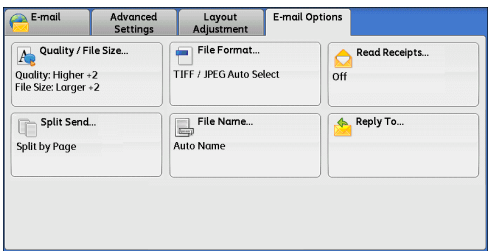
- 1 On the Services Home screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Note • WSD stands for Web Services on Devices.



- 2 Select a feature on the [E-mail Options]/[Filing Options] screen.

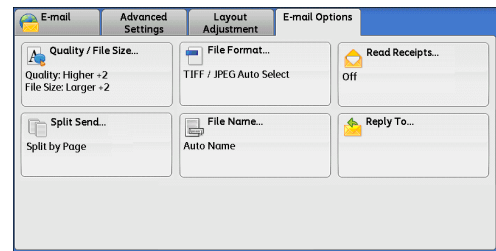
Note • The features displayed on the screen depend on the Scan service selected on the Services Home screen. The screen as shown on the right appears when [E-mail] is selected.



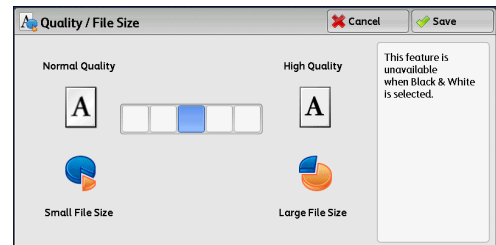
Quality/File Size (Specifying an Image Compression Ratio When Scanning)

This feature allows you to select an image compression level when [Color Scanning] is set to [Color] or [Grayscale].

1 Select [Quality/File Size].



2 Select any button.



■ Normal Quality

The image is saved with high compression. Image quality degrades, but the file size decreases.

■ High Quality

The image is saved with low compression. Image quality improves, but the file size increases.

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

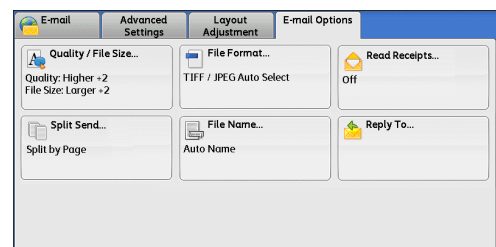
For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.246).

Read Receipts (Specifying Read Receipts)

When using the E-mail service, you can receive read receipts from e-mail recipients. This feature is available only when recipients support the MDN feature.

- Note**
- Read Receipts] is displayed only when [Tools] > [System Settings] > [E-mail Settings] > [E-mail Control] > [Read Receipts] is set to [On].
 - When multiple e-mails are sent using [Split Send], a read receipt is requested for each e-mail.
 - Read receipts are returned to the address specified in [Reply To], or they are returned to the address specified in [From] on the [E-mail] screen if [Reply To] is not set.
 - This feature is only available when the recipient also sets to return read receipts.

1 Select [Read Receipts].



2 Select [On].

■ Off

Select this option when you do not request read receipts.

■ On

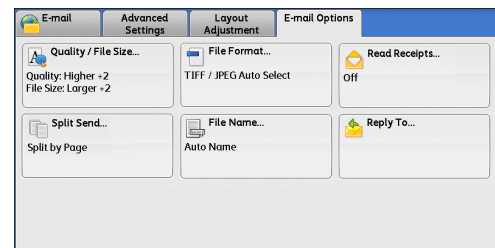
Select this option when you request read receipts.

Split Send (Sending in Sections)

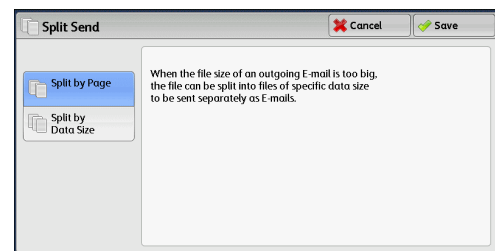
When using the E-mail service, and the size of the data to be attached is large, you can split the data at page breaks or by a certain data size and then send the data.

For information on [Split Send], refer to "Split Send Method" (P.507).

1 Select [Split Send].



2 Select any option.



■ Split by Page

The data is split at page breaks.

Note • [Split by Page] is available only when [File Format] on the [E-mail] screen is set to [PDF], [DocuWorks], or [XPS]*, or when [File Format] is set to [TIFF] with [Single File for Each Page] check box not selected.

* : XPS stands for XML Paper Specification.

■ Split by Data Size

The data is split by a certain data size.

Note • Select this option if your e-mail application supports message/partial.

File Name (Specifying a Name for the File to be Sent)

When using the E-mail, Scan to PC, Network Scanning, or Store & Send Link service, you can specify a name for the file to be sent.

■ Auto Name

When you select the E-mail, Scan to PC, or Store & Send Link service, the file name is set by the System Administrator. When you select the Network Scanning service, the file name is "DOC".

The extension depends on the setting in [File Format].

- When [TIFF] is selected in [File Format]: tif

- When [JPEG] is selected in [File Format]: jpg
- When [PDF] is selected in [File Format]: pdf
- When [XPS] is selected in [File Format]: xps
- When [DocuWorks] is selected in [File Format]: xdw
- When [Microsoft® Word] is selected in [File Format]: doc
- When [Microsoft® Excel®] is selected in [File Format]: xls

Note

- XPS stands for XML Paper Specification.
- For information on the file name automatically generated when you select E-mail, Scan to PC, and Store & Send Link service, refer to "Filename Format" (P.504) and "Add Date to E-mail Attachment Name" (P.504).

■ To set the file name

- 1 Select [File Name].
- 2 Enter a file name using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.90).

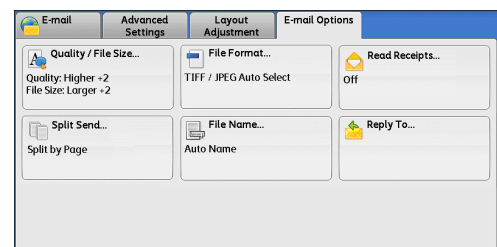
Note

- When each page is saved as one file, the page number is added to the end of each file name.
- Up to 128 characters can be entered as a file name for the Scan to PC service.
- Up to 28 characters can be entered as a file name for the E-mail service.
- Up to 28 characters can be entered as a file name for the Store & Send Link service.
- Up to 40 characters can be entered as a file name for the Network Scanning service.

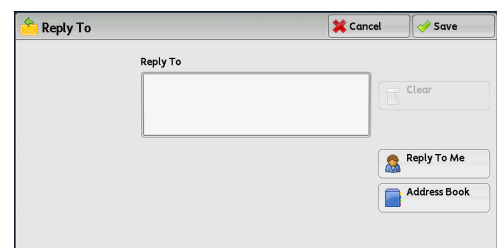
Reply To (Specifying a Reply Address)

When using the E-mail service, you can specify the address for reply.

- 1 Select [Reply To].



- 2 Enter an address for reply.



■ Reply To

Select the [Reply To] box to display the keyboard screen on which you can enter an address for reply.

Note

- For information on how to search the Address Book by entering a part of the e-mail address, refer to "New Recipient (Specifying an E-mail Address)" (P.239).

■ Clear

Deletes the address entered in [Reply To].

■ Reply To Me

Uses the address specified in [From] on the [E-mail] screen as a reply address.

Note • [Reply To Me] is selectable only when an address is specified in [From] on the [E-mail] screen.

■ Address Book

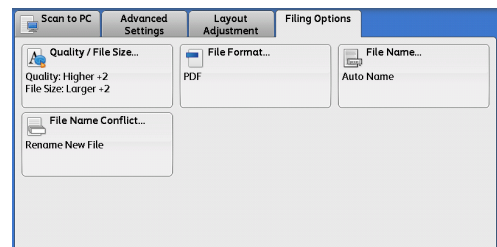
Allows you to select a reply address from the Address Book.

For more information, refer to "Address Book" (P.231).

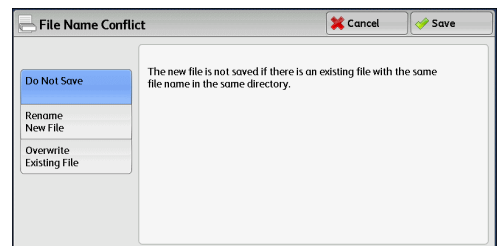
File Name Conflict (Setting the Action to be Taken for File Name Conflict)

When using the Scan to PC service, you can set the action to be taken when the file name conflicts with another file stored in the destination.

- 1 Select [File Name Conflict].



- 2 Select any option.



■ Do Not Save

Cancels the job without saving the file.

■ Rename New File

Automatically changes the file name by appending a number (0001 - 9999) to the file name, and saves the file.

■ Overwrite Existing File

Replaces the existing file with the new one.

File Name (Specifying a Name for the File to be Saved)

When using the Store to Folder service, you can specify a name for the file to be saved.

■ Auto Name

The file name is set by the System Administrator.

- Note**
- If a file name is deleted, [(Auto Set)] is displayed.
 - For information on the file name automatically generated when you select the Store to Folder service, refer to "Filename Format" (P.504).

■ To set the file name

- 1 Select [File Name].
- 2 Enter a file name with up to 28 characters using the displayed keyboard.

- Note**
- If a document stored in a folder of the machine is imported to a computer, the specified name may not be reflected on it depending on import method.

For information on how to enter characters, refer to "Entering Text" (P.90).

Encryption (Sending E-mail Encrypted by S/MIME)

When using the E-mail service, you can send e-mail encrypted by S/MIME.

When sending encrypted e-mail, select an e-mail address associated with a certificate that can be encrypted, from the Address Book.

- Note**
- You can change the default value of [E-mail Encryption] in the System Administration mode. For information on how to change the default value, refer to "E-mail Encryption" (P.501).

■ Off

Sends e-mail without encryption.

■ On

Sends e-mail with encryption.

Digital Signature (Sending E-mail with a Digital Signature by S/MIME)

When using the E-mail service, you can send e-mail with a digital signature by S/MIME.

Digital Signature allows a recipient to confirm whether contents of the e-mail are changed, or whether the e-mail is sent from the proper sender.

To use this feature, the machine's mail address must be linked to a certificate.

For information on how to link a certificate to the machine's e-mail address, refer to "Configuration of E-mail Encryption/ Digital Signature" (P.611).

■ Off

Sends e-mail without a digital signature.

■ On

Sends e-mail with a digital signature.

Login Name

You can enter the login name for a destination server.

Note • This feature is displayed only when [Network Scanning] is selected on the Services Home screen.

- 1** Select [Login Name].
- 2** Enter the login name using the keyboard displayed on the screen.

For information on how to enter characters, refer to "Entering Text" (P.90).

Password

You can enter the password for a destination server.

Note • This feature is displayed only when [Network Scanning] is selected on the Services Home screen.

- 1** Select [Password].
- 2** Enter the password using the keyboard displayed on the screen.

For information on how to enter characters, refer to "Entering Text" (P.90).

Meta Data

You can change the values of the DMF if they are specified for a selected job template.

Note • This feature is displayed only when [Network Scanning] is selected on the Services Home screen.

6 Send from Folder

This chapter describes the basic operations and features to use folders.

- Folder Operating Procedure306
- Selecting a folder under Scan & Other Jobs308
- Checking/Operating Files in a Folder.....309
- Checking File Details311
- Printing Files in a Folder.....315
- Configuring/Starting Job Flow318

Folder Operating Procedure

This section describes the basic procedure to operate files in folders.
These files stored in a folder can be sent by e-mail and be retrieved from a network computer.
You can also automate routine tasks, or register private folders and shared folders separately.

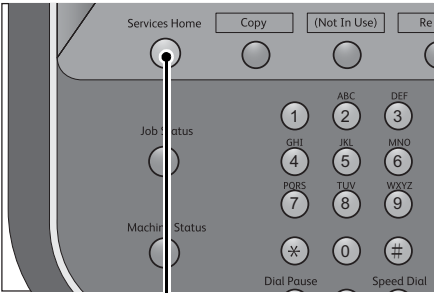
Step 1 Opening the [Send from Folder] Screen	306
Step 2 Selecting a Folder	307
Step 3 Checking/Selecting Files in a Folder	307
Step 4 Operating Files in a Folder	307

Step 1 Opening the [Send from Folder] Screen

The following describes how to select features on the [Send from Folder] screen.

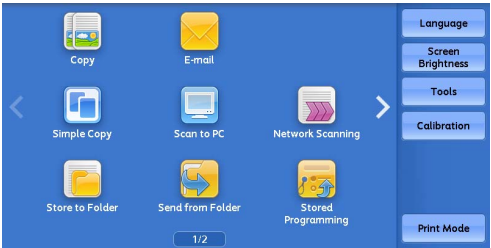
Note • The features displayed on the screen depend on your machine configuration.

1 Press the <Services Home> button.



<Services Home> button

2 Select [Send from Folder].

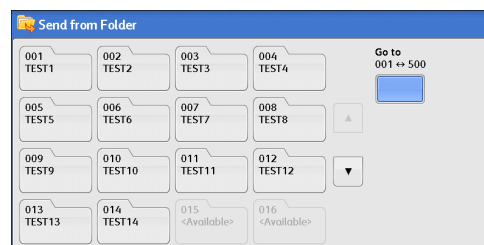


Step 2 Selecting a Folder

Access to some folders may be restricted, depending on the settings of the Authentication feature.

For information on selectable folders depending on the Authentication feature, refer to "Authentication for Job Flow Sheets and Folders" (P.647).

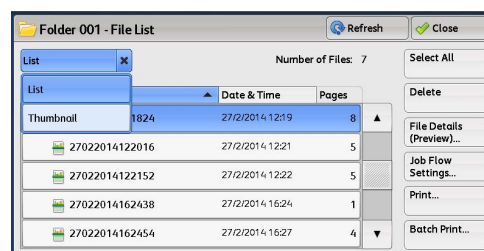
- 1 Select a folder on the [Send from Folder] screen.



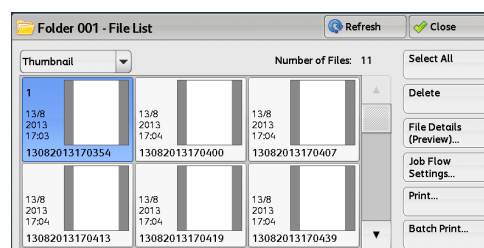
- 2 If a passcode is set for the folder, enter the passcode and select [Confirm].

Step 3 Checking/Selecting Files in a Folder

- 1 Select the display style from [List] and [Thumbnail].



- 2 Select a file to send by e-mail or to print.



For information on the [File List] screen, refer to "Checking/Operating Files in a Folder" (P.309).

Step 4 Operating Files in a Folder

The following shows the reference sections for operations available on the [Send from Folder] screen.

- "Selecting a folder under Scan & Other Jobs" (P.308)
- "Checking/Operating Files in a Folder" (P.309)
- "Checking File Details" (P.311)
- "Printing Files in a Folder" (P.315)
- "Configuring/Starting Job Flow" (P.318)

Selecting a folder under Scan & Other Jobs

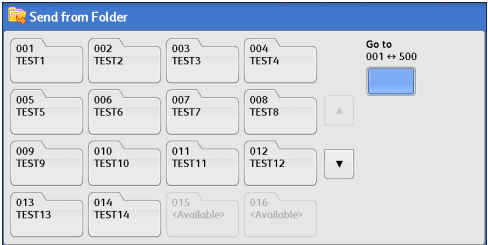
The following describes how to select a folder.

Access to some folders may be restricted, depending on the settings of the Authentication feature.

For information on selectable folders depending on the Authentication feature being used, refer to "Authentication for Job Flow Sheets and Folders" (P.647).

1 Select a folder on the [Send from Folder] screen.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - Drag or flick the screen vertically to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - An arrow is displayed next to each folder which has a link to a job flow sheet and for which the auto start is set.
 - If the passcode entry screen appears, enter the passcode and select [Confirm].



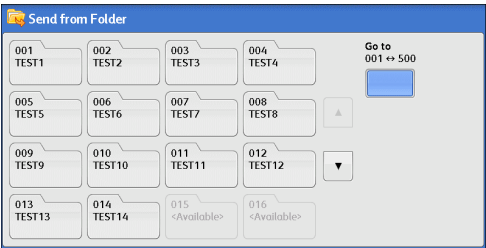
■ **Go to**

Displays a folder at the top when you enter the 3-digit folder number with the numeric keypad.

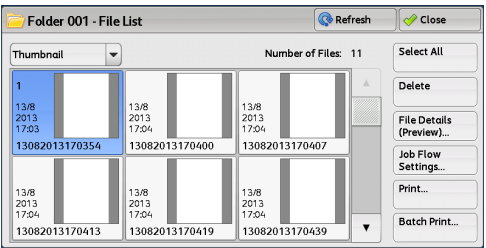
Checking/Operating Files in a Folder

You can check or operate files stored in a folder.

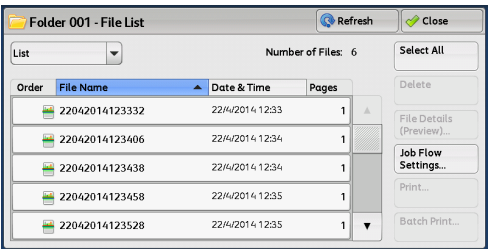
- 1 Select a folder on the [Send from Folder] screen.



- 2 Select a file.



- Note**
- Drag or flick the screen vertically to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can also switch to list view as shown below.



- You can switch the view using the drop-down menu. Also, you can sort files in ascending or descending order by selecting either [File Name] or [Date & Time].
- In the list view, an icon is displayed at the left of each file name to show the file type.
📄 : Scan file
- You can select up to 100 files separately, or select all files at a time. If you select files separately, a number appears to the left of the icon indicating the order in which it was selected. Files are processed in this order.

- 3 Select any option.

■ **Refresh**

Displays the updated information.

■ **List**

Lists the files stored in the folder, with their stored dates and pages.

■ **Thumbnail**

Displays the images and names of the files stored in the folder.

Important • If the power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.

- Characters and images in thumbnail view may not be correctly displayed because they are scaled down from the actual sizes.

Note

- The orientation of an image displayed in thumbnail view depends on which orientation the document was stored in.

■ Number of Files

Displays the number of files stored in the selected folder.

■ Select All

Selects all the files in the folder. To deselect all the files, select this button again while all the files are being selected.

■ Delete

Deletes the selected files in the folder.

■ File Details (Preview)

Previews the selected file to allow you to check its details.

Refer to "Checking File Details" (P.311).

■ Job Flow Settings

Displays the [Job Flow Settings] screen on which you can create, link, and execute job flows.

Refer to "Configuring/Starting Job Flow" (P.318).

■ Print

Allows you to print the selected files separately.

Refer to "Print" (P.315).

■ Batch Print

Allows you to print the selected multiple files as one file.

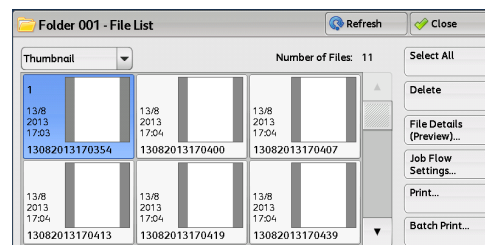
Refer to "Batch Print" (P.316).

Checking File Details

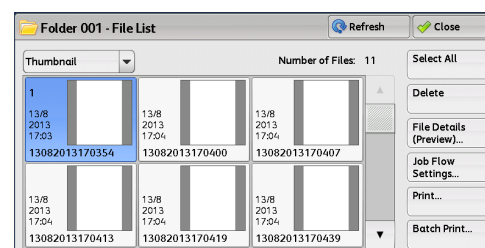
You can preview the selected file to check its details.

Note • Monochrome images with high gradation levels may appear bluish when previewed.

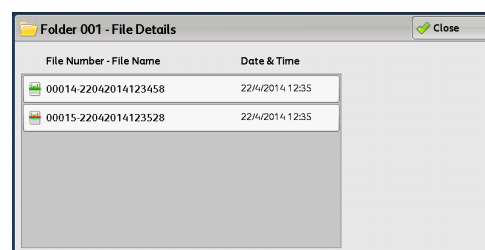
- 1 Select a file and [File Details (Preview)] on the [Folder - File List] screen.



- 2 Click [File Details (Preview)...].



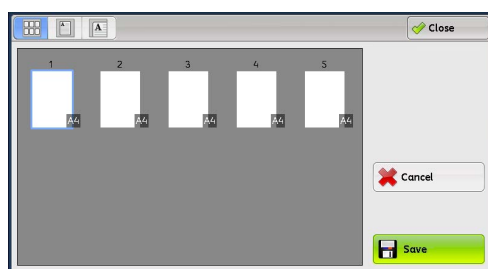
- 3 When you select multiple files, select a file to check details.



- 4 Select any option.

■ (Thumbnailed view)

A previewed image is displayed in a thumbnailled view.



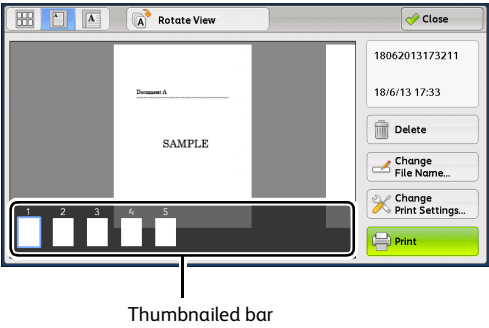
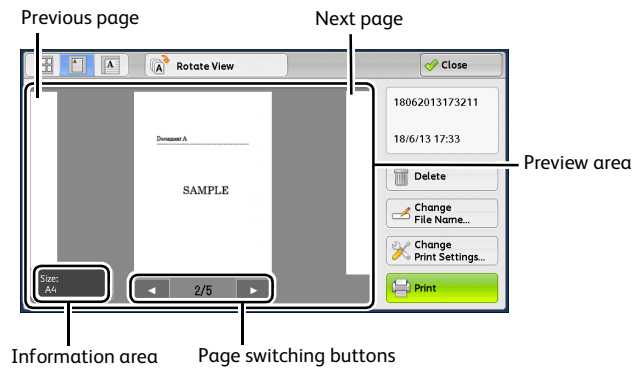
In the thumbnailled view, the following operations are available.

Feature	Operation
Switching pages on the preview area	Drag or flick the preview area up and down.
Displaying the entire view	Tap a thumbnail.

Note • Drag or flick the screen vertically to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).

■  (Entire view)

An entire preview image is displayed.
In the entire view, the page switching buttons and thumbnailed bar are available.



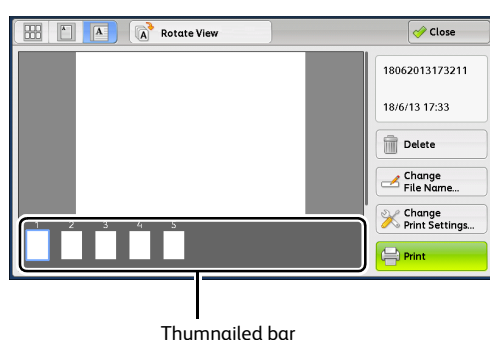
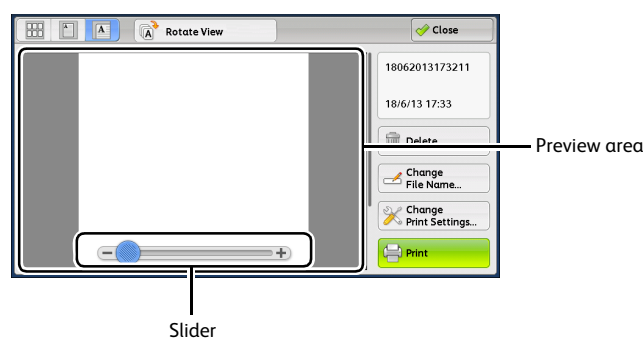
In the entire view, the following operations are available.

Feature	Operation
Switching pages	<ul style="list-style-type: none">• Drag or flick the preview area side to side. Note <ul style="list-style-type: none">• Drag or flick the preview area except for the information area, page switching buttons, and thumbnailed bar. <ul style="list-style-type: none">• Tap [◀] or [▶] of the page switching buttons.
Displaying previous and next pages	Tap a previous or next page.
Enlarging an image (Enlarged view)	Double-tap a preview image.
Switching the page switching buttons and thumbnailed bar	Tap the preview area. Note <ul style="list-style-type: none">• Tap the preview area except for the information area, page switching buttons, and thumbnailed bar.
Scrolling the thumbnailed bar	Drag or flick the thumbnailed bar side to side.
Displaying a page from the thumbnailed bar	Tap a thumbnail on the thumbnailed bar.

■ (Enlarged view)

A previewed image is enlarged or reduced.

In the enlarged view, the slider and thumbnailed bar are available.



In the enlarged view, the following operations are available.

Feature	Operation
Switching pages	Drag or flick the preview area side to side. Note <ul style="list-style-type: none"> • Drag or flick the preview area except for the slider and thumbnailed bar. • After switching the page, the image is displayed in the entire view.
Changing the ratio of the image size	Double-tap a preview image or drag the slider.
Switching the page switching buttons and thumbnailed bar	Tap the preview area. Note <ul style="list-style-type: none"> • Tap the preview area except for the slider and thumbnailed bar.
Moving the display position	Drag or flick the enlarged image side to side or up and down.
Scrolling the thumbnailed bar	Drag or flick the thumbnailed bar side to side.
Displaying a page from the thumbnailed bar	Tap a thumbnail on the thumbnailed bar.

■ Rotate View (Rotate View)

Rotates all previewed images 90 degrees right from the currently displayed angle.

■ Delete

Deletes the selected files in the folder.

■ **Change File Name**

Allows you to change the file name. Use the displayed keyboard to enter a new name.

■ **Change Print Settings**

Allows you to change the print settings of the file previewed on the screen.

■ **Print**

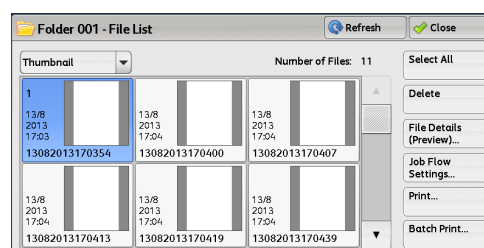
Prints the selected files.

- Note**
- To set for printing, return to the [Folder - File List] screen, and select [Print]. For more information, refer to "Printing Files in a Folder" (P.315).

Printing Files in a Folder

You can print selected files in a folder.

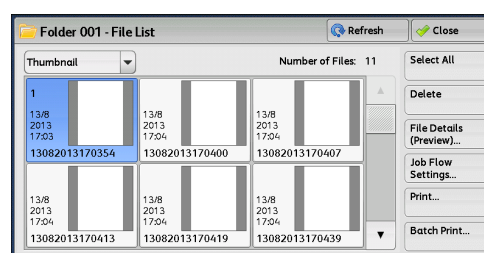
- 1 Select files on the [Folder - File List] screen.



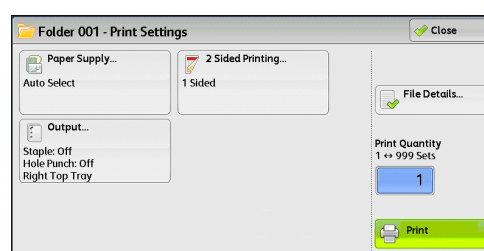
- 2 Select [Print] or [Batch Print].

Note • When multiple files are selected, [Batch Print] allows you to print the selected files as a single file, while [Print] allows you to print them as separate files.

For information on [Print] and [Batch Print], refer to "Print" (P.315) and "Batch Print" (P.316).



- 3 Select any option. Enter the number of print sets using the numeric keypad, if necessary.



- 4 Select [Print].

Print

Allows you to set printing.

■ Paper Supply

Allows you to select paper.

■ 2 Sided Printing

Allows you to set 2-sided printing.

■ Output

Allows you to set stapling, punching, and a tray where the output is delivered.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

For examples of the settings of stapling and hole punching, refer to "When stapling/punching holes" (P.317).

■ File Details

Displays the [File Details] screen. Select a file from the list to check its preview image.

For information on how to preview a file, refer to "Checking File Details" (P.311).

■ Print Quantity

Specify the number of print sets.

■ Print

Prints the selected file.

Batch Print

Allows you to set batch printing.

You can print multiple files as one file. Up to 100 files can be bound in the selected order.

Note

- For 2-sided printing, the last page becomes blank when the total number of printed pages is odd. For printing of multiple files, a blank page is inserted after the final page of each file.
- If a different size document is included in multiple files, it may be printed in improper orientation.
- [Batch Print] is not available while interrupting another job.

■ Paper Supply

Allows you to select paper.

■ 2 Sided Printing

Allows you to set 2-sided printing.

■ Output

Allows you to set stapling and punching, and a tray where the output is delivered.

The number of sheets that can be stapled (when 90 gsm paper is used):

C3 Finisher/C3 Finisher with Booklet Maker: 2 - 50 sheets

Finisher D4/Finisher D4 with Booklet/Finisher D5: 2 - 100 sheets

For examples of the settings of stapling and hole punching, refer to "When stapling/punching holes" (P.317).

■ File Details

Displays the [File Details] screen. Select a file from the list to check its preview image.

For information on how to preview a file, refer to "Checking File Details" (P.311).

■ Print Quantity

Specify the number of print sets.

















■ Print

Prints the selected file.

When stapling/punching holes

The following table shows the stapling/punching positions for scan files. The following uses the example of [1 Staple] for stapling and [2 Holes] for punching.

- For scan files stored in a folder
- Important** • Ensure that the actual orientation of the original document matches the [Original Orientation] setting in [Edge Erase] or in [2 Sided Scanning] on the [Layout Adjustment] screen.

Original				
Original Orientation				
Stapling Position				
Punching Position				

Configuring/Starting Job Flow

Job Flow is a feature that allows you to register transfer settings of scan data, such as a transfer method and destination, to simplify data-transfer tasks.

Job flow sheets are categorized into two types according to the target. One type of job flow sheet targets files stored in folders, and the other type targets scan files. This section describes the first type of job flow sheet, targeting files stored in folders.

A job flow operates files stored in a folder, and starts in either of the following ways: 1) automatically start a job flow when a file is stored in a folder, or 2) select a job flow sheet to manually operate files stored in a folder.

To automatically start a job flow, you must make a link with a folder and a job flow sheet in advance. Files are automatically processed with the job flow sheet when they are stored in the linked folder.

Note • When the Authentication feature is disabled, a job flow created in [Send from Folder] can only be used/edited/duplicated/deleted through the folder where the job flow is created. This type of job flow is not displayed on the [Create Job Flow Sheet] screen. When the Authentication feature is enabled, job flow sheets whose owners are authenticated are displayed on the [Create Job Flow Sheet] screen.

For information on job flow sheets that target scan files, refer to "Job Flow Sheets" (P.323).

You can register the following features:

- Forward
- E-mail Notification
- Print

For information on the restrictions on the combination of features, refer to "Create Job Flow Sheet" (P.525).

■ Forward

Multiple forwarding recipients can be configured for each forwarding method.

- FTP

Forwards via FTP. Up to 2 recipients can be specified.

- SMB

Forwards via SMB. Up to 2 recipients can be specified.

- Mail

Forwards via E-mail. Up to 100 recipients can be specified.

■ E-mail Notification

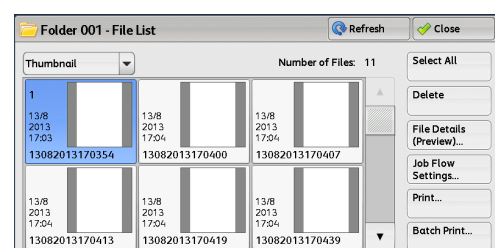
You can receive the job results by e-mail.

For more information, refer to "Create New Job Flow Sheet" (P.527).

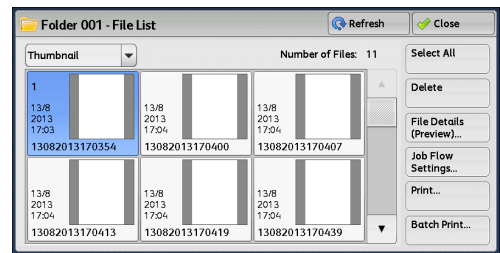
■ Print

Files in a folder can be printed.

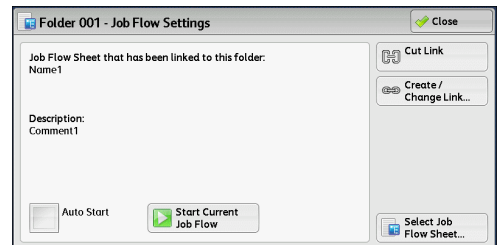
- 1 Select files on the [Folder - File List] screen.



2 Select [Job Flow Settings].



3 Select any option.



■ Auto Start

This sets auto start of the job flow for files stored in the folder. The job flow automatically starts when a file is stored.

■ Start Current Job Flow

Select files in the folder, and then select this button to start the job flow linked to this folder.

Important • After executing the job flow, confirm the [Job Status] screen or print a Job History Report to check the result. For information on the Job History Report, refer to "Job History Report" (P.436).

■ Cut Link

Cancels the link between a folder and the linked job flow sheet.

■ Create/Change Link

Displays the [Link Job Flow Sheet to Folder] screen.

Refer to "[Link Job Flow Sheet to Folder] Screen" (P.320).

■ Select Job Flow Sheet

Select this button while files are selected to display the [Select Job Flow Sheet] screen.

Refer to "[Select Job Flow Sheet] Screen" (P.321).

[Link Job Flow Sheet to Folder] Screen

You can change the link between the folder and its job flow sheet.

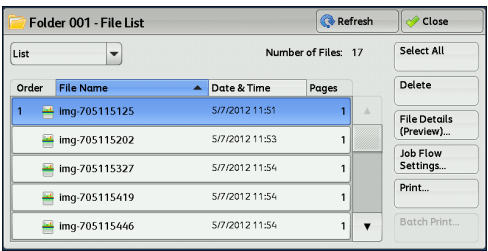
Note • Linking, delinking, and auto start settings can be also performed when you create a folder.

1 Select a job flow sheet to link to.

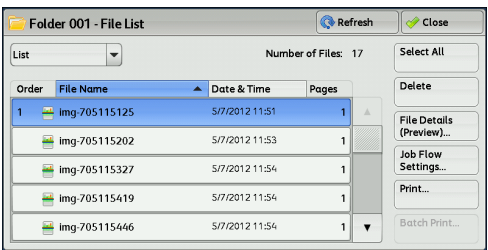
Important • Selecting [Save] without selecting a job flow sheet does not set a link. If the selected job flow sheet is already linked, the link is canceled.

Note • Drag or flick the screen vertically to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).

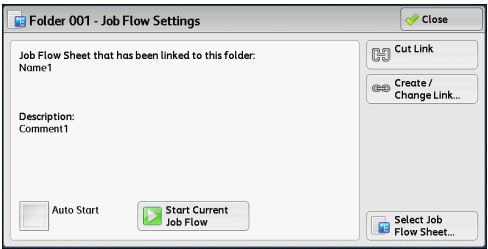
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- You can sort the list in ascending or descending order by selecting either [Name] or [Updated].



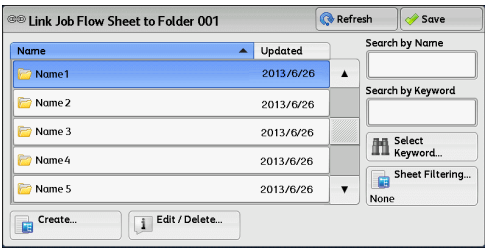
2 Select [Job Flow Settings].



3 Select [Create/Change Link].



4 Select any option.



■ Refresh

Displays the updated information.

■ Create

Displays the [Create New Job Flow Sheet] screen.

For more information, refer to "Create New Job Flow Sheet" (P.527).

■ Edit/Delete

Displays the [Details] screen.

For more information, refer to "Edit/Delete" (P.531).

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow sheet names that were registered upon each job flow sheet creation. The entry can be up to 128 characters long.

For information on how to enter characters, refer to "Entering Text" (P.90).

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

For information on how to enter characters, refer to "Entering Text" (P.90).

■ Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

■ Sheet Filtering

Displays the [Sheet Filtering] screen.

Refer to "[Sheet Filtering] Screen" (P.321).

[Sheet Filtering] Screen

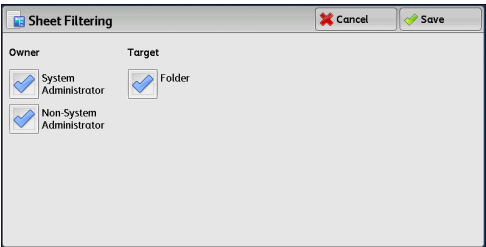
This screen allows you to filter the job flow sheets displayed.

Displayed job flow sheets may vary depending on the Authentication feature. For more information, refer to "Authentication for Job Flow Sheets and Folders" (P.647).

- 1 Select the filtering conditions, and select [Save].

Note

- The job flows that can be displayed on [Send from Folder] are those whose [Target] is [Folder], and those stored in the machine.



■ Owner

Select the owner of job flow sheets to filter.

■ Target

Select the target of job flow sheets to filter.

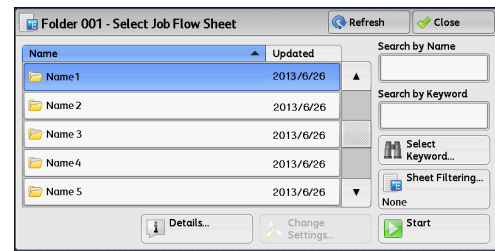
[Select Job Flow Sheet] Screen

This screen allows you to select and execute a job flow for the selected files.

1 Select a job flow, and select [Start].

Note

- Drag or flick the screen vertically to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- You can sort the list in ascending or descending order by selecting either [Name] or [Updated].



■ Start

Executes the selected job flow sheet.

■ Refresh

Displays the updated information.

■ Details

Displays the [Details] screen.

For more information, refer to "Edit/Delete" (P.531).

■ Change Settings

If the selected job flow sheet setting is editable, the [Change Settings] screen appears. You can temporarily change the settings.

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

For information on how to enter characters, refer to "Entering Text" (P.90).

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

For information on how to enter characters, refer to "Entering Text" (P.90).

■ Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

■ Sheet Filtering

Displays the [Sheet Filtering] screen.

Refer to "[Sheet Filtering] Screen" (P.321).

Job Flow Restrictions

A job flow sheet can be used by only one user, can be shared by multiple users, or can be used for only certain folders.

Job flow restrictions may vary depending on the Authentication feature. For more information, refer to "Authentication for Job Flow Sheets and Folders" (P.647).

7 Job Flow Sheets

This chapter describes the scanning operation using a job flow sheet registered on the machine.

Job Flow Sheets is a service that allows you to register transfer settings for scanning data, such as a transfer method and destination, to simplify data transfer tasks.

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- Selecting/Changing a Job Flow Sheet.....326

Job Flow Procedure

Job flow sheets are categorized into two types according to the target. One type of job flow sheets targets scanned documents, and the other type targets files stored in folders. This section describes the first type of job flow sheets, targeting scanned documents.

For information on job flow sheets that target files stored in folders, refer to "Configuring/Starting Job Flow" (P.318).

To create and register a job flow sheet, use a computer.

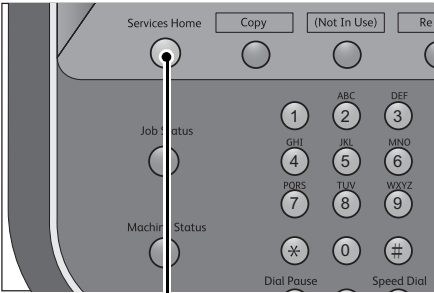
Step 1 Opening the [Job Flow Sheets] Screen	324
Step 2 Selecting a Job Flow Sheet	324
Step 3 Confirming/Changing the Job Flow Sheet	325
Step 4 Starting the Job Flow Sheet	325

Note • To create a job flow sheet, use Device Setup Tool. You can download Device Setup Tool from our official web site.

Step 1 Opening the [Job Flow Sheets] Screen

The following describes how to open the [Job Flow Sheets] screen.

- 1 Press the <Services Home> button.



<Services Home> button

- 2 Select [Job Flow Sheets].

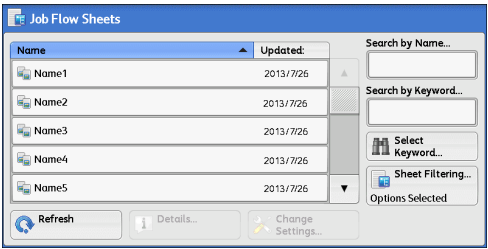
Note • WSD stands for Web Services on Devices.



Step 2 Selecting a Job Flow Sheet

- 1 Select a job flow sheet.

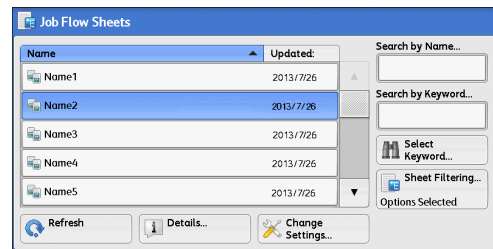
For more information on the [Job Flow Sheets] screen, refer to "Selecting/Changing a Job Flow Sheet" (P.326).



Step 3 Confirming/Changing the Job Flow Sheet

- 1 To confirm the details, select [Details]. To change the settings, select [Change Settings].

For information on how to check or change job flow settings, refer to "Selecting/Changing a Job Flow Sheet" (P.326).



Step 4 Starting the Job Flow Sheet

- 1 Load a document.

Note • A job flow with an application linked does not require you to load a document.

- 2 Press the <Start> button.

Important • After executing the job flow, be sure to print a Job History Report to check the result. For information on the Job History Report, refer to "Job History Report" (P.436).

Selecting/Changing a Job Flow Sheet

This section describes how to select or edit a job flow sheet created on a network computer with Device Setup Tool.

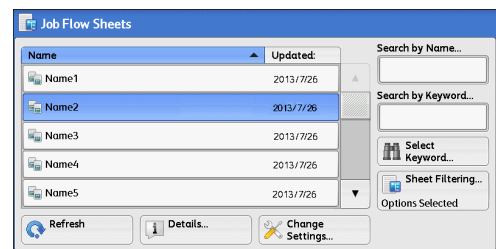
Important • If characters not supported by the machine are used in the name or description of a job flow sheet, the characters will not be displayed or will be garbled on the screen. For information on characters that can be used in the names or descriptions of job flow sheets, refer to "Notes and Restrictions on the Use of the Machine" (P.981).

Note • To communicate with network computers, enable the SOAP port on the machine.
• A job flow sheet created on a network computer can be deleted, but cannot be changed or duplicated. However, you can temporarily change some items that are permitted to be changed.

For information on how to enable the port, refer to "Port Settings" (P.468).

1 Select a job flow sheet.

Note • Displayed job flow sheets may vary depending on the settings of the Authentication feature. For more information, refer to "Creating / Using Job Flow Sheet" (P.647).
• Select [▲] to return to the previous screen or [▼] to move to the next screen.
• Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
• You can sort the list in ascending or descending order by selecting either [Name] or [Updated].



■ Refresh

Displays refreshed information.

■ Details

Displays the [Details] screen. You can confirm the details of a job flow such as the name, last updated date, target, owner, and save location. When you select the [1] button, the whole text of the description which was registered when creating the job flow sheet is displayed.

■ Change Settings

Displays the [Change Settings] screen. You can change the job flow settings.
Refer to "[Change Settings] Screen" (P.327).

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

■ Select Keyword

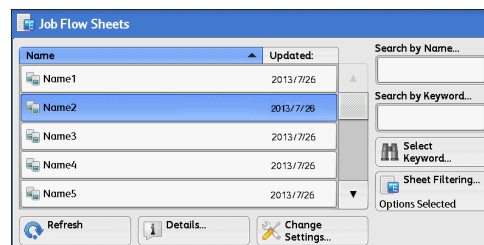
Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

■ Sheet Filtering

Displays the [Sheet Filtering] screen on which you can filter the job flow sheets displayed.
Refer to "[Sheet Filtering] Screen" (P.327).

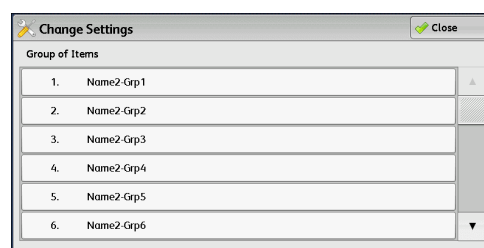
[Change Settings] Screen

- 1 Select [Change Settings].



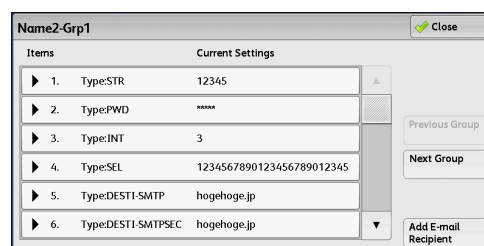
- 2 Select a group to be changed from [Group of Items].

Note • The screen as shown on the right does not appear if only one group is registered.



- 3 Select the item to be changed.

Note • A triangle icon appears at the left of each mandatory item.



- 4 Select any option.

■ Items

Displays the items set for the job flow sheet.

■ Current Settings

Displays the values set for the job flow sheet.

■ Previous Group

Displays the items of the previous group.

■ Next Group

Displays the items of the next group.

■ Add E-mail Recipient

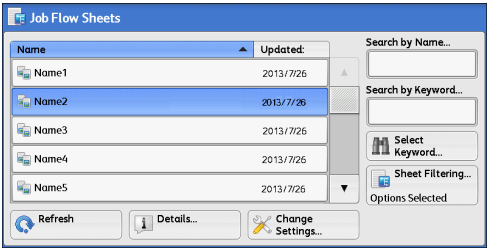
Adds recipients for the e-mail.

[Sheet Filtering] Screen

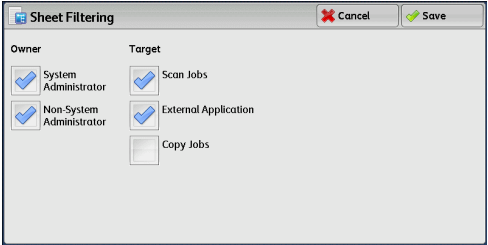
This screen allows you to filter the job flow sheets displayed.

Job flow sheets displayed vary depending on the settings of the Authentication feature. For more information, refer to "Creating / Using Job Flow Sheet" (P.647).

1 Select [Sheet Filtering].



2 Select the filtering conditions, and select [Save].



■ Owner

Select the owner of job flow sheets to filter.

■ Target

Select the target of job flow sheets to filter.

Note • Job flow sheets whose [Target] is [Folder] can be used only from [Send from Folder].

8 **Stored Programming**

This chapter describes the Stored Programming service that enables you to store customized job settings.

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- Calling a Stored Program337

Stored Programming Overview

The Stored Programming service allows you to store settings that you expect to use frequently and call them with a single button operation. You can also assign a screen to a stored program button, to use the button as a short-cut to the screen.

A stored program can store not only settings of a feature, but a flow of settings configured on multiple screens.

For example, this service is available when you want to record a procedure starting from pressing the <Machine Status> button, to displaying the screen under [Print Reports] to print a Job History Report.

In addition, while Build Job is running, this service can be used for the remaining document stacks.

For information on Build Job, refer to "Build Job (Processing Documents Scanned with Different Settings as One Job)" (P.205).

Note • Drag and flick operation cannot be registered to the stored program.

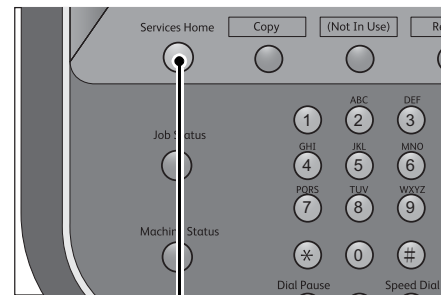
The following shows the reference section for each feature.

Registering/Deleting/Renaming Stored Programs.....	331
Calling a Stored Program.....	337

Registering/Deleting/Renaming Stored Programs

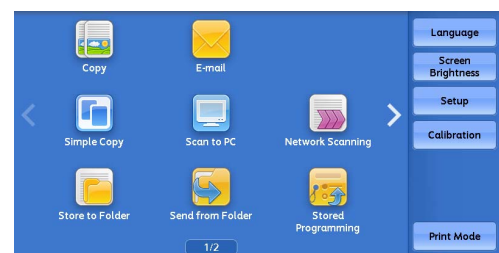
You can register and delete stored programs on the [Stored Programming] screen.

- 1 Press the <Services Home> button.

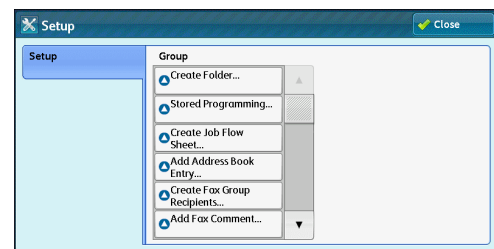


<Services Home> button

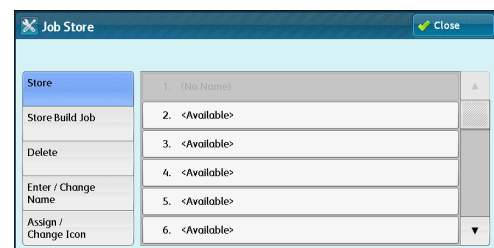
- 2 Select [Setup].



- 3 Select [Stored Programming].



- 4 Select a feature.



■ Store

Register a stored program.

Refer to "Registering Stored Programs" (P.332).

■ Store Build Job

Register a stored program for Build Job.

Refer to "Registering Stored Programs for Build Job" (P.334).

■ Delete

Deletes a stored program. Select the stored program number to be deleted.

Refer to "Deleting Stored Programs" (P.335).

■ **Enter/Change Name**

Enter or change the name of a stored program.
Refer to "Entering/Changing a Stored Program Name" (P.335).

■ **Assign/Change Icon**

Specify an icon for a registered stored program.
Refer to "Assigning/Changing Icons for Stored Programs" (P.336).

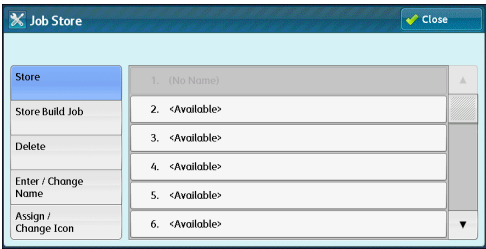
Registering Stored Programs

Up to 100 actions can be registered with one stored program. Up to 40 stored programs can be registered in the machine.

The following describes how to register actions with stored programs.

- Important** • If registered settings such as tray paper size and comments, or default values in the System Settings are changed after a stored program is registered, the program's content also changes.
- Note** • Services using System Settings, Job Flow Sheet, Network Scanning, or Address Book cannot be registered.
- The registering procedure for a stored program is canceled when the <Interrupt> button is pressed, the Auto Clear feature causes a time-out, or a pop-up window (paper jam, etc.) appears.

1 Select [Store].



2 Select a number to register a stored program.

- Note** • Once a job is stored to a button, it cannot be overwritten.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).

3 Set the feature you want to register.

- Note** • The machine sounds an audible tone while a stored program is being registered.
- Press the <Interrupt> button to cancel registration.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).

You can change the volume of the sound that notifies that a stored program is being registered. For information on the setting, refer to "Stored Programming Tone" (P.425).

4 Press the <Start> or <Clear All> button.

- Note** • If no name is entered for a registered stored program, the name becomes "(No Name)".
- For information on how to name a registered stored program, refer to "Entering/Changing a Stored Program Name" (P.335).

Notes and Restrictions on Registering Stored Programs

The following notes and restrictions apply when you register stored programs.

- When registering a stored program to select a paper size or type loaded on the bypass tray, register both the paper size and the paper type. If only the paper size or type is registered, the stored program may not be called properly.

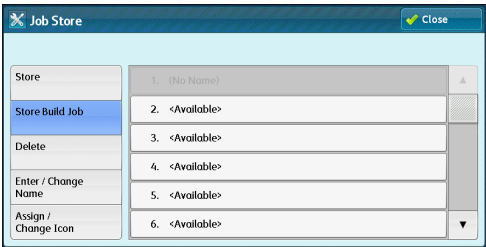
- If any of the following operations is performed while a stored program is being registered, the stored program may not be registered or may not work correctly.
 - Removing or inserting a paper tray
 - Loading or reloading paper in the bypass tray
- If any of the following operations is performed after a stored program is registered, the registered stored program may not be called properly.
 - If the stored program has the Watermark feature and the default values of that feature are changed.
 - If the stored program has an operation for a folder and the folder passcode is changed.
 - If the settings of the control panel are changed.
 - If the services assigned to the <Custom> buttons are changed.
 - If any setting is changed under [Tools] > [System Settings] > [Copy Service Settings] > [Preset Buttons].
 - If the selection is made from a list of the Address Book or Job Flow Sheet.
 - If any optional components installed on the machine, such as a finisher, are changed, and thereby the associated buttons become no longer available.
 - If the measurement unit, millimeters or inches, is changed.
 - If a job is selected from the list of the stored jobs in [Secure Print Jobs & More] under Job Status.
 - Selecting items using the scroll bar
- The following features and operations cannot be registered in Stored Programming.
 - Registration and call of a stored program
 - EP Diagnostic Request
 - System Settings
 - The [Media Print - Text] and [Media Print - Photos] buttons on the Services Home screen
 - The [Store to USB] button on the Services Home screen
 - The [Network Scanning], [Job Flow Sheets], and [Web Applications] buttons on the Services Home screen
 - The <Custom> button to which the Network Scanning or Job Flow Sheets service is assigned.
 - The Address Book for the E-mail and Scan to PC services
 - Unselectable buttons
 - The [Language] button on the Services Home screen
 - The [Screen Brightness] button on the Services Home screen
 - Scrolling operation while previewing
 - Drag and flick operation
 - The [Browse] button for the Scan to PC service
 - Operations to edit e-mail addresses for the E-mail service (the pop-up menu [Keyboard], [Remove], and [Edit] displayed by selecting [Recipient(s)] or [From])
 - The <Power Saver> button
- A stored program registration is canceled when the <Interrupt> button is pressed, the Auto Clear feature causes a time-out, or a pop-up window (such as a paper jam window) appears.

Registering Stored Programs for Build Job

Up to 100 actions can be registered with one stored program for Build Job. Up to 40 stored programs can be registered in the machine.

The following describes how to register actions with stored programs.

1 Select [Store Build Job].



2 Select a number to register a stored program.

- Note**
- Once a job is stored to a button, it cannot be overwritten.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).

3 Set the feature you want to register.

- Note**
- The machine sounds an audible tone while a stored program is being registered.
 - Press the <Interrupt> button to cancel registration.

You can change the volume of the sound that notifies that a stored program is being registered. For information on the settings, refer to "Stored Programming Tone" (P.425).

4 Press the <Start> or <Clear All> button.

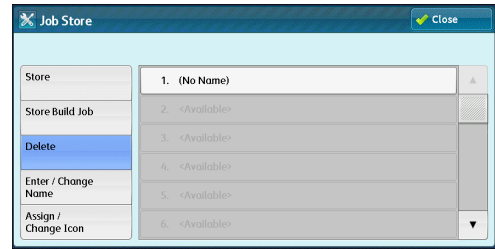
- Note**
- An icon is displayed to the left of each registered stored program for Build Job.
 - If no name is entered for a registered stored program, the name becomes "No Name".

For information on how to name a registered stored program, refer to "Entering/Changing a Stored Program Name" (P.335).

Deleting Stored Programs

The following describes how to delete stored programs.

- 1 Select [Delete].



- 2 Select the number to be deleted.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).

- 3 Select [Delete].

- Note**
- Deleted stored programs cannot be restored.

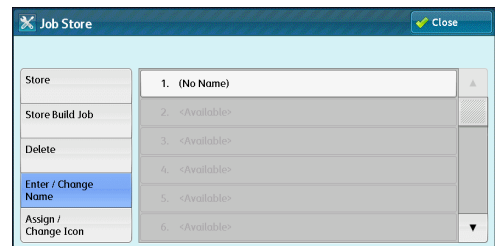
Entering/Changing a Stored Program Name

The following describes how to enter or change the name of a stored program.

Up to 18 characters are allowed for a stored program's name.

For information on how to enter characters, refer to "Entering Text" (P.90).

- 1 Select [Enter/Change Name].



- 2 Select the number to register or change a name.

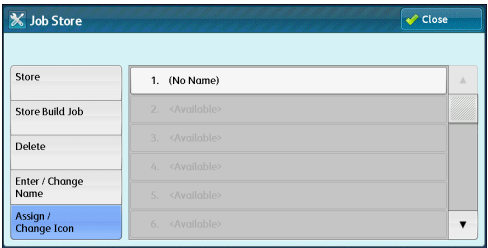
- Note**
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

- 3 Enter a name, and select [Save].

Assigning/Changing Icons for Stored Programs

The following describes how to assign or change an icon of a stored program.
You can select from 12 icons.

1 Select [Assign/Change Icon].



2 Select the stored program number to assign or change an icon.

- Note**
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

3 Select an icon, and select [Save].

■ **No Icon**

No icon is assigned to a registered stored program.

■ **Icon**

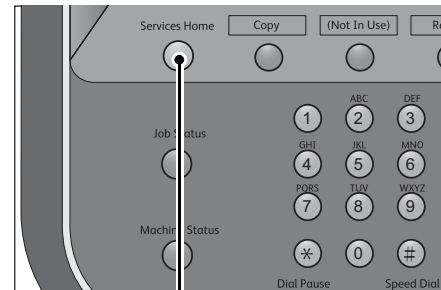
Select an icon according to the content of the registered stored program.

Calling a Stored Program

The following describes how to call a stored program.

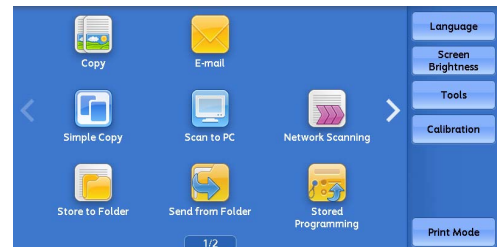
When you call a specified stored program, the last screen shown when you registered the stored program appears.

- 1 Press the <Services Home> button.



<Services Home> button

Select [Stored Programming].



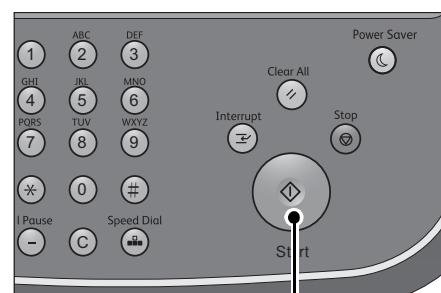
- 2 Select a number of a stored program containing the features you want to use.



- Note**
- You can only select registered numbers.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - After the stored program has been called, the machine sounds an audible tone. If a failure occurs, the machine sounds a fault tone.

For information on how to change the volume of the sound that notifies that a stored program has been called, refer to "Stored Programming Complete Tone" (P.425).

- 3 After the stored program is called, select other features if necessary.
- 4 Press the <Start> button.

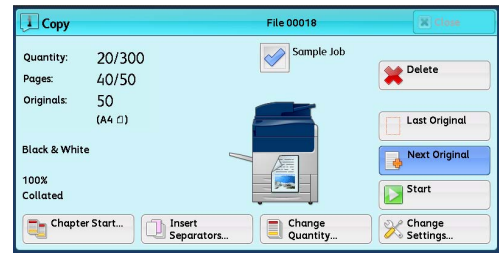


<Start> button

Calling a Stored Program for Build Job

You can call a stored program for Build Job on the [Copy] screen displayed while Build Job is running.

- 1 Select [Change Settings].



- 2 Select the [Job Assembly] tab.
- 3 Select [Stored Programming].
- 4 Select a number of a stored program containing the features you want to use.

- Note**
- You can only select registered numbers.
 - After the stored program has been called, the machine sounds an audible tone. If a failure occurs, the machine sounds a fault tone.

For information on how to change the volume of the sound that notifies that a stored program has been called, refer to "Stored Programming Complete Tone" (P.425).

9 Web Applications

This chapter describes how to operate web applications.

- Web Applications Overview.....340
- Accessing Web Applications.....341
- Accessing Using Buttons Registered on the Services Home screen342

Web Applications Overview

Web Applications is a service that allows you to access to web applications via a network using the browser on the machine in order to display and store data.

The machine provides the following features:

- Accessing web applications from the machine, and displaying the web application screen on the machine
- Storing scanned documents directly in a web application folder
- Printing a file directly that is stored on a remote server

Important • The web applications that can be displayed on the machine are those which are compatible with the machine. You cannot access website on the Internet.

Note • To access the web application on the machine, prior settings are required. For information on the settings, refer to "Web Applications Service Setup" (P.516).

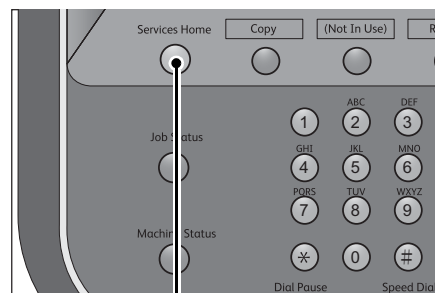
Accessing Web Applications

The following describes how to access web applications.

You need to register an access destination in advance.

For information on how to register an access destination, refer to "Server Setup" (P.518).

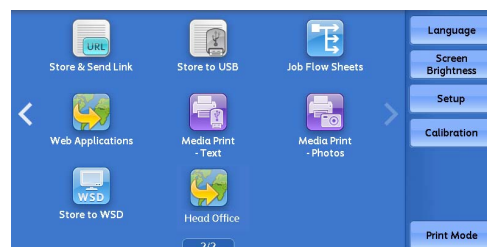
- 1 Press the <Services Home> button.



<Services Home> button

- 2 Select [Web Applications].

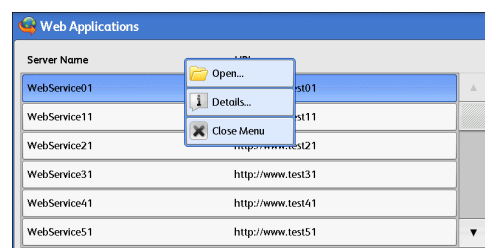
Note • WSD stands for Web Services on Devices.



- 3 Select an access destination.



- 4 Select [Open] from the pop-up menu displayed.



■ Open

Accesses the specified remote service.

■ Details

Displays the information of the specified remote service.

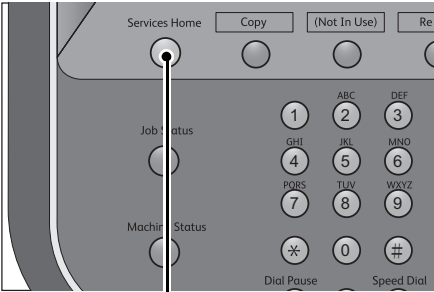
■ Close Menu

Hides the pop-up menu.

Accessing Using Buttons Registered on the Services Home screen

You can register frequently used web applications on the Services Home screen as buttons. The following describes how to access the applications by simply selecting the buttons. For information on how to assign buttons displayed on the Services Home screen, refer to "Services Home" (P.425).

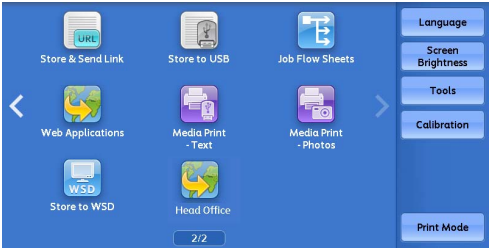
1 Press the <Services Home> button.



<Services Home> button

2 Select [Head Office] registered on the Services Home screen.

- Note**
- In this example, an access destination named [Head Office] is registered in the default position of the [Web Applications] button. You can assign the button anywhere on the screen.
 - WSD stands for Web Services on Devices.



10 Media Print (Text and Photos)

This chapter describes the basic procedures and features of Media Print - Text and Media Print - Photos when a USB Memory Kit is connected.

- Overview of Media Print344
- Inserting USB Memory Device347
- Media Print - Text350
- Media Print - Photos352
- Selecting the Printing Options.....354

Overview of Media Print

If a USB memory device is connected to the machine, the data stored in the USB memory device can also be printed. You can also print scanned data stored with the Store to USB service.

The installation of commercially available Memory Card Reader allows the machine to retrieve and print image data (DCF1.0-compliant JPEG and TIFF) taken with a digital camera as well as document files (PDF, TIFF, XPS (Microsoft XPS format and OpenXPS format), XDW, XBD, and JPEG (JFIF)).

Important

- Data stored in USB memory device may be lost or damaged in the following cases. Make sure to back up data in media before use.
 - When disconnecting/connecting the USB memory device by methods other than described in this guide.
 - When receiving the effect of electrical noise or an electrical discharge.
 - When a fault or failure occurs during operation.
 - If the USB memory device receives mechanical damage.
- We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

• For Media Print - Photos, images can be displayed in thumbnail view, but cannot be previewed. For Media Print - Text, files cannot be displayed in thumbnail view and cannot be previewed either.

Note

- Commercially available Memory Card Reader with single slot ^{*1} can be used for Media Print feature (text/photo), but its safe performance is not guaranteed. When a Memory Card Reader with multi-slot ^{*2} is used, only one particular slot is available. And which slot is available differs according to models and slot of media/Memory Card that you want to use is not always available. Safe performance of a Memory Card Reader with multi-slot is not guaranteed, either.

^{*1} : Media/Memory Card that has one slot. Some allow only one type of media/Memory Card, while others allow more than one type (ex. SD card, xD-Picture Card).

^{*2} : Media/Memory Card that has two or more slots.

- This feature may not be available depending on the setting in the CentreWare Internet Services. For more information, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).
- "Exif" is a file format that embeds information required to print the image data taken with a digital camera. The machine supports Exif 2.0 to 2.2.
- An optional component is required to use the Store to USB service. For more information, contact our Customer Support Center.
- XPS stands for XML Paper Specification.

The Media Print feature comprises two modes: Media Print - Photos and Media Print - Text. The Media Print - Photo mode prints data stored in the standard digital camera format, while the Media Print - Text mode prints data stored in text format. The feature also includes Index Printing that prints a list of files retrieved in the both modes.

Supported Media and File Formats

The machine supports USB memory devices.

Supported media and file formats are as follows.

Supported Media	Supported File Format	
	Media Print - Photos	Media Print - Text
<ul style="list-style-type: none"> • USB 2.0 memory 	<ul style="list-style-type: none"> • JPEG files • TIFF files <p>Supports DCF1.0-compliant JPEG/TIFF files (Exif2.0, Exif2.1, Exif2.2)</p>	<ul style="list-style-type: none"> • PDF files <p>Extension: pdf, PDF 1.3 or later</p> <ul style="list-style-type: none"> • TIFF files <p>Extension: tif, Grayscale 4-bit/8-bit uncompressed, 8-bit/24-bit JPEG compressed, MH/MMR compressed</p> <ul style="list-style-type: none"> • XPS files <p>Extension: xps, oxps</p> <ul style="list-style-type: none"> • DocuWorks files <p>Extension: xdw</p> <ul style="list-style-type: none"> • DocuWorks binder files <p>Extension: xbd</p> <ul style="list-style-type: none"> • JPEG (JFIF) files <p>Extension: jpg</p>

- Important**
- When you specify the save location, only folder names are displayed in the list. File names and shortcuts (symbolic link or alias) are not displayed.
 - Folders that comply with the Design rule for Camera File system (DCF) standard used for digital cameras are not displayed.
 - If a full path (a string of folder and file names in all directories) of the file created exceeds 257 characters long, an error occurs.
 - If the medium contains more than 900 folders, the machine may not be able to recognize the medium correctly.
 - If a file name contains characters that are not supported by the machine, the file name will not be displayed on the screen.
- Note**
- XPS stands for XML Paper Specification.
 - In the Media Print - Photos mode, only 8 characters can be recognized as a file name. In the Media Print - Text mode, up to 255 characters can be recognized.
 - Up to 900 files can be processed with Media Print.
 - Use media formatted with digital cameras or computers (FAT12, FAT16, FAT32 only).
 - Use USB 2.0 compliant memory devices with the size up to 128GB only. (USB 1.1 compliant memory devices are not supported.)
 - If a file name contains machine-dependent codes, the file may not be recognized or displayed on the screen correctly.

Notes and Restrictions on Media Print

The following notes and restrictions apply on the use of the Media Print service.

- Use the Media Print - Photos service with a medium inserted. Otherwise, an error code (016-794/116-212) is displayed on the screen.
- Image files other than files in Exif format (JPEG/TIFF files created on computers) cannot be printed.
- Once an image file in Exif format is edited or saved on a computer, the file format is no longer the Exif format.

- If the medium fails, the process is terminated within a few minutes, and an error message is displayed.
- Eject the medium before switching off the power.
- Be sure to wait until printing is completed and then eject the medium by following the procedure described in this chapter.
- Always back up data in a medium before use.
- Printing data may take from a few minutes to several tens of minutes, depending on the size and number of files in the medium.
- Before storing document files, format the medium with a computer (FAT12, FAT16, FAT32 only).
- When you print a PDF file using Media Print, [PDF Bridge] is selected regardless of the [Print Processing Mode] setting in [PDF Direct Print].

For more information on [Print Processing Mode], refer to "PDF Direct Print" (P.948).

- You can use a USB host adapter to print from your USB memory device or via your USB cable (as necessary), but the operation is not guaranteed.
- Multiple USB memory devices cannot be used simultaneously.
- Use USB 2.0 compliant memory devices only. USB 1.1 compliant memory devices are not supported.

The following USB memory devices are not supported:

- A USB memory device with multiple media partitions that require other utilities to access to the contents therein.
- A USB memory device connected via an external hub.
- Do not use a medium if it stores data that cannot be backed up, such as music data with the copyright protection function. We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.
- The machine does not display a menu to prevent you from removing a USB memory device while it is being accessed.

Inserting USB Memory Device

1 Insert the USB memory device into the USB memory slot on the control panel.

2 One of the following occurs.

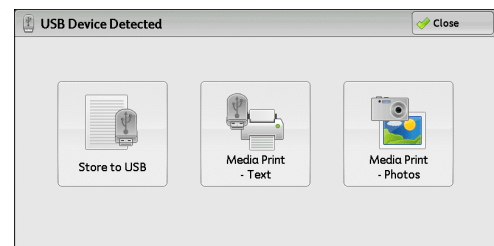
- The [USB Device Detected] screen appears.
- The [Store to USB] screen appears.
- The [Media Print - Text] screen appears.
- The [Media Print - Photos] screen appears.
- The screen display does not change.

- Note**
- The behavior depends on the settings. Ask your system administrator for more information.
 - When a USB memory device is inserted into the USB memory slot during the Power Saver mode, the touch screen does not light. After exiting the Power Saver mode by pressing the <Power Saver> button, insert the USB memory device again or select [Store to USB] on the Services Home screen. For information on other ways to exit the Power Saver mode, refer to "Power Saver Mode" (P.70).
 - The screen status will be one of the above even when a USB memory device in which only encrypted data is stored is inserted or USB memory device in unsupported format is inserted. In such case, a warning message appears during operation and the operation is aborted.
 - The screen status will be one of the above when a commercially available Memory Card Reader is inserted into the USB memory slot of the machine. It is the same if no media is inserted into the Memory Card Reader.
 - If a commercially available Memory Card Reader is used and it is left inserted all the time, the machine does not detect media even when they are inserted into the slot of the Memory Card Reader.
 - The screen display remains the same when the inserted USB memory device or Memory Card is removed. Press the <Services Home> button or do anything else to change the screen display before starting next operation.

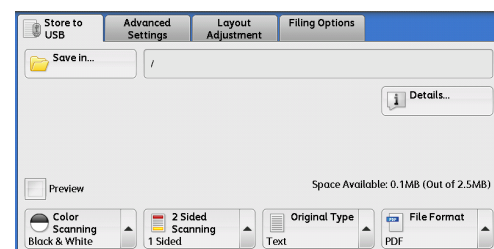
When the [USB Device Detected] Screen Appears

1 Select [Media Print - Text] or [Media Print - Photos].

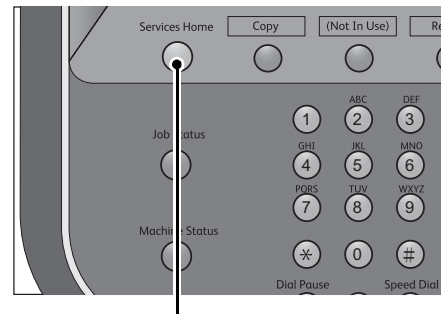
The [Media Print - Text] screen or the [Media Print - Photos] screen appears.



When the [Store to USB] Screen Appears



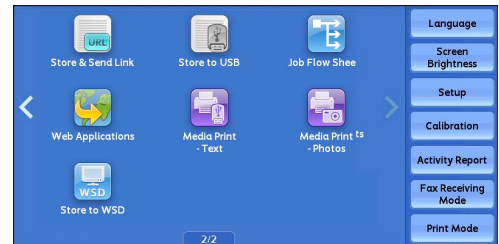
- 1 Press the <Services Home> button.



<Services Home> button

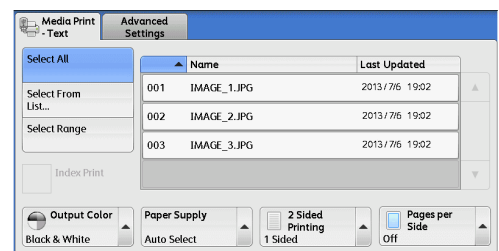
- 2 Select [Media Print - Text] or [Media Print - Photos] on the Services Home screen.
- The [Media Print - Text] screen or the [Media Print - Photos] screen appears.

Note • WSD stands for Web Services on Devices.



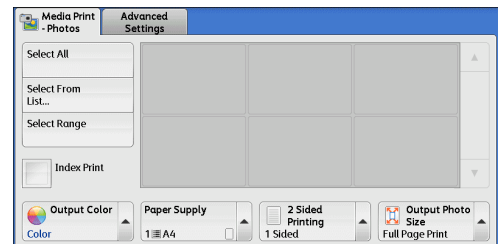
When the [Media Print - Text] Screen Appears

Select a feature on the [Media Print - Text] screen.



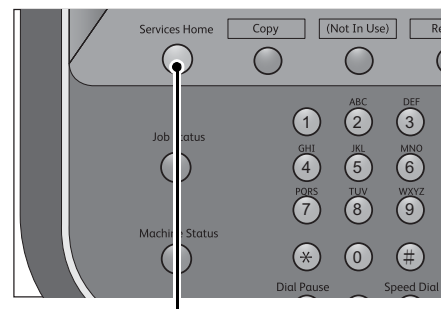
When the [Media Print - Photos] Screen Appears

Select a feature on the [Media Print - Photos] screen.



When the Screen Display Does Not Change

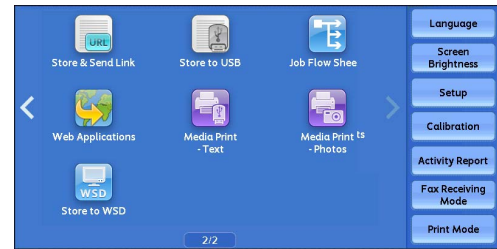
- 1 If any screen other than the Services Home screen is displayed, press the <Services Home> button.



<Services Home> button

- 2** Select [Media Print - Text] or [Media Print - Photos] on the Services Home screen.

The [Media Print - Text] screen or the [Media Print - Photos] screen appears.



Important • Data stored in a USB memory device may be lost or damaged in the following cases. Make sure to back up the data in the device before use.

- When disconnecting/connecting the USB memory device by methods other than described in this guide.
- When receiving the effect of electrical noise or an electrical discharge
- When a fault or failure occurs during operation
- If the USB memory device receives mechanical damage

- We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

Note • If you do not specify the file storage location, the scanned data is saved in the root directory.
• WSD stands for Web Services on Devices.

Media Print - Text

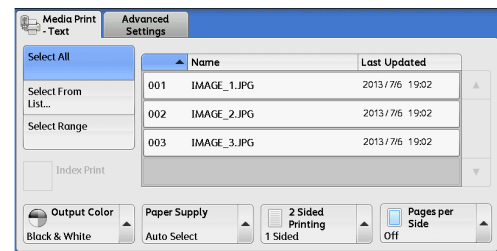
Selecting Files

You can select files using any of the following three methods:

- Selecting all files
- Selecting the desired files on the [Select From List] screen
- Selecting one file or a range of files with index numbers

Note • You can select up to 32 files simultaneously.

- 1 Select [Select All], [Select From List], or [Select Range] to specify files.



■ Select All

Selects all document files to be printed.

Note • Depending on the types of files stored on the USB memory device or the directory configuration, some files may not be printed.

■ Select From List

Displays the [Select From List] screen.

Refer to "[Select From List] Screen" (P.350).

■ Select Range

Use [+] and [-] to specify the range of files to be printed in [First File] and [Last File].

Note • Select [Select From List] to display a list of files, and reference the list when selecting the range of files to be printed.

■ Index Print

Prints a list of the selected files with the index numbers automatically assigned.

For more information on Index Print, refer to "Index Print" (P.356).

- 2 Select the files to be printed, and set the printing options.

For more information on the printing options, refer to "Selecting the Printing Options" (P.354).

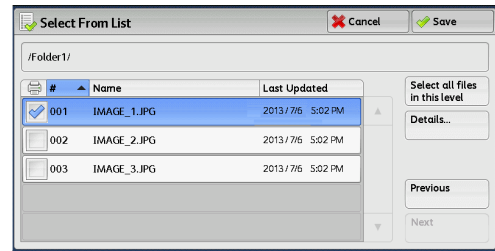
Note

- On the pop-up menu displayed when selecting files, you can cancel the selection or display the details.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
- Select [▲] to return to the previous screen or [▼] to move to the next screen.

[Select From List] Screen

This screen displays a list of files with their folder and file names and stored dates and times. You can select the desired files from a list of files.

1 Select the desired files from a list of files.



- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can sort the list in ascending or descending order by selecting [# ▲], [Name], or [Last Updated].
 - A check mark is placed in the check box for each file selected. To deselect the file, select the file again while the file is selected (highlighted).
 - If a folder or file name has more than 170 characters long, the folder or file name is not displayed.
 - Folder names which include characters that the machine does not support may not be correctly displayed. If you specify the folders as file storage locations, an error occurs. For more information on characters that the machine supports, refer to "Entering Text" (P.90).
 - The machine does not distinguish between upper and lower cases of folder and file names that are created in Windows environment and that consist of eight characters or less. The names for these folders and files are displayed in capital letters.

■ Select all files in this level

Selects all files in the current folder.

■ Details

Displays detailed information on the selected (highlighted) file. To print the file, select the [Print] check box on the [Details] screen.

■ Previous

Allows you to move to the upper directory.

- Note**
- This button is grayed out if there is no upper directory.

■ Next

Allows you to move to the lower directory.

- Note**
- This button is available when a folder is selected.

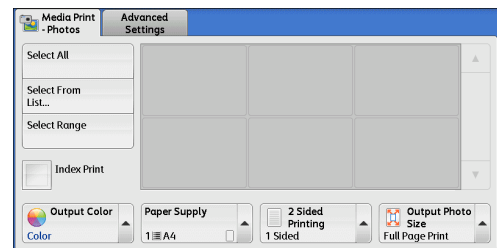
Media Print - Photos

Selecting Files

You can select files using any of the following three methods:

- Selecting all files
- Selecting the desired files on the [Select From List] screen. You can select up to 100 files simultaneously
- Selecting one file or a range of files with index numbers

- 1 Select [Select All], [Select From List], or [Select Range] to specify files.



■ Select All

Selects all files to be printed.

- Note**
- Depending on the types of files stored on the USB memory device or the directory configuration, some files may not be printed.

■ Select From List

Displays the [Select From List] screen.

Refer to "[Select From List] Screen" (P.353).

■ Select Range

Use [+] and [-] to specify the range of files to be printed in [First picture] and [Last picture] under [Media Print - Photos].

- Note**
- Select [Select From List] to display a list of files, and reference the list when selecting the range.

■ Index Print

Prints a list of the selected files with the index numbers automatically assigned.

For more information on Index Print, refer to "Index Print" (P.356).

- 2 Select the files to be printed, and set the printing options.

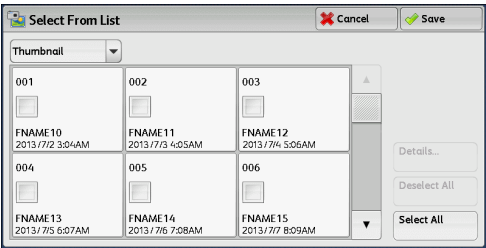
For more information on the printing options, refer to "Selecting the Printing Options" (P.354).

- Note**
- On the pop-up menu displayed when selecting files, you can cancel the selection or display details.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

[Select From List] Screen

1 Select the desired files from a list of files.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - A check mark is placed in the check box for each file selected. To deselect the file, select the file again while the file is selected (highlighted).



■ List

Displays a list of files with their names and stored dates and times.

- Note**
- You can sort the list in ascending or descending order by selecting [# ▲], [Name], or [Date & Time]. The number of files selected appears on the top on the screen.

■ Thumbnail

Displays a list of the images and names of the files.

- Important**
- The thumbnail view may not be available for some files. If a file is not displayed in thumbnail view, display it in list view or in Index Print.
 - Characters and images may not be correctly displayed in thumbnail view because they are reduced in size.

- Note**
- An image is displayed in thumbnail view in the orientation with which the file was stored.

■ Details

Displays detailed information on the selected (highlighted) file. To print the file, select the [Print] check box on the [Details] screen.

■ Deselect All

Deselects all selected files.

■ Select All







Selects all files.

Selecting the Printing Options

You can set the printing options on the [Media Print - Text] or [Media Print - Photos], and [Advanced Settings] tabs.

By default, pressing the <Custom 3> (Review) button on the control panel allows you to view a list of the setting values.









Media Print - Photos

Tab	Item	Setting Value
-	Quantity	Specify the number of print sets in the range of 1 - 999, using the numeric keypad.
Media Print Photos	Output Color	Color, Black & White
	Paper Supply	Trays 1-3, 5, 6 (optional), 7 (optional) Note <ul style="list-style-type: none"> Select the tray in which any of the following sizes of paper is loaded: SRA3, A3, B4, A4, A4 , B5, B5 , 8.5 x 11", 8.5 x 11" , 100 x 148 mm When the desired tray is not displayed, select [More], and on the screen displayed, select the tray. When you select [More] and then [Bypass], you can set [Paper Size] and [Paper Type]. <ul style="list-style-type: none"> Paper Size Select the paper size to be used from the list: SRA3, A3, B4, A4, A4 , B5, B5 , 8.5 x 11", 8.5 x 11" , 100 x 148 mm Paper Type Select the paper type to be used from the list.
	2 Sided Printing	Off, Long Edge Flip, Short Edge Flip
	Output Photo Size	<ul style="list-style-type: none"> Full Page Print 5 x 7" When you select [Output Size] on the screen displayed after selecting [More], the following sizes are selectable: A4, 8.5 x 11", 100 x 148 mm, 3.5 x 5", 5 x 7" Note <ul style="list-style-type: none"> According to the size selected here and the paper size, only the photos fitting on one sheet of paper are aligned and printed. If you select [1 Picture per Page], one sheet of paper is used for one file and printed. <ul style="list-style-type: none"> 3 Pictures per Page (Center) When you select [Pictures per Page] on the screen displayed after selecting [More], the following options are available: 2 Pictures, 3 Pictures (Center), 3 Pictures (Left), 4 Pictures, 6 Pictures, 8 Pictures
Advanced Settings	Bitmap Smoothing	Off, On

Note • When you select a paper size smaller than the image size, the image is automatically reduced. When you select a paper size larger than the image size, the image is printed at its original size.

- The features displayed on the [Media Print - Photos] and [Advanced Settings] screens may vary depending on the combination of the optional components installed on the machine.

Media Print - Text

Tab	Item	Setting Value
-	Quantity	Specify the number of print sets in the range of 1 - 999, using the numeric keypad.
Media Print Text	Output Color	Color, Black & White
	Paper Supply	Trays 1-3, 5, 6 (optional), 7 (optional) Note <ul style="list-style-type: none"> • Select [Auto Select] or the tray in which any of the following sizes of paper is loaded: A3, B4, A4, A4 , B5, B5 , A5, A5  8.5 x 11", 8.5 x 11" , 8.5 x 14", 11 x 17" • When you select [Auto Select], the machine automatically selects a tray that contains the same size of paper as the document, and prints the document at its original size. • When the desired tray is not displayed, select [More], and on the screen displayed, select the tray. When you select [More] and then [Bypass], you can set [Paper Size] and [Paper Type]. <ul style="list-style-type: none"> • Paper Size Select the paper size to be used from the list: A3, B4, A4, A4 , B5, B5 , A5, A5  8.5 x 11", 8.5 x 11" , 8.5 x 14", 11 x 17" • Paper Type Select the paper type to be used from the list.
	2 Sided Printing	Off, Long Edge Flip, Short Edge Flip
	Staple	Specify the stapling/punching positions. When the desired stapling/punching positions are not displayed, select [More]. Important <ul style="list-style-type: none"> • If you select and print multiple documents, all of the documents are stapled together. To staple only one document, print only that document. Note <ul style="list-style-type: none"> • The message screen informing the maximum number of pages for the stapling feature is displayed when Staple is selected.
Advanced Settings	Pages per Side	Off, 2 Pages, 4 Pages
	Bitmap Smoothing	Off, On

Note



- When you select a paper size smaller than the document size, the document image is automatically reduced. When you select a paper size larger than the document size, the document is printed at its original size.
- The features displayed on the [Media Print - Text] and [Advanced Settings] screens may vary depending on the combination of the optional components installed on the machine.

Index Print

- In the Media Print - Photos mode, a list of 30 x 40 mm reduced images, plus index numbers, file names, and dates when images were stored in the medium are printed.
- In the Media Print - Text mode, names (up to 2 lines and 100 characters), dates when files were stored in the medium, and the total number of files are printed.

You can specify only the number of print sets for Index Print, in the range from 1 - 999 sets in 1 set increments. For other printing options, the settings you have specified for Media Print - Text or Media Print - Photos before selecting the [Index Print] check box will be effective. To change these settings, deselect the [Index Print] check box, change the print settings, and then perform Index Print. The setting values return to the defaults if the machine is rebooted.

The following setting items are restricted when you select Index Print.

Setting Item	Value
Output Color	In the Media Print - Photos mode <ul style="list-style-type: none"> • Color only In the Media Print - Text mode <ul style="list-style-type: none"> • Black & White only
Paper Supply	Trays 1-3, 5, 6 (optional), 7 (optional) Note • Select the tray in which any of the following sizes of paper is loaded: A3, A4, A4  , 8.5 x 11", 8.5 x 11"  .
2 Sided Printing	Not available
Staple	Not available
Pages per Side	Not available

11 Job Status

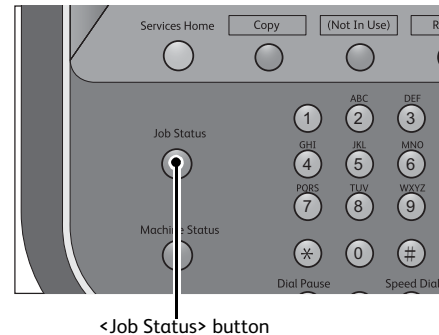
This chapter describes how to check the status of jobs and operate the jobs.

- Job Status Overview358
- Checking Current/Pending Jobs.....359
- Checking Completed Jobs.....360
- Printing and Deleting Stored Jobs362
- Printing Pending Jobs380
- Handling Error Terminations.....381

Job Status Overview

The Job Status feature allows you to check current, pending, and completed jobs. You can also cancel printing and print jobs that are waiting to be output or resumed.

- 1 Press the <Job Status> button.



You can operate the following on the [Job Status] screen.

- **Checking current/pending jobs**

Lists current and pending jobs, and displays their details. Also allows you to cancel current or pending jobs.

For more information, refer to "Checking Current/Pending Jobs" (P.359).

- **Checking completed jobs**

Displays the status of completed jobs, and their details.

For more information, refer to "Checking Completed Jobs" (P.360).

- **Checking stored jobs**

Prints or deletes jobs stored using the Charge Print, Secure Print, Private Charge Print, Sample Set, and Delayed Print features.

For more information, refer to "Printing and Deleting Stored Jobs" (P.362).

- **Printing pending jobs**

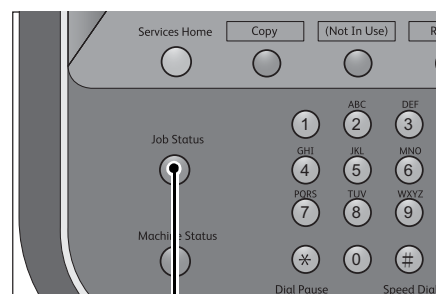
Prints jobs that are waiting to be output or resumed.

For more information, refer to "Printing Pending Jobs" (P.380).

Checking Current/Pending Jobs

This section describes how to check current or pending jobs. On the status screen, you can cancel or preferentially execute jobs.

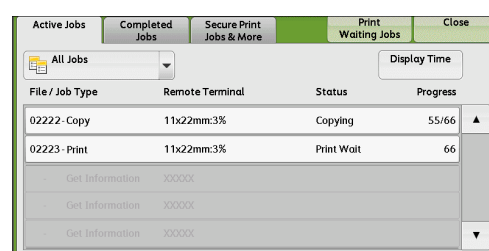
- 1 Press the <Job Status> button.



<Job Status> button

- 2 Select the job to be canceled or preferentially executed.

- Note**
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - From the drop-down menu, you can select and display the desired type of jobs



- 3 Select [Delete] or [Promote Job].

■ Print Waiting Jobs

Prints the jobs that are waiting to be output or resumed.

For more information, refer to "Printing Pending Jobs" (P.380).

■ Delete

Cancels the current or pending job.

■ Promote Job

Preferentially executes the selected job.

If you select this button, [] appears under the [Status] of the selected job.

■ Delete

Stops processing the job.

■ Last Original

Select this button to end scanning of documents. The job is then executed.

■ Next Original

Select this button when you have another document to scan.

■ Start

Resumes the suspended job.

■ Change Quantity

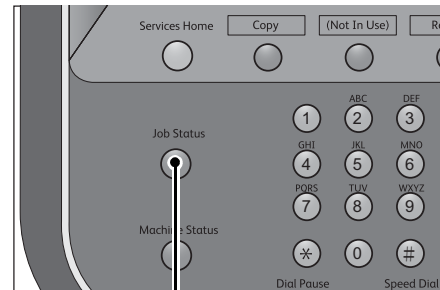
Displays the [Change Quantity] screen on which you can change the number of copies entered before. Enter a new quantity using the numeric keypad.

Checking Completed Jobs

This section describes how to check completed jobs.

You can check whether a job has been completed successfully. Selecting a job allows you to see its details.

- 1 Press the <Job Status> button.



<Job Status> button

- 2 Select the [Completed Jobs] tab.

Note

- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
- From the drop-down menu, you can select and display the desired type of jobs.
- Deselect the [Group Parent Jobs] check box to display child jobs of completed Broadcast Sends. Select a child job from the list to show the details. When the [Group Parent Jobs] check box is selected, you can display child jobs by selecting a parent job. Then, select a child job from the list to show the details.
- The values under [Result] show quantity, pages, and percentage. The value type depends on the job type. Select a job and switch to the job status screen to check the value type.

Active Jobs			
Completed Jobs			
Secure Print Jobs & More			
Close			
All Jobs			
Group Parent Jobs			
File / Job Type	Remote Terminal	Status	Pages
- Copy	A4	Completed	1/1
- Secure Print	BARUTAN:HOST NAME	Completed	2/3
33333 - Print Fax		Completed	
22222 - Print Fax	Fax Received	Completed	
02222 - Receive Fax Relay	FAX_TRNMSMSN_RCV11	Completed	

- 3 Select a job to see the details.
- 4 Select [Close] after the confirmation.

Copy		Close
Original Size	: A4 D	1
Output Color	: Black & White	
Status	: Completed	Time Completed : 2013/6/26 3:35 PM
Quantity	: 1 / 1	
Pages	: 1 / 1	
Paper	: w3 A4	
		Print this Job History Report

■ Group Parent Jobs

Allows you to check the list or history of related jobs (such as job flow jobs).

■ Show Child Jobs

Displays a job list.

■ **Print this Job History Report**

Prints the Job History Report.

■ **Print this Job Report**

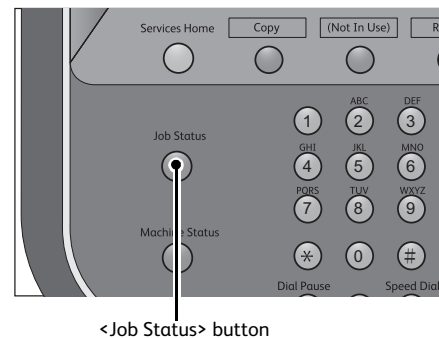
Prints the Job Report.

Printing and Deleting Stored Jobs

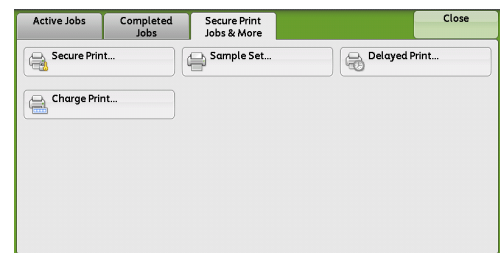
This section describes how to print or delete jobs stored with the Secure Print or Sample Set feature, or stored with the [Receive Control] setting of the Charge Print feature. The [Secure Print Jobs & More] screen allows you to print or delete stored jobs.

Secure Print	362
Sample Set.....	366
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Charge Print	372
Private Charge Print	376

- 1 Press the <Job Status> button.



- 2 Select the [Secure Print Jobs & More] tab.



[Secure Print] and [Private Charge Print] are not displayed simultaneously on the screen. For more information on the settings, refer to "Charge/Private Print Settings" (P.549).

Secure Print

This feature allows you to temporarily store print data in the machine to print it with the print command from the machine. The feature also enables you to set a passcode, which is helpful to print confidential documents.

The following describes how to print or delete jobs stored with the Secure Print feature.

- Note**
- This feature does not appear when [Receive Control] in [Charge/Private Print Settings] is set to either of the following:
 - Select [According to Print Auditor], and then select [Save as Private Charge Print Job] in [Job Login Success].
 - Select [Save as Private Charge Print Job].
 - When you select the paper type from the Multi-model Print Driver 2 and execute a print job, the paper type is converted to the paper type which is supported on your machine and the job will be started. For information on how to convert paper types, refer to "Print Features Using Authentication Information" (P.386).

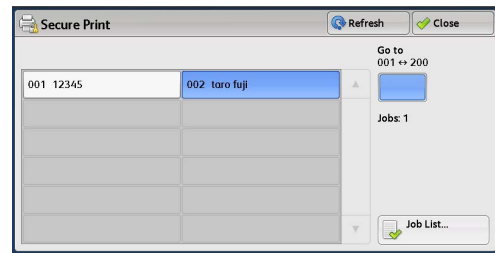
When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Secure Print] under [Secure Print Jobs & More] even if you select [Secure Print] on the print driver. For more information, refer to "Charge/Private Print Settings" (P.549).

For information on how to operate a Secure Print job, refer to the print driver's help.

1 Select [Secure Print].

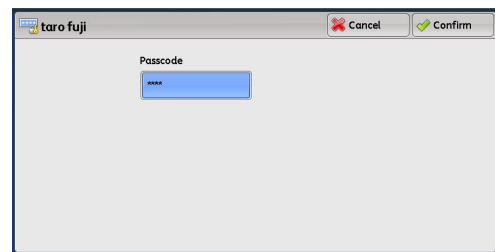
2 Select the user to be checked, and select [Job List].

- Note**
- Select [Refresh] to display the updated information.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.



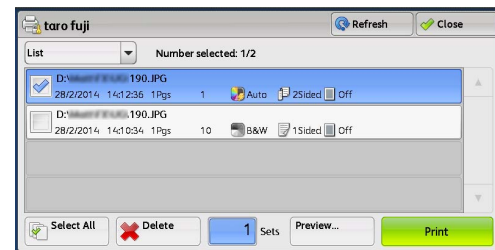
3 Enter the passcode, and select [Confirm].

- Note**
- If the passcode is not set, the passcode entry screen does not appear.



4 Select the job to be printed or deleted.

- Note**
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
 - Files in a folder can be displayed in a list or thumbnail view. You can also preview the files.
 - You can set whether or not to display detailed information in the list screen of the stored files. For more information, refer to "Display Details of Stored Print Job List" (P.514).



5 Select any option.

6 When printing, specify the number of print sets using the numeric keypad.

■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

■ Delete

Deletes the Secure Print job.

- Note**
- If jobs with the same Billing ID are all deleted, the Billing ID will be deleted. Refer to "When [Delete] is Selected" (P.364).

■ Preview

Displays the previewed image on the first page of the selected job.

- Note**
- If you select multiple documents, [Preview] cannot be selected. Refer to "When [Preview] is Selected" (P.367).

■ Print Quantity

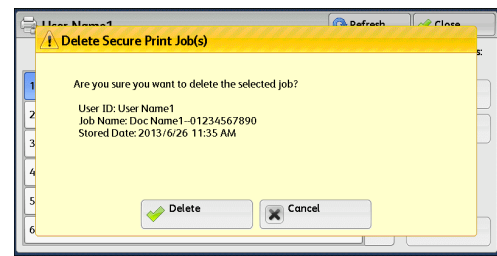
Specify the number of print sets.

■ Print

Prints the Secure Print job. After printing, the job is deleted. Refer to "When [Print] is Selected" (P.365).

When [Delete] is Selected

- 1 Select [Delete].



■ Delete

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ Cancel

Cancels deleting the job.

When [Preview] is Selected

- 1 Select any option.

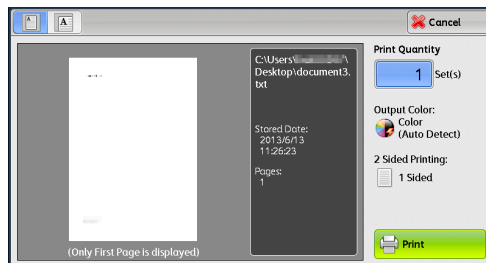
Note

- Only the first page is displayed for the preview screen.
- A previewed image cannot be rotated on the [Secure Print] screen.

■ (Entire view)

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

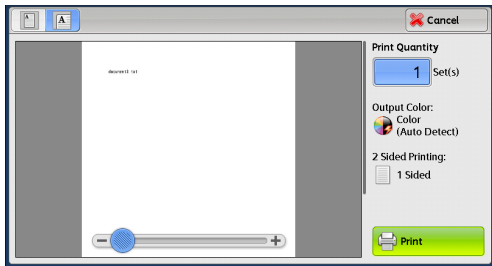


In the entire view, the following operation is available.

Feature	Operation
Enlarging an image (Switching to enlarged view)	Double-tap a preview image.

■  **(Enlarged view)**

A previewed image is enlarged or reduced.



In the enlarged view, the following operations are available.

Feature	Operation
Changing the ratio of the image size	Double-tap a preview image or drag the slider.
Moving the display position	Drag or flick the enlarged image side to side or up and down.

■ **Print Quantity**

Specifies the number of print sets.

■ **Output Color**

Displays the output color of the document to be printed.

■ **2 Sided Printing**

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ **Booklet Creation**

Displays Left/Top Bind and Right/Bottom Bind.

- Note**
- This item is displayed when the booklet layout is set using a printer driver.
 - When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

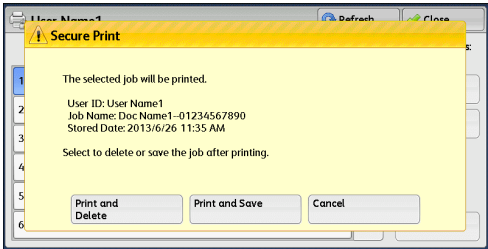
■ **Print**

Prints the Secure Print job.
For more information, refer to "When [Print] is Selected" (P.365).

When [Print] is Selected

1 Specify how to process the job after printing.

- Note**
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "Print Job Confirmation Screen" (P.514).



■ **Print and Delete**

Starts printing the job. After printing, the job is deleted.

■ Print and Save

Starts printing the job. After printing, the job remains undeleted.

■ Cancel

Cancels printing the job.

Sample Set

Before printing multiple sets of a document, you can first print one set for trial, and then print the remaining sets from the machine.

The following describes how to print or delete jobs stored with the Sample Set feature.

For information on how to operate a Sample Set job, refer to the print driver's help.

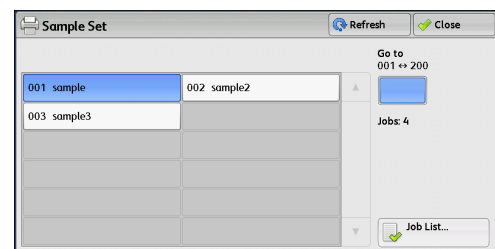
- Note**
- When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Sample Set] under [Secure Print Jobs & More] even if you select [Sample Set] on the print driver.
 - When you select the paper type from the Multi-model Print Driver 2 and execute a print job, the paper type is converted to the paper type which is supported on your machine and the job will be started. For information on how to convert paper types, refer to "Print Features Using Authentication Information" (P.386).

For more information, refer to "Charge/Private Print Settings" (P.549).

1 Select [Sample Set].

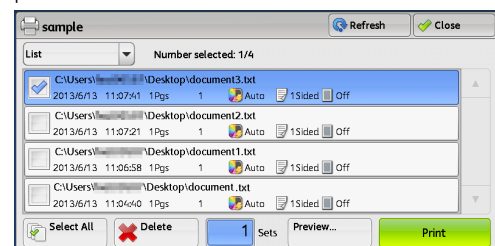
2 Select the user you want to check, and select [Job List].

- Note**
- Select [Refresh] to display the updated information.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.



3 Select the job to be printed or deleted.

- Note**
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
 - Stored files can be displayed in a list or thumbnail view. You can also preview the files.
 - You can set whether or not to display detailed information in the list screen of the stored files. For more information, refer to "Display Details of Stored Print Job List" (P.514).



4 Select any option.

5 When printing, specify the number of print sets using the numeric keypad.

■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

■ Delete

Deletes the Sample Set job.

Refer to "When [Delete] is Selected" (P.367).

■ **Preview**

Displays the previewed image on the first page of the selected job.

Note • If you select multiple documents, [Preview] cannot be selected.
Refer to "When [Preview] is Selected" (P.367).

■ **Print Quantity**

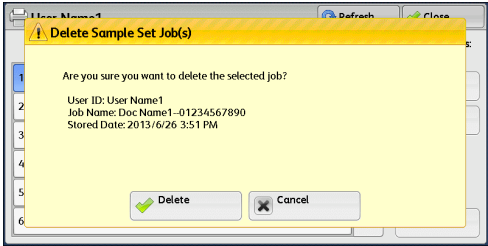
Specify the number of print sets using the numeric keypad.

■ **Print**

Prints the Sample Set job. After printing the remaining sets of the job, the job is deleted.
Refer to "When [Print] is Selected" (P.369).

When [Delete] is Selected

1 Select [Delete].



■ **Delete**

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ **Cancel**

Cancels deleting the job.

When [Preview] is Selected

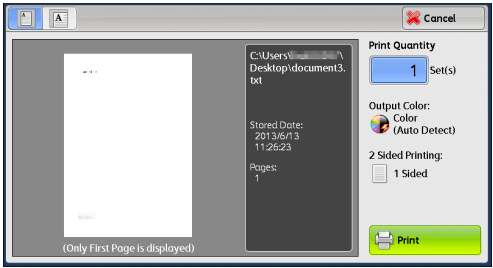
1 Select any option.

Note • Only the first page is displayed for the preview screen.
• A previewed image cannot be rotated on the [Sample Set] screen.

■  **(Entire view)**

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

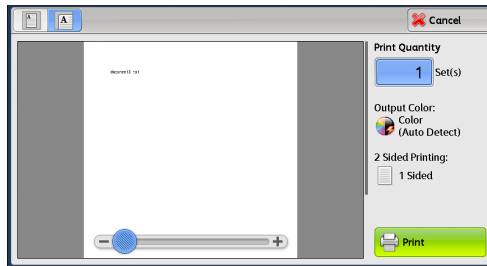


In the entire view, the following operation is available.

Feature	Operation
Enlarging an image (Switching to enlarged view)	Double-tap a preview image.

■ (Enlarged view)

A previewed image is enlarged or reduced.



In the enlarged view, the following operations are available.

Feature	Operation
Changing the ratio of the image size	Double-tap a preview image or drag the slider.
Moving the display position	Drag or flick the enlarged image side to side or up and down.

■ **Print Quantity**

Specifies the number of print sets.

■ **Output Color**

Displays the output color of the document to be printed.

■ **2 Sided Printing**

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ **Booklet Creation**

Displays Left/Top Bind and Right/Bottom Bind.

- Note**
- This item is displayed when the booklet layout is set using a printer driver.
 - When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

■ **Print**

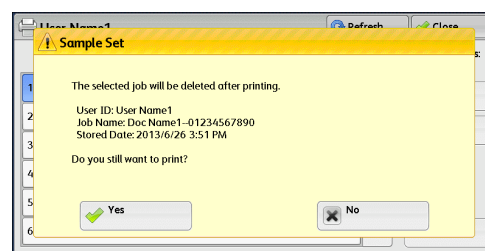
Prints the Sample Set job.

Refer to "When [Print] is Selected" (P.369).

When [Print] is Selected

1 Select [Yes].

- Note**
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "Print Job Confirmation Screen" (P.514).



■ Yes

Starts printing the job. After printing, the job is deleted.

- Note**
- After a sample set is output, the remaining sets will automatically be output if the machine is not instructed for the period specified in [Auto Job Release]. To prevent the remaining sets from being output automatically, set [Auto Job Release] to [Off]. For information on how to set [Auto Job Release], refer to "Auto Job Release" (P.421).

■ No

Cancels printing the job.

Delayed Print

This feature allows you to temporarily store print data on the machine to print it at specified time.

Up to 100 jobs can be stored (queued) simultaneously for the Delayed Print feature. If the power is switched off when jobs are in queue (before the specified print time), the jobs whose print time has elapsed will automatically be printed immediately after the power is switched on again.

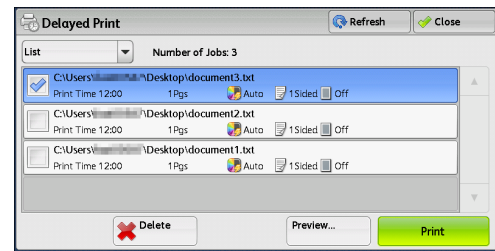
The following describes how to print or delete jobs stored with the Delayed Print feature. For information on how to operate a Delayed Print job, refer to the print driver's help.

- Note**
- When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Delayed Print] under [Secure Print Jobs & More] even if you select [Delayed Print] on the print driver. For more information, refer to "Charge/Private Print Settings" (P.549).
 - When you select the paper type from the Multi-model Print Driver 2 and execute a print job, the paper type is converted to the paper type which is supported on your machine and the job will be started. For information on how to convert paper types, refer to "Print Features Using Authentication Information" (P.386).

1 Select [Delayed Print].

2 Select the job to be printed or deleted.

- Note**
- Select [Refresh] to display the updated information.
 - Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).
 - [Print Time] shows the time to start printing.
 - Stored files can be displayed in a list or thumbnail view. You can also preview the files.
 - You can set whether or not to display detailed information in the list screen of the stored files. For more information, refer to "Display Details of Stored Print Job List" (P.514).



3 Select any option.

■ Delete

Deletes the Delayed Print job.

Refer to "When [Delete] is Selected" (P.370).

■ Preview

Displays the previewed image on the first page of the selected job.

Note • If you select multiple documents, [Preview] cannot be selected.

Refer to "When [Preview] is Selected" (P.370).

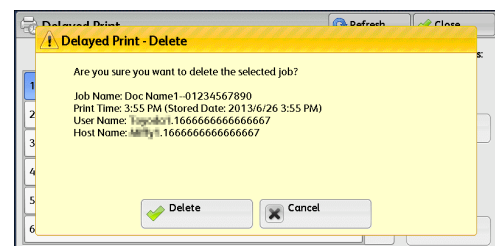
■ Print

Prints the Delayed Print job. After printing, the job is deleted. If printed manually, the job will not be printed at the specified time.

Refer to "When [Print] is Selected" (P.372).

When [Delete] is Selected

1 Select [Delete].



■ Delete

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ Cancel

Cancels deleting the job.

When [Preview] is Selected

1 Select any option.

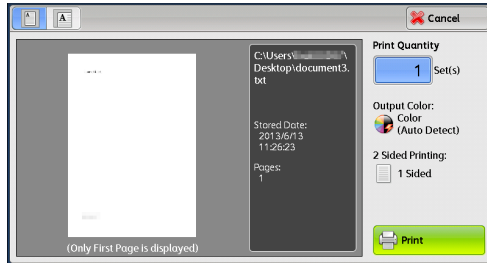
Note • Only the first page is displayed for the preview screen.

- A previewed image cannot be rotated on the [Delayed Print] screen.

■ (Entire view)

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

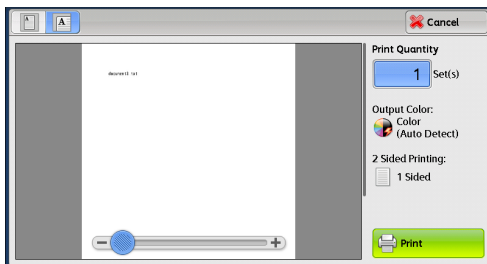


In the entire view, the following operation is available.

Feature	Operation
Enlarging an image (Enlarged view)	Double-tap a preview image.

■ (Enlarged view)

A previewed image is enlarged or reduced.



In the enlarged view, the following operations are available.

Feature	Operation
Changing the ratio of the image size	Double-tap a preview image or drag the slider.
Moving the display position	Drag or flick the enlarged image side to side or up and down.

■ Print Quantity

Specifies the number of print sets.

■ Output Color

Displays the output color of the document to be printed.

■ 2 Sided Printing

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ Booklet Creation

Displays Left/Top Bind and Right/Bottom Bind.

Note • This item is displayed when the booklet layout is set using a printer driver.

- When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

■ Print

Prints the Delayed Print job. After printing, the job is deleted. If printed manually, the job will not be printed at the specified time.

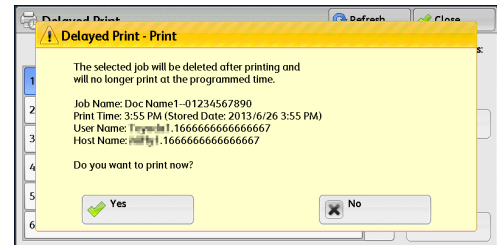
Refer to "When [Print] is Selected" (P.372).

When [Print] is Selected

1 Select [Yes].

Note

- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "Print Job Confirmation Screen" (P.514).



■ Yes

Starts printing the job. After printing, the job is deleted.

■ No

Cancels printing the job.

Charge Print

This feature authenticates users on the machine to prevent unauthorized users from operating print jobs. When this feature is enabled, the machine prints only the jobs of authenticated users. You can also configure the machine to store print jobs temporarily, and then print them from the machine's control panel.

If received print jobs are set to be saved as Charge Print under [Tools] > [Authentication/Security Settings] > [Authentication] > [Charge/Private Print Settings] > [Receive Control], the jobs are saved for each Billing ID. Any jobs that were not given a Billing ID on the print driver are saved in [No User ID].

For more information on how to register user IDs on the machine, refer to "Create/View User Accounts" (P.536).

Note

- Unlike the Private Charge Print feature, the Charge Print feature can store jobs without a user ID, such as e-mail printing and print jobs sent from ContentsBridge or CentreWare Internet Services, and can print the jobs after authenticating users.
- [Charge Print] appears when [Save as Charge Print Job] is selected by using one of the following procedures in the System Administration mode:
 - Select [Save as Charge Print Job] in [Receive Control].
 - Select [According to Print Auditor] in [Receive Control], and then select [Save as Charge Print Job] in [Job Login Failure].
 - Select [According to Print Auditor] or [Save as Private Charge Print Job] in [Receive Control], and then select [Save as Charge Print Job] in [Job without User ID].
- When you select the paper type from the Multi-model Print Driver 2 and execute a print job, the paper type is converted to the paper type which is supported on your machine and the job will be started. For information on how to convert paper types, refer to "Print Features Using Authentication Information" (P.386).

For information on how to set Charge Print, refer to "Charge/Private Print Settings" (P.549).

The following describes how to print and delete a job stored with the Charge Print feature.

1 Press the <Log In/Out> button on the control panel, or select the login information field on the touch screen.

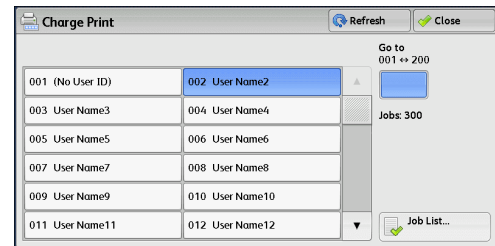
2 Enter the user ID, and select [Enter].

- Note**
- When the passcode is set, enter the user ID and select [Next]. Then, enter the passcode and select [Enter].
 - While a user is authenticated, the <Log In/Out> button lights up on the control panel.
 - To log out of the machine, press the <Log In/Out> button on the control panel.

3 Select [Charge Print].

4 Select the user to be checked, and select [Job List].

- Note**
- Select [Refresh] to display the updated information.
 - You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.



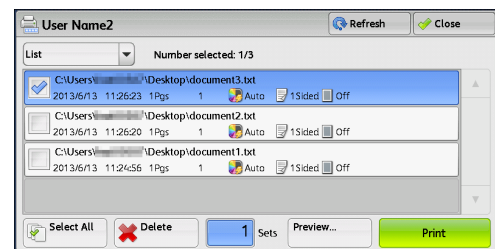
5 Enter the passcode, and select [Confirm].

- Note**
- If the passcode is not set, the passcode entry screen does not appear.



6 Select the job to be printed or deleted.

- Note**
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
 - Stored files can be displayed in a list or thumbnail view. You can also preview the files.
 - You can set whether or not to display detailed information in the list screen of the stored files. For more information, refer to "Display Details of Stored Print Job List" (P.514).



7 Select any option.

8 When printing, specify the number of print sets using the numeric keypad.

■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

■ Delete

Deletes the Charge Print job.

Refer to "When [Delete] is Selected" (P.374).

■ Preview

Displays the previewed image on the first page of the selected job.

- Note**
- If you select multiple documents, [Preview] cannot be selected.

Refer to "When [Preview] is Selected" (P.374).

■ Print Quantity

Specify the number of print sets using the numeric keypad.

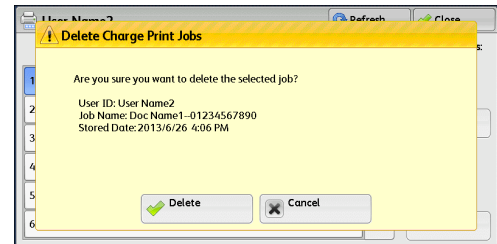
■ Print

Prints the Charge Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.375).

When [Delete] is Selected

- 1 Select [Delete].



■ Delete

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ Cancel

Cancels deleting the job.

When [Preview] is Selected

- 1 Select any option.

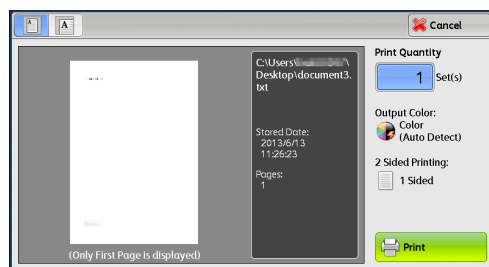
Note

- Only the first page is displayed for the preview screen.
- A previewed image cannot be rotated on the [Charge Print] screen.

■ (Entire view)

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

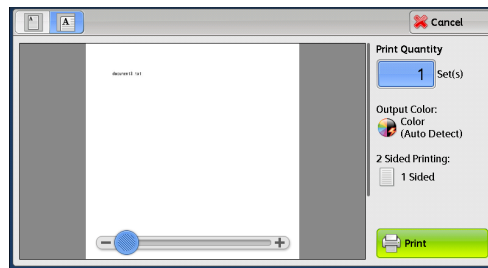


In the entire view, the following operation is available.

Feature	Operation
Enlarging an image (Switching to enlarged view)	Double-tap a preview image.

■ (Enlarged view)

A previewed image is enlarged or reduced.



In the enlarged view, the following operations are available.

Feature	Operation
Changing the ratio of the image size	Double-tap a preview image or drag the slider.
Moving the display position	Drag or flick the enlarged image side to side or up and down.

■ Print Quantity

Specifies the number of print sets.

■ Output Color

Displays the output color of the document to be printed.

■ 2 Sided Printing

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ Booklet Creation

Displays Left/Top Bind and Right/Bottom Bind.

- Note**
- This item is displayed when the booklet layout is set using a printer driver.
 - When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

■ Print

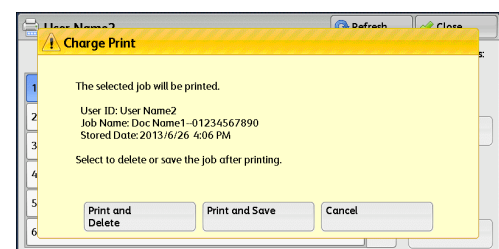
Prints the Charge Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.375)

When [Print] is Selected

1 Specify how to process the job after printing.

- Note**
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "Print Job Confirmation Screen" (P.514).



■ Print and Delete

Starts printing the job. After printing, the job is deleted.

■ Print and Save

Starts printing the job. After printing, the job remains undeleted.

■ Cancel

Cancels printing the job.

Private Charge Print

This feature allows you to temporarily store print data in the machine for each authentication user ID, and request on the machine's control panel to print the data. As the feature enables you to select and print only necessary jobs, you can avoid printing unnecessary jobs. Furthermore, the machine displays only the jobs of authenticated users and their associated sub users to securely protect the privacy of the users. The Private Print feature is suitable for authenticating and managing specific users managed by the system administrator.

If received print jobs are set to be saved with Private Charge Print, the jobs are saved for each authentication user ID.

- Note**
- An application (sold separately) is required to use the feature that associates sub users with the user ID of a login user. For more information, contact our Customer Support Center.
 - [Private Charge Print] is displayed when [Receive Control] in [Charge/Private Print Settings] is set to either of the following:
 - Select [According to Print Auditor] in [Receive Control], and then select [Save as Private Charge Print Job] in [Job Login Success].
 - Select [Save as Private Charge Print Job] in [Receive Control].
 - When the Private Charge Print feature is selected, you cannot specify normal print, Secure Print, Sample Set, Delayed Print on the print driver.
 - You select the paper type from the Multi-model Print Driver 2 and execute a print job, the paper type is converted to the paper type which is supported on your machine and the job will be started. For information on how to convert paper types, refer to "Converting Paper Types" (P.387).

The Private Charge Print feature restricts the use of the machine through either user ID authentication or card authentication (only the IC Card Reader (sold separately) is available), or the combination of both. For information on the types of authentication, refer to "Types of Authentication" (P.640).

To delete a print job instructed with an invalid user ID, display the list of print jobs after logging in as a system administrator, and then select the job to be deleted. For more information, refer to "Deleting a Private Charge Print Job with an Invalid User ID" (P.686). For information on how to set a User ID, refer to "Charge/Private Print Settings" (P.549).

The following describes how to print or delete a job stored with the Private Charge Print feature.

- 1 Press the <Log In/Out> button on the control panel, or select the login information field on the touch screen.
- 2 Enter the user ID, and select [Enter].

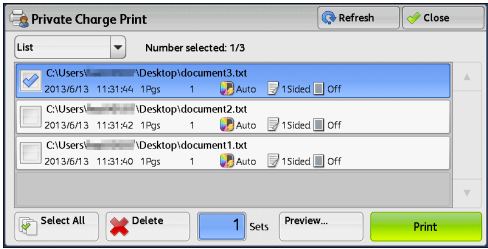
Note

 - When the passcode is set, enter the user ID and select [Next]. Then, enter the passcode and select [Enter].
 - While the user is authenticated, the <Log In/Out> button lights up on the control panel.
 - To log out of the machine, press the <Log In/Out> button on the control panel.
- 3 Select [Private Charge Print].

- Note**
- If you are authenticated as a system administrator, selecting [Private Charge Print] will display a list of authentication user IDs. Select a user ID from the list, and then select [Job List] to display a list of jobs stored for the selected user.

4 Select the job to be printed or deleted.

- Note**
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
 - Stored files can be displayed in a list or thumbnail view. You can also preview the files.
 - You can set whether or not to display detailed information in the list screen of the stored files. For more information, refer to "Display Details of Stored Print Job List" (P.514).



5 Select any option.

6 When printing, specify the number of print sets using the numeric keypad.

■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

■ Delete

Deletes the Private Charge Print job.

- Note**
- If jobs with the same user ID are all deleted, the user ID will be deleted. Refer to "When [Delete] is Selected" (P.377).

■ Preview

Displays the previewed image on the first page of the selected job.

- Note**
- If you select multiple documents, [Preview] cannot be selected. Refer to "When [Preview] is Selected" (P.378).

■ Print Quantity

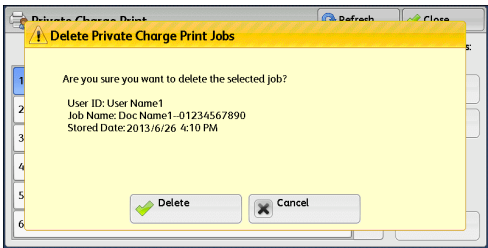
Specify the number of print sets using the numeric keypad.

■ Print

Prints the Private Charge Print job. After printing, the job is deleted. Refer to "When [Print] is Selected" (P.379).

When [Delete] is Selected

1 Select [Delete].



■ Delete

Deletes the job.

- Important**
- Once the job is deleted, it cannot be restored.

■ Cancel

Cancels deleting the job.

When [Preview] is Selected

1 Select any option.

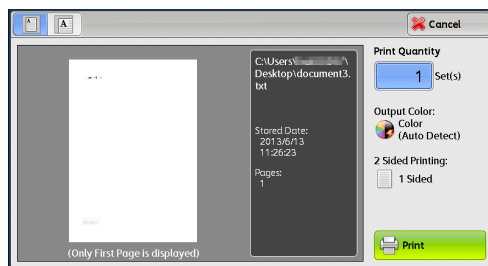
Note

- Only the first page is displayed for the preview screen.
- A previewed image cannot be rotated on the [Private Charge Print] screen.

■ (Entire view)

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

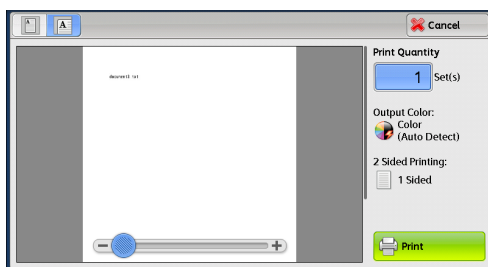


In the entire view, the following operation is available.

Feature	Operation
Enlarging an image (Enlarged view)	Double-tap a preview image.

■ (Enlarged view)

A previewed image is enlarged or reduced.



In the enlarged view, the following operations are available.

Feature	Operation
Changing the ratio of the image size	Double-tap a preview image or drag the slider.
Moving the display position	Drag or flick the enlarged image side to side or up and down.

■ Print Quantity

Specifies the number of print sets.

■ Output Color

Displays the output color of the document to be printed.

■ **2 Sided Printing**

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ **Booklet Creation**

Displays Left/Top Bind and Right/Bottom Bind.

- Note**
- This item is displayed when the booklet layout is set using a printer driver.
 - When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

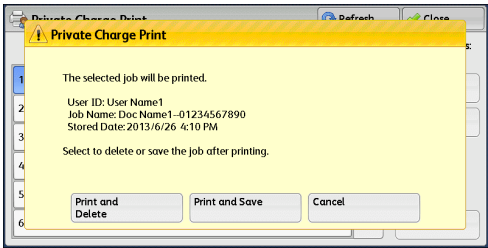
■ **Print**

Prints the Charge Print job. After printing, the job is deleted.
Refer to "When [Print] is Selected" (P.379).

When [Print] is Selected

1 Specify how to process the job after printing.

- Note**
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "Print Job Confirmation Screen" (P.514).



■ **Print and Delete**

Starts printing the job. After printing, the job is deleted.

■ **Print and Save**

Starts printing the job. After printing, the job remains undeleted.

■ **Cancel**

Cancels printing the job.

Printing Pending Jobs

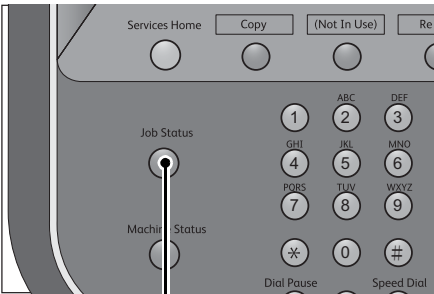
After the last user operation on the control panel of the machine, a job is waiting to be printed until the period of time specified in [Auto Print] elapses, instead of being printed immediately. You can forcibly print this pending job without waiting for this time period to elapse.

If a job is paused by the <Stop> button and is waiting to be resumed, you can also resume the job. If there are multiple jobs, subsequent jobs are printed after the paused job has been printed.

Note • If there are no pending jobs, [Print Waiting Jobs] is disabled.

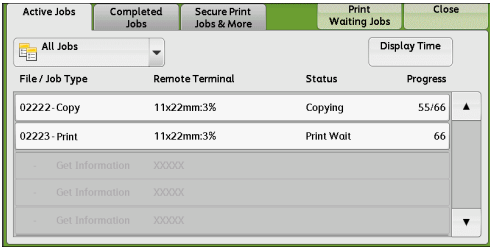
For information on how to set [Auto Print], refer to "Auto Print" (P.421).

1 Press the <Job Status> button.



<Job Status> button

2 Select [Print Waiting Jobs].



Handling Error Terminations

This section describes how to handle error terminations.

■ For a Print Job

Select a job shown as an error termination on the [Completed Jobs] tab to check the error code. Follow the instructions of the error code to solve the problem.

If an error occurs during a print job, the machine can be configured either to pause the print job until the error is confirmed by the user, or to automatically cancel the error job so that subsequent jobs can be printed.

For more information on the setting, refer to "Print Service Settings" (P.492).

For information on error codes, refer to "Error Code" (P.762).

■ For a Scan Job

A Transmission Report - Job Undelivered is printed.

For more information on the Transmission Report - Job Undelivered, refer to "Transmission Report - Job Undelivered" (P.628).

■ For Other Jobs

Print a Job History Report, and check the execution results.

For information on the Job History Report, refer to "Job History Report" (P.436).

When an error code is listed in the Transmission Report - Job Undelivered or the Job History Report, refer to "Error Code" (P.762).

12 Computer Operations

This chapter describes how to print documents, import scanned files, and operate CentreWare Internet Services on your computer.

- Note**
- The computer screen images shown in this chapter are as of August 2014.
 - The procedures in this chapter may vary depending on the driver and utility software being used due to the upgrades.

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Features Overview

This section describes an overview of features you can perform from a computer.

■ Printing

Submits a print job to the machine from a computer.

For more information, refer to "Print" (P.385).

■ E-mail Printing

Submits a print job to the machine from a computer by sending e-mail attached with a document. The received e-mail is automatically printed from the machine according to the settings on the machine.

For more information, refer to "E-mail Printing" (P.389).

■ Importing Scanned Data

Imports files stored in a folder of the machine to a computer.

For more information, refer to "Importing Scanned Data" (P.392).

■ CentreWare Internet Services

Displays the machine status and job status. The feature also allows you to change settings as well as to import files stored in a folder.

For more information, refer to "CentreWare Internet Services" (P.399).

For information on how to import scanned data stored in a folder, refer to "Importing Using CentreWare Internet Services" (P.397)

Print

This section describes how to print with the machine by operating on a computer.

- Note**
- For information on the print feature using the Print server, refer to the manuals provided with your print server.

Print Features

The main print features of the machine are as follows:

Printing Using a Print Driver

In this machine, the Multi-model Print Driver 2 is used for printing. For more information on print features, click [Help] on the print driver screen to view the print driver's help. For information on printing, refer to "Printing" (P.387)

- Note**
- Some features become available after you make option settings on the [Configuration] tab. The unavailable features are grayed out.
 - To print using paper of 489 to 660 mm in length, use the Fuji Xerox Versant 80 Press print driver, which supports long length printing.
 - Download the print driver from our official website.

■ Pages Per Sheet (N-Up)

Prints multiple pages onto one sheet of paper.

■ 2-Sided Print

Prints data on both sides of paper.

■ Poster

Splits one page of print data into multiple sheets of paper and enlarges the printed image to fit the size of each sheet. Used to create large posters.

■ Booklet Creation

Performs 2-sided printing and page allocation for printing a booklet in the correct page order.

■ Watermark

Prints preset text, such as "Confidential", over the print data.

■ Secure Print

Temporarily stores the print data on the machine, to print it with the print command from the machine. This feature allows you to set a passcode, which is helpful to print confidential documents.

For information on how to print a Secure Print job, refer to "Secure Print" (P.362).

■ Sample Set

Before printing multiple sets of a document, you can first print one set for trial, and then print the remaining sets from the machine.

For information on how to print a Sample Set job, refer to "Sample Set" (P.366).

■ Delayed Print

Temporarily stores the print data on the machine to print it at specified time.

For information on how to print a Delayed Print job, refer to "Delayed Print" (P.369).

Direct Printing

Allows you to directly send TIFF, PDF, JPEG, XPS (Microsoft XPS Format, Open XPS Format), XDW (DocuWorks), or XBD (DocuWorks binder) format files from a computer to the machine without using a print driver.

For information on Direct Printing, refer to "Print" > "Job Submission" in the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Note • XPS stands for XML Paper Specification.

E-mail Printing

Allows you to send e-mail with the TIFF, PDF, JPEG (JFIF), XPS (Microsoft XPS Format, Open XPS Format), XDW (DocuWorks), or XBD (DocuWorks binder) format documents attached from a computer to the machine. The received e-mail is automatically printed from the machine.

Note • XPS stands for XML Paper Specification.

• If the Authentication feature is enabled, received e-mails are not printed automatically.

For information on how to use E-mail Printing, refer to "E-mail Printing" (P.389).

Print Features Using Authentication Information

■ Charge Print

This feature authenticates users on the machine to prevent unauthorized users from operating print jobs. When this feature is enabled, the machine prints only the jobs of authenticated users. The machine can also be configured to store multiple print jobs temporarily until the user requests to print them on the control panel.

In addition, by registering an authentication user ID and passcode on the machine in advance, only the registered user can print the jobs.

Note • To prohibit other users from operating jobs, register a passcode for your Billing ID on the print driver.

For information on how to set Charge Print, refer to "Charge/Private Print Settings" (P.549).

For information on how to print a Charge Print job, refer to "Charge Print" (P.372).

■ Private Charge Print

This feature allows you to temporarily store print data in the machine for each authentication user ID, and request on the machine's control panel to print the data. As the feature enables you to select and print only necessary jobs, you can avoid printing unnecessary jobs. Furthermore, the machine displays only the jobs of authenticated users and their associated sub users to securely protect the privacy of the users. This feature is suitable for authenticating and managing specific users managed by the system administrator.

Note • If you do not want to store unnecessary jobs, you can configure the machine to store only the jobs whose authentication succeeded.

• An application (sold separately) is required to use the feature that associates sub users with the User ID of a login user. For more information, contact our Customer Support Center.

For information on how to set Private Charge Print, refer to "Charge/Private Print Settings" (P.549).

For information on how to print a Private Charge Print job, refer to "Private Charge Print" (P.376).

Setup

To print from your computer, your computer must have a print driver installed.

Download the print driver from our official website.

Note • When printing using authentication information, you must configure the printer settings on your computer. Make the necessary settings on the [Configuration] tab of the printer's properties. For more information, refer to the print driver's help.

Printing

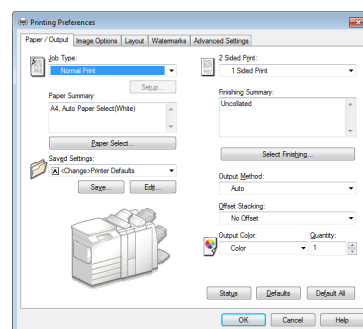
This following describes how to print documents.

The printing procedure depends on the application software you use. For more information, refer to the documentation provided with the application.

For more information on print features, click [Help] on the print driver screen to view the print driver's help.

- 1 Select [Print] from the [File] menu on the application.
- 2 Confirm [Printer Name] and click [Preferences] if necessary.
- 3 Set the properties if necessary.

- Note**
- You can change the print feature in [Job Type].
 - You select the paper type from the Multi-model Print Driver 2 and execute a print job, the paper type is converted to the paper type which is supported on your machine and the job will be started. For information on how to convert paper types, refer to "Converting Paper Types" (P.387).



- 4 Click [OK].
- 5 Click [OK] in the [Print] dialog box.

- Note**
- Environment-friendliness level is indicated on the notification screen with leaves. This information is provided only when [Normal Print] or [Sample Print] is selected in the [Job Type].

Converting Paper Types

For printing, the paper type is converted to the paper type which is supported on your machine and the job will be started.

This section describes the paper type conversion when the Multi-model Print Driver 2 is used.

- Note**
- This feature cannot set to be disabled.

Paper Types

The paper types which can be selected from the Multi-model Print Driver 2 and which is supported on your machine are as follows:

■ Selectable paper from the Multi-model Print Driver 2

Plain, Heavyweight, Heavyweight Reload, Extra Heavyweight, Extra Heavyweight Reload, Custom Paper 1 to 5

■ Supported paper types on your machine

Uncoated, Uncoated Reload

Converting Paper Types

Paper types are converted as illustrated in the table below.

Selectable paper from the Multi-model Print Driver 2	→	Supported paper on your machine*
Plain		Uncoated (81 - 90 gsm)
Heavyweight		Uncoated (106 - 135 gsm)

Selectable paper from the Multi-model Print Driver 2	→	Supported paper on your machine *
Heavyweight Reload		Uncoated Reload (106 - 135 gsm)
Extra Heavyweight		Uncoated (177 - 220 gsm)
Extra Heavyweight Reload		Uncoated Reload (177 - 220 gsm)
Custom Paper 1		Uncoated (81 - 90 gsm)
Custom Paper 2		Uncoated (81 - 90 gsm)
Custom Paper 3		Uncoated (81 - 90 gsm)
Custom Paper 4		Uncoated (81 - 90 gsm)
Custom Paper 5		Uncoated (81 - 90 gsm)

* : The weight of paper which is supported on your machine can be changed. For more information, refer to "Paper Settings for Print Job" (P.497).

Note

- When you want to use the paper other than uncoated, for example when you want to use coated paper, specify the paper tray that the coated paper is loaded in.
- When paper is not specified from the Multi-model Print Driver 2 or papers other than the above are specified, the paper type is automatically converted to Uncoated paper (81-90 gsm) on your machine.

E-mail Printing

You can send e-mail with documents attached from a computer to the machine. The received e-mail is automatically printed from the machine according to the settings on the machine. This feature is called "E-mail Printing".

- Note**
- If the Authentication feature is enabled, received e-mails are not printed automatically.
 - The following file formats can be used: TIFF, PDF, JPEG (JFIF), XPS*, XDW (DocuWorks), or XBD (DocuWorks binder).
- * : XPS stands for XML Paper Specification.

Setup

To use the E-mail Printing feature, the following settings are required. Check with your system administrator or network administrator whether these settings have been completed.

■ E-mail Account Registration

Registering an e-mail account in advance.

■ Configuration on the Machine

Configuring the required settings on the machine.

For information on E-mail Environment Settings, refer to "E-mail Environment Settings" (P.573).

Receiving E-Mail

The following describes how to receive e-mails from Microsoft® Outlook® Express on a computer as an example.

- 1 Use your e-mail software to create an e-mail body, and then attach a document to the e-mail if necessary.

Important • Only plain text is available for the e-mail body. Change the body text format to plain text on your e-mail application.

- Any forwarded e-mail (that is attached to another e-mail) cannot be printed.

Note • If the extension of the attached file is other than ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", ".jfif", ".xps", ".oxps", ".xdw", and ".xbd", the file may not be printed correctly.

* : XPS stands for XML Paper Specification.

- Up to 31 documents can be attached.

- 2 Enter the machine's e-mail address as a recipient.

- 3 Send the e-mail.

Note • The machine prints the e-mail body and the attached documents according to the following settings. The offset output setting is disabled in all cases.

- E-mail body:
Default values of the print driver for this machine which is installed on the computer.
- TIFF or JPEG formatted attached file:
Default values of the logical printer set in [Memory Settings] of [TIFF/JPEG] in [Language Emulations] of CentreWare Internet Services.
- PDF formatted attached file:
Settings of PDF Direct Print.

Registering Destinations

The following describes how to register destinations from the machine to another Versant 80 Press in a single operation through a computer.

You can use the same procedure to register destinations from another Versant 80 Press to this machine.

Use CentreWare Internet Services to register destinations.

For information on CentreWare Internet Services, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

You can register destinations separately on the control panel. For more information, refer to "Add Address Book Entry" (P.532).

Important • To display the help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

- Because CentreWare Internet Services is accessible by multiple users simultaneously, the registered data will have a risk to be overwritten if a system administrator ID and passcode are not set. We recommend that data edit is permitted only by a system administrator with a passcode.
- Be sure not to perform this operation simultaneously with the address number registration from the control panel.
- If a number is duplicated, the existing number will be overwritten by the new one.
- A file in CSV format exported by CentreWare Internet Services (Address Book data) is not designed to be edited or changed by editing software. The data may be damaged when it is edited or changed. Therefore, do not edit or change the file in CSV format (Address Book data) with software such as Microsoft® Excel®¹.

Note • Using CentreWare Internet Services, you can import a CSV format file which is created by other than the machine to the Address Book of the machine. For more information, refer to the help of CentreWare Internet Services.

A CSV format file may not be imported depending on the file version or the machine model.

- You can download a blank form of the Address Book (CSV format file) to a computer from CentreWare Internet Services in order to register new Address Book entries on the computer. Using CentreWare Internet Services, you can import that created Address Book data (CSV format file) to the machine at a time. For more information, refer to the help of CentreWare Internet Services.

1 Start up the computer, and a web browser.

2 Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

Note • If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the URL with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the URL is "myhost.example.com".

- Ask your system administrator for the IP address or Internet address.
- When specifying a port number, add ":" and the port number after the address. The default port number is "80".
- When the Authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields respectively. Ask your system administrator for the user ID and passcode.

- 3 Click the [Properties] tab, and select [Services] > [E-mail] > [Public Address Book] in the left frame on the screen.
- 4 Click [Export] in [Data Export (Export Public Address Book)].
- 5 Click [Save] in the Security Warning dialog box.
- 6 Specify the destination to save the file in.
- 7 Enter the IP address or Internet address of another Versant 80 Press in the browser address field, and press the <Enter> key.
- 8 Click the [Properties] tab, and select [Public Address Book] in the left frame on the screen.

Note

 - On the [Properties] tab, you cannot import the Address Book data created from a CSV file which you have downloaded from the [Address Book] tab. Use the [Address Book] tab to import such Address Book data.
- 9 Click [Browse] in [Import Public Address Book] to specify the file saved in step 6.
- 10 Click [Import].



Importing Scanned Data

This section describes how to import files from a machine's folder to your computer. The following methods are available. The following shows the reference section for each procedure.

Importing to a TWAIN Compatible Application	392
Importing Using Stored File Manager 3	394
Importing Using CentreWare Internet Services.....	397

Importing to a TWAIN Compatible Application

The following describes how to import files from a machine's folder to application software. Network Scanner Driver is used to import stored files.

Network Scanner Driver is software that allows a client-side application to import stored files (scan data) from a machine's folder via a network.

To use Network Scanner Driver, you must have Network Scanner Utility 3 installed on your computer.

- Note**
- Network Scanner Utility 3 is included in the Software/Manual CD-ROM.
 - When Secondary Ethernet (optional) is installed on the machine and the IP address of Ethernet2 is specified, Network Scanner Utility 3 cannot operate. For more information, refer to "TCP/IP - Network Settings / TCP/IP - Network Settings (Ethernet 1), TCP/IP - Network Settings (Ethernet 2)" (P.474).

To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "Configuration of Store to Folder" (P.584). For information on the operation of the application, refer to the documentation provided with the application.

For information on how to install Network Scanner Driver, refer to the "Readme" file included in the Software/Manual CD-ROM.

To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

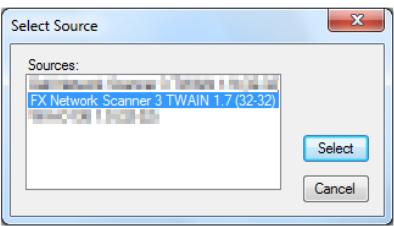
1 Launch application software to which files are imported.

Important • The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

- Note**
- For notes and restrictions on the use of application software, refer to the "Readme" included in Network Scanner Utility 3.

2 From the [File] menu, select the command for selecting the scanner (source).

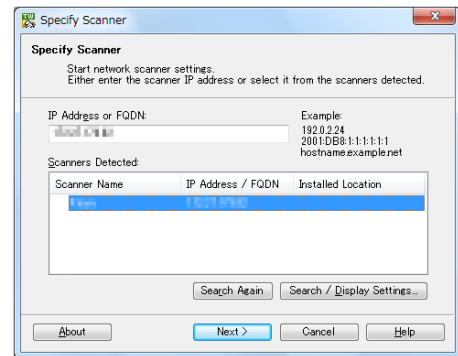
3 Select [FX Network Scanner 3 TWAIN], and click [Select].



4 From the [File] menu, select the command for importing the image from the scanner.

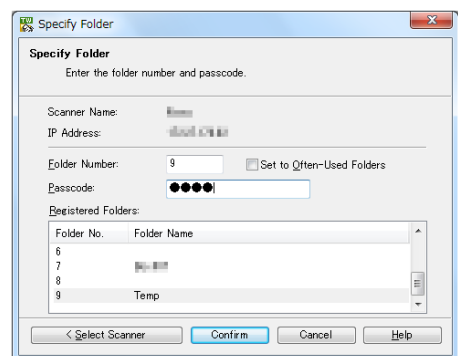
5 From the displayed list, click the scanner name of the machine, and click [Next].

- Note**
- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
 - To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to "Changing the display of scanner names" (P.394).
 - Only scanners on the network are automatically listed. To view a scanner on another network, click [Search/Display Settings], and register the IP Address and scanner name. For information on how to register a scanner, refer to "Changing the display of scanner names" (P.394).



6 In the [Folder Number] field, enter the number of the folder (001 - 500) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

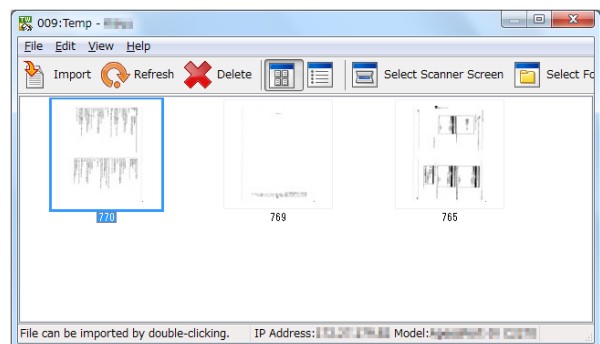
- Note**
- You can also select a folder number from [Registered Folders].
 - Clicking [Select Scanner] returns to step 5, where you can reselect a scanner.



7 Click [Confirm].

8 Select a file to be imported from the list, and click [Import].

- Note**
- You can select multiple files.
 - [Import], [Refresh], and [Delete] are available from the menu that appears when you right-click on the list.



When the import starts, the scan data is forwarded from the folder to the computer.

After being forwarded, the data is loaded onto the application software and is deleted from the folder.

- Note**
- An icon is displayed next to a file that is scanned in pages and whose forwarding operation has not been completed.
 - For most applications except DocuWorks, Network Scanner Driver expands the compressed data and transfers the data to the applications in BMP format. For DocuWorks, on the other hand, Network Scanner Driver transfers the data without data expansion processing. For this reason, it does not take much time for data transfer.
 - The machine can be configured not to delete files from a folder after forwarding them. For information on the setting, refer to "Create Folder" (P.523).

Changing Network Scanner Driver Settings

To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

■ Changing the display of scanner names

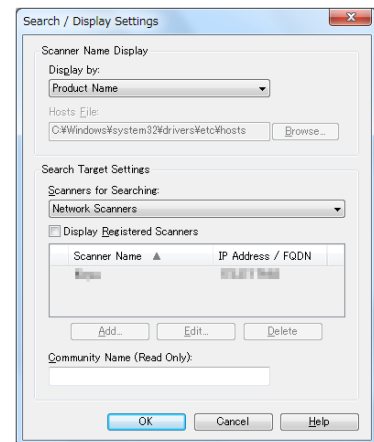
You can change the display of scanner names listed.

To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings] in the scanner selection dialog box.

Under [Scanner Name Display], you can change the method in which scanner names are displayed in [Scanners Detected].

Specify scanners to search for under [Search Target Settings].

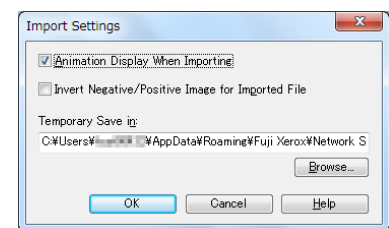
Note • If you click [Add] and then register a scanner, you can display scanners from other networks.



■ Import method for scanned files

You can change the display and the import settings for files scanned from a folder.

To change the import method, click [Import Settings] from [File] menu in the file selection dialog box, and configure the settings in the dialog box that appears.



Importing Using Stored File Manager 3

The following describes how to use Stored File Manager 3 to import files from a machine's folder.

Stored File Manager 3 is software to import files from a machine's folder to a computer without using any client-side application.

To use Stored File Manager 3, your computer must have Network Scanner Utility 3 installed.

Note • Network Scanner Utility 3 is included in the Software/Manual CD-ROM.
• When Secondary Ethernet (optional) is installed on the machine and the IP address of Ethernet2 is specified, Network Scanner Utility 3 cannot operate. For more information, refer to "TCP/IP - Network Settings / TCP/IP - Network Settings (Ethernet 1), TCP/IP - Network Settings (Ethernet 2)" (P.474).

To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "Configuration of Store to Folder" (P.584). For information on the operation of the application, refer to the documentation provided with the application.

For information on how to install Stored File Manager 3, refer to the "Readme" file included in the Software/Manual CD-ROM.

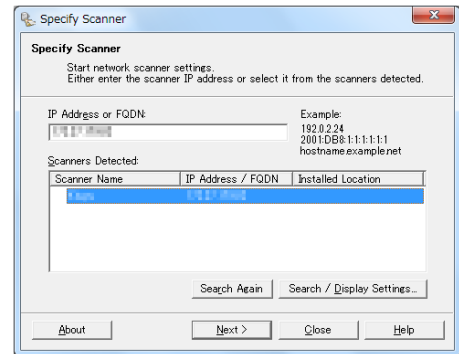
To learn about fields in the displayed dialog box, click [Help] to view the Stored File Manager 3 help.

- 1 Click [Start] and select [Programs] > [Fuji Xerox] > [Network Scanner Utility 3] > [Stored File Manager 3].

Note • If you used another directory for installation, specify the directory instead.

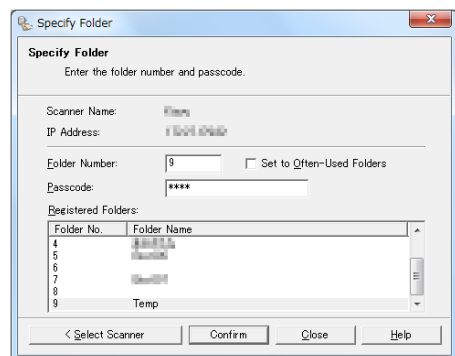
2 From the displayed list, click the scanner name of the machine, and click [Next].

- Note**
- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
 - To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to "Changing the display of scanner names" (P.396).
 - Only when the machine is connected to the network, the scanner name is automatically listed. To view the machine connected to another network, click [Search/Display Settings] and register the IP address and scanner name. For information on how to change the settings, refer to "Changing the display of scanner names" (P.396).



3 In the [Folder Number] field, enter the number of the folder (001 - 500) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

- Note**
- You can also select a folder number from [Registered Folders].
 - Clicking [Select Scanner] returns to step 2, where you can reselect a scanner.



4 Click [Confirm].

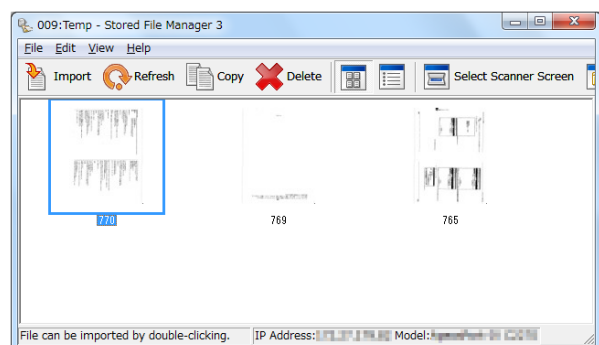
5 Select a file to be imported from the list. To import a file, there are two ways as follows:

■ Importing a file by clicking [Import]

Click [Import].

The file is extracted and saved the specified save location.

- Note**
- You can select multiple files.
 - When [File Saving Options] is set to [Set Destination for Each File] under the import settings, a dialog box for specifying a save destination is displayed. When the dialog box appears, specify a save destination, and click [OK]. For information on the import settings, refer to "Import settings for scanned files" (P.396).



■ Importing a file by drag and drop operation

Drag and drop the file to the save location such as the desktop.

The file to be dropped remains in the folder.

- Note**
- The file can be imported by copy and paste operation. The file to be pasted remains in the folder.

- To delete the file in the folder, click [Delete] on the toolbar.

6 The file is imported to the specified directory.

- Note**
- When [File Saving Options] is set to [Save in Fixed Destination] under the import settings, a file is saved in the specified directory.
For information on the import settings, refer to "Import settings for scanned files" (P.396).

Changing Stored File Manager 3 Settings

To learn about fields in the displayed dialog box, click [Help] to view the Stored File Manager 3 help.

■ Changing the display of scanner names

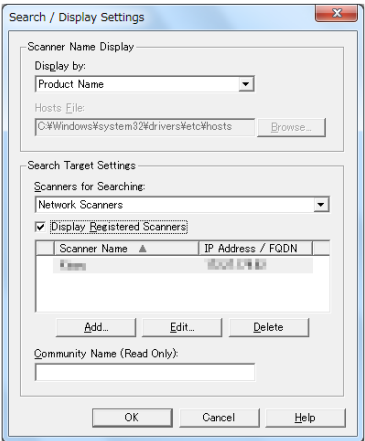
You can change the display of scanner names listed.

To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings] in the scanner selection dialog box.

Under [Scanner Name Display], you can change the method in which scanner names are displayed in [Scanners Detected].

Specify scanners to search for under [Search Target Settings].

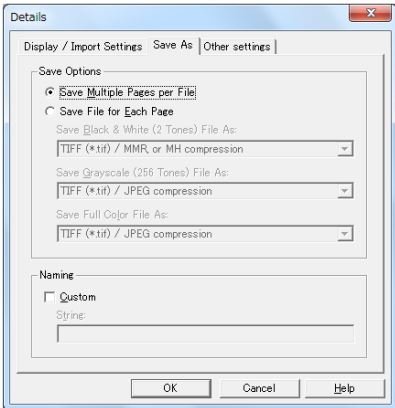
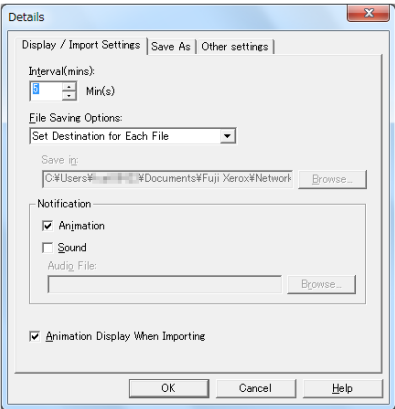
- Note**
- If click [Add] and then register a scanner, you can display scanners from other networks.



■ Import settings for scanned files

You can change the display and the import settings for files scanned from a folder.

To change the import method, click [Details] from [File] menu in the file selection dialog box, and configure the settings in the dialog box that appears.



Importing Using CentreWare Internet Services

This following describes how to import files stored in a machine's folder using CentreWare Internet Services.

When the machine is installed in a TCP/IP environment, CentreWare Internet Services allows you to import files stored in a machine's folder by accessing the machine from a computer via a web browser. You can also use a Macintosh computer to import files via a web browser.

Note • You can retrieve scanned data in DocuWorks or PDF format, but cannot encrypt the DocuWorks or PDF files and cannot attach a signature to the files when retrieving them.

For information on an overview of CentreWare Internet Services, refer to "CentreWare Internet Services" (P.399)

For more information on this operation, click [Help] in the top frame to view the help.

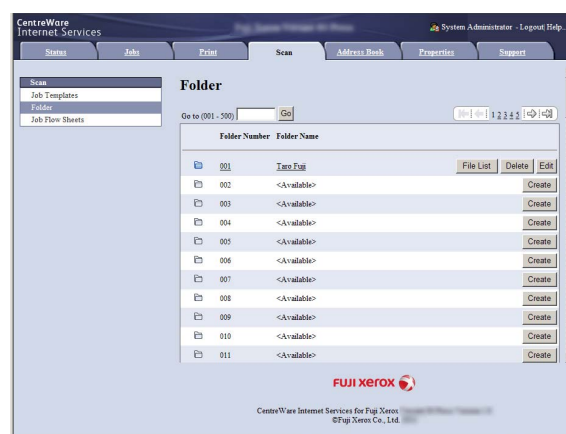
Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

- 1 Start up the computer, and a web browser.
- 2 Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

Note

- If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
- Ask your system administrator for the IP address or Internet address.
- When specifying a port number, add ":" and the port number after the IP address or the Internet address.
- If the authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

- 3 Select [Folder] on the [Scan] tab.

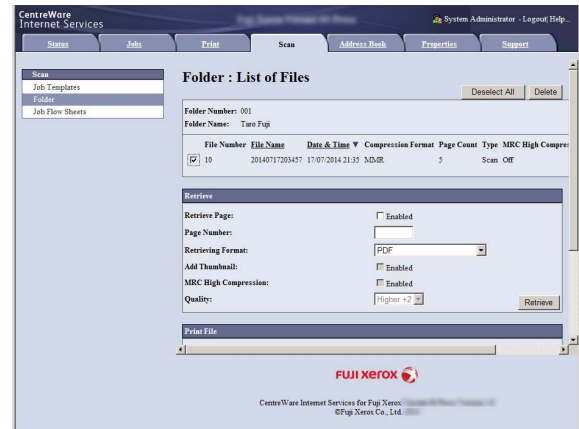


- 4 Click [File List] of the folder that contains the files to be imported.

Note • If a passcode is set, enter the passcode in the [Passcode] field (up to 20 digits).

- 5 Place a check mark next to each file to be imported, set the necessary items, and then click [Retrieve].

Note • When you import files in PDF format from a folder, they cannot be optimized for web view.



- 6 Click a file name and save a file.

Note • In [Internet Services Settings] in the [Properties] tab, when [Name of File(s) When Retrieved From Folder] is set to [File Name], the file name may be changed automatically when retrieving a file from the folder, depending on the file name. For more information, refer to the online help for CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.



- 7 Click [Save] in the displayed dialog box.

CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as change settings via a web browser. You can also import files stored in a folder.

For information on how to import files, refer to "Importing Using CentreWare Internet Services" (P.397)

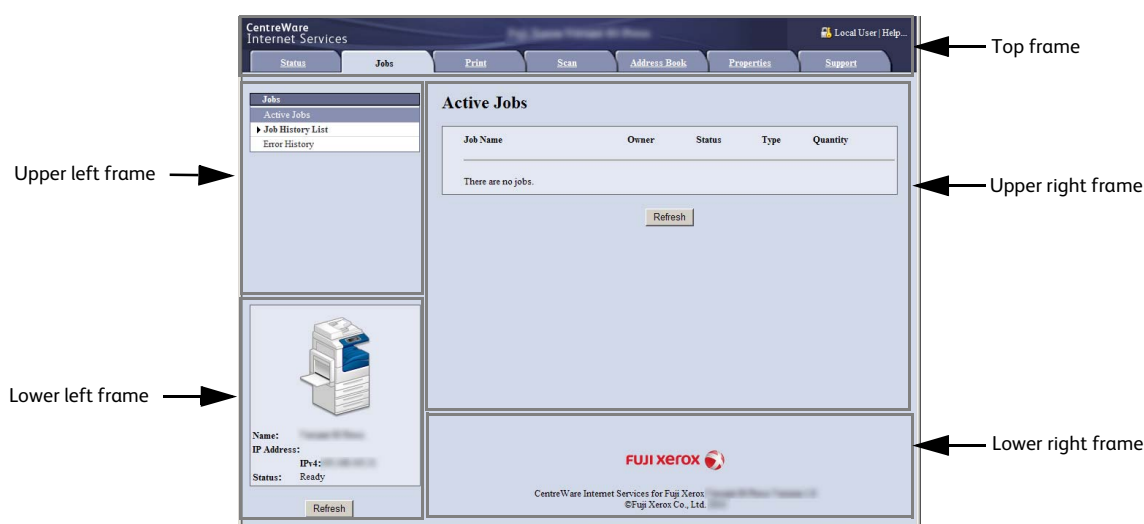
For information on the settings of CentreWare Internet Services, refer to "CentreWare Internet Services Settings" (P.555).

CentreWare Internet Services Screen

The [CentreWare Internet Services] screen consists of five frames (divided windows). The information displayed in each frame depends on the selected category: [Status], [Jobs], [Print], [Scan], [Address Book], [Properties], or [Support].

Note • Clicking [Help] in the top frame displays the help for CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.



■ Top Frame

Displays the model of the machine, user information, a link to the online help, and the tabs (links) to go to each category.

[Logout] is displayed on the right of the user information when you log in as the authenticated user using the Authentication feature or as the System Administrator.

Click [Logout] to cancel the Authentication mode or log out of the System Administrator mode.

For information on each feature provided by CentreWare Internet Services, click [Help] in this frame to view the help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Upper Left Frame

Displays the menu tree (list of the setting items) of the selected category. The item selected from the menu tree is displayed on the upper right frame.

For the [Print] and [Support] tabs, the machine information and status, and the [Refresh] button are displayed on this frame instead of the menu tree. Click the [Refresh] button to update the displayed information.

■ Upper Right Frame

Displays the screens to display or configure the setting of the item selected on the category tab or the menu tree.

■ Lower Left Frame

This frame is displayed on the [Jobs] and [Scan] tabs only.

For the [Jobs] tab, the machine status and information, and the [Refresh] button are displayed. Click the [Refresh] button to update the displayed information.

For the [Scan] tab, the button to add a job template and the list of the job templates are displayed.

■ Lower Right Frame

The Fuji Xerox logo and the version information of CentreWare Internet Services are displayed. When you click the logo, our website appears in a new window.

Main features of CentreWare Internet Services are listed below.

Tab Name	Main Features
Status	<ul style="list-style-type: none"> • Displaying the machine status Displays the status of the paper trays, output trays, and consumables such as toner cartridges. • Usage Counters Displays the total number of pages used for each feature and cumulative numbers. • Total Runtime Displays [Output Device Runtime], [Scanner Runtime], [Standby Time], [Low Power Time], [Sleep Time], [Warm-up Time], and [Power Off Time] by minutes.
Jobs	<ul style="list-style-type: none"> • Listing active jobs and allowing you to delete the jobs, and displaying completed jobs and error information
Print	<ul style="list-style-type: none"> • Job Submission Allows you to specify and print a file stored on your computer.
Scan	<ul style="list-style-type: none"> • Job Templates Allows you to create, edit, copy, and delete job templates. • Folder Allows you to create and set folders. You can also delete and import files in a folder. • Job Flow Sheets Allows you to create, edit, and delete job flow sheets.
Address Book	<ul style="list-style-type: none"> • Adding, editing, and deleting recipients in the Address Book. • Address Book Allows you to view a list of the Address Book, delete the Address Book data, and restrict users to access to the Address Book. • CSV file Allows you to import a CSV file which is created by other than the machine, and download the sample CSV file and a blank CSV file.
Properties	<ul style="list-style-type: none"> • Displaying and setting the items such as Machine configuration, Interface, and Emulation settings.
Support	<ul style="list-style-type: none"> • Displaying support information

- Note**
- Some field settings take effect after a reboot (after switching the power off and then on again, or after changing the System Settings from the control panel).
 - During operation on the control panel, settings cannot be changed by CentreWare Internet Services.

- To change the settings of items set by the system administrator, you need to enter a system administrator ID and passcode. Ask your system administrator for the ID and passcode.

Browser Settings

Before using this service, ensure the following settings on your browser.

The following describes the setting procedure for Internet Explorer 8.0.

- Note**
- Depending on the web browser used on your computer, CentreWare Internet Services may not work normally.

- 1 Select [Internet Options] from the [Tools] menu.
- 2 On the [General] tab, click [Settings] for [Browsing History].
- 3 In the [Temporary Internet Files and History Settings] dialog box, select [Every time I visit the webpage] or [Every time I start Internet Explorer] for [Temporary Internet Files].
- 4 Click [OK].

Proxy Server and Port Number

The following describes proxy server settings and a port number required for this service.

■ Proxy Server

We recommend that you access this service directly, not through a proxy server.

- Note**
- If using a proxy server, specifying the machine's IP address in the browser results in slower responses, and could prevent some screens from appearing. In this case, set the machine's IP address on the browser not to use a proxy server. For information on the setting instructions, refer to the documentation provided with your browser.

■ Port Number

The default port number of this service is "80". The port number can be changed in [Properties] > [Connectivity] > [Protocols] > [HTTP]. Usable ports are "1" to "65535".

If you set the port to a number other than 80, you must add ":" and the port number after the IP address or the Internet address when entering the address into your browser.

For example, if the port number is 8080, the URL is:

http://[the machine's IP address]:8080/

or

http://[the machine's Internet address]:8080/

You can check the port number in a Configuration Report. For information on the Configuration Report, refer to "Print Reports" (P.622).

- Note**
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

Starting CentreWare Internet Services

To use this service, perform the following procedure on your computer.

- 1 Start up the computer, and a web browser.
- 2 Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

- Note**
- If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the URL with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
 - Ask your system administrator for the IP address or Internet address.

- When specifying a port number, add ":" and the port number after the IP address or the Internet address.
- If the Authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
- If authentication of the system administrator fails, the following message is displayed in the right frame of web browser:
"Login failed."
- If the number of times that authentication fails exceeds the specified number, the following message is displayed in the right frame of web browser:
"Switch the machine Off and then On for System Administrator login."

13 Tools

Each feature of the machine is set to the factory default (initial) settings, but you can customize these settings in accordance with your environment. To change or customize these settings, enter the System Administration mode and make changes in the [Tools] screen.

This chapter describes the features that can be changed and the procedures to change the settings.

• System Settings Procedure	404
• Tools Menu List.....	408
• Common Service Settings	420
• Copy Service Settings.....	457
• Connectivity & Network Setup	468
• Print Service Settings.....	492
• Scan Service Settings	498
• E-mail Service Settings	506
• Address Book Settings	509
• Folder Service Settings	510
• Job Flow Service Settings	511
• Media Print Service Settings	512
• Stored File Settings	513
• Web Applications Service Setup	516
• Web Browser Setup.....	521
• Setup.....	523
• Accounting	536
• Authentication/Security Settings.....	543

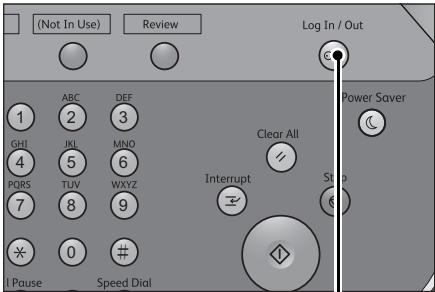
System Settings Procedure

To change or customize the system settings, enter the System Administration mode.
This section describes the basic procedures for system settings.

Step 1 Entering System Administration Mode	404
Step 2 Entering the System Administrator User ID and Passcode	404
Step 3 Selecting [Tools].....	405
Step 4 Selecting a Setting Item on the [Tools] Screen	405
Step 5 Setting a Feature	407
Step 6 Exiting System Administration Mode	407

Step 1 Entering System Administration Mode

- 1 Press the <Log In/Out> button or the login information field on the touch screen.



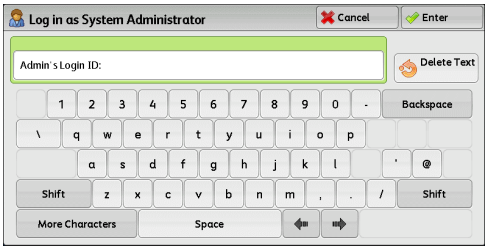
Step 2 Entering the System Administrator User ID and Passcode

To enter the System Administration mode, enter the system administrator User ID. If [Passcode Entry for Control Panel Login] is set to [On] under [Authentication/Security Settings] > [Authentication] > [Passcode Policy], you need to enter the passcode.
We recommend that you change the system administrator user ID and passcode immediately after installing the machine.
For more information on how to change the passcode, refer to "System Administrator Settings" (P.543).

- 1 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and then select [Enter].

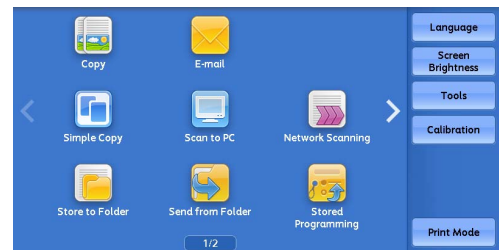
- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".
 - The screen may differ depending on the settings of the machine.
 - The <Log In/Out> button is lit when the machine enters the System Administration mode.



Step 3 Selecting [Tools]

- 1 Select [Tools] on the Services Home screen.

Note • When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.

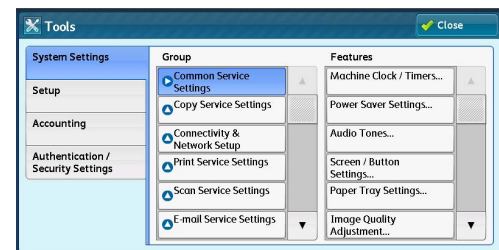


Step 4 Selecting a Setting Item on the [Tools] Screen

On the [Tools] screen, select a setting item to set.

For the items that can be selected on the [Tools] screen, refer to "Tools Menu List" (P.408).

- 1 Select a tab to set.



System Settings

You can set or change the default values of each service.

■ Common Service Settings

Allows you to configure the general settings of the machine.

For more information, refer to "Common Service Settings" (P.420).

■ Copy Service Settings

Allows you to configure the copy service settings such as copy feature defaults, copy operation control, and button indications.

For more information, refer to "Copy Service Settings" (P.457).

■ Connectivity & Network Setup

Allows you to configure the network related settings such as ports and protocols.

For more information, refer to "Connectivity & Network Setup" (P.468).

■ Print Service Settings

Allows you to configure the print service settings such as memory settings and print operation control.

For more information, refer to "Print Service Settings" (P.492).

■ Scan Service Settings

Allows you to configure the scan service settings such as scanner defaults and button indications.

For more information, refer to "Scan Service Settings" (P.498).

■ E-mail Settings

Allows you to configure the e-mail transmission specifications settings.

For more information, refer to "E-mail Service Settings" (P.506).

■ Address Book Settings

Allows you to configure the Address Book settings.

For more information, refer to "Address Book Settings" (P.509).

■ Folder Service Settings

Allows you to configure the settings relating to folders.

For more information, refer to "Folder Service Settings" (P.510).

■ Job Flow Service Settings

Allows you to configure the settings relating to Job Flow.

Job flow is a function to execute a series of registered operations.

For more information on Job Flow, refer to "Job Flow Service Settings" (P.511).

■ Media Print Service Settings

Allows you to configure the settings relating to Media Print (Text and Photo).

For more information, refer to "Media Print Service Settings" (P.512).

■ Stored File Settings

Allows you to set how to delete files in a folder and print files stored in the machine.

For more information, refer to "Stored File Settings" (P.513).

■ Web Applications Service Setup

Allows you to configure a remote access destination server.

For more information, refer to "Web Applications Service Setup" (P.516).

■ Web Browser Setup

Allows you to configure the settings relating to the web browser when accessing a remote destination server.

For more information, refer to "Web Browser Setup" (P.521).

Setup

You can create and change folders, job flow sheets, and the Address Book (speed dial numbers).

For more information, refer to "Setup" (P.523).

Accounting

You can register users and configure the settings for account administration.

For more information, refer to "Accounting" (P.536).

Authentication/Security Settings

You can configure the authentication and security settings.

For more information, refer to "Authentication/Security Settings" (P.543).

Step 5 Setting a Feature

1 Select any feature.

- Note**
- Select a submenu from the [Group] list, and then select a feature from the [Features] list.
 - Select [▲] or [▼] as required.

2 Select an item to set.

3 After setting the feature, select [Save].

4 Select [Close] repeatedly until the Services Home screen is displayed.

- Note**
- If rebooting the machine is required to enable the new settings, when you select [Close] in the [Tools] screen, a message may be displayed. Follow the message and reboot the machine. After the machine reboots, it exits from the System Administration mode, and the <Log In/Out> button is unlit.
 - When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

Step 6 Exiting System Administration Mode

1 Press the <Log In/Out> button.

- Note**
- You can also log out by pressing the login information field on the touch screen, and then selecting [Logout].
 - The <Log In/Out> button is unlit when the machine exits from the System Administration mode.

Tools Menu List

The following tables list the items that can be set on the [Tools] screen. Note that some items may not appear depending on the configuration of the machine.

System Settings

■ Common Service Settings

Machine Clock/Timers (P.420)	<ul style="list-style-type: none"> • Date (P.420) • Time (P.420) • NTP Time Synchronization (P.421) • Connection Interval (P.421) • Time Server Address (P.421) • Auto Clear (P.421) • Auto Job Release (P.421) • Auto Print (P.421) • Printer Lockout (P.421) • Time Zone (P.422) • Daylight Savings (P.422) • "Print-On-Demand Duration" (P.422)
"Power Saver Settings" (P.423)	<ul style="list-style-type: none"> • Power Saver Timers (P.423) • "Enter Power Saver After Printing Ends" (P.423) • Power Saver Deactivation (P.423)
Audio Tones (P.424)	<ul style="list-style-type: none"> • Control Panel Select Tone (P.424) • Control Panel Alert Tone (P.424) • Base Tone (P.424) • Machine Ready Tone (P.424) • Job Complete Tone 1, 2 (P.424) • Fault Tone (P.424) • Auto Clear Alert Tone (P.424) • Alert Tone (P.424) • Out of Paper Warning Tone (P.424) • Low Toner Alert Tone (P.425) • Stored Programming Tone (P.425) • Stored Programming Complete Tone (P.425)
Screen/Button Settings (P.425)	<ul style="list-style-type: none"> • Screen Default (P.425) • Screen After Auto Clear (P.425) • Auto Display of Login Screen (P.425) • Custom Buttons 1 to 3 (P.425) • Services Home (P.425) • Services Home - Additional Features (P.425) • Job Type on Job Status screen (P.426) • Default Language (P.426) • Screen Brightness (P.426) • Reconfirm E-mail Recipient (P.426) • Reconfirm E-mail Recipient Button (P.426) • Screen After Inserting USB (P.426) • Display Consumables Screen (P.427) • Keyboard Input Restriction (P.427) • Operation of Up/Down Buttons (P.427) • Flick and Double-tap (P.427) • Double-Tap Interval (P.428) • "Sys. Admin. Settings Security Warning" (P.429) • "SNMP Configuration Security Warning" (P.429) • "Global IP Address Security Warning" (P.429)

Paper Tray Settings (P.429)	<ul style="list-style-type: none"> • "Custom Paper Settings" (P.429) • Paper Tray Attributes (P.431) • "Custom Paper Color Settings" (P.433) • Paper Tray Attributes on Setup Screen (P.433) • Paper Tray Attributes During Loading (P.433) • Paper Tray Priority (P.433) • Tray 5 - Paper Size Defaults (P.433) • Auto Tray Switching Control (P.434) • "Preset Custom Size" (P.434)
Image Quality Adjustment (P.435)	<ul style="list-style-type: none"> • Image Quality (P.435) • Calibration (P.436)
Reports (P.436)	<ul style="list-style-type: none"> • Print Reports Button (P.436) • Job History Report (P.436) • Scan File Transfer Report (P.436) • 2 Sided Report (P.437) • Job Flow Error Report (P.437)
Maintenance (P.437)	<ul style="list-style-type: none"> • "EP Diagnostic Request/Repair Request" (P.437) • Check EP Connection (P.437) • EP Registration (P.437) • Initialize Hard Disk (P.437) • Delete All Data (P.438) • Software Options (P.438) • Power on Self Test (P.438) • Check Smart Card Details (P.438) • Alignment Adjustment (P.438) • "Density Uniformity Adjustment" (P.438) • Finisher Adjustment (P.439) • "Adjust Paper Curl" (P.439) • "Software Upgrade" (P.440) • "Delete All Certificates/Initialize Settings" (P.440) • "Quick Setup Home" (P.440) • "Register Paper Feeding Positions" (P.441) • "Clean Fusing Unit" (P.441) • "Productivity Mode" (P.441)
Watermark (P.441)	<ul style="list-style-type: none"> • Date Format (P.442) • Default Watermark Effect (P.442) • Default Watermark (P.442) • Font Size (P.442) • Background Pattern (P.442) • Font Color (P.442) • Density (P.442) • Watermark/Background Contrast (P.442) • "Force Watermark - Copy" (P.443) • "Force Watermark - Client Print" (P.443) • "Force Watermark - Print Stored File" (P.443) • "Force Watermark - Media Print" (P.443) • Custom Watermark 1 to 3 (P.443)
Force Annotation (P.443)	<ul style="list-style-type: none"> • Apply Layout Template to Copy/Print Jobs (P.444) • Delete Layout Template (P.444) • Create Text String (P.444)
"Print Universal Unique ID" (P.445)	<ul style="list-style-type: none"> • Print Universal Unique ID (P.445) • Print Position (P.445) • Print Position Adjustment (P.445) • Print Position (Side 2) (P.445)
Notify Job Completion by E-mail (P.445)	<ul style="list-style-type: none"> • Targeted Jobs (P.445) • E-mail Addresses 1 to 5 (P.445) • E-mail Message (P.445)

Plug-in Settings (P.446)	<ul style="list-style-type: none"> • Embedded Plug-ins (P.446) • List of Embedded Plug-ins (P.446)
Other Settings (P.446)	<ul style="list-style-type: none"> • Offset Stacking (Right Top Tray) (P.446) • Offset Stacking (Right Middle Tray) (P.446) • "Offset Stacking (Stacker - Stacker Cart)" (P.446) • "Unload High Capacity Stacker" (P.447) • "Default Print Paper Size" (P.447) • Paper Size Settings (P.447) • Millimeters/Inches (P.453) • Data Encryption (P.453) • Encryption Key for Confidential Data (P.454) • Service Rep. Restricted Operation (P.455) • Software Download (P.455) • Document Feeder Tray Elevation (P.456) • Check Document Guides Position (P.456) • Restrict Recipient Selection Method (P.456) • Restrict User to Edit Address Book (P.456) • Data Indicator (P.456) • "Ink Setoff Prevention" (P.456)

■ Copy Service Settings

Copy Tab - Features Allocation (P.457)	-
Preset Buttons (P.458)	<ul style="list-style-type: none"> • Paper Supply - Button 2 - 5 (P.458) • Reduce/Enlarge - Button 3 - 4 (P.458) • Front Cover Tray - Button 1 - 3 (P.458) • Back Cover Tray - Button 1 - 3 (P.458) • Transparency Tray - Button 1 - 3 (P.458) • Separator & Handout Tray - Button 1 - 3 (P.458)

Copy Defaults (P.458)

- Paper Supply (P.458)
- Reduce/Enlarge (P.458)
- Output Color (P.458)
- Output Color (Simple Copy) (P.459)
- Single Color (P.459)
- Dual Color - Source Color (P.459)
- Dual Color - Target Area Color (P.459)
- Dual Color - Non-target Area Color (P.459)
- Original Type (P.459)
- Original Type - Auto (Non-Black & White) (P.459)
- Original Type - Auto (Black & White) (P.459)
- Lighten/Darken (P.459)
- Contrast (P.459)
- Sharpness (P.459)
- Saturation (P.460)
- Background Suppression (P.460)
- Color Balance - Yellow / Color Balance - Magenta / Color Balance - Cyan / Color Balance - Black (P.460)
- Color Shift (P.460)
- 2 Sided Copying (P.460)
- Mixed Size Originals (P.460)
- Edge Erase - Top Edge (P.460)
- Edge Erase - Bottom Edge (P.460)
- Edge Erase - Left Edge (P.461)
- Edge Erase - Right Edge (P.461)
- Center Erase/Binding Edge Erase (P.461)
- Edge Erase - 2 Sided Original - Side 2 (P.461)
- Image Shift - Side 1 (P.461)
- Image Shift - Side 2 (P.461)
- Image Rotation (P.461)
- Image Rotation - Rotation Direction (P.461)
- Original Orientation (P.461)
- Pages per Side (P.462)
- Copy Output (P.462)
- Uncollated - Default Separator Tray (P.462)
- Output Destination (P.462)
- Output Destination (Simple Copy) (P.462)
- Face Up/Down Output (P.462)
- Sample Job (P.462)
- Annotations - Stored Comment (P.462)
- Annotations - Comment on Side 1 and Side 2 (P.462)
- Annotations - Comment - Font Size (P.462)
- Annotations - Comment - Font Color (P.462)
- Date - Position on Side 1 and Side 2 (P.463)
- Date - Font Size (P.463)
- Page Numbers - Style (P.463)
- Page Numbers - Position on Side 1 and Side 2 (P.463)
- Page Numbers - Font Size (P.463)
- Bates Stamp - Number of Digits (P.463)
- Bates Stamp - Position on Side 1 and Side 2 (P.463)
- Tab Margin Shift - Shift Value (P.463)
- Tab Margin Shift - Shift Value (P.463)
- Booklet Creation - Default Cover Tray (P.463)
- Covers - Default Front Cover Tray, Default Back Cover Tray (P.463)
- Separators - Default Separator Tray (P.463)

Copy Control (P.463)	<ul style="list-style-type: none"> • Memory Full Procedure (P.464) • Maximum Stored Pages (P.464) • Auto Paper Off (P.464) • Mixed Size Originals - 2 Sided Copy (P.464) • Fine-tune 100 % (P.464) • ID Card Copy - Reduce/Enlarge (P.464) • Background Suppression (Photo & Text) (P.464) • Background Suppression Level (Text) (P.465) • Photo & Text /Printed Original (P.465) • Face Up/Down Output - Reverse Order (P.465) • Face Up/Down Output - Reverse Order (P.465) • Face Up/Down - Auto (Single Sheet) (P.465) • "Default Trim Margin" (P.465) • Auto Image Positioning - Below 105 gsm (P.465) • Auto Image Positioning - Above 106 gsm (P.465) • Annotations - Comment Density (P.466) • Comment Position - Top Left, - Top Center, - Top Right, - Left Center, - Center, - Right Center, - Bottom Left, - Bottom Center, and - Bottom Right (P.466) • Date Position - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right (P.466) • Page Number Position - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right (P.466) • Bates Stamp - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right (P.466) • Quantity Display (P.466) • Maximum Number of Sets (P.466) • "Sample Output to Stacker - Top Tray" (P.466)
Original Size Defaults (P.466)	-
Reduce/Enlarge Presets (P.467)	-
Custom Colors (P.467)	-
Annotations - Create Comments (P.467)	-

■ Connectivity & Network Setup

Port Settings (P.468)	<ul style="list-style-type: none"> • USB (P.468) • LPD (P.469) • SMB Client (P.469) • IPP (P.469) • Bonjour (P.470) • Port 9100 (P.470) • SNMP (P.470) • FTP Client (P.470) • Receive E-mail (P.470) • Send E-mail (P.470) • E-mail Notification Service (P.470) • UPnP Discovery (P.471) • WSD (P.471)^{*1} • Internet Services (HTTP) (P.471) • SOAP (P.472) • WebDAV (P.472) • ThinPrint (P.472)
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Protocol Settings (P.473)	<ul style="list-style-type: none"> • Ethernet Settings (P.473) • TCP/IP - Common Settings (P.473) • "TCP/IP - Network Settings / TCP/IP - Network Settings (Ethernet 1), TCP/IP - Network Settings (Ethernet 2)" (P.474) • IPv4 - IP Address Resolution (P.474) • IPv4 - IP Address (P.475) • IPv4 - Subnet Mask (P.475) • IPv4 - Gateway Address (P.475) • IPv4 - DNS Server Setup (P.475) • IPv4 - IP Filter (P.475) • IPv6 Address Manual Configuration (P.475) • Manually Configured IPv6 Address (P.475) • Manually Configured IPv6 Address Prefix (P.476) • Manually Configured IPv6 Gateway (P.476) • IPv6 - DNS Server Setup (P.476) • Automatically Configured IPv6 Address (P.476) • IPv6 - IP Filter (P.476) • "Ping Connection Test" (P.477)
Machine's E-mail Address/Host Name (P.477)	<ul style="list-style-type: none"> • E-mail Address (P.477) • Machine Name (P.477) • Host Name (P.477) • Domain Name (P.477)
	<ul style="list-style-type: none"> • Use Proxy Server (P.478) • Proxy Server Setup (P.478) • Addresses to Bypass Proxy Server (P.478) • HTTP Proxy Server Name (P.478) • HTTP Proxy Server Port Number (P.478) • HTTP Proxy Server Authentication (P.478) • HTTP Proxy Server Login Name (P.478) • HTTP Proxy Server Password (P.478) • HTTPS Proxy Server Name (P.478) • HTTPS Proxy Server Port Number (P.478) • HTTPS Proxy Server Authentication (P.478) • HTTPS Proxy Server Login Name (P.478) • HTTPS Proxy Server Password (P.479)
EP Proxy Server Setup (P.479)	<ul style="list-style-type: none"> • Proxy Server Setup (P.479) • HTTPS Proxy Server Name (P.479) • HTTPS Proxy Server Port Number (P.479) • HTTPS Proxy Server Authentication (P.479) • HTTPS Proxy Server Login Name (P.479) • HTTPS Proxy Server Password (P.479) • HTTP Proxy Server Name (P.479) • HTTP Proxy Server Port Number (P.479) • HTTP Proxy Server Authentication (P.479) • HTTP Proxy Server Login Name (P.479) • HTTP Proxy Server Password (P.480)
Outgoing/Incoming E-mail Settings (P.480)	<ul style="list-style-type: none"> • POP3 Server Settings (P.480) • SMTP Server Settings (P.480)
Remote Authentication/Directory Service (P.481)	<ul style="list-style-type: none"> • SMB Server Settings (P.486)

Security Settings (P.486)	<ul style="list-style-type: none"> • SSL/TLS Settings (P.486) • S/MIME Settings (P.487) • PDF/DocuWorks/XPS Signature Settings (P.488)^{*2} • IPSec Settings (P.489) • "IEEE 802.1X Settings / IEEE 802.1X Settings (Ethernet 1), IEEE 802.1X Settings (Ethernet 2)" (P.490) • Certificate Revocation Retrieval Settings (P.490)
Other Settings (P.491)	<ul style="list-style-type: none"> • Protocol to Receive E-mail (P.491) • Add Domain Name to User Name (P.491) • "Output Destination for E-mail" (P.491) • Domain Filtering (P.491)

*1 : WSD stands for Web Services on Devices.

*2 : XPS stands for XML Paper Specification.

■ Print Service Settings

Allocate Memory (P.492)	<ul style="list-style-type: none"> • ART IV, ESC/P, 201H Form Memory (P.492) • HP-GL/2 Auto Layout Memory (P.492) • Job Ticket Memory (P.492) • Receiving Buffer - USB (P.492) • Receiving Buffer - LPD (P.492) • Receiving Buffer - IPP (P.493) • Receiving Buffer - Port 9100 (P.493)
Delete Form (P.493)	-
Other Settings (P.494)	<ul style="list-style-type: none"> • Print Area (P.494) • Substitute Tray (P.494) • Paper Type Mismatch (P.494) • Unregistered Forms (P.495) • Resume Job After Print Error (P.495) • When Paper Jam Occurs (P.495) • Print User ID (P.495) • Banner Sheet (P.495) • Banner Sheet Offset (P.496) • Banner Sheet Tray (P.496) • XPS Print Ticket Processing (P.496)[*] • LPD Print Queue (P.496) • OCR Font Glyphs (0 x 5C) (P.497) • "Paper Settings for Print Job" (P.497)

* : XPS stands for XML Paper Specification.

■ Scan Service Settings

Screen Defaults (P.498)	<ul style="list-style-type: none"> • Email Screen Default (P.498) • Scan to PC Screen Default (P.498) • 1st Tab - Features Allocation (P.498) • Reduce/Enlarge - Buttons 2 to 5 (P.499)
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Scan Defaults (P.499)	<ul style="list-style-type: none"> • Color Scanning (P.499) • Original Type (P.499) • File Format (P.499) • Optimize PDF For Quick Web View (P.499) • Thumbnail - Outgoing E-mail (P.499) • Thumbnail - Scan to PC (P.499) • Lighten/Darken (P.499) • Contrast (P.499) • Sharpness (P.499) • Background Suppression (P.500) • Shadow Suppression (P.500) • Color Space (P.500) • Original Orientation (P.500) • Resolution (P.500) • Mixed Size Originals (P.500) • Edge Erase (P.500) • Edge Erase - Top & Bottom Edges (P.500) • Edge Erase - Left & Right Edges (P.500) • Center Erase/Binding Edge Erase (P.500) • Quality/File Size (P.500) • E-mail Subject (P.500) • Store & Send Link - E-mail Subject (P.501) • E-mail Encryption (P.501) • Searchable Text (P.501) • Language of the Original (P.501) • Searchable - Text Compression (P.501) • Microsoft® Office Format Settings (P.501)
Scan to PC Defaults (P.501)	<ul style="list-style-type: none"> • Transfer Protocol (P.501) • Login Credential to Access Destination (P.502) • User Name for FTP Scan (P.502)
Original Size Defaults (P.502)	-
Output Size Defaults (P.502)	-
Reduce/Enlarge Presets (P.503)	-
Other Settings (P.503)	<ul style="list-style-type: none"> • Memory Full Procedure (P.503) • Maximum Stored Pages (P.503) • Saturation (P.503) • Background Suppression Level (P.503) • Shadow Suppression Level (P.504) • Color Space (P.504) • TIFF Format (P.504) • Image Transfer Screen (P.504) • Filename Format (P.504) • Add Date to E-mail Attachment Name (P.504) • Searchable - Page Orientation (P.505) • URL File Expiration (P.505) • Generation of URL Link (P.505) • Store & Send Link - Maximum File Size (P.505) • Print Login Name on PDF Files (P.505)

■ E-mail Service Settings

E-mail Control (P.506)	<ul style="list-style-type: none"> • Maximum Address Entries (P.506) • Incoming E-mail Print Options (P.506) • Print Error Notification E-mail (P.506) • Response to Read Receipts (P.506) • Read Receipts (P.507) • Print Delivery Confirmation Mail (P.507) • Split Send Method (P.507) • Maximum Data Size per E-mail (P.507) • Maximum Total Data Size (P.507) • Maximum Split Count (P.507) • Allow Casual Users to Edit From Field (P.508) • Allow Guest Users to Edit From Field (P.508) • Allow to edit From if Search Found (P.508) • Allow to edit From if Search Failed (P.508) • E-mail Sending When Search Failed (P.508) • Add Me to "To" Field (P.508) • Add Me to "Cc" Field (P.508) • Edit E-mail Recipients (P.508)
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■ Address Book Settings

Address Book Settings (P.509)	<ul style="list-style-type: none"> • Address Book Type (P.509) • Directory Service (P.509) • Address Book Default - Scan (P.509) • Search Display Default (P.509)
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■ Folder Service Settings

Folder Service Settings (P.510)	<ul style="list-style-type: none"> • Files Retrieved By Client (P.510) • File Display Default (P.510) • Orientation for Stored Print Jobs (P.510) • File Display Default (P.510) • Quality/File Size for Retrieval (P.510)
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■ Job Flow Service Settings

"Job Flow Service Settings" (P.511)	<ul style="list-style-type: none"> • Pool Server (P.511) • Pool Server Login Method (P.511) • Job Flow Sheet List Default (P.511)
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■ Media Print Settings

Media Print Service Settings (P.512)	<ul style="list-style-type: none"> • Text - Paper Supply - Button 2 to 5 (P.512) • Photos - Paper Supply - Button 1 to 5 (P.512)
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■ Stored File Settings

Stored File Settings (P.513)	<ul style="list-style-type: none"> • Expiration Date for Files in Folder (P.513) • Stored Job Expiration Date (P.513) • "Display Default of Stored Print Job List" (P.514) • Display Details of Stored Print Job List (P.514) • Preview Generation (P.514) • Duration for Preview Generation (P.514) • Display Default of Stored Print Job List (P.514) • Print Job Confirmation Screen (P.514) • Minimum Passcode Length for Stored Jobs (P.514) • Print Order for All Selected Files (P.514)
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■ Web Applications Service Setup

Server Setup (P.518)	<ul style="list-style-type: none"> • URL (P.518) • Server Name (P.519) • Description (P.519) • Use User ID (P.519) • User ID (P.519) • Password (P.519) • Machine/Authentication Notification (P.519) • Notify User Authorization Information (P.519) • Delete All Settings (P.519) • Functional Code (P.519)
Other Settings (P.520)	<ul style="list-style-type: none"> • When Sending User Details (P.520)

■ Web Browser Setup

"Web Browser Setup" (P.521)	<ul style="list-style-type: none"> • Web Applications Version (P.521) • Delete Persistent Cookie Upon Closing (P.521) • Clear Cache Upon Closing (P.521) • Use Cache (P.521) • Accept Cookies (P.521) • Use TLS1.0 (P.521) • Use SSL3.0 (P.521) • When SSL Certificate Verification Fails (P.521) • Enable File Printing (P.522) • Functional Code (P.522)
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Setup

Create Folder (P.523)	<ul style="list-style-type: none"> • Folder Name (P.524) • Check Folder Passcode (P.524) • Delete Files After Retrieval (P.524) • Delete Expired Files (P.524) • Link Job Flow Sheet to Folder (P.525) • "When the [Delete Folder] Button is Selected" (P.525)
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Create Job Flow Sheet (P.525)	<ul style="list-style-type: none"> • "Depending on the method of storing in the folder, there are restrictions on the combination of features." (P.526) • Restrictions on Using Job Flow (P.526) • Create New Job Flow Sheet (P.527) • Name (P.527) • Description (P.527) • Keyword (P.528) • Send as E-mail (P.528) • Transfer via FTP (1), Transfer via FTP (2) (P.529) • Transfer via SMB (1), Transfer via SMB (2) (P.529) • Print (P.530) • E-mail Notification (P.531) • Edit/Delete (P.531)
Create Job Flow Sheet Keyword (P.532)	-
Add Address Book Entry (P.532)	<ul style="list-style-type: none"> • "When selecting [E-mail] as the address type, the following items appear:" (P.532) • "When selecting [Server] as the address type, the following items appear:" (P.533) • Address Type (P.533) • E-mail Address (P.533) • Name (P.533) • Index (P.533) • Surname (P.533) • Given Name (P.533) • Custom Item 1 (P.533) • Custom Item 2 (P.533) • Custom Item 3 (P.534) • S/MIME Certificate (P.534) • Transfer Protocol (P.534) • Server Name/IP address (P.534) • Shared Name (SMB Only) (P.534) • Save in (P.534) • User Name (P.534) • Password (P.535) • "Port Number" (P.535)
Paper Tray Attributes (P.535)	-

Accounting

Create/View User Accounts (P.536)	<ul style="list-style-type: none"> • User ID (P.536) • User Name (P.536) • Passcode (P.537) • E-mail Address (P.537) • Device Access (P.537) • Service Access (P.537) • User Role (P.538) • Reset User Account (P.538)Reset User Account (P.538) • Reset Total Impressions (P.539)
View Accounts (P.539)	-
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Accounting Type (P.540)	<ul style="list-style-type: none"> • Accounting Disabled (P.540) • Local Accounting (P.540) • Network Accounting (P.540) • Xerox Standard Accounting (P.541) • Auditron Mode (P.541) • Verify User Details (P.541) • Customize User Prompts (P.541)
Accounting Login Screen Settings (P.541)	<ul style="list-style-type: none"> • Alternative Name for User ID (P.541) • Mask User ID (***) (P.541) • Alternative Name for Account ID (P.542) • Mask Account ID (***) (P.542) • Display Billing Information Upon Login (P.542)

Authentication/Security Settings

System Administrator Settings (P.543)	<ul style="list-style-type: none"> • System Administrator's Login ID (P.543) • System Administrator's Passcode (P.543)
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Allow User to Disable Active Settings (P.552)	-
Job Status Default (P.552)	<ul style="list-style-type: none"> • Active Jobs View (P.552) • Completed Jobs View (P.552)
Overwrite Hard Disk (P.552)	<ul style="list-style-type: none"> • Number of Overwrites (P.553)

Common Service Settings

In [Common Service Settings], you can make settings relating to the machine’s common features.

Machine Clock/Timers	420
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- 1 On the [Tools] screen, select [Common Service Settings].
For information on how to display the [Tools] screen, refer to "System Settings Procedure" (P.404).
- 2 Select an item to set or change.

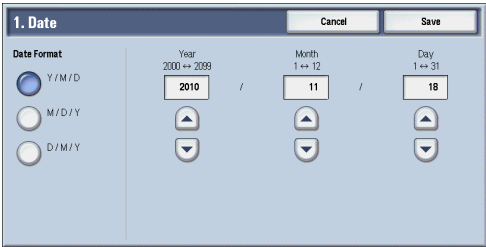
Machine Clock/Timers

You can set the machine clock or the time intervals of the machine to enter the Power Saver mode or to reset settings.

Date

Set the date in the system clock of the machine. The date set here will be printed on all lists and reports.

- 1 Select [Date], and then select [Change Settings].
- 2 Select a date format.
- 3 Specify [Year], [Month], and [Day].
- 4 Select [Save].

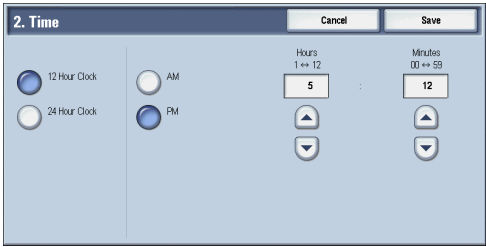


Time

Set the time in the system clock of the machine, using 12-hour or 24-hour format. The time set here will be printed on all lists and reports.

- 1 Select [Time], and then select [Change Settings].

- 2 Select the display format.
- 3 When you select [12 Hour Clock], set [AM] or [PM].
- 4 Specify [Hours] and [Minutes].
- 5 Select [Save].



NTP Time Synchronization

You can synchronize the machine clock with a time server (NTP: Network Time Protocol), by receiving time information from the server.

To connect to a time server, select [On] for [NTP Time Synchronization], and set the IP address of the time server in [Time Server Address].

Connection Interval

Specify how often the machine connects to the time server.

You can select from 1 to 500 hours in 1 hour increments.

Time Server Address

Set the server name or IP address of the time server.

- Note**
- For IPv4, enter the IP address in xxx.xxx.xxx.xxx format, where "xxx" is a value between 0 and 255.
 - For IPv6, enter the IP address in xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx format, where "xxxx" is a hexadecimal number.

Auto Clear

Specify the time lapsed without any operation until the machine resets the settings automatically.

When you select [On], specify a value between 10 and 900 seconds in 1 second increments. When you select [Off], the settings are not reset automatically.

Note

- When [Off] is selected, the machine will cancel the standby status and begin processing a document after one minute has elapsed in anticipation of a job command.

Auto Job Release

Specify the time lapsed until the machine cancels the active job and starts the next job if an error such as document or paper jams and running out of paper occurs during copying or scanning. In that case, only those jobs not affected by the error can be processed.

When you select [On], specify a value in 1 minute increments. When you select [Off], the active job is not canceled automatically.

Auto Print

Set the time period to start the next print job after the operation of the control panel (except for the <Start> and <Clear All> buttons).

When you select [On], specify a value between 1 and 240 seconds in 1 second increments. When you select [Off], printing starts immediately after the machine is ready.

Printer Lockout

You can set the machine to disable printing during the specified time period or to temporarily disable printing.

Selecting [On] allows you to set [Set Lockout Duration] and/or [Allow User to Lock Out]. When [Allow User to Lock Out] is selected, the [Lock Out Printer] button needs to be displayed on the right side of the Services Home screen.

For information on how to display the [Lock Out Printer] button on the Services Home screen, refer to "About the Services Home Screen" (P.84).

■ Set Lockout Duration

Set the time period to disable printing.

Specify the start and end time to disable printing in 1 minute increments.

■ Allow User to Lock Out

Selecting [Lock Out Printer] on the Services Home screen temporarily disables printing. [Release Printer] is displayed during the printer lockout duration. Selecting [Release Printer] enables printing.

- Note**
- A job started before the start time will be printed continuously even after elapsing the start time. The job will be printed continuously even if you select [Lock Out Printer] while printing. After the job is completed, the machine enters the printer lockout status.
 - When both [Set Lockout Duration] and [Allow User to Lock Out] are set and the start time comes while the [Release Printer] button is displayed, the machine automatically enters the printer lockout status.
 - When you select [Release Printer] during the printer lockout duration, printing is enabled, and when you then select [Lock Out Printer], the machine resumes the printer lockout status.
 - The printer lockout status is not released automatically even after the end time elapsed. To release the printer lockout status, the control panel operation is required.
 - The printer lockout duration will not be released even when you switch the power off and then on again, or even when you press the <Power Saver> button while the machine is in the Power Saver mode (Low Power mode or Sleep mode).
 - The machine starts printing in accordance with the setting in [Auto Print] when [Release Printer] is selected. Thus the printing may not start just after [Release Printer] is selected.
 - You can also print during the printer lockout duration by selecting a job in [Active Jobs] on the [Job Status] screen and then selecting [Promote Job].
 - When the [Allow User to Lock Out] check box is deselected, [Disable Auto Printing] in [Services Home - Additional Features] is displayed as [(Not Assigned)].

Time Zone

Set the time difference from GMT between -12 and +12 hours.

- Note**
- GMT stands for Greenwich Mean Time.

Daylight Savings

You can set daylight saving time. During daylight saving time period, the machine moves the clock forward by one hour.

Select from [Adjust Off], [Adjust by Day, Month & Time], and [Adjust by Month, Week, Day of Week & Time].

If you select [Adjust by Day, Month & Time], specify the month, day, and time for [Start Date] and [End Date].

If you select [Adjust by Month, Week, Day of Week & Time], specify the month, week, day of week, and time for [Start Date] and [End Date].

Print-On-Demand Duration

Specify the duration for the machine to receive a print job from web applications. Unless the machine receives full data of the print job within the specified period of time, the machine does not process the print job.

Specify the time duration between 0 and 255 minutes in 1 minute increments. If you specify [0], it means that there is no time limit set on the machine for receiving data.

- Note
- When you send a print job that contains a large amount of data or a print job whose contents take a while to be processed, transmission may be timed out before the machine receives the last page of the print job. If transmission is timed out, the print job will be canceled. Therefore, you should consider the machine usage when you set the time duration.

Power Saver Settings

You can configure the following settings of Power Saver mode.

Power Saver Timers

The Power Saver mode has two modes: the Low Power and Sleep modes. When a specified period of time has elapsed, the machine switches to these modes in the following order to reduce power consumption.

Last operation on the machine → Low Power mode → Sleep mode

For more information on Low Power Mode and Sleep Mode, refer to "Power Saver Mode" (P.70).

- Note
- You cannot configure the machine not to switch to the Low Power mode or the Sleep mode.

■ From Last Operation to Low Power Mode

Specify a time period between 1 and 240 minutes in 1 minute increments to enter the Low Power mode after the last operation.

■ From Last Operation to Sleep Mode

Specify a time period between 1 to 240 minutes in 1 minute increments to enter the Sleep mode after the last operation.

- Note
- Configure the [From Last Operation to Sleep Mode] time to be same or longer than the [From Last Operation to Low Power Mode] time.
 - The machine enters Sleep mode without entering Low Power mode when the [From Last Operation to Low Power Mode] time is same as the [From Last Operation to Sleep Mode] time.

Enter Power Saver After Printing Ends

Set when to enter the Power Saver mode after a print job is finished.

■ 15 seconds after Auto Printing Ends

Enters Sleep mode in 15 seconds.

■ According to Power Saver Timer Settings

Enters Low Power mode or Sleep mode according to the period specified in [Power Saver Timers].

For more information on the setting procedure, refer to "Power Saver Mode" (P.70).

Power Saver Deactivation

Set whether to disable the Power Saver mode fully or partially when exiting the mode.

■ Deactivate All

All devices of the machine exit the Power Saver mode.

■ Deactivate Partially As Required

Only the devices necessary for the operation exit the Power Saver mode.

Audio Tones

Select whether to sound an alarm when a job ends or a fault occurs.

Control Panel Select Tone

Set the volume to be sounded when a button on the control panel is correctly selected.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Control Panel Alert Tone

Set the volume to be sounded when a button that cannot be selected is selected, or an error occurs.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Base Tone

Set the volume for the base tone of the toggle button, which changes setting each time it is pressed. The machine plays this sound when it exits the Interrupt mode.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Machine Ready Tone

Set the volume to be sounded when the machine is ready to copy or print, or powered on.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Job Complete Tone 1, 2

Set the volume to be sounded when a job is completed normally.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

You can select the target jobs to play the sound.

Fault Tone

Set the volume to be sounded when a job fails.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

You can select the target jobs to play the sound.

Auto Clear Alert Tone

Set the volume to be sounded at five seconds before automatically returning to the initial screen when [Auto Clear] is set to [On].

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

For information on Auto Clear, refer to "Auto Clear" (P.421).

Alert Tone

Set the volume to be sounded when a fault such as a paper jam occurs, and the job remains in failure state.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Out of Paper Warning Tone

Set the volume to be sounded when a job is suspended because there is no paper in a tray.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Low Toner Alert Tone

Set the volume to be sounded when the toner cartridge needs replacing.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Stored Programming Tone

Set the volume to be sounded while a stored program is being registered.

You can select from [Soft], [Normal], and [Loud].

This tone cannot be disabled.

Stored Programming Complete Tone

Set the volume to be sounded when the call of a stored programming registered is completed.

You can select from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Screen/Button Settings

Set screens and buttons.

Screen Default

Set the screen displayed after powering on the machine or canceling the Power Saver mode.

For more information on the setting procedure, refer to "Customizing the Services Home Screen" (P.79)

Screen After Auto Clear

Set the screen displayed after Auto Clear.

For more information on the setting procedure, refer to "Setting the Screen Displayed after Auto Clear" (P.77)

Auto Display of Login Screen

When the Authentication feature is enabled on the machine, set whether or not to automatically display the login screen after turning on the machine or canceling the Power Saver mode.

Custom Buttons 1 to 3

You can assign services such as Copy and Send from Folder to the custom buttons on the control panel: Custom Button 1 to Custom Button 3.

To leave a feature unassigned, select [(Not Set)].

Note • By factory default, the following services are assigned to each button: [Copy] for the Custom Button 1, [Not in Use] for the Custom Button 2, and [Review] for the Custom Button 3.

For more information, refer to "Assigning Services to the Custom Buttons" (P.78)

Services Home

Set the layout of service buttons that appear on the Services Home screen.

For more information on how to set the buttons, refer to "About the Services Home Screen" (P.84).

Services Home - Additional Features

Set the layout of additional feature buttons that appear on the Services Home screen.

Note • If you do not want to display [Setup] as an additional feature button, select the [Show this in Admin mode] check box. You can set or change settings with the machine only when it is in the System Administration mode.

For more information on how to set the buttons, refer to "About the Services Home Screen" (P.84).

Job Type on Job Status screen

Select the default job types to be shown on the [Completed Jobs] screen under the [Job Status] screen that is displayed when the <Job Status> button on the control panel is pressed.

Select from [All Jobs], [Printer & Print from Folder Jobs], [Scan Jobs], and [Job Flow & File Transfer Jobs].

Default Language

Select the language displayed on the machine.

There are two ways of selecting the language: set in the System Administration mode and set by local users.

- Setting in the System Administration mode

The language set here is the standard language that is retained even when the machine is powered off and on.

- Setting by local users

The language setting in [Language] in the Services Home screen is lost when the machine is powered off.

Important • When [English] is selected, only ASCII characters can be used.

- When you set [Language] to [English] on the Services Home screen and an address book entry or contents of [Details] of Job Flow Sheets is entered in double-byte characters, the characters may not be displayed properly.

- When you use CentreWare Internet Services to import a CSV file* including double-byte characters other than a selected language, the characters in the file may be garbled or the import may fail.

* : CSV (Comma Separated Values) is a file format that is often used for saving data by spreadsheets and database programs.

Screen Brightness

You can adjust the screen brightness of the control panel between -16 and +16.

Reconfirm E-mail Recipient

Select whether or not to display the screen to confirm e-mail recipients when sending e-mails.

Select from [Confirmation Not Required], [Always Reconfirm Recipient], and [Reconfirm if Multiple Recipients].

Reconfirm E-mail Recipient Button

Set whether or not to display a screen to check available memory when sending e-mails.

Select from [Disabled (Show Memory)] and [Enabled].

Screen After Inserting USB

Select whether or not to display the screen when the machine detects USB memory device insertion, and also select the screen type at the time.

Select from [Off], [Store to USB], [Media Print - Text], [Media Print - Photos], and [Service Selection Screen].

- Note**
- If you select [Service Selection Screen], the [USB Device Detected] screen is displayed when a USB memory device is inserted. You can select [Store to USB], [Media Print - Text], or [Media Print - Photos].
 - If a USB memory device is inserted when the machine is switched off, and then you switch on, the Services Home screen is displayed.

- When a USB memory device is inserted into the USB memory slot during the Power Saver mode, the touch screen does not light up. After exiting the Power Saver mode by pressing the <Power Saver> button, insert the USB memory device again or select the feature to be used on the Services Home screen.
- If a commercially available Memory Card Reader is used and it is left inserted all the time, the screen is not switched to the selected screen even when a medium is inserted into the slot of the Memory Card Reader.

Display Consumables Screen

Allows you to select whether or not to display the consumables status when a replacement is required.

■ Off

Does not display the consumables status screen.

■ When power is switched on

Displays the consumables status screen at startup.

■ When Auto Clear is activated

Displays the consumables status screen when Auto Clear is executed.

Keyboard Input Restriction

Allows you to select whether or not to restrict the display of the virtual keyboard of the machine. To prevent characters from being garbled when switching character sets, you can limit input to ASCII characters. If you select [On (ASCII Only)], the keyboard displayed shows ASCII characters only.

Operation of Up/Down Buttons

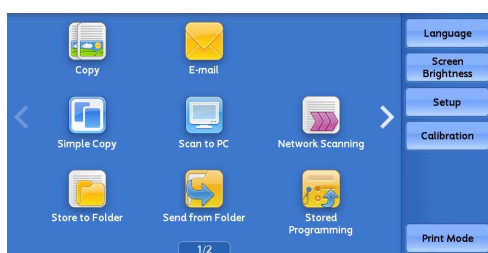
Allows you to whether or not to enable continuous scrolling when pressing the scroll buttons.

Flick and Double-tap

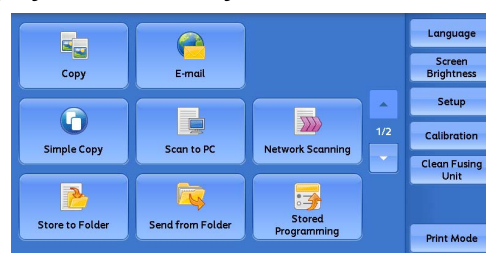
Set whether or not to operate the machine by flicking and double-tapping. Select from [Disabled] or [Enabled].

When [Enabled] is set, the touch screen is displayed in "icon style", and flick and double-tap operation is available.

When [Disabled] is set, the touch screen is displayed in "button style".



Icon style



Button style

For how to operate using the icon style, refer to "Touch Screen" (P.88).

The following describes the operation and display effect when [Enabled] or [Disabled] is selected.

O : Available
- : Not available

Screen		Operation/ Display Effect	Enabled	Disabled
Menu		Screen Design	Icon Style	Button Style
		Scroll Direction	Horizontal	Vertical
		Flick to switch pages	O	-
		Drag to switch pages	O	-
Preview	Thumbnail View	Tap to display the entire view	O	O
		Flick to switch pages	O	-
		Drag to switch pages	O	O
	Entire View	Flick to switch pages	O	-
		Tap the previous/next previewed images to switch pages	O	O
		Tap to switch whether to display the page switching buttons or the thumbnail bar	O	-
		Double-tap to move to enlarged view	O	-
	Enlarged View	Flick the enlarged image to move the position to be displayed	O	-
		Drag the enlarged image to move the position to be displayed	O	O
		Drag the slider to enlarge/reduce the image size	O	O
		Double-tap to enlarge/reduce the image size	O	-
		Tap to switch whether to display the slider or the thumbnail bar	O	-
		Drag to switch pages	O	-

Double-Tap Interval

You can set the interval between two taps to be recognized as double-tap by the machine. Select from [Shorter], [Default], or [Longer].

Sys. Admin. Settings Security Warning

Set whether or not to display the security warning screen when the default values of system administrator's user ID and passcode are used. The warning screen is displayed when entering the System Administration mode on the control panel or on the CentreWare Internet Services.

Select [Do Not Display Warning Screen] or [Display Warning Screen].

SNMP Configuration Security Warning

Set whether or not to display the security warning screen when the default values of SNMP protocol's community name and authentication password are used. The warning screen is displayed when entering the System Administration mode on the control panel or on the CentreWare Internet Services.

Select [Do Not Display Warning Screen] or [Display Warning Screen].

Note • You can set the SNMP protocol settings on CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Global IP Address Security Warning

Set whether or not to display the security warning screen when the Global IP Address is used and [Login Type] is set to [No Login Required]. The warning screen is displayed when entering the System Administration mode on the control panel or on the CentreWare Internet Services.

Select [Do Not Display Warning Screen] or [Display Warning Screen].

Paper Tray Settings

Set the items related to the paper and trays, including the type of paper and tray priority.

Custom Paper Settings

You can set the following settings for each custom paper.

■ Name

Assign custom names to Custom 1 to Custom 40. You can use alphanumeric and symbols of up to 60 characters for each name.

■ Paper Type & Paper Weight

Select types and weights of paper you want to assign to custom paper.

■ Alignment Adjustment

Adjust settings for printed images (perpendicularity (rhombic distortion), skew, scale, and print position). You can adjust up to 80 configuration sets and restore them to their default settings.

For more information, refer to "Manual Alignment Adjustment" (P.695).

■ Adjust Paper Curl

Adjust settings for removing curl from paper sheets. Select from [Default Value], [Type A], [Type B], and [Type C], or [Type 1] to [Type 10].

[Default Value], [Type A], [Type B], and [Type C] are the pre-registered adjustment types to match the characteristics of the standard paper types for the machine. [Type 1] to [Type 10] are custom options with which you can select an appropriate adjustment type in accordance with the characteristics of paper selected and the output format.

For more information, refer to "Adjust Paper Curl" (P.717).

■ Adjust Air Assist Values

The air-assist function forces air between sheets to eliminate the issue of multi-feeds and paper jams. You can use this option to adjust the air-assist volume (amount of air to be fed) for individual custom paper type. Select from [Auto], [Standard Table], [Multi-Feed Handling Table], [Misfeed Handling Table], [Custom Table 1 to 4], and [Force OFF].

Selecting [Force OFF] disables the air-assist function. When [Auto] is selected, the machine adjusts the air-assist volume in accordance with the type and weight of the selected paper. Normally, you do not have to set [Custom Table 1 to 4]. Our service representative sets this setting if necessary.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

■ Adjust Image Transfer

When a toner image transferred on paper is not optimal, you can use this option to set an optimal transfer voltage for custom paper. Select from [Auto], [Enter Percentage], and [Select Sample Number].

When [Auto] is selected, transfer voltage is automatically adjusted.

When [Enter Percentage] is selected, set the applied voltage amount in the relative percentage to the reference voltage value between 10 and 300 %. Different values can be configured for Side 1 and Side 2.

Also you can adjust transfer voltage by scanning a sample printout for adjustment printed in [Select Sample Number].

For more information on the image transfer adjustment using sample set, refer to "Adjust Image Transfer Using Sample Printout" (P.720).

When [Select Sample Number] is selected, select from the preset adjustment values, between -5 and 10.

■ Adjust Regi-Loop

If you adjust skew for the pre-registration feed, you can use this option to set the adjustment value for each custom paper.

For the pre-registration feed, set the adjustment value between -9 and 9 mm in 0.3 mm increments.

■ Adjust Regi-Loop during Side Shifting

If side-to-side shifting often occurs during paper feeding, you can use this option to set whether to correct side shifting and feed skew.

Select from [Auto], [Side Shifting & Feed Skew Correction], [Side Shifting Only], [Feed Skew Correction Only], and [Off].

Select [Auto] to apply auto correction for side shifting and feed skew.

Select [Off] not to apply auto correction.

■ Adjust Fold Position

When outputting copies using a folding or booklet binding option, you can adjust the folding position. Select from [Default Value] or [Type 1] to [Type 10]. You can set an appropriate folding position in accordance with the type and size of paper selected and register it to any of [Type 1] to [Type 10].

For more information, refer to "Fold Position Adjustment" (P.709).

■ Adjust Image Transfer for Trail Edge

When an irregular color occurring only at the trail edge in using heavyweight paper, adjusting the voltage ratio at the second transfer roll in the transfer module, where the

image transfers from the belt to the paper, could enable to improve the failure. You are requested to do it if the transfer failure occurs although Adjust Image Transfer is executed.

Set the adjustment settings between 0 and 100 % in 1 % increments.

Note • When the voltage ratio at the second transfer roll is too high or too low for the paper to use, the transfer failure occurs. You are required to adjust the ratio if the failure occurs.

■ Adjust Paper Speed at Transfer Module

When an irregular color occurring in using heavyweight paper, adjusting the paper speed at the transfer module could enable to improve the failure. You are requested to do it if the transfer failure occurs although Adjust Image Transfer is executed. Set the adjustment value between -0.5 and 0.5 % in 0.01 % increments.

Note • When the paper speed at the second transfer roll is too fast or too slow for the paper to use, the transfer failure occurs. You are required to adjust the speed if the failure occurs.

■ Adjust Fusing Temperature

When toner comes off from a paper, which may occur in a special paper, increasing the heat of the Fusing Unit could enable to improve to come off toner.

Set the temperature in 1 degree increments.

Important • Before setting, you are required to contact our Customer Support Center.

- Toner may come off from paper because lowering the temperature too much causes less fusing of the high density image.
- Paper jam at the fusing exfoliation part may occur if you increase the temperature too much when printing on a see-through paper.

Note • The default value is 0. Confirm the print result by Sample Set when changing the setting.
• Restore the value to the default after printing, because the environmental conditions vary.

■ Tray Heater

This function weakens adhesive of a paper and another by making air warm in sending out the air by using Adjust Air Assist Values and paper, thus enables to prevent paper jam and multifeed.

You can select [Disabled] or [Enabled]. Selecting [Enabled] may affect the image quality because warm air is sent out and therefore some parts of the paper dry out. When the image quality is lost, select [Disabled] and stop the tray heater. If you select [Disabled], multi-feed may increase.

Note • This item is displayed only when HCF (optional) is equipped.

■ Multi-Feed Detection

Set whether or not to detect a multi-feed. Select [On] or [Off].

If misdetection occurs frequently, which may occur in using a see-through paper, set to [Off].

Note • This item is displayed only when HCF (optional) is equipped.

Paper Tray Attributes

You can set the size and type of paper loaded in trays.

When loading envelopes in Tray 6 (optional) or Tray 7 (optional), select [Envelope Feeder] on the screen.

For more information, refer to "Changing the Paper Settings" (P.123).

■ Change Settings

Select this button, if you change the paper size for the tray or the setting of auto paper selection.

When you load non-standard size paper in a tray, select [Custom Size], and specify the width and length. When you load standard size paper in a tray, select [Auto Detect].

Important • Align the paper guides against the paper to prevent paper jams or errors. If the machine cannot detect a tray, use Tray 5.

- **Paper Type**

Select the type of paper to load in the trays.

For information about paper types available on the machine, refer to "Supported Paper Type/Loadable Quantity/Paper Feed Method" (P.92).

- **Paper Size**

You can load both standard size paper and non-standard size paper. When you load non-standard size paper, select [Custom Size], and then set the size in the X (width) and the Y (length). The acceptable range may vary depending on the selected tray.

When you load non-standard size paper in Trays 1 to 3, set the size in the X (width) between 182 and 488 mm and the Y (length) between 140 and 330 mm in 1 mm increments.

When using Tray 6 (HCF B1), you can load standard size paper only. Select [Auto Detect].

When you load non-standard size paper in Tray 6 (HCF B1-S), select [Custom Size], and then set the size in the X (width) between 148 and 488 mm and the Y (length) between 100 and 330 mm in 1 mm increments.

When you load non-standard size paper in Tray 6 and Tray 7 (High Capacity Feeder C3-DS), select [Custom Size], and then set the size in the X (width) between 148 and 488 mm and the Y (length) between 98 and 330 mm in 1 mm increments.

Important • When you load non-standard size paper whose length (Y) is 100 to 181 mm in Tray 6 (HCF B1-S), be sure to use the Post Card Kit. When you load non-standard size paper whose length (Y) is 98 to 181 mm in Trays 6 and 7 (High Capacity Feeder C3-DS), be sure to use the Post Card Kit. Otherwise, an error and paper jam occur. On the other hand, when you load non-standard size paper whose length (Y) is 182 mm or more in the tray, be sure to remove the Post Card Kit from the tray. Otherwise, a paper jam occurs.

For information on how to attach and remove the Post Card Kit, refer to "Loading Postcards" (P.115).

- **Paper Type & Paper Weight**

You can select the types and weight of paper loaded in a tray.

For more information, refer to "Supported Paper Type/Loadable Quantity/Paper Feed Method" (P.92).

- **Paper Color**

Set the color of paper. The paper color selected here is displayed as the paper color on the [Paper Supply] screen to the left of [Type] on the [Paper Supply] screen.

- **Auto Paper Select**

Set the condition for Auto Paper selection. When the color mode selected is used, Auto Paper selection is enabled. Select from [All Colors], [Color], and [Black & White].

Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

- **Adjust Paper Curl**

Adjust settings for removing curl from paper sheets. Select from [Default Value], [Type A], [Type B], and [Type C], or [Type 1] to [Type 10].

Note • Only pre-registered adjustment types are displayed. You can register a adjustment type under [Tools] > [System Settings] > [Common Service Settings] > [Paper Tray Settings] > [Custom Paper Settings] > [Adjust Paper Curl], or under [Tools] > [System Settings] > [Common Service Settings] > [Maintenance] > [Adjust Paper Curl].

For information on [Adjust Paper Curl], refer to "Correcting the Curl of Outputs" (P.913).

- **Alignment Adjustment**

Adjust settings for printed images (perpendicularity (rhombic distortion), skew, scale, and print position). You can select from 80 adjustment types.

For information on [Alignment Adjustment], refer to "Auto Alignment Adjustment Settings" (P.688) or "Manual Alignment Adjustment" (P.695).

- **Adjust Fold Position**

When outputting copies using a folding or booklet binding option, you can adjust the folding position. Select from [Default Value], or [Type 1] to [Type 10].

Note • Only pre-registered adjustment types are displayed. You can register a adjustment type under [Tools] > [System Settings] > [Common Service Settings] > [Paper Tray Settings] > [Custom Paper Settings] > [Adjust Fold Position], or under [Tools] > [System Settings] > [Common Service Settings] > [Maintenance] > [Finisher Adjustment].

For information on [Adjust Fold Position], refer to "Fold Position Adjustment" (P.709).

Custom Paper Color Settings

Specify the color name you want to assign to custom paper (Custom Paper Color 1 to 5).

Paper Tray Attributes on Setup Screen

Select whether or not to display [Paper Tray Attributes] in the [Setup] screen.

This setting allows you to select the size and type of paper without entering the System Administration mode.

Paper Tray Attributes During Loading

Select whether or not to display the [Paper Tray Attributes] screen after the tray is pulled out or inserted in.

This setting applies to Trays 1 to 3, and 6 (optional) and 7 (optional). You cannot apply this setting to Tray 5.

Paper Tray Priority

Set the priority of the trays to use when paper of the same size and the same orientation is set in the multiple trays or print data does not include the paper tray information for automatic tray selection.

Auto Paper selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

This setting applies to Trays 1 to 3, and 6 (optional) and 7 (optional). You cannot apply this setting to Tray 5.

Note • When a logical printer is used and if you specify the paper tray with the print driver, this setting will be ignored.

Tray 5 - Paper Size Defaults

Select the paper sizes displayed in the [Tray 5] screen in [Paper Tray Attributes] when copying with Tray 5.

You can assign the paper size selected here to the buttons for [Standard Size] in the [Tray 5] screen.

If you frequently use non-standard size paper for copying, assigning the paper sizes to the buttons will save your time to specify the size each time. For your convenience, set the commonly used paper sizes in the upper level.

■ A/B Series Size

You can select a paper size from A and B series sizes.

■ Inch Size

You can select a paper size from inch series sizes.

■ Others

You can select a paper size from other sizes.

■ Custom Size

You can enter any size. Set the X (width) between 148 to 488 mm, and the Y (length) between 98 to 330 mm in 1 mm increments.

- Note**
- For open flap envelopes, enter the size with the flap size included.
 - For X direction, the range of 146 to 147 mm is also supported, but the image quality and paper feed performance are not guaranteed.

Auto Tray Switching Control

Set the alternative tray or paper when running out of paper loaded in the tray selected.

■ Auto Tray Switching

You can select from [Enable during Auto Select] and [Enable for Same Paper Type, Weight & Color].

When [Enable during Auto Select] is selected, the machine switches the tray when [Auto Select] is selected in the [Copy] screen.

- Note**
- The machine does not switch the tray automatically in the following cases:
 - Tray 5 is selected.
 - The tray that is set as [Exclude from Auto Tray Switching] in [Paper Tray Priority] is selected.

■ Targeted Type & Weight (Copy Jobs)

You can select paper types and weights.

■ Targeted Paper Color (Copy Jobs)

You can target all paper colors or only one paper color.

■ Targeted Type & Weight (Other)

You can select paper types and weights.

■ Targeted Paper Color (Other)

You can target all paper colors or only one paper color.

Preset Custom Size

You can register frequently-used settings of paper size with the machine. Up to 100 custom size settings can be registered.

■ Name

Specify the name of each custom size setting.

Enter up to 60 single-byte characters.

■ Paper Size

You can set paper size in mm or inch.

Set the X width between 148.0 and 660.4 mm, and the Y length between 98.0 and 330.2 mm in 1 mm increments.

Set the size in X (width) direction between 5.83 and 26.00 inch and the Y (length) direction between 3.86 and 13.00 inches in 0.01 inch increments.

- Note**
- The range of available values varies depending on the machine configuration and the tray type.
 - For X direction, the range of 146.0 to 147.9 mm (5.75 to 5.82 inches) is also supported, but the image quality and paper feed performance are not guaranteed.

Image Quality Adjustment

You can set the image quality and calibration settings.

Image Quality

You can select the image quality processing method when the machine scans a document.

■ Photo & Text Recognition

Allows you to change a level with which the machine determines a document as text or photos. This setting is used when you select [Photo & Text] for [Original Type] on the [Image Quality] screen.

Selecting [More Text] enables the machine to easily recognize very fine print as text.

Selecting [More Photo] enables the machine to easily recognize halftone images from newspapers and advertisements as photos.

■ Output Color Recognition

Allows you to change a level from the five levels with which the machine determines a document as monochrome or color. This setting is used when you select [Auto Detect] for [Output Color] on the [Copy] screen.

Selecting [More Black & White] enables the machine to easily recognize monochrome documents.

Selecting [More Color] enables the machine to easily recognize color documents.

■ Photo Reproduction Level

When copying with [Original Type] in the [Image Quality] screen set to [Photo & Text], you can adjust the color reproduction level in the areas determined by the machine as photos.

Selecting [More Text] yields a bold copy effect, emphasizing the dense parts of an image.

Selecting [More Photo] softens the image gradation of the photo aspects of an image, enhancing the reproductivity of subtle colors.

■ Background Suppression (Color Copy)

Set the method of background suppression to be used when making color copies.

Background suppression is the function to detect the density of colors and suppress the scan of background colors when a document has background colors on colored paper.

Select [High Speed] to sample a section of the document and detect the background color.

Select [High Quality] to conduct a pre-scan, and sample the whole document to detect the background color.

Important • When you select [High Quality], and [Corner Shift] is selected in [Image Shift] with a ratio of 60 % or less is specified in [Reduce/Enlarge], a part of the image may not be printed or blank paper may be output.

■ Background Suppression (B & W Copy)

Set the method of background suppression to be used when making monochrome copies.

Background suppression is the function to detect the density of colors and suppress the scan of background colors when a document has background colors on colored paper.

Select [High Speed] to sample a section of the document and detect the background color.

Select [High Quality] to conduct a pre-scan, and sample the whole document to detect the background color.

Important • When you select [High Quality], and [Corner Shift] is selected in [Image Shift] with a ratio of 60 % or less is specified in [Reduce/Enlarge], a part of the image may not be printed or blank paper may be output.

■ Background Suppression (Scan Jobs)

Set the method of background suppression to be used for scan operations.

Set how the machine detects density and deletes the background color.

Select [High Speed] to sample a section of the document and detect the background color.

Select [High Quality] to conduct a pre-scan, and sample the whole document to detect the background color.

■ Image Enhancement

Allows you to select whether to carry out image enhancement. If you select [On], the machine gives the image a smoother appearance when printed.

Calibration

When color gradation of a printed image shifts, you can calibrate the color of the image to maintain the image quality of the machine at a certain level.

Note • If you cannot calibrate the machine to adjust for a shift in color gradation despite the periodic calibration, contact our Customer Support Center.

For more information, refer to "Executing Calibration" (P.682).

■ Screen Type

Select from [Copy Job 1], [Copy Job 2], [Print Job 1], and [Print Job 2].

For more information about screen type, refer to "Executing Calibration" (P.682).

■ Paper Supply

Select a tray.

■ Target

Select from [Copy & Print Jobs], [Copy Jobs Only], [Print Jobs Only], and [None].

Reports

You can configure settings related to printing reports.

Print Reports Button

Set the display method of [Print Reports] under the [Machine Information] screen and [Error History Report] under the [Faults] screen displayed by pressing the <Machine Status> button.

If you select [Disabled], the [Print Reports] button under [Machine Information] and the [Error History Report] button under [Faults] are displayed only in the System Administration mode.

For information on Print Reports, refer to "Print Reports" (P.622).

For information on Error History Reports, refer to "Faults" (P.632).

Job History Report

Select whether or not to automatically print a Job History Report when a total of 50 jobs have been processed. All jobs are automatically listed on the printed report.

For information on how to print a Job History Report manually, refer to "Print Reports" (P.622).

Scan File Transfer Report

Select whether to print the report for data transmission results when the scanned data is transferred to the computer on the network or is sent via e-mail.

■ Off

Does not print a report regardless of the data transmission result.

■ On

Automatically prints a Transmission Report when data is sent successfully and a Transmission Report - Job Undelivered when data transmission failed.

■ Print when delivery fails

Prints a Transmission Report - Job Undelivered when the data transmission failed.

2 Sided Report

Select whether to print a report on one side of the paper or both sides when printing a report/list.

Job Flow Error Report

Select whether or not to automatically print a Job Flow Error Report.

Maintenance

You can initialize or delete data from the hard disk of the machine.

EP Diagnostic Request/Repair Request

When the EP system via the Internet is used, the machine contacts our Customer Support Center if a check or maintenance is required. Our service representative visits your place as required.

Note • The EP system may not be available in some regions. For more information, contact our Customer Support Center.

Check EP Connection

This feature is used to check whether the communications between the machine and our Customer Support Center function normally when the EP system via the Internet is used.

Note • The EP system may not be available in some regions. For more information, contact our Customer Support Center.

EP Registration

■ BB Registration

Select [BB Registration] and then select [Start] to register the machine in EP system.

■ EPA Server Registration

After the BB registration, [EPA Server Registration] is automatically selected in accordance with your environment. When this feature is selected, enter the destination server IP of your EPA server and then select [Start] to register the machine in the EPA server.

Initialize Hard Disk

Initializes the hard disk.

Data deleted by initialization includes supplementary fonts, ESC/P, and HP-GL/2 forms.

Note • The secure print documents and logs are not erased.

Delete All Data

This feature is designed to prevent the leakage of confidential information of a customer when the machine is returned to Fuji Xerox. All data stored on the machine will be deleted. Before executing this operation, make sure that the operation is absolutely necessary.

- Note**
- It takes several minutes to several hours to delete all data. (The time taken depends on the machine configuration or the hard disk capacity.)

Software Options

This feature is for service representative use. For more information, contact our Customer Support Center.

Power on Self Test

Set whether or not to perform self test when the machine is turned on and started up. If any abnormal condition such as intentional program modification is found during the program diagnosis, the machine stops starting up and records the information in the audit log.

- Note**
- The information may not be recorded in the audit log depending on the status of program malfunction.
 - If the machine does not start, contact our Customer Support Center.

Check Smart Card Details

When you select [Check Smart Card Details] and touch your smart card to the smart card reader, the information of the smart card appears on the touch screen.

- Note**
- You can register the authentication information using CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Alignment Adjustment

You can adjust output image (perpendicular angle (rhombic distortion), ratio, and print position).

■ Auto Alignment Adjustment

The machine analyzes the image and sets the adjustment value by scanning the sample output.

For more information, refer to "Auto Alignment Adjustment Settings" (P.688).

■ Manual Alignment Adjustment

You can set the adjustment value manually.

80 types of adjustment values can be set for each paper type. The specified types are assigned to each paper tray. Use this feature to match the positions of the images on front and back surfaces when you print with register mark or when you cut the output.

For more information, refer to "Manual Alignment Adjustment" (P.695).

Density Uniformity Adjustment

You can adjust output image (density).

■ Semi Auto Process Using Scanner

The machine analyzes the image and sets the adjustment value by scanning the sample output.

For more information, refer to "Density Uniformity Adjustment (Manual Process)" (P.706).

■ Manual Process

Specify the adjustment values.

For information on setting procedures, refer to "Density Uniformity Adjustment (Manual Process)" (P.706).

Finisher Adjustment

- Note**
- To use this feature, an optional component is required. For more information, contact our Customer Support Center.

■ Hole Punch Tool

Specify the punch tool.

■ Adjust Booklet Fold Position

Set the booklet fold position for paper smaller or longer than B4.

■ Adjust Fold Position

You can adjust the fold position for each paper type and can set up to 10 adjustment types. Also, you can assign the type to each tray.

- **Fold Position Type Setup**
Adjust the position for Single Fold, Booklet, C Fold, Z Fold, and Z Fold Half Sheet.
For more information on setting procedures, refer to "Fold Position Adjustment" (P.709).
- **Trays 1 to 3, and 6 and 7**
Assign an adjustment type to each tray.

■ DFA Finisher Profiles

You can edit profiles of the DFA finisher.

- **Edit DFA Finisher Profile**
Select to edit a profile.

■ Fold Assisting Crease

Set the number of additional folding lines between the specified fold line to prevent the output of the folded booklet from opening.

Select from [1 Crease per Side], [2 Creases per Side], [3 Creases per Side], and [No Crease].

- Note**
- The fewer the folding lines, the stronger the formation of creases.

Adjust Paper Curl

Adjust settings for removing curl from paper sheets.

Too much curl may cause paper jams and wrinkled output. If selecting a predefined option ([Type A], [Type B] or [Type C]) does not result in proper adjustment, set an appropriate adjustment type in accordance with the characteristics of paper selected.

You can register up to 10 configuration sets.

For information on setting procedures, refer to "Adjust Paper Curl" (P.717).

- **Name**
Select the name of the adjustment type.
- **1 Sided - Face Up**
Set the adjustment value for 1-sided copying that is delivered facing up.
- **1 Sided - Face Down**
Set the adjustment value for 1-sided copying that is delivered facing down.

- **2 Sided**
Set the adjustment value for 2-sided copying.
- **Auto**
Select this check box to adjust paper curl automatically to fit paper characteristics.
- **Scale of adjustment values (4, 3, 2, 1, 0, 1, 2, 3, 4)**
Select an adjustment value depending on the degree of curl on the output paper.
Uncheck the [Auto] check box to enable the scale.

For paper that tends to be output with upward curl, select a value between [1] and [4] on the right. For paper that tends to be output with downward curl, select a value between [1] and [4] on the left.

The maximum available adjustment value is [4] for both downward curl and upward curl. The larger the value, the larger the amount of adjustment. When [0] is selected, the machine does not perform paper curl adjustment.

The selected output format (1 or 2 sided, face up or down, and so on) affects the paper feed mechanism and path in the machine. Adjust the correction value for each output format shown on the screen.

Software Upgrade

When EP system via the Internet is used, this feature is used to upgrade the software for EP system when the version upgrade is required.

You can specify when to start the software upgrade.

Important • After the downloading is finished, the machine automatically restarts and upgrades the software. After the machine restarts again and the Services Home screen is displayed, the software upgrade is completed.

Note • EP system may not be available in some regions. For more information, contact our Customer Support Center.
• To use this feature, a dedicated contract is needed in addition to a use of the EP system service. For more information, contact our Customer Support Center.

1 Select [Software Upgrade].

■ Start Upgrade

Starts a version upgrade soon.

■ Schedule Upgrade

Select [On] and specify the date and time to start a version upgrade.

Delete All Certificates/Initialize Settings

Deletes all certificates stored in the machine and initializes the security settings associated with certificates. This feature is designed to use when you cannot use a certificate data in the machine because of an abnormality of certificate file even when the certificate is set to enabled for [SSL/TLS Settings] under [Tools] > [System Settings] > [Connectivity & Network Setup] > [Security Settings].

Quick Setup Home

Displays Install Wizard which requires configuring the items necessary when installing the machine.

You can configure Screen/Button Settings, and IP Address Settings.

For more information on setting items, refer to "Screen/Button Settings" (P.425), and "Connectivity & Network Setup" (P.468),.

Register Paper Feeding Positions

Set the standard paper feeding position for automatic adjustment.

Select a tray to be adjusted and enter the number of sheets of paper to be used for the adjustment. Selecting [Start] feeds the specified number of sheets and adjusts the standard feeding position.

Only Trays 1 to 3, Tray 5 (Bypass), Trays 6 and 7 (optional) can be adjusted.

For more information, refer to "Register Paper Feeding Positions" (P.723).

Clean Fusing Unit

You can clean the fusing unit to improve the image quality. Select the cleaning method from [Clean with Felt] and [Clean with Paper].

Note

- You can clean the fusing unit under both the Local User mode and the System Administration mode. When you clean the unit as a Local User, select [Clean Fusing Unit] on the Services Home Screen. For information on how to display [Clean Fusing Unit] on the Services Home Screen, refer to "Services Home - Additional Features" (P.425).

For more information, refer to "Clean Fusing Unit" (P.725).

Process Control Setup

Automatically adjusts the density deviation when lowering of the density reproducibility occurs on copying or printing.

Productivity Mode

The printing environment can be configured to perform more productive printing.

The following items can be configured:

■ Optimize for Image Quality

This mode sustains high productivity when paper of the same type and weight is used to print continuously.

The printer automatically switches the fusing temperature depending on the type and weight of the paper used.

This mode provides optimum print quality regardless of paper types or weights, however, it may take time to switch the temperature of the Fusing Unit. The waiting time becomes longer as the weight difference between the papers to be switched becomes greater.

■ Optimize for Speed

This mode sustains high productivity when different types or weights of paper loaded on multiple Trays are combined in a job.

The printer runs at a constant temperature which reduces waiting time derived by the differences among paper types.

However, the temperature of the Fusing Unit is set to provide the best results on heavy weight paper, therefore, the glossiness of the light weight paper increases. Also, image quality adjustments may not be performed when the paper types change, which causes considerable variation in print quality.

Watermark

Watermark is the function to print text or background pattern on the whole page to inhibit the replication of documents.

You can configure Watermark settings such as date or text, background pattern, and watermark to embed.

Date Format

Set the format for printing dates. This setting is common to Annotation, Watermark, and Force Annotation.

Three date formats are available: YYYY/MM/DD, MM/DD/YYYY, and DD/MM/YYYY.

Default Watermark Effect

Set the default type of text effect for Watermark.

■ Off

A text effect is not applied.

■ Embossed

When you re-copy a copied document with watermark, the text hidden in the background is printed as embossed text.

■ Outline

When you re-copy a copied document with watermark, the text hidden in the background is printed as white cutout.

Default Watermark

Set watermark text.

You can select text from [Copy Prohibited], [Copy], [Duplicate], and the strings assigned to Custom Watermark 1 to 3.

For more information about custom text, refer to "Custom Watermark 1 to 3" (P.443).

Font Size

Set the size of the text to be printed as the Watermark.

You can set the font size from 24 to 80 points in 1 point increments.

Background Pattern

Set the background pattern to embed the text for the Watermark effect.

You can select from eight patterns: [Wave], [Circle], [Stripe], [Chain], [Beam], [Rhombic], [Sunflower], and [Fan].

Font Color

Specify a hidden text color used for the Watermark feature.

You can select from [Black], [Magenta], and [Cyan].

Density

Select the text density of the Watermark.

You can select from [Lighten], [Normal], and [Darken].

Watermark/Background Contrast

Set a contrast level for text and background for the Watermark.

You can select a level from 1 to 9. Select a contrast level, referring to the printed samples by selecting [Print this Sample List].

Force Watermark - Copy

Set whether or not to forcibly use the Watermark feature when copying a document. When you select [On], the setting of [Watermark] in the [Output Format] screen is fixed to [On] and you cannot change the setting.

The user control number, machine ID, and date and time are printed.

- Note**
- You can authorize a user to temporarily cancel force watermark printing. For more information, refer to "User Roles and Authorization Groups" (P.638).
 - The user control number may not be printed depending on the Login mode configuration.

Force Watermark - Client Print

Set whether or not to forcibly use the Watermark feature when printing from a computer.

To prioritize the settings in the machine, select [Allow Device Settings to Override], and to prioritize the settings of the software such as TrustMarkingBasic (sold separately) or the print server, select [Allow Client Settings to Override]

When you [Allow Device Settings to Override] is selected, the user Details or the user control number, machine ID, and date and time are printed.

- Note**
- The setting method applies to both the Watermark.
 - The user control number may not be printed depending on the Login mode configuration.

Force Watermark - Print Stored File

Set whether or not to forcibly use the Watermark feature when printing from a folder.

The user control number, machine ID, and date and time are printed.

- Note**
- You can authorize a user to temporarily cancel force watermark printing. For more information, refer to "User Roles and Authorization Groups" (P.638).
 - The user control number may not be printed depending on the Login mode configuration.

Force Watermark - Media Print

Set whether or not to use the Watermark feature when printing for Media Print - Text and Photos.

The user control number, machine ID, and date and time are printed.

- Note**
- You can authorize a user to temporarily cancel force watermark printing. For more information, refer to "User Roles and Authorization Groups" (P.638).
 - The user control number may not be printed depending on the Login mode configuration.

Custom Watermark 1 to 3

Register text to be printed as the Watermark. You can enter up to 32 single-byte characters. The registered text is displayed at [Default Watermark].

For information about how to enter characters, refer to "Entering Text" (P.90).

Force Annotation

The string such as a user name and a date (Annotation) is forcibly printed out according to the layout template associated with each job type.

- Note**
- When a watermark or a print universal unique ID is specified to a document, force annotation is overlapped.

The layout templates, Preset 1 to Preset 4, are provided with the machine. The printed items with the templates as follows:

- Preset 1 and Preset 2

The string registered on [Create Text String 1] is printed as watermark at an angle in the center of paper.

The following items are printed at the bottom right for Preset 1 or bottom left for Preset 2 of paper.

- First line: file name and the IP address of the computer that send a print job
- Second line: user name, user ID, card ID, and date and time

- Preset 3 and Preset 4

The string registered on [Create Text String 1] is printed as watermark at an angle in the center of paper.

The following items are printed at the bottom right for Preset 3 or bottom left for Preset 4 of paper.

- User ID and date and time



Note

- Some items may not be printed depending on the job type and performance conditions.
- Force annotation is not printed on a blank paper generated by the machine.
- A time printed as a watermark using the Force Annotation feature may differ from the time the print job is submitted depending on the status and settings of the machine and the contents of the print job. In this case, the print job start time is printed as a watermark.

For information about how to enter characters, refer to "Entering Text" (P.90).

Apply Layout Template to Copy/Print Jobs

Set the association between jobs and layout templates. You can associate layout templates with the following jobs:

- Copy
- Client Print
- Print Stored File
- Media Print
- Print E-mail
- Report

Note

- You can associate a layout template with Client Print when a print job is sent from a computer.
- You can associate a layout template with Print Stored File when printing a file in a folder.

Delete Layout Template

Deletes a layout template.

Important • The provided layout templates, Preset 1 to Preset 4, cannot be deleted.

Create Text String

Register text strings for the Force Annotation feature. You can register up to eight types of strings in [Create Text String 1] to [Create Text String 8]. You can enter up to 64 single-byte characters.

Important • The available text for the provided layout templates, Preset 1 to Preset 4, is the text strings registered in [Create Text String 1].

Print Universal Unique ID

You can print UUIDs (Universal Unique IDs) for each print job to identify each job.

The printed UUIDs can be used as a search key to retrieve print job logs using an application, such as ApeosWare Log Management (sold separately). Retrieving the log with the UUID enables you to verify "when", "by whom", and "with what service" the document was processed. This prevents leakage of confidential information.

- Note**
- You can authorize a user to temporarily cancel active settings. For more information, refer to "User Roles and Authorization Groups" (P.638).
 - If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation], UUIDs are overlapped with the text on the layout template.

For details on Force Annotation, refer to "Force Annotation" (P.443).

Print Universal Unique ID

Select whether or not to print Universal Unique IDs.

Print Position

Select a print position from six positions: [Top Left], [Bottom Left], [Top Center], [Bottom Center], [Top Right], or [Bottom Right].

Print Position Adjustment

Adjust print positions vertically and horizontally from 0 to 100 mm and from 0 to 200 mm respectively, in 0.5 mm increments.

- Note**
- 0 mm is at the edge of paper. Increasing the value moves the print position toward the center of the paper. However, for [Top Center] or [Bottom Center], the horizontal value for the center of paper is set to 100 mm. Therefore, when you select [Top Center] or [Bottom Center], set the value to 100 mm and then specify desired value.

Print Position (Side 2)

Select the position to print the UUID on Side 2 from [Same as Side 1] or [Mirror Side 1] when making 2 sided copies.

Notify Job Completion by E-mail

You can receive the results of jobs performed by an e-mail notification.

Targeted Jobs

Select the service whose job result you want to receive by an e-mail notification. When the target job is already selected, [Selected] is displayed.

You can select more than one target job from [Copy], [Scan], [Print], or [Report].

Select the notification timing from [Notify at the End of Job] or [Notify when Error Only].

E-mail Addresses 1 to 5

Specify the e-mail addresses to notify the result of the jobs.

- Note**
- When you select [Save] to exit this screen without specifying an e-mail address, the setting of [Targeted Jobs] or [E-mail Message] is deleted.

E-mail Message

Enter a comment attached to the e-mail.

Plug-in Settings

You can browse list of available Plug-ins when you use the custom authentication and set to switch Plug-ins.

- Note**
- This item is displayed when the Extensible Customization Function is set to be enabled. For more information on Extensible Customization Function, refer to "Passcode Setting for Extended Functions" (P.978).

Embedded Plug-ins

Set whether or not to use the embedded plug-ins.

Select [Enabled] or [Disabled].

List of Embedded Plug-ins

Display the embedded plug-in name and status on the list.

Other Settings

You can configure other settings related to the machine.

Offset Stacking (Right Top Tray)

Offsetting means that each set of copies is delivered to the center tray and shifted slightly to separate it from the previous job. When a set of copies is delivered to the front of the tray, the next set is delivered to the rear of the tray. Set the offset function for the Right Top Tray.

Select from [No Offset], [Offset per Set], and [Offset per Job]. When [Offset per Set] or [Offset per Job] is selected, the machine slightly shifts the output position per set or per job (print job) respectively.

- Note**
- An optional component is required to use this feature. An optional component is necessary. For more information, contact our Customer Support Center.

Offset Stacking (Right Middle Tray)

Offsetting means that each set of copies is delivered to the lower tray and shifted slightly to separate it from the previous job. When a set of copies is delivered to the front of the tray, the next set is delivered to the rear of the tray. Set the offset function for the Right Middle Tray.

Select from [No Offset], [Offset per Set], and [Offset per Job]. When [Offset per Set] or [Offset per Job] is selected, the machine slightly shifts the output position per set or per job (print job) respectively.

- Note**
- An optional component is required to use this feature. An optional component is required. For more information, contact our Customer Support Center.

Offset Stacking (Stacker - Stacker Cart)

Offsetting means that each set of copies is delivered to the center tray and shifted slightly to separate it from the previous job. When a set of copies is delivered to the front of the tray, the next set is delivered to the rear of the tray. Set the offset function for the High Capacity Stacker - Stacker Cart.

Select from [No Offset], [Offset per Set], and [Offset per Job]. When [Offset per Set] or [Offset per Job] is selected, the machine slightly shifts the output position per set or per job (print job) respectively.

- Note**
- An optional component is required. For more information, contact our Customer Support Center.

Unload High Capacity Stacker

Allows you to determine the timing to stop the machine when the Unload Output button is pressed. Select from [Stop When Current Set Completes] and [Stop Immediately].

Note • An optional component is required. For more information, contact our Customer Support Center.

Default Print Paper Size


























You can set the paper size, A4 or 8.5 x 11" to print reports and/or lists.














Paper Size Settings

You can specify the size of paper to be automatically detected when you use standard sizes of a document or the machine is set to detect sizes of a document.

You can select from the following tables: [A/B Series (8 x 13")], [A/B Series], [A/B Series (8K/16K)], [A/B Series (8 x 13"/8 x 14")], and [Inch Series].


























Refer to the following tables for a combination of sizes that can be detected automatically.














Paper size group Loading position /	A/B series (8 × 13")							A/B series						
	Document glass	Document feeder	Trays 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS	Document glass	Document feeder	Trays 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS
A6 	O	X	X	X	X	X	X	O	X	X	X	X	X	X
A5 	O	O	O	O	X	X	X	O	O	O	O	X	X	X
A5 	O	X	X	X	X	X	X	O	O	X	X	X	X	X
A4 	O	O	O	X	X	O	O	O	O	O	O	X	O	O
A4 	O	O	O	O	O	O	O	O	O	O	O	O	O	O
A3 	O	O	O	O	X	O	O	O	O	O	O	X	O	O
B6 	O	X	X	X	X	X	X	O	X	X	X	X	X	X
B5 	X	X	O	O	X	O	O	O	O	O	O	X	O	O
B5 	X	O	O	O	O	O	O	O	O	O	O	O	O	O
B4 	X	O	O	O	X	O	O	O	O	O	O	X	O	O
5.5 × 8.5" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.25 × 10.5" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.25 × 10.5" 	O	O	X	X	X	X	X	X	X	X	X	X	X	X
8 × 10" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8 × 10" 	X	X	X	X	X	O	O	X	X	X	X	X	O	O
8.5 × 11" 	X	O	O	X	X	O	O	X	O	O	X	X	O	O
8.5 × 11" 	O	O	O	X	O	O	O	X	O	O	X	O	O	O
8.5 × 13" 	O	O	O	O	X	O	O	X	X	O	X	X	O	O
8.5 × 14" 	X	X	O	O	X	O	O	X	X	O	X	X	O	O
11 × 15" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11 × 17" 	O	O	O	X	X	O	O	X	O	O	X	X	O	O
Cover A4 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
A4 (Tab Stock)	X	X	O	X	X	X	X	X	X	O	X	X	X	X
9 × 11" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.5 × 11" (Tab Stock)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12 × 18" 	X	X	X	X	X	O	O	X	X	X	X	X	O	O
SRA3 	X	X	O	X	X	O	O	X	X	O	X	X	O	O

Paper size group Loading position /	A/B series (8 × 13")							A/B series						
	Document glass	Document feeder	Trays 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS	Document glass	Document feeder	Trays 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS
12.6 × 19.2" 	X	X	O	X	X	O	O	X	X	O	X	X	O	O
13 × 18" 	X	X	X	X	X	O	O	X	X	X	X	X	O	O
13 × 19" 	X	X	X	X	X	O	O	X	X	X	X	X	O	O
16 K 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16 K 	X	X	O	X	X	O	O	X	O	O	X	X	O	O
8 K 	X	X	X	X	X	X	X	X	O	X	X	X	X	X
Postcard 	X	X	X	X	X	O	O	X	X	X	X	X	O	O
Return Postcard 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4 × 6" 	X	X	X	O	X	X	X	X	X	X	X	X	X	X
Photo 2L (5 × 7") 	X	X	X	O	X	X	X	X	X	X	X	X	X	X
DT special A3) 	X	X	O	X	X	X	X	X	X	O	X	X	X	X
DT special A4) 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DT special A4) 	X	X	X	X	X	X	X	X	X	X	X	X	X	X

O : Available


























X : Not available














Paper size group Loading position /	A/B series (8 K / 16 K)							A/B series (8 × 13" / 8 × 14")						
	Document glass	Document feeder	Tray 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS	Document glass	Document feeder	Tray 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS
A6 	O	X	X	X	X	X	X	O	X	X	X	X	X	X
A5 	O	O	O	O	X	X	X	O	O	O	O	X	X	X
A5 	O	O	X	X	X	X	X	O	X	X	X	X	X	X
A4 	O	O	O	O	X	O	O	O	O	O	X	X	O	O
A4 	O	O	O	O	O	O	O	O	O	O	O	O	O	O
A3 	O	O	O	O	X	O	O	O	O	O	O	X	O	O
B6 	O	X	X	X	X	X	X	O	X	X	X	X	X	X
B5 	O	O	O	O	X	O	O	O	X	O	O	X	O	O
B5 	O	O	O	O	O	O	O	O	O	O	O	O	O	O
B4 	O	O	O	O	X	O	O	O	O	O	O	X	O	O
5.5 × 8.5" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.25 × 10.5" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.25 × 10.5" 	X	X	X	X	X	X	X	X	O	X	X	X	X	X
8 × 10" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8 × 10" 	X	X	X	X	X	O	O	X	X	X	X	X	X	O
8.5 × 11" 	X	O	O	X	X	O	O	O	O	O	X	X	O	O
8.5 × 11" 	O	O	O	X	O	O	O	O	O	O	X	O	O	O
8.5 × 13" 	X	X	O	X	X	O	O	O	O	O	O	X	O	O
8.5 × 14" 	X	X	O	X	X	O	O	X	X	O	O	X	O	O
11 × 15" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11 × 17" 	O	O	O	X	X	O	O	O	O	O	X	X	O	O
Cover A4 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
A4 (Tab Stock)	X	X	O	X	X	X	X	X	X	O	X	X	X	X
9 × 11" 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.5 × 11" (Tab Stock)	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12 × 18" 	X	X	X	X	X	O	O	X	X	X	X	X	O	O
SRA3 	X	X	X	X	X	O	O	X	X	X	X	X	O	O

Paper size group Loading position /	A/B series (8 K / 16 K)							A/B series (8 × 13" / 8 × 14")						
	High Capacity Feeder C3-DS	HCF B1-S	HCF B1	Tray 5 (Bypass)	Tray 1, 2 and 3	Document feeder	Document glass	High Capacity Feeder C3-DS	HCF B1-S	HCF B1	Tray 5 (Bypass)	Tray 1, 2 and 3	Document feeder	Document glass
12.6 × 19.2" 	X	X	O	X	X	O	O	X	X	O	X	X	O	O
13 × 18" 	X	X	O	X	X	O	O	X	X	X	X	X	O	O
13 × 19" 	X	X	X	X	X	O	O	X	X	X	X	X	O	O
16 K 	O	X	X	X	X	X	X	X	X	X	X	X	X	X
16 K 	O	O	O	X	X	O	O	X	X	O	X	X	O	O
8 K 	O	O	O	X	X	O	O	X	X	X	X	X	X	X
Postcard 	X	X	X	X	X	X	X	X	X	X	X	X	O	O
Return postcard 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4 × 6" 	X	X	X	X	X	O	O	X	X	X	O	X	X	X
Photo 2L (5 × 7") 	X	X	X	X	X	X	X	X	X	X	O	X	X	X
DT special A3 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DT special A4 	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DT special A4 	X	X	X	X	X	X	X	X	X	X	X	X	X	X

O : Available

X : Not available

Paper size group	Inch series						
Loading position / Size / Orientation	Document glass	Document feeder	Tray 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS
A6 	X	X	X	X	X	X	X
A5 	X	X	X	X	X	X	X
A5 	X	O	X	X	X	X	X
A4 	X	O	O	X	X	O	O
A4 	O	O	O	X	O	O	O
A3 	O	O	O	X	X	O	O
B6 	X	X	X	X	X	X	X
B5 	X	X	O	O	X	O	O
B5 	X	O	X	X	X	O	O
B4 	X	O	O	X	X	O	O
5.5 × 8.5" 	O	O	O	O	X	X	X
7.25 × 10.5" 	X	X	X	X	X	X	X
7.25 × 10.5" 	O	O	O	X	O	O	O
8 × 10" 	X	X	O	X	X	X	X
8 × 10" 	X	X	X	X	X	O	O
8.5 × 11" 	O	O	O	X	O	X	X
8.5 × 11" 	O	O	O	O	O	O	O
8.5 × 13" 	X	X	O	X	X	O	O
8.5 × 14" 	O	O	O	O	X	O	O
11 × 15" 	X	X	X	X	X	X	X
11 × 17" 	O	O	O	O	X	O	O
Cover A4 	X	X	X	X	X	X	X
A4 (Tab Stock)	X	X	X	X	X	X	X
9 × 11" 	X	X	X	X	X	X	X
8.5 × 11" (Tab Stock)	X	X	O	X	X	X	X
12 × 18" 	X	X	X	X	X	O	O
SRA3 	X	X	X	X	X	O	O

Paper size group Loading position /	Inch series						
	Document glass	Document feeder	Tray 1, 2 and 3	Tray 5 (Bypass)	HCF B1	HCF B1-S	High Capacity Feeder C3-DS
12.6 × 19.2" 	X	X	X	X	X	O	O
13 × 18" 	O	X	O	X	X	O	O
13 × 19" 	O	X	O	X	X	O	O
16 K 	X	X	X	X	X	X	X
16 K 	X	X	X	X	X	X	X
8 K 	X	X	X	X	X	X	X
Postcard (4 × 6") 	X	X	X	X	X	X	X
Return postcard 	X	X	X	X	X	X	X
4 × 6" 	O	X	X	O	X	O	O
Photo 2L (5 × 7") 	O	X	X	O	X	X	X
DT special A3 	X	X	X	X	X	X	X
DT special A4 	X	X	X	X	X	X	X
DT special A4 	X	X	X	X	X	X	X

O : Available

X : Not available

Millimeters/Inches

Allows you to select unit of measurement displayed on the screen from [Millimeters] or [Inches].

Data Encryption

Allows you to select whether or not to encrypt data recorded on the hard disk of the machine.

When you enable data encryption, the machine encrypts automatically copy, scan, or print data written to the hard disk. You cannot select whether or not to encrypt by feature. This prevents unauthorized access to the stored data. To activate this feature, set an encryption key.

- 1 Select [Data Encryption] and then [Change Settings].
- 2 Select [On].
- 3 Select [New Encryption Key], and enter an encryption key of 1 to 12 single-byte characters, and then select [Save].

4 Select [Re-enter Encryption Key], enter the same encryption key, and then select [Save].

5 Select [Save].

■ Data Restoration

The encrypted data cannot be restored in the following cases:

- When a problem occurs with the hard disk.
- When you have forgotten the encryption key.
- When you have forgotten the system administrator's user ID and a passcode when [On] is selected in [Service Rep. Restricted Operation].

■ Starting the Data Encryption and Changing Settings

When you select/deselect data encryption or change the encryption key, you must restart the machine. When the machine reboots, the machine initializes part of the disk area. The previous data is not secured.

The disk area stores the following data.

- Spooled print data
- Print data including Secure Print and Sample Set
- Forms for the Form Overlay feature
- Folder and job flow sheet settings (folder name, passcode, etc.)
- Files in folders
- Address book data
- Digital certificate

Important • Be sure to save all necessary settings and files before using data encryption or changing any settings.

- Make sure that the hard disk and encryption settings match. Otherwise, an error will occur. For information on error messages and their remedies, refer to "Paper Jams" (P.852).
- The following procedure is recommended for changing the encryption settings while a large amount of data (100 jobs or more) is stored in a folder, and [Number of Overwrites] is set to [1 Overwrite] or [3 Overwrites] under [Overwrite Hard Disk].

1. Select [Tools] > [Setup] > [Create Folder] to display the [Create Folder] screen.
2. Select the folder, and then select [Delete Folder].
3. Select [Close].
4. Press the <Machine Status> button, and confirm that [Standby] in [Overwrite Hard Disk] is displayed.
5. Enter the System Administration mode, and change the data encryption settings.
For information on how to enter the System Administration mode, refer to "System Settings Procedure" (P.404).

- Our service representative cannot restore the encryption key.
- When our service representative replaces the electrical circuit board, the encryption key is initialized. Do not lose the encrypted information.

Encryption Key for Confidential Data

Allows you to set an encryption key to encrypt confidential information such as the passcode of the system administrator and a folder. Encrypting confidential information prevents a network hacking and an unauthorized access to the information.

Enter an encryption key of 4 to 12 single-byte characters using alphanumeric characters.

Important • If you change the existing encryption key, you may not restore confidential information from a backup.

Note • The factory default encryption key is "x-admin".

1 Select [Encryption Key for Confidential Data], and then [Change Settings].

- 2 Select [New Encryption Key], and enter an encryption key, and then select [Save].
- 3 Select [Re-enter Encryption Key], enter the same encryption key, and then select [Save].
- 4 Select [Save] to display a confirmation screen. Select [Yes] on the screen to save the setting.

Service Rep. Restricted Operation

Allows you to select whether or not to restrict the operation by our service representative to protect the security settings from being altered by someone impersonating our service representative.

■ Off

The operation by our service representative is not restricted.

■ On

Our service representative cannot change the following settings:

- "Delete All Data" (P.438)
- "Print Universal Unique ID" (P.445)
- "Data Encryption" (P.453)
- "Encryption Key for Confidential Data" (P.454)
- "Service Rep. Restricted Operation" (P.455)
- "SSL/TLS Settings" (P.486)
- "S/MIME Settings" (P.487)
- "IPSec Settings" (P.489)
- "System Administrator Settings" (P.543)
- "Maximum Login Attempts by System Administrator" (P.549)
- "Overwrite Hard Disk" (P.552)
- Creating/Changing Users with System Administrator Rights
- Changing SNMP v3 Setting

When [On] is set, you can set a maintenance passcode of 4 to 12 digits in the [Maintenance Passcode] screen.

Entering the passcode is required when our service representative performs maintenance.

Important • When [On] is set, note the followings:

- If you lose the system administrator's user ID and passcode, the items restricted to the service representative cannot be changed.
- If you lose the passcode, our service representative cannot perform maintenance in the case when an error occurs in the machine.
- To change the restricted items or perform maintenance, the electric circuit board of the machine must be replaced.
You will be charged for the electrical circuit board and handling cost.
Be sure not to lose the system administrator's user ID and passcode.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

For information on the system administrator permissions, refer to "User Roles" (P.638).

Software Download

You can select whether or not to permit software downloading. This feature is for service representative use. For more information, contact our Customer Support Center.

Document Feeder Tray Elevation

When a document is loaded in the document feeder, set to which timing to raise a document feeder tray can be performed. Select either [When loading originals] or [When pressing Start].

Check Document Guides Position

Set whether or not to display the confirmation screen when you set the guide position of the document feeder to 8.5" and start loading. Select from [No] or [Yes].

Restrict Recipient Selection Method

Allows you to select whether or not to restrict an e-mail transmissions to addresses not registered on the Address Book.

Selecting [Only From Address Book] disables address entry using the keyboard or numeric keypad, and permits only transmission to addresses registered on the Address Book.

Note • You can also give users authority to deactivate [Restrict Recipient Selection Method]. For more information, refer to "User Roles and Authorization Groups" (P.638).

Restrict User to Edit Address Book

Specify whether or not to permit local users to add and edit recipients in the Address Book.

When you select [Yes], local users cannot add or edit the Address Book.

Note • You can also give users authority to deactivate [Restrict User to Edit Address Book]. For more information, refer to "User Roles and Authorization Groups" (P.638).

Data Indicator

Allows you to set the lighting pattern of the <Data> indicator.

■ Pattern 1

Lights up when a document is stored in the hard disk (optional) of the machine.

■ Pattern 3

Lights up for 30 seconds after a job in the print queue is printed.

Ink Setoff Prevention

When you operate continuous printing using certain type of paper and leave the output paper on the output tray for a certain time, the melting of ink and the gaining of paper weight cause adhesion between the paper sheets.

Set whether or not to allow increasing the output interval to prevent transfer of ink.

■ Off

Outputs at a usual interval.

■ Always On

Outputs at an increased interval for all types of paper.

■ On for Required Paper Only

Outputs at an increased interval only for required type of paper.

Copy Service Settings

In [Copy Service Settings], you can configure settings related to the Copy feature.

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- 1 On the [Tools] screen, select [Copy Service Settings].
For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).
- 2 Select an item to set or change.

Copy Tab - Features Allocation

You can customize the features displayed on the [Copy] screen. Setting the most frequently used features enables you to avoid extra operations such as selecting tabs.

- 1 Select the number of features displayed on the [Copy] screen.
 - 5 Features
The following five features are shown on the screen: [Output Color], [Reduce/Enlarge], [Paper Supply], [2 Sided Copying], and [Copy Output]. Features and positions displayed cannot be changed.
 - 7 Features
Allows you to set features appearing in the fourth column from the left of the [Copy] screen.
Note • [Output Color], [Reduce/Enlarge], and [Paper Supply] cannot be specified.
 - 10 Features
Allows you to set features appearing in the third and fourth columns from the left of the [Copy] screen.
Note • [Reduce/Enlarge] and [Paper Supply] cannot be specified.
- 2 From [Frequently Used Features] on the right of the screen, select a button and the position of the button where you want to allocate a feature.
Note • The position of each button on the right side corresponds to the position on the [Copy] screen.
- 3 Select a feature to display, and select [Save].
- 4 Repeat steps 2 and 3 as required.
- 5 Select [Save].

Preset Buttons

Paper Supply - Button 2 - 5

Select the paper tray displayed in the second to fifth buttons in [Paper Supply] on the [Copy] screen.

Reduce/Enlarge - Button 3 - 4

Select the magnification ratio displayed in the third to fourth buttons in [Reduce/Enlarge] on the [Copy] screen.

Select the ratio from the Reduce/Enlarge Preset buttons registered.

Front Cover Tray - Button 1 - 3

Set the default value of the tray displayed in [Paper Supply] when an option that printed on Front Cover is selected for [Front Cover] under [Output Format] > [Covers].

Back Cover Tray - Button 1 - 3

Set the default value of the tray displayed in [Paper Supply] when an option that printed on Back Cover is selected for [Back Cover] under [Output Format] > [Covers].

Transparency Tray - Button 1 - 3

Set the default value of the transparency tray displayed in [Transparency Options] on the [Output Format] screen.

Separator & Handout Tray - Button 1 - 3

Set the default value of the separator & handout tray displayed in [Transparency Options] on the [Output Format] screen.

Copy Defaults

You can set the default settings of the Copy feature. When the machine is turned on, or the machine exits the Power Saver mode, or when the <Clear All> button is pressed, the machine resets to the default values set here. Setting frequently used features and values as the defaults can avoid extra operations required during the use of the machine.

For more information on each setting item, refer to "Copy" (P.125).

Paper Supply

Set the default value for [Paper Supply] in the [Copy] screen.

Note • When the default value of [Reduce/Enlarge] is set to [Auto %], [Auto Select] cannot be selected for [Paper Supply].

Reduce/Enlarge

Set the default value for [Reduce/Enlarge] in the [Copy] screen.

Select the ratio from [100 %], [Auto %], and the buttons registered as Reduce/Enlarge Preset buttons.

Note • When the default value of [Paper Supply] is set to [Auto Select], [Auto %] cannot be selected for [Reduce/Enlarge].

For information on Reduce/Enlarge Preset buttons, refer to "Reduce/Enlarge Presets" (P.467).

Output Color

Set the default value for [Output Color] in the [Copy] screen.

When [No Default] is selected, select the output color in the [Copy] screen before making copies.

Output Color (Simple Copy)

Set the default value for [Output Color] in the [Simple Copy] screen. You can select from [Auto], [Color], and [Black & White].

Single Color

Set the default value for [Single Color] in [More] of [Output Color] in the [Copy] screen. You can select a color from six preset colors and six custom colors.

For information about custom colors, refer to "Custom Colors" (P.467).

Dual Color - Source Color

Set the default value for [Source Color] that appears when [Dual Color] is selected for [More] of [Output Color] in the [Copy] screen.

Selecting [Color] enables you to select a color from six colors.

Dual Color - Target Area Color

Set the default value for [Target Area Color] that appears when [Dual Color] is selected for [More] of [Output Color] in the [Copy] screen. You can select a color from seven preset colors and six custom colors.

For information about custom colors, refer to "Custom Colors" (P.467).

Dual Color - Non-target Area Color

Set the default value for [Non-target Area Color] that appears when [Dual Color] is selected for [More] of [Output Color] in the [Copy] screen. You can select a color from seven preset colors and six custom colors.

For information about custom colors, refer to "Custom Colors" (P.467).

Original Type

Set the default value for [Original Type] in the [Image Quality] screen.

Original Type - Auto (Non-Black & White)

Set the default value for [Original Type] in the [Image Quality] screen.

This is valid when a color other than [Black & White] is selected for [Output Color] in the [Copy] screen.

Original Type - Auto (Black & White)

Set the default value for [Original Type] on the [Image Quality] screen.

This is valid when [Black & White] is selected for [Output Color] in the [Copy] screen.

Lighten/Darken

Set the default value for [Lighten/Darken] of [Image Options] in the [Image Quality] screen.

Contrast

Set the default value for [Contrast] of [Image Enhancement] in the [Image Quality] screen.

Sharpness

Set the default value for [Sharpness] of [Image Options] in the [Image Quality] screen.

Saturation

Set the default value for [Saturation] of [Image Options] in the [Image Quality] screen.

Background Suppression

This feature allows you to suppress the background color of documents.

Set the default value for [Suppress Background] of [Image Enhancement] in the [Image Quality] screen.

[Background Suppression] is valid when [Original Type] is set to [Photo & Text], [Text], or [Maps].

Color Balance - Yellow / Color Balance - Magenta / Color Balance - Cyan / Color Balance - Black

Set the default density levels for the [Color Balance] in the [Image Quality] screen.

You can set density levels of each color for each of the [Highlights], [Midtones], and [Shadows].

- Note**
- Depending on the density level settings, [Color Balance] in the [Image Quality] screen is set as follows:
 - When the density levels of all colors are set to [0,0,0], [Color Balance] in the [Image quality] screen is set to [Normal].
 - When the same value is set to all levels for each color (for example: [0,0,0] or [1,1,1]), [Color Balance] in the [Image Quality] screen is set to [Basic Color].
 - When the settings other than the ones described above are applied, [Color Balance] in the [Image Quality] screen is set to [Advanced Color].

Color Shift

Set the default value for [Color Shift] in the [Image Quality] screen.

2 Sided Copying

Set the default value for [2 Sided Copying] in the [Copy], [Layout Adjustment], and [Output Format] screens.

Mixed Size Originals

Set the default value for [Mixed Size Originals] in the [Layout Adjustment] screen.

Edge Erase - Top Edge

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. This feature allows you to erase such shadows on the top edge.

Set the default value for the amount of edge erased from the original in the top directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

- Note**
- You cannot copy the whole area even if you set [0] to [Edge Erase - Top Edge]. For the printable area, refer to "Printable Area" (P.928).

Edge Erase - Bottom Edge

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. This feature allows you to erase such shadows on the bottom edge.

Set the default value for the amount of edge erased from the original in the bottom directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

- Note**
- You cannot copy the whole area even if you set [0] to [Edge Erase - Bottom Edge]. For the printable area, refer to "Printable Area" (P.928).

Edge Erase - Left Edge

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. This feature allows you to erase such shadows on the left edge.

Set the default value for the amount of edge erased from the original in the left directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

- Note**
- You cannot copy the whole area even if you set [0] to [Edge Erase - Left Edge]. For the printable area, refer to "Printable Area" (P.928).

Edge Erase - Right Edge

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. This feature allows you to erase such shadows on the right edge.

Set the default value for the amount of edge erased from the original in the right directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

- Note**
- You cannot copy the whole area even if you set [0] to [Edge Erase - Right Edge]. For the printable area, refer to "Printable Area" (P.928).

Center Erase/Binding Edge Erase

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. This feature allows you to erase such shadows on the center of facing pages of a bound document or a booklet.

Set the default value for [Center] in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

- Note**
- You cannot copy the whole area even if you set [0] to [Center Erase/Binding Edge Erase]. For the printable area, refer to "Printable Area" (P.928).

Edge Erase - 2 Sided Original - Side 2

This feature allows you to set whether the edge erase value of Side 1 and Side 2 are to be same or to be symmetrical.

Image Shift - Side 1

Set the default value for [Side 1] of [Image Shift] in the [Layout Adjustment] screen.

Image Shift - Side 2

Set the default value for [Side 2] of [Image Shift] in the [Layout Adjustment] screen.

Image Rotation

Set the default value for [Image Rotation] in the [Layout Adjustment] screen.

Image Rotation - Rotation Direction

Set the default value for [Image Rotation - Rotation Direction] of [Image Rotation] in the [Layout Adjustment] screen.

Original Orientation

Set the default value for [Original Orientation] in the [Layout Adjustment] screen.

Pages per Side

Set the default value for [Pages per Side] in the [Copy] and [Output Format] screens.

Copy Output

This feature allows you to set the finishing options to output multiple copies. Select [Auto], [Collated], [Uncollated], or [Uncollated with Separators].

Set the default value for [Copy Output] in the [Copy] and [Output Format] screens.

Uncollated - Default Separator Tray

Set the default value for [Separators Tray] under [Copy Output] > [Uncollated with Separators] in the [Copy] and [Output Format] screens.

Output Destination

Set the default value for [Output/Offset] under [Copy Output] in the [Copy] and [Output Format] screens.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

Output Destination (Simple Copy)

Set the output destination when you start copying from the [Simple Copy] screen.

Note • If paper cannot be output to the tray you set, the destination may be changed automatically.
• When the [Simple Copy] screen is displayed, you can confirm the output destination on the [Review] screen which is displayed by pressing the <Review> button. For information on the <Review> button, refer to "Control Panel" (P.74).

Face Up/Down Output

Set the default value for [Face Up/Down Output] in the [Output Format] screen.

Sample Job

Set the default value for [Sample Job] in the [Job Assembly] screen.

Annotations - Stored Comment

Set the default value for [Stored Comments] displayed when [Comment] is selected for [Annotations] in the [Output Format] screen.

You can select a comment type from eight preset types and custom text registered.

For information about how to set custom text, refer to "Annotations - Create Comments" (P.467).

Annotations - Comment on Side 1 and Side 2

Set the default value for [Position] displayed when [Comment] is selected for [Annotations] in the [Output Format] screen.

Annotations - Comment - Font Size

Set the default value for [Font Size] under [Format & Style] displayed when [Comment] is selected for [Annotations] in the [Output Format] screen.

Annotations - Comment - Font Color

Set the default value for [Font Color] under [Format & Style] displayed when [Comment] is selected for [Annotations] in the [Output Format] screen.

Date - Position on Side 1 and Side 2

Set the default value for [Position] displayed when [Date Stamp] is selected for [Annotations] in the [Output Format] screen.

Date - Font Size

Set the default value for [Font Size] under [Font Size] displayed when [Date Stamp] is selected for [Annotations] in the [Output Format] screen.

Page Numbers - Style

Set the default value for [Style] displayed when [Page Numbers] is selected for [Annotations] in the [Output Format] screen.

Page Numbers - Position on Side 1 and Side 2

Set the default value for [Position] displayed when [Page Numbers] is selected for [Annotations] in the [Output Format] screen.

Page Numbers - Font Size

Set the default value for [Font Size] under [Font Size] displayed when [Page Numbers] is selected for [Annotations] in the [Output Format] screen.

Bates Stamp - Number of Digits

Set the default value for [Number of Digits] displayed when [Bates Stamp] is selected for [Annotations] in the [Output Format] screen.

Bates Stamp - Position on Side 1 and Side 2

Set the default value for [Position] displayed when [Bates Stamp] is selected for [Annotations] in the [Output Format] screen.

Bates Stamp - Font Size

Set the default value for [Font Size] under [Font Size] displayed when [Bates Stamp] is selected for [Annotations] in the [Output Format] screen.

Tab Margin Shift - Shift Value

Set the default value for [Shift Value] of [Tab Margin Shift] in the [Output Format] screen.

Booklet Creation - Default Cover Tray

Set the default value for [Covers] which is displayed when you select a Cover page option in the [Booklet Creation] screen.

Covers - Default Front Cover Tray, Default Back Cover Tray

Set the default value for [Front Cover] and [Back Cover] which are displayed when you select Front Cover and Back Cover options in the [Covers] screen.

Separators - Default Separator Tray

Set the default value for [Segment Separator Tray] under [Segment Separators] which is displayed when you set [Build Job] to [On] in the [Job Assembly] screen.

Copy Control

You can configure settings related to copy operation control.

Memory Full Procedure

If there is insufficient hard disk memory while scanning a document, a screen appears asking you how you want to handle the partially stored data.

Set the process you want the machine to perform for the partially stored data after a certain time has elapsed in the confirmation screen.

You can set the time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.421).

■ Delete Job

Deletes the data partially stored.

■ Run Job

Treats the read-in data as valid, and start copying the document partially stored.

Maximum Stored Pages

Set the maximum number of pages stored for a copy document. You can set from 1 to 999 pages.

Auto Paper Off

Select the tray used when [Auto Select] of [Paper Supply] in the [Copy] screen is cancelled. [Auto Select] of [Paper Supply] is cancelled when [Auto %], [Auto X-Y %] for [Independent X-Y %], or [Slight Reduction (Improves Fit)] is selected.

Mixed Size Originals - 2 Sided Copy

Specify paper to copy side 2 of a document: in 2 sided copying, if the size of side 1 and side 2 of a document is different, and the machine detects different paper size for sides 1 and 2.

Important • When the side 1 and side 2 are different sizes and if the side 2 is copied on the sheet on which the side 1 has been printed, a part of the image may be missing.

■ Copy to new sheet

Side 2 is copied as side 1 on a new sheet of paper.

■ Copy to Side 2

Side 2 is copied on the reverse side of side 1 without changing paper size.

Fine-tune 100%

You can fine-tune magnification when copying at 100 % (actual size). The set value is applied to [100 %] in the [Copy] screen is set to 100 %.

Set the value in the X/Y direction between 98 and 102 % in 0.1 % increments.

Important • This feature is applied only when a copy is made using the document glass. This setting is not reflected in the magnification (100 %) under [Independent X-Y %] or [Calculator %].

Note • A magnification displays [100 %] even if [Fine-tune 100 %] is selected.

ID Card Copy - Reduce/Enlarge

Set the copy magnification ratio when to copy ID cards. Selecting [Allow to Change] allows you to specify the ratio between 25 to 400 % in 1 % increments.

Note • The machine may copy an ID card in a different orientation from the original orientation depending on the magnification ratio you specified.

Background Suppression (Photo & Text)

Set the background suppression level for color copying. This setting is valid when [Photo & Text] is selected for [Original Type] in the [Image Quality] screen.

The larger the value, the stronger the effect of removing background noise.

Background Suppression Level (Text)

Set the background suppression level for color copying. This setting is valid when [Text] is selected for [Original Type] in the [Image Quality] screen.

The larger the value, the stronger the effect of removing background noise.

Photo & Text /Printed Original

Set the type of document when [Printed Original] of [Photo & Text] is selected for [Original Type] in the [Image Quality] screen.

■ Normal

Copies with standard image quality.

■ Inkjet Originals

Select [Inkjet Originals] when copying a document printed with an inkjet printer. This improves the recognition of inkjet colors.

■ Highlighted Originals

Select [Highlighted Originals] when copying an original marked with a highlight pen. This improves the recognition of the colors of highlight pen.

Original Type - See-Through Paper

When [Text] is selected for [Original Type] in the [Image Quality] screen, set whether or not to display [Text on See-Through Paper].

Face Up/Down Output - Reverse Order

Set whether or not to display [Face Up (Reverse Order)] under [Face Up/Down Output] in the [Output Format] screen.

Face Up/Down - Auto (Single Sheet)

Specify the operation of the machine when [Face Up/Down Output] is set to [Auto] in the [Output Format] screen, and a single sheet is output.

Default Trim Margin

Set the default value for the amount of edge trimmed from the output of a booklet. When you specify trimming, the machine trims the fore edge of a booklet, opposite of the booklet spine, to create a neat finished edge. Specify the value between 2.0 and 20.0 mm in 0.1 mm increments.

Note • An optional component is required. For more information, contact our Customer Support Center.

Auto Image Positioning - Below 105 gsm

Set the value for auto image positioning when you use 105 gsm or light paper. When you set auto image positioning, the machine adjusts the image shifting so that the printing positions on the inner and outer pages of a booklet remain consistent when they are folded. Specify the value between 0 and 1.50 mm.

Auto Image Positioning - Above 106 gsm

Set the value for auto image positioning when you use 106 gsm or heavier paper. When you set auto image positioning, the machine adjusts the image shifting so that the printing positions on the inner and outer pages of a booklet remain consistent when they are folded. Specify the value between 0 and 1.50 mm.

Annotations - Comment Density

Set the translucency of the comment printed as annotation.

You can select a translucency value from [Darken], [Normal], and [Lighten]. Darken represents no translucency.

Note • If a stamp set to [Darken] density is printed over text, the text may be unreadable.

Comment Position - Top Left, - Top Center, - Top Right, - Left Center, - Center, - Right Center, - Bottom Left, - Bottom Center, and - Bottom Right

You can adjust the position to print a comment finely.

Date Position - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right

You can adjust the position to print a date stamp finely.

Page Number Position - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right

You can adjust the position to print a page number finely.

Bates Stamp - Top Left, - Top Center, - Top Right, - Bottom Left, - Bottom Center, and - Bottom Right

You can adjust the position to print a bates stamp finely.

Quantity Display

You can select how you want to display the counter in the Copy service.

Select from [Quantity], [Quantity and Memory], and [Quantity and Original Count].

Maximum Number of Sets

Set the maximum number of allowed sets to copy between 1 and 9999. Users will not be able to specify a larger number of sets to copy than the value set here.

Sample Output to Stacker - Top Tray

Set whether or not to include the number of sample output in the top tray to the number of sets to copy when the machine is outputting a job to the High Capacity Stacker (optional).

Original Size Defaults

Set the original sizes displayed in [Original Size] in the [Layout Adjustment] screen.

You can assign original sizes to the buttons other than [Auto Detect].

If you frequently make copies of non-standard size document, setting non-standard size as the default can avoid extra operations required during the use of the machine.

■ A/B Series Size

You can select a size from A and B series sizes.

■ Inch Size

You can select a size from inch series sizes.

■ Others

You can select a size from other sizes.

■ Custom Size

You can enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

Reduce/Enlarge Presets

Set the magnifications displayed as [Preset %] which are displayed when [Proportional %] is selected under [Reduce/Enlarge] in the [Copy] screen.

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %] and [Auto %].

Custom Colors

Set the custom colors used for [Single Color] and [Dual Color] in the [Output Color] screen.

You can assign custom colors with yellow (0 to 100 %), magenta (0 to 100 %), and cyan (0 to 100 %) to each custom color buttons 1 to 6.

Note • Adjust so that the total of yellow, magenta, and cyan does not exceed 240 %.

Annotations - Create Comments

Register text to print with [Comment] under [Annotation]. You can enter up to 64 single-byte characters.

For information about how to enter characters, "Entering Text" (P.90).

Connectivity & Network Setup

In [Connectivity & Network Setup], you can configure settings related to the Connectivity & Network feature.

For information on Connectivity and Network Settings, refer to "Printer Environment Settings" (P.563) or "E-mail Environment Settings" (P.573).

If you use CentreWare Internet Services, more detailed settings are possible. For more information, refer to "CentreWare Internet Services Settings" (P.555).

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1 On the [Tools] screen, select [Connectivity & Network Setup].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

2 Select an item to set or change.

Port Settings

Set the interface of the machine connected to a client. In [Port Settings], you can configure the following settings.

Important • For LPD, Port9100, and HTTP-SSL/TLS do not use a number that is the same as a port number of another port.

For a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)), do not use a number that is the same as a port number of LPD, Port9100, and HTTP-SSL/TLS.

Furthermore, if any of the above are set to one of the port numbers indicated below, operation may no longer be performed properly depending on the setting conditions of the port:

25, 139, 427, 445, 631, 15000

• Only LPD, Port9100, SNMP and Internet Services (HTTP) ports are available for Ethernet 2 when two Ethernet interfaces are used.

• Secondary Ethernet (optional) does not support IPP and Google Cloud Print ports. Print submission of Google Cloud Print via Ethernet 2 is not available.

For information on HTTP-SSL/TLS port, refer to "HTTP - SSL/TLS Port Number" (P.486).

You can configure the Google Cloud Print port settings in CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

USB

■ Port Status

Select [Enabled] to use a USB interface.

■ Print Mode

Select the printer language use on the machine. Selecting [Auto] enables the machine to automatically determine and use the most suitable language to print data received from the host device.

■ PJP

PJP (Printer Job Language) is a job control language and a PJP command is data prepended to the top of the print jobs. Usually select [Enabled].

■ Auto Eject Time

Configure the time that the data so far received by the machine will automatically be printed since data is no longer sent to the printer.

You can enter a time between 5 and 1275 seconds in 5 seconds increments.

LPD

■ Port Status

Select [Enabled] to use LPD.

■ Port Number

Enter a port number for LPD from 1 to 65535.

The default value is 515.

Important • Do not use the numbers assigned to the other ports.

■ Maximum Number of Sessions

Enter the maximum number of client sessions using LPD. You can enter a number from 1 to 10 in 1 session increments.

The default value is 5.

SMB Client

■ Port Status

Select [Enabled] to use SMB when you use the Scan to PC (SMB) service or SMB authentication service.

IPP

■ Port Status

Select [Enabled] to use IPP.

Set this when you want to use IPP (Internet Printing Protocol) to print via the Internet.

■ Added Port Number

Select [Disabled] when you want to set the machine does not accept IPP from other than the standard port number, or select [Enabled] when accepts all port numbers.

Enter a port number for IPP other than the standard port number from 1 to 65535.

The default value is 80.

Important • Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

Note • [Added Port Number] cannot be configured if [Port Status] is set to [Disabled]. To configure [Added Port Number], enable port status and reboot the machine, and then configure [Added Port Number].

Bonjour

■ Port Status

Select [Enabled] to use Bonjour®.

Note • To print from a printer detected by [Bonjour], the LPD port must be activated in advance.

Port 9100

■ Port Status

Select [Enabled] to use Port9100®.

Select this option when the communication protocol is in the RAW format for the Windows Standard TCP/IP port monitor.

■ Port Number

Enter a port number for Port9100 from 1 to 65535.

The default value is 9100.

Important • Do not use the numbers assigned to the other ports.

SNMP

■ Port Status

Select [Enabled] to use SNMP, when you use any web applications manufactured by Fuji Xerox to control the machine on the network.

FTP Client

■ Port Status

Select [Enabled] when you use the Scan to PC service with FTP transmission.

Note • Select a communication mode to send data scanned via FTP from [Passive Mode] and [Active Mode]. [Active Mode] is selected by factory default. You can change the setting from CentreWare Internet Services.

Receive E-mail

■ Port Status

Select [Enabled] when you receive e-mails.

Send E-mail

■ Port Status

Select [Enabled] when you send e-mails.

E-mail Notification Service

■ Port Status

Select [Enabled] when you use the E-mail Notification Service. The E-mail Notification Service notifies you of the machine status or the completion of a print job by e-mail.

Note • [Consumables Status], [Parts Status], [Paper Tray Status], [Output Tray Status], [Jam Status], [Interlock Status], and [Fault Notice] are notified as the machine status.
• You can configure the E-mail Notification Service in CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

UPnP Discovery

■ Port Status

Select [Enabled] to use UPnP.

■ Port Number

Enter a port number for UPnP communication from 1 to 65535.

The default value is 80.

Important • Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

WSD

Note • WSD stands for Web Services on Devices.

■ WSD Print - Port Status

Select [Enabled] to use WSD Print.

Set this when you search a device on a network from Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1, Windows Server® 2012, and Windows Server® 2012 R2.

■ WSD Scan - Port Status

Select [Enabled] to use WSD Scan.

Set this when you search a device on a network from Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1, Windows Server® 2012, and Windows Server® 2012 R2.

■ Port Number

Enter a port number from 1 to 65535.

The default value is 80.

Important • Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

Internet Services (HTTP)

■ Port Status

Select [Enabled] to use CentreWare Internet Services.

For more information about CentreWare Internet Services, refer to "CentreWare Internet Services Settings" (P.555).

■ Port Number

Enter a port number for the Internet Services from 1 to 65535.

The default value is 80.

Important • Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

Note • You cannot select [Port Number], if HTTP port is disabled.
To configure [Port Number], enable port status and reboot the machine, and then configure [Port Number].

SOAP

■ Port Status

Select [Enabled] when you use an application program such as Device Setup Tool.

■ Port Number

Enter a port number for SOAP from 1 to 65535.

The default value is 80.

Important • Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP)), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

WebDAV

■ Port Status

Select [Enabled] when you use an application program such as Network Scanner Utility 3 to access folders in the machine.

Important • We recommend you to enable [HTTP - SSL / TLS Communication] under [SSL / TLS Settings] when you use WebDAV. This is an effectual way to avoid password leaking.

Note • You cannot select [Port Number] and [Operation Time-Out], if WebDAV port is disabled.
To configure [Port Number] and [Operation Time-Out], enable port status and reboot the machine, and then configure [Port Number] and [Operation Time-Out].

■ Port Number

Enter a port number for WebDAV from 1 to 65535.

The default value is 80.

Important • Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (PP, Internet Services (HTTP)), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

■ Operation Time-Out

You can enter an operation time-out period between 1 and 65535 seconds in 1 second increments.

ThinPrint

■ Port Status

You can use the machine for print in the ThinPrint[®] print environment. The machine decompresses and prints the compressed print data sent from the print server.

Select [Enabled] when you use ThinPrint.

■ Port Number

Enter a port number for ThinPrint from 1 to 65535.

The default value is 4000.

Important • Do not use any numbers assigned to the other ports.

Note • ThinPrint is available when the communication protocol uses IPv4.
• The maximum of three connections are possible at a time.

Protocol Settings

Set the parameters required for communications. [Protocol Settings] consists of the following categories:

- Ethernet Settings
- TCP/IP - Common Settings
- TCP/IP - Network Settings

Note • To configure each category, select the corresponding item and then select [Change Settings].

Also on [Ping Connection Test], you can check whether or not the machine can be properly connected to a network with the configured condition.

Ethernet Settings

Configure the Ethernet settings.

■ Ethernet 1 - Network Name, Ethernet 2 - Network Name

When two Ethernet interfaces are used, specify the names respectively.

Note • This item is displayed only when Secondary Ethernet (optional) is installed on the machine.

■ Ethernet - Rated Speed / Ethernet 1 - Rated Speed, Ethernet 2 - Rated Speed

Select the communication speed from the followings:

Note • The title of this setting item differs depending on the Ethernet interface configuration: When single Ethernet interface is used, [Ethernet - Rated Speed] is displayed. When two Ethernet interfaces are used, [Ethernet 1 - Rated Speed] and [Ethernet 2 - Rated Speed] are displayed.

- Auto
Select this to detect the Ethernet transmission rate automatically.
- 100 Mbps Full-Duplex
Select this to set 100BASE-TX (Full Duplex) as the default value.
- 100 Mbps Half-Duplex
Select this to set 100BASE-TX (Half Duplex) as the default value.
- 10 Mbps Full-Duplex
Select this to set 10BASE-T (Full Duplex) as the default value.
- 10 Mbps Half-Duplex
Select this to set 10BASE-T (Half Duplex) as the default value.
- 1000 Mbps
Select this to set 1000BASE-T as the default value.

Note • Gigabit Ethernet Kit (optional) is required for using 1000BASE-T.

TCP/IP - Common Settings

Configure common settings to use TCP/IP.

■ Primary Network

When two Ethernet interfaces are used, the interface name specified in [Ethernet1 - Network Name] is displayed.

Note • The primary network is "Ethernet 1". You cannot set "Ethernet 2" as the primary network.
• This item is displayed only when Secondary Ethernet (Optional) is installed on the machine. You cannot edit the setting from here.

■ IP Mode

Select the TCP/IP operation mode from the followings:

- IPv4 Mode
Select this option for IPv4.
- IPv6 Mode
Select this option for IPv6.
- Dual Stack
Select this option for an environment using both IPv4 and IPv6.

TCP/IP - Network Settings / TCP/IP - Network Settings (Ethernet 1), TCP/IP - Network Settings (Ethernet 2)

Configure network settings other than common settings to use TCP/IP.

Important • Configuring same IP address for [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Ethernet 2)] is prohibited. When setting the same IP address to each Ethernet, contact our Customer Support Center.

- Only LPD, Port9100, and SNMP ports are available for [TCP/IP - Network Settings (Ethernet 2)]. The applications using any other ports such as Network Scanner Utility 3 may not work with the [TCP/IP - Network Settings (Ethernet 2)] setting.

Note • We recommend you to specify different IP addresses between [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Ethernet 2)].

- The title of this setting item differs depending on the Ethernet interface configuration: When single Ethernet interface is used, [TCP/IP - Network Settings] is displayed. When two Ethernet interfaces are used, [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Ethernet 2)] are displayed.
- For [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Ethernet 2)], same setting items as [TCP/IP - Network Settings] are displayed. You can configure individual settings for each Ethernet interface.
- When any interface names are specified in [Ethernet1 - Network Name] and [Ethernet2 - Network Name], the specified names are displayed instead of "Ethernet1" and "Ethernet2" of [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Ethernet 2)] respectively.

■ IPv4 - IP Address Resolution

Allows you to select a method for obtaining the IP address, subnet mask, and gateway address.

- DHCP
The address, subnet mask, and gateway address will automatically be set via DHCP.
- BOOTP
The address, subnet mask, and gateway address will automatically be set via BOOTP.
- RARP
The address, subnet mask, and gateway address will automatically be set via RARP.
- DHCP/AutoIP
The address, subnet mask, and gateway address will automatically be set via DHCP/AutoIP. If the machine fails to communicate with the DHCP server, the AutoIP function is automatically enabled and an IP address (169.254.XXX.XXX) is assigned to the machine. When communication between the machine and the DHCP server recovers, the machine obtains an IP address, a subnet mask, and a gateway address by the DHCP server.
- STATIC
Allows you to manually specify an IP address, a subnet mask, and a gateway address.

Note • To configure a subnet mask and a gateway address, an IP Address must be set first.

■ IPv4 - IP Address

Enter the IP address using the keyboard displayed or the numeric keypad when selecting [STATIC] at [IPv4 - IP Address Resolution].

- Note**
- Enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - Specify an IP address using numbers (0 to 9) and periods (.). If you mistyped a character on the screen, select [Backspace] to delete the character.

■ IPv4 - Subnet Mask

Enter the subnet mask using the keyboard displayed or the numeric keypad when selecting [STATIC] at [IPv4 - IP Address Resolution].

- Note**
- Enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - Specify a subnet mask using numbers (0 to 9) and periods (.). If you mistyped a character on the screen, select [Backspace] to delete the character.

■ IPv4 - Gateway Address

Enter the gateway address using the keyboard displayed or the numeric keypad when selecting [STATIC] at [IPv4 - IP Address Resolution].

- Note**
- Enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - Specify a gateway address using numbers (0 to 9) and periods (.). If you mistyped a character on the screen, select [Backspace] to delete the character.

■ IPv4 - DNS Server Setup

Set the DNS server.

- Get IP Address from DHCP

Set whether or not to automatically obtain the address of the DNS server from the DHCP server.

- Preferred DNS Server IP Address, Alternate DNS Server 1 IP Address, Alternate DNS Server 2 IP Address

When [Get IP Address from DHCP] is set to [Disabled], manually set the DNS server address.

Specify alternate DNS server addresses for [Alternate DNS Server 1 IP Address] and [Alternate DNS Server 2 IP Address].

■ IPv4 - IP Filter

Select whether or not to limit the IPv4 addresses that can access the machine.

- Note**
- [IPv4 - IP Filter] applies to all features using TCP/IP, such as Print, Store to Folder and CentreWare Internet Service.
 - To set the IPv4 IP addresses that the machine accepts connection from, use [IP Filtering] in CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services or refer to "CentreWare Internet Services Settings" (P.555).
 - When [IP Filtering] is enabled, make sure to switch the FTP transfer mode to [Active Mode] to transfer the scanned image from the machine via FTP. You can switch the FTP transfer mode from CentreWare Internet Services.

- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ IPv6 Address Manual Configuration

Allows you to select whether or not to configure the IPv6-address settings manually.

■ Manually Configured IPv6 Address

This setting is configurable when [IPv6 Address Manual Configuration] is set to [Enable]. Specify an IPv6 address.

- Note**
- Enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.
 - Specify an address using alphanumeric characters (0 to 9, and A to F) and colons (:). If you mistyped a character on the screen, select [Backspace] to delete the character.

■ Manually Configured IPv6 Address Prefix

This setting is configurable when [Manually Configured IPv6 Address] is set. Specify a prefix length from 0 to 128.

■ Manually Configured IPv6 Gateway

This setting is configurable when [Manually Configured IPv6 Address] is set. Specify a gateway address.

- Note**
- Enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.

■ IPv6 - DNS Server Setup

Set the DNS server for IPv6.

- Get IP Address from DHCP

Set whether or not to automatically obtain the address of the DNS server from the DHCP server.

- Preferred DNS Server IP Address, Alternate DNS Server 1 IP Address, Alternate DNS Server 2 IP Address

When [Get IP Address from DHCP] is set to [Disabled], manually set the DNS server address.

Specify alternate DNS server addresses for [Alternate DNS Server 1 IP Address] and [Alternate DNS Server 2 IP Address].

■ Automatically Configured IPv6 Address

Displays the following addresses, which are automatically assigned.

- Link-local address
- Auto Stateless Address 1 and Prefix Length
- Auto Stateless Address 2 and Prefix Length
- Auto Stateless Address 3 and Prefix Length
- Auto Gateway Address

■ IPv6 - IP Filter

Select whether or not to limit the IPv6 addresses that can access the machine.

- Note**
- [IPv6 - IP Filter] applies to all features using TCP/IP, such as Print, Store to Folder, Web Applications services, and CentreWare Internet Services.
 - To set the IPv6 addresses that the machine accepts connection from, use [IP Filtering] in CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services or refer to "CentreWare Internet Services Settings" (P.555).
 - When [IP Filtering] is enabled, make sure to switch the FTP transfer mode to [Active Mode] to transfer the scanned image from the machine via FTP. You can switch the FTP transfer mode from CentreWare Internet Services.

- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Ping Connection Test

Allows you to confirm whether the machine connects your computer properly or not with the configured condition. Set the following setting and then select the [Start] button to start Ping connection test.

■ Network Interface

Select [Ethernet 1] or [Ethernet 2] according to the protocol settings.

Note • This item is displayed only when Secondary Ethernet (optional) is installed on the machine.

■ Protocol

Select [IPv4] or [IPv6] according to the protocol settings.

■ IP Address or Host Name

Enter the IP address or host name. When using IP address, enter the IPv4 address or IPv6 address. When using host name, enter the host name with up to 32 single-byte characters.

Machine's E-mail Address/Host Name

Set the e-mail address, host name, and domain name of the machine.

E-mail Address

Enter the E-mail address of the machine with up to 128 single-byte characters.

■ When receiving E-mail via SMTP

You can set any name for the account (on the left side of @). Set the address section (on the right side of @), with the combination of the host name and domain name. An alias cannot be set.

For Example: mymail@myhost.example.com

- Account name: mymail
- Host name: myhost
- Domain Name: example.com

■ When receiving E-mails via POP3

Enter the POP user name (on the left side of @) and incoming POP3 mail server name in the address section (on the right side of @). You can set an alias, such as mymail@example.com.

For Example: mymail@myhost.example.com

- Account name: mymail

Machine Name

Enter the machine name with up to 32 single-byte characters.

Host Name

Enter the host name with up to 32 single-byte characters.

Important • When you use SMB, enter the first 15 letters of the host name.

The host name must be up to 15 single-byte characters to identify the machine properly.

Domain Name

Enter the domain name with up to 64 single-byte characters.

Proxy Server Settings

Configure the settings for a proxy server. Configure a proxy server when inbound/outbound access is used.

Important • Do not set this item unless you use services requiring proxy server settings.

Use Proxy Server

Select whether or not to use a proxy server.

Proxy Server Setup

Select the proxy server specification from [Same Proxy for All Protocols] or [Different Proxy for Each Protocol].

Addresses to Bypass Proxy Server

Enter addresses not using the proxy server. You can specify the addresses by IPv4 address, IPv6 address, and FQDN. You can use wildcards "*" for specifying the addresses.

HTTP Proxy Server Name

Enter the server name or IP address of the HTTP proxy server. Up to 255 characters are allowed. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

HTTP Proxy Server Port Number

Set the HTTP proxy server port number from 1 to 65535.

The default value is 8080.

Important • Do not use the numbers assigned to the other ports.

HTTP Proxy Server Authentication

Select [Enabled] when authentication is required to connect to the HTTP proxy server.

HTTP Proxy Server Login Name

Enter a login name of the HTTP proxy server. Up to 31 characters are allowed.

HTTP Proxy Server Password

Enter a password of the HTTP proxy server. Up to 31 characters are allowed.

HTTPS Proxy Server Name

Enter the HTTPS proxy server name or the IP address. Up to 255 characters are allowed. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

HTTPS Proxy Server Port Number

Set the HTTPS proxy server port number from 1 to 65535.

The default value is 8080.

Important • Do not use the numbers assigned to the other ports.

HTTPS Proxy Server Authentication

Select [Enabled] when authentication is required to connect to the HTTPS proxy server.

HTTPS Proxy Server Login Name

Enter a login name of the HTTPS proxy server. Up to 31 characters are allowed.

HTTPS Proxy Server Password

Enter a password of the HTTPS proxy server. Up to 31 characters are allowed.

EP Proxy Server Setup

Configure the settings for a proxy server for the EP connection when the EP system via the Internet is used.

Important • Configure the settings when the EP system via the Internet is used.

Proxy Server Setup

Select the proxy server specification from [Same Proxy for All Protocols] or [Different Proxy for Each Protocol]. When [Different Proxy for Each Protocol] is selected, you can configure the HTTPS proxy server and HTTP proxy server respectively. When [Same Proxy for All Protocols] is selected, the settings for the HTTPS proxy server are copied to those of the HTTP proxy server.

HTTPS Proxy Server Name

Enter the HTTPS proxy server name or the IP address. Up to 255 characters are allowed. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

HTTPS Proxy Server Port Number

Set the HTTPS proxy server port number from 1 to 65535.

The default value is 8080.

Important • Do not use the numbers assigned to the other ports.

HTTPS Proxy Server Authentication

Select [Enabled] when authentication is required to connect to the HTTPS proxy server.

HTTPS Proxy Server Login Name

Enter a login name of the HTTPS proxy server. Up to 31 characters are allowed.

HTTPS Proxy Server Password

Enter a password of the HTTPS proxy server. Up to 31 characters are allowed.

HTTP Proxy Server Name

Enter the server name or IP address of the HTTP proxy server. Up to 255 characters are allowed. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

HTTP Proxy Server Port Number

Set the HTTP proxy server port number from 1 to 65535.

The default value is 8080.

Important • Do not use the numbers assigned to the other ports.

HTTP Proxy Server Authentication

Select [Enabled] when authentication is required to connect to the HTTP proxy server.

HTTP Proxy Server Login Name

Enter a login name of the HTTP proxy server. Up to 31 characters are allowed.

HTTP Proxy Server Password

Enter a password of the HTTP proxy server. Up to 31 characters are allowed.

Outgoing/Incoming E-mail Settings

Set e-mail transmission and reception settings.

POP3 Server Settings

Set the POP3 server. In [POP3 Server Settings], you can set the following items:

- Note**
- For IPv4, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - For IPv6, enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.
 - When you make an entry mistake, press the <C> (Clear) button and enter again.

■ Server Name/IP Address

Enter a server name or IP address with up to 128 characters, and then select [Save].

■ Port Number

Enter a port number from 1 to 65535.

The default value is 110.

Important • Do not use the numbers assigned to the other ports.

■ Polling Interval

Set the interval for checking the e-mail on the POP3 server from 1 to 120 minutes in 1 minute increments.

■ Login Name

Enter the name to login to the POP3 server with up to 64 characters.

■ Password

Enter a password for the POP3 server with up to 64 characters.

Enter the same password in [New Password] and [Retype Password] using the numeric keypad displayed by selecting [Keyboard]. If you do not set the password, leave the text boxes blank and select [Save].

■ POP Password Encryption

Select [On (APOP)] to encrypt the password.

SMTP Server Settings

Set the SMTP server. In [SMTP Server Settings], you can set the following items:

- Note**
- For IPv4, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - For IPv6, enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.
 - When you make an entry mistake, press the <C> (Clear) button and enter again.

■ SMTP Server Name/IP Address

Enter a server name or IP address, and then select [Save]. Up to 128 characters are allowed.

■ SMTP Server Port Number

Enter a port number in the range from 1 to 65535.

The default value is 25.

Important • Do not use the numbers assigned to the other ports.

■ E-mail Send Authentication

Select one from [Off], [POP before SMTP], or [SMTP AUTH].

Note

- If [POP before SMTP] is selected, the POP3 settings must be set.
- AUTH GSSAPI (only for Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH LOGIN, or AUTH CRAM-MD5 can be used as an authentication method.

■ Login Credentials for E-mail Send

Select the login user name when sending e-mails from [Remotely Authenticated User] or [System]. When [Remotely Authenticated User] is selected and if the machine tries authenticating the remote server before a job startup, the machine performs verification at the time of transmission with the remotely authenticated user name and password. You can also select the post-failure behavior of the machine from [Cancel E-mail Send] and [Relogin using System Data]. If you do not set remote authentication, the machine uses the user ID and passcode of the machine for authentication.

■ SMTP AUTH Login Name

Enter the user name for verification purposes at the SMTP server with up to 64 characters.

■ SMTP AUTH Password

Enter the password for verification purposes at the SMTP server. Up to 64 single-byte characters are allowed.

Note • If you do not set the password, leave the text boxes blank and select [Save].

Remote Authentication/Directory Service

You can make the settings for the remote authentication server and directory service.

Authentication System Setup

■ Authentication System

Allows you to select the authentication system from [Kerberos (Windows 2000)], [Kerberos (Solaris)], [LDAP], [SMB], and [Authentication Agent].

After you change the authentication system, folders and job flow sheets used with the previous authentication system are not deleted automatically. If these folders or job flow sheets are no longer needed, delete them from the machine. If the same user IDs are also used on the new authentication system, folders and job flow sheets can be used by the same users.

■ Server Response Time-Out

Set the server time-out response between 1 and 75 seconds in 1 second increments.

■ Search Time-Out

Set the user information search time-out between 1 and 120 seconds in 1 second increments.

Kerberos Server Settings

Configure the Kerberos Servers 1 to 5.

The settings in [Kerberos Server 1 (Default)] will be the default settings for authentication.

■ Primary Server Name/Address

Enter the primary server name or IP address.

- Note**
- For IPv4, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - For IPv6, enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.

■ Primary Server - Port Number

Set the primary server port number from 1 to 65535.

The default value is 88.

Important • Do not use the numbers assigned to the other ports.

■ Secondary Server Name/Address

Enter the secondary server name or IP address.

- Note**
- For IPv4, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - For IPv6, enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.

■ Secondary Server - Port Number

Set the secondary server port number in the range from 1 to 65535.

The default value is 88.

Important • Do not use the numbers assigned to the other ports.

■ Domain Name

When you use Active Directory of Windows 2000 Server, Windows Server® 2003, Windows Server 2008 or Windows Server 2012 as server, specify the domain name of Active Directory in [Domain Name]. Up to 64 characters are allowed.

Important • Enter a realm name in uppercase characters. Otherwise, an authentication error occurs.

■ Server Certificate Verification

Select whether or not to verify a server certificate.

LDAP Server/Directory Service Settings

Configure the directory server, authentication method, and search attributes and ranges for LDAP authentication and the Address Book search by LDAP.

■ Primary Server Name/Address

Enter the primary server name or IP address.

- Note**
- For IPv4, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.
 - For IPv6, enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.

■ Primary Server - Port Number

Set the Primary server port number from 1 to 65535.

The default value is 389.

Important • Do not use the numbers assigned to the other ports.

■ Secondary Server Name/Address

Enter the secondary server name or IP address.

- Note**
- For IPv4, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value 0 to 255.
 - For IPv6, enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.

■ Secondary Server - Port Number

Set the secondary server port number from 1 to 65535.

The default value is 389.

Important • Do not use the numbers assigned to the other ports.

■ Authentication Method

Select a method to perform LDAP authentication from [Direct Authentication] and [Authentication of User Attributes].

- Direct Authentication

User ID and password entered by a user are used for LDAP authentication.

- Authentication of User Attributes

The user ID entered is used as an attribute specified in [Attribute of Typed User Name] to perform a search on the LDAP server. [Attribute of Login User Name] of a user found through the search is used as the user ID or a job and the owner of a job flow sheet and a folder.

■ Attribute of Typed User Name

When [Authentication of User Attributes] is used for LDAP authentication, set the attribute of the user ID entered. Up to 32 characters are allowed.

Set the attribute of the User Attribute information registered on the LDAP server that corresponds to the value to be entered as the user name from the control panel. For example, when you want a user to enter the mail address, set "mail".

■ Attribute of Login User Name

Enter an attribute to be used for LDAP authentication using User Attribute information registered on the LDAP server. Up to 32 characters are allowed.

■ Use Added Text String

Select whether or not to automatically add text strings in [Text String Added to User Name] when you enter the authentication information from the control panel.

■ Text String Added to User Name

Enter text strings for [Text String Added to User Name] when you use additional text strings. Up to 64 characters are allowed.

When [Use Added Text String] is set to [Enabled], enter the corresponding fixed text string.

For Example:

When "mail" is set for [Attribute of Typed User Name] and the information registered for the target user is "mail@myhost.example.com," you will need to enter "mail@myhost.example.com".

However, if [Use Added Text String] is set to [Enabled] and "@myhost.example.com" is specified for [Text String Added to User Name], you will only need to enter "mail" from the control panel because the machine adds "@myhost.example.com" to the end of the string.

■ Attribute of Smart Card

When a smart card is used for LDAP authentication, set the attribute of the card ID to perform a search on the LDAP server to authenticate the user who has the card. Up to 32 characters are allowed.

Note • This item is displayed when [Smart Card Link Mode] under [Tools] > [Authentication/Security Settings] > [Authentication] > [User Details Setup] is set to [No Passcode Required].

■ Network User ID Attribute

When a smart card is used for LDAP authentication, set the attribute of the user name to be used for a smart card ID search. The user name is given to the remote service as the authentication information. Up to 32 characters are allowed.

Note • This item is displayed when [Smart Card Link Mode] under [Tools] > [Authentication/Security Settings] > [Authentication] > [User Details Setup] is set to [No Passcode Required].

■ Login Credentials to Search Entries

Select which users are allowed to search the Address Book.

You can select from [Remotely Authenticated User] and [System].

■ Login Name

Set a user name for the Address Book search and access the directory server using [Authentication of User Attributes] method for LDAP authentication. Set this item only when authentication is required for the search for the directory service. Up to 255 characters are allowed.

■ Password

Set a login password for the user specified in [Login Name]. Up to 32 characters are allowed.

■ Search Directory Root

Enter a search root character string with up to 255 characters.

■ Scope of Search from Root Entry

Select the search range from the root entry.

- Root entry only
Searches the root level only.
- One level below root entry only
Searches from the root level to one level below the root level.
- All levels below root entry
Searches from the root level to all lower levels below the root level.

■ Object Class of Search Target

Enter the object class to search with up to 32 characters.

■ LDAP Referrals

Specify whether or not to re-establish connection to another LDAP server if a currently connected LDAP server requests to do so.

■ LDAP Referral Hop Limit

When using the Referral feature, specify how many times that a user is allowed to hop servers within 1 to 5 times.

■ LDAP Server

Select the software used by the directory server from [Microsoft Active Directory], [Microsoft Exchange], [IBM Lotus Domino 6.*], and [Other Applications].

■ Search Entries by Common Name

Set whether or not to use [Attribute Type of Name] as a search entry when a name is used as a search key.

■ Search Entries by Surname

Set whether or not to use [Attribute Type of Surname] when a name is used as a search key.

■ Search Entries by Given Name

Set whether or not to use [Attribute Type of Given Name] when a name is used as a search key.

■ Attribute Type of Name

Set the recipient name attribute type. Enter a field attribute name to be used as a recipient name from user information registered on the LDAP server. Up to 32 characters are allowed. For Windows, enter "cn" for an attribute name used as a recipient name.

■ Attribute Type of Surname

Set the sender's family name attribute type. Up to 32 characters are allowed.

■ Attribute Type of Given Name

Set the sender's first name attribute type. Up to 32 characters are allowed.

■ Attribute Type of E-mail Address

Set the e-mail address attribute type. Enter a field attribute name to be used as e-mail information from the user information registered on the LDAP server. Up to 32 characters are allowed. For Windows, enter "mail" for an attribute name used as e-mail information.

■ Attribute Type of Custom Items 1, 2, and 3

Set the LDAP attribute type of custom items 1 to 3. In addition to [Attribute Type of Name] and [Attribute Type of E-mail Address], you can assign user attributes registered on the LDAP server for a search. Up to 32 characters are allowed.

■ Attribute Name of Custom Items 1, 2, and 3

Set the attribute names assigned to custom items 1 to 3. Up to 16 single-byte characters are allowed.

- Note**
- To encrypt communications using this feature, a trusted root certificate authority and all intermediate certificate authorities that are registered in the path of a certificate to use must be registered.

■ Attribute Type of Certificate

Set the certificate attribute type. Select and enter the field name to use as a certificate from among the user information registered on the LDAP server. Up to 32 single-byte characters are allowed.

For Windows, enter "userCertificate;binary" for an attribute name used as certificate information. The information is used as an S/MIME certificate when you specify an address using the directory service to encrypt e-mail transmission by S/MIME.

- Note**
- To encrypt communications using this feature, a trusted root certificate authority and all intermediate certificate authorities that are registered in the path of a certificate to use must be registered.

■ Maximum Number of Search Results

Set a maximum number of address to display from search results from 5 to 100. If the search results exceed the maximum, the search stops at the maximum number set. The default value is 50.

■ Search Time-Out

Select whether or not to set a search time-out. Set the value from 5 to 120 seconds in 1 second increments.

SMB Server Settings

Set the following items to use SMB server as a remote authentication server.

■ SMB Server Setup

Select the server specification method from [By Domain Name] and [By Domain & Server Names/IP Address].

According to the option you selected here, set [Domain Name] and [Server Name/IP Address] for SMB servers 1 to 5 respectively. The setting for SMB server 1 is used as the default setting for authentication.

■ Domain Name

Enter the domain name of the server. Up to 64 characters are allowed.

This setting is mandatory regardless of the SMB server specification method selected for [SMB Server Setup].

Important • Use the NetBIOS or Active Directory domain name for the domain name.

■ Server Name/IP Address

Enter the server name or IP address.

This setting is valid when [SMB Server Setup] is set to [By Domain & Server Names/IP Address].

Important • Use the NetBIOS computer name or full computer name with DNS suffix for the server name.
• For IPv4, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.

Security Settings

Set the security settings.

SSL/TLS Settings

Configure the SSL/TLS settings to encrypt the communication between the server or the client computer and the machine. Enabling SSL/TLS protects the communication from an unauthorized access and prevents information leakage or data falsification.

■ Device Certificate - Server

Select a certificate for HTTP SSL/TLS communications.

■ HTTP - SSL/TLS Communication

Select whether or not to enable HTTP SSL/TLS communications.

■ HTTP - SSL/TLS Port Number

Set the port number used for HTTP SSL/TLS communication from 1 to 65535.

The default value is 443.

Important • Do not use the numbers assigned to the other ports.

■ LDAP - SSL/TLS Communication

Set whether or not to enable the SSL/TLS communications for authentication and searches.

If you enable the LDAP SSL/TLS communications, you must set [Primary Server - Port Number] and [Secondary Server - Port Number] under [LDAP Server/Directory Service Settings].

The port number for SSL/TLS communications of the LDAP directory server is normally set to 636.

■ SMTP-SSL/TLS Communication

Configure the SSL/TLS communications.

- Disabled

The machine does not communicate in SSL/TLS.

- STARTTLS (If Available)

The machine verifies the certificate and communicates in SSL/TLS. If the verification fails, the machine does not communicate in SSL/TLS.

- STARTTLS

The machine verifies the certificate and communicates in SSL/TLS. If the verification fails, the machine cannot perform communication.

- SSL/TLS

The machine communicates in SSL/TLS.

■ ThinPrint-SSL/TLS Communication

Select whether or not to enable the SSL/TLS communications.

■ Device Certificate - Client

Select a certificate for HTTP SSL/TLS communications.

■ Verify Remote Server Certificate

When the machine is operated as an SSL client, select whether or not to verify the certificate of the remote server.

S/MIME Settings

Configure the S/MIME settings to use encryption or signature option on the transmission of e-mail.

■ Device Certificate - S/MIME

Select a certificate for S/MIME communications.

For more information on the certificate, refer to "Encryption and Digital Signature Settings" (P.603).

■ S/MIME Communication

Select whether or not to enable S/MIME communications.

■ Receive Untrusted E-mail

If you select [No], the machine cannot receive the following e-mail:

- E-mails other than e-mail sent by S/MIME when [S/MIME Communication] is set to [Enabled].
- E-mails that fail to attach a signature or verification.

- E-mails that are attached with an expired certificate.

■ Message Digest Algorithm

Select a message digest algorithm. Select from [SHA-1], [MD5], and [SHA-256].

■ Message Encryption Method

Set the encryption method for mail contents. Select from [3DES], [RC2-40], [RC2-64], [RC2-128], [AES-128], [AES-192], and [AES-256].

■ Split Encrypted E-mail

Select whether or not to split an outgoing encrypted e-mail for each recipient.

■ Digital Signature - Outgoing E-mail

Select whether or not to always add a digital signature to outgoing e-mails. You can also select the setting in which the machine asks to add a digital signature to the e-mail whenever you send.

■ Signing Certificate for E-mail Attachment

Select the certificate to use for attaching a signature to e-mails.

■ Certificate Auto Store

Select whether or not to automatically store an S/MIME certificate attached with the e-mail when receiving e-mail from an address registered on the Address Book.

PDF/DocuWorks/XPS Signature Settings

Configure signature settings of PDF/DocuWorks/XPS documents.

Note • XPS stands for XML Paper Specification.

■ Device Certificate

Select a certificate to use for the signature.

For more information on the certificate, refer to "Encryption and Digital Signature Settings" (P.603).

■ PDF Signature

Select the setting for PDF signature from [Do not add signature], [Always add visible signature], [Always add invisible signature], or [Select during send].

■ PDF Signature Hash Algorithm

Select the setting for PDF Signature Hash Algorithm from [SHA-1] or [SHA-256].

■ DocuWorks Signature

Select the setting for DocuWorks Signature from [Do not add signature], [Always add signature], or [Select during send].

Important • The DocuWorks documents with DocuWorks signature are available on the following versions of DocuWorks software.

- When [SHA-1] is selected: DocuWorks 5.0 or later
- When [SHA-256] is selected: DocuWorks 8.0 or later

■ DocuWorks Signature Hash Algorithm

Select the setting for the hash algorithm when using DocuWorks signature from [SHA-1] or [SHA-256].

■ XPS Signature

Select the setting for XPS Signature from [Do not add signature], [Always add invisible signature], or [Select during send].

IPSec Settings

Note • This item is not displayed when Secondary Ethernet (optional) is installed on the machine.

■ IPSec Settings

Configure the IPSec settings to use encryption or signature option on the transmission of e-mail.

Note • For [IKE Authentication Method], [Preshared Key], [DH Group], and [PFS Settings], consult your network administrator.

• IKE Authentication Method

Set the IKE authentication method. Select from [Authenticate by Preshared Key] and [Authenticate by Digital Signature].

• Preshared Key

Enter a preshared key.

This setting is valid when [IKE Authentication Method] is set to [Authenticate by Preshared Key].

• Device Certificate

Select a certificate for IPSec communications.

Set a certificate when [IKE Authentication Method] is set to [Authenticate by Digital Signature]. A self-signed certificate created by CentreWare Internet Services cannot be used.

For more information on a certificate, refer to "Types of Certificate" (P.604).

• IPSec Communication

Select whether or not to enable IPSec communications.

• IKE SA Life Time

Specify IKE SA lifetime from 5 to 28800 minutes in 1 minute increments.

Note • The value must be greater than the value set in [IPSec SA Life Time].

• IPSec SA Life Time

Specify IPSec SA lifetime from 300 to 172800 seconds in 1 second increments.

Note • The value must be smaller than the value set in [IKE SA Life Time].

• DH Group

Set DH group. Select from [G1] and [G2].

• PFS Settings

Select whether or not to enable PFS.

• Destination IPv4 Address

Set the IPv4 address of the destination.

When entering an IP address, enter the address in the format "xxx.xxx.xxx.xxx", where "xxx" is a numeric value from 0 to 255.

• Destination IPv6 Address

Set the IPv6 address of the destination.

When entering an IP address, enter the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value.

- Communicate with Non-IPSec Devices

Select whether or not to communicate with non-IPSec devices.

IEEE 802.1X Settings / IEEE 802.1X Settings (Ethernet 1), IEEE 802.1X Settings (Ethernet 2)

- Note**
- When both of the [TCP/IP - Network Settings (Ethernet 1)] setting and the [TCP/IP - Network Settings (Ethernet 2)] setting are configured, you can configure individual IEEE802.1X settings for each Ethernet interface.
 - The title of this setting item differs depending on the Ethernet interface configuration: When single Ethernet interface is used, [IEEE 802.1X Settings] is displayed. When two Ethernet interfaces are used, [IEEE 802.1X Settings (Ethernet 1)] and [IEEE 802.1X Settings (Ethernet 2)] are displayed.
 - When any interface names are specified in [Ethernet1 - Network Name] and [Ethernet2 - Network Name], the specified names are displayed instead of "Ethernet1" and "Ethernet2" of [IEEE 802.1X Settings (Ethernet 1)] and [IEEE 802.1X Settings (Ethernet 2)] respectively.

■ IEEE 802.1X Settings

Configure the IEEE 802.1X settings.

- IEEE 802.1X
Set whether or not to use IEEE 802.1X authentication.
- Authentication Method
Select from [EAP-MD5], [EAP-MS-CHAPv2], [PEAP/MS-CHAPv2], and [EAP-TLS].
- Login User Name
Enter the login user name with up to 128 characters.
- Login Password
Enter the login password with up to 128 characters.
- Server Certificate Verification
Select whether or not to verify a server certificate when [PEAP/MS-CHAPv2] is selected in [Authentication Method].

Certificate Revocation Retrieval Settings

Configure the settings for certificate revocation retrieval.

■ Level of Certificate Verification

Select a level of certificate verification from [Low], [Medium], or [High].

Selecting [Low] does not verify the validity of certificates.

Selecting [Medium] verifies the validity of certificates. If a certificate cannot be verified because of a network error or any other problems, the certificate is determined as valid.

Selecting [High] verifies the validity of certificates, and determines only certificates that have not been revoked as valid.

■ Retrieval of Certificate Status

Select the method to verify the validity of certificates. Select [By Retrieving CRL] if the machine retrieves a CRL (Certificate Revocation List) from the validation authority to verify the revocation status of the certificate. Select [By OCSP] if the machine uses OCSP (Online Certificate Status Protocol), which can verify the validity revocation status of the certificate, to have the certificate authority or validation authority check the revocation status.

■ Auto Retrieval of CRL

Select whether or not to automatically retrieve a CRL.

■ CRL Retrieval Time-Out

Specify a time-out value to retrieve a CRL from 5 to 60 seconds in 1 second increments.

■ Send Query to OCSP Responder With

Select how to access an OCSP responder from [URL as Specified in Certificate] or [URL as Specified by Administrator].

■ URL of OCSP Responder

Enter the URL of an OCSP responder when [URL as Specified by Administrator] has been selected for [Send Query to OCSP Responder With]. Up to 255 characters are allowed.

■ OCSP Communication Time-Out

Specify a time-out value for communication between the OCSP responder and the machine from 5 to 60 seconds in 1 second increments.

Other Settings

You can set the following network related items.

Protocol to Receive E-mail

Select from [SMTP] and [POP3] depending on your environment.

Add Domain Name to User Name

Select whether or not to add domain names to user names.

Output Destination for E-mail

Specify an output destination for e-mail print. Selecting [Auto] enables the machine to select the output destination, which is set as the default output destination.

Domain Filtering

Set the domain filtering settings for the E-mail features.

■ Domain Filtering

When [Allow Domains] is selected, you can specify domains to permit transmissions. When [Block Domains] is selected, you can specify domains to prohibit transmissions.

■ Domains 1 to 50

When [Domain Filtering] is set to [Allow Domains] or [Block Domains], you can specify up to 50 domains to allow or block transmissions.

Selecting [Change Settings] allows you to enter the domain name using a keyboard displayed with up to 64 characters.

Print Service Settings

In [Print Service Settings], you can configure settings related to the Print feature.

Using CentreWare Internet Services, you can make more detailed settings. For more information, refer to "CentreWare Internet Services Settings" (P.555).

Allocate Memory	492
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1 On the [Tools] screen, select [Print Service Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

2 Select an item to set or change.

Allocate Memory

For each interface, set the memory capacity of the receiving buffer (temporary storage for data sent from the client).

You can change the receiving buffer capacity according to its use and purpose. Increasing the receiving buffer capacity may allow a client to be released sooner from an interface.

- Important**
- If you change the capacity memory, the memory is reset, thus all data stored in memory area is erased.
 - You cannot allocate more memory beyond its memory capacity. When you turn the machine on, and the size set exceeds the total memory size, the system automatically adjusts the memory size.
- Note**
- When a port is set to [Disabled], the corresponding items to the port do not appear.
 - Depending on the amount of data sent from the client, increasing the memory capacity may not change the time taken to release the client.

ART IV, ESC/P, 201H Form Memory

Displays where to save forms for use with ESC/P-K.

HP-GL/2 Auto Layout Memory

Set the working memory area when HP-GL/2 auto layout memory is used. When the hard disk is installed, the area is fixed to the hard disk. When the hard disk is not installed, specify the area for working memory.

Job Ticket Memory

Specify the amount of memory to use for job tickets from 0.25 to 8.00 MB in 0.25 MB increments.

- Note**
- The maximum amount of memory you can allocate varies according to the amount of free space available in memory.

Receiving Buffer - USB

Set the receiving buffer for USB.

You can specify a value from 64 to 1024 KB in 32 KB increments.

Receiving Buffer - LPD

- Note**
- You may not be able to change the [Receiving Buffer - LPD] setting because of the setting of [LPD Print Queue]. For more information on LPD Print Queue, refer to "LPD Print Queue" (P.496).

■ No Spooling

Does not use spooling. While LPD printing is performed for one client, data cannot be received over the same interface from another client.

Specify a value for the dedicated LPD receiving buffer memory capacity from 1024 to 2048 KB in 32 KB increments.

■ Spool to Memory

Carries out spooling. The receiving buffer for spooling uses memory. When this setting is selected, specify the memory capacity of a receiving buffer for spooling from 0.50 MB to 32.00 MB in 0.25 MB increments.

Note that print data exceeding the memory capacity set is not accepted. In such cases, select [Spool to Hard Disk] or [No Spooling].

■ Spool to Hard Disk

Carries out spooling. The receiving buffer for spooling uses the hard disk.

Receiving Buffer - IPP

■ No Spooling

Does not use spooling. While IPP printing is performed for one client, data cannot be received over the same interface from another client.

Specify a value for the dedicated IPP receiving buffer memory capacity from 64 to 1024 KB in 32 KB increments.

■ Spool to Hard Disk

Carries out spooling. The receiving buffer for spooling uses the hard disk.

Receiving Buffer - Port 9100

Set the Port 9100 receiving buffer.

Specify a value from 64 to 1024 KB in 32 KB increments.

Delete Form

You can delete registered ESC/P-K forms.

- 1 Select [Delete Form].
- 2 Select the print mode to delete forms.

■ ESC/P

Deletes ESC/P-K emulation forms.

■ Form Number

When you select an item to delete, you can enter the form number.

■ Form Name

After you enter the form number and select [Confirm], the form name matching the form number entered appears.

- 3 Enter the form number with the numeric keypad, and select [Confirm].
- 4 Check the form name, and then select [Delete Data].

Other Settings

You can configure other settings related to the paper used in the printer.

Print Area

Set whether or not to expand the print area.

For more information about the printable area, refer to "Printable Area" (P.928).

Substitute Tray

When there is no tray containing the paper size selected by the Auto Paper selection, select whether or not to print with paper loaded in another paper tray. In the event of using a substitute tray, select the paper size from [Use Larger Size], [Use Closest Size], or [Select Tray 5].

Note • When documents are printed using emulation such as ESC/P-K and HP-GL/2, the substitute tray setting is not valid and a message prompting you to load paper displayed on the screen.

■ Display Message

Does not use a substitute tray, but displays a paper loading message.

■ Use Larger Size

Switches to the next larger size of paper than previously selected and prints at the same magnification.

■ Use Closest Size

Switches to the closest size of paper to previously selected and prints. If necessary, the image is automatically reduced in size on the paper.

Note • If there is a client specification, the client specification is prioritized.

■ Select Tray 5

Prints using the paper loaded in Tray 5.

Paper Type Mismatch

Set an action to take when the paper type loaded in the paper tray does not match the paper type specified when a print job is submitted.

Note • Due to mismatch, the print job may be canceled automatically. In that case, change the paper type setting for the print job or for the paper tray.

■ Print

Prints using the paper loaded in the tray.

■ Display Confirmation Screen

A confirmation screen appears to ask whether or not to print the job.

If a paper type mismatch occurs during printing, the machine ignores the paper type specified and prints the job in accordance with [Paper Tray Priority], [Paper Size], or [Substitute Tray].

For more information, refer to "Automatic Tray Selection" (P.104).

■ Display Paper Supply Screen

Load another type of paper in the selected tray by following the message displayed on the touch screen, and then select the [Start] button. The machine changes the paper type setting for the tray and prints the job.

- Note**
- The machine keeps the changed paper type setting after the printing.
 - Even if you select the [Start] button without loading another type of paper in the selected tray, the machine considers the paper type has been changed and prints the job. Consequently, the print quality cannot be guaranteed because the paper type loaded in the paper tray does not match the paper type specified.

Unregistered Forms

Set whether or not to print a job if a form specified for printing in a form data file (overlay printing) is not registered on the machine. If you specify [Print], only the data is printed because the specified form is not present.

Resume Job After Print Error

Set whether or not to automatically cancel a print job when the print job was suspended because of an error.

- Note**
- The machine will enter the off-line state to restrict subsequent print jobs.

■ Job Resumes Automatically

Automatically cancels the print job to print subsequent jobs.

■ Resume by User

Displays a confirmation screen before cancelling the print job. After the confirmation, the machine cancels the print job to print the subsequent jobs.

- Important**
- When [Resume by User] is selected, pressing <interrupt> button to suspend printing temporarily will not work.

When Paper Jam Occurs

Specify how the machine handles print jobs after a paper jam is cleared.

■ Resume Job after Jam Clearance

When a paper jam is cleared, the machine automatically resumes printing from the next page of the page which was output correctly.

■ Delete Job

The machine cancels printing and removes the print job.

- Note**
- For print files stored in a folder such as Charge Print, Private Charge Print, Secure Print, and Sample Print, the machine resumes printing after the paper jam is cleared.

Print User ID

When printing using a print driver, specify whether or not to print user ID set in the print driver on paper. The first 64 letters of the user ID are printed.

Select a position to print from [Top Left], [Top Right], [Bottom Left], and [Bottom Right].

- Note**
- To use the Print User ID feature, the user ID must be set in the print driver beforehand. For more information, refer to the help of the print driver.
 - When user ID set in the print driver is not available, "Unknown User" is printed.

Banner Sheet

You can output a banner sheet to separate different jobs by users not to be mixed the outputs. The machine outputs the banner sheet before or after the job.

A date, time, user name, and file name are printed on the banner sheet.

- Note**
- Even if stapling is selected, banner sheets are not stapled.
 - When printed, banner sheets are counted by meter.

■ Off

Does not print banner sheets.

■ Start Sheet

Prints a banner sheet before a print job.

■ End Sheet

Prints a banner sheet after a print job.

■ Start Sheet & End Sheet

Prints a banner sheet before and after a print job.

■ Allow Print Driver to Override

Select the check box to print a banner sheet according to the banner sheet print settings of the print driver.

Banner Sheet Offset

Set whether or not to offset when banner sheets are output.

Banner Sheet Tray

Select a paper tray used for banner sheets.

This setting applies to Trays 1 to 3, Tray 6 (optional), and Tray 7 (optional). You cannot set apply setting to Tray 5.

XPS Print Ticket Processing

Set how the machine processes the print tickets written in XPS documents.

Note • XPS stands for XML Paper Specification.

■ Off

Does not process print tickets.

■ Standard Mode

Uses the standard mode to process print tickets.

■ Compatible Mode

Uses the Microsoft[®]-compliant mode to process print tickets.

LPD Print Queue

Set the LPD print sequence.

Note • If you change the [LPD Print Queue] setting, the [Receiving Buffer - LPD] setting may automatically be changed. For more information on Receiving Buffer - LPD Spool, refer to "Receiving Buffer - LPD" (P.492).

■ Data Processing Order

Prints jobs in the order of becoming print-ready status after receiving the jobs.

If you instruct the machine to print jobs of multiple documents continuously, the machine may preferentially print a job which was sent later depending on the time for data processing.

■ Job Submission Order

Prints jobs in the order of lpr print submission.

Important • This setting is valid only when [Receiving Buffer - LPD] is set to [Spool to Hard Disk]. When any other setting, printing is performed in [Data Processing Order].

OCR Font Glyphs (0 x 5C)

Allows you to select [Backslash] or [Japanese Yen Sign] to print 0x5C character when the OCR fonts are used.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

Paper Settings for Print Job

The machine and the print driver support different types of paper. So the machine converts the paper type and weight, and executes the print job. You can set the paper weight for each supported paper type.

The following table shows the correspondence between the print driver setting and the supported paper types.

Print Driver Setting	Supported Paper Type / Paper Weight Default	Available Paper Weight
Plain	Uncoated / 81-90 gsm	52- 63 gsm 64-80 gsm 81-90 gsm 91-105 gsm 106-135 gsm 136-157 gsm 158-176 gsm 177-220 gsm 221-256 gsm 257-300 gsm 301-350 gsm
Heavyweight (HW)	Uncoated / 106-135 gsm	
HW Reload	Uncoated Reload / 106-135 gsm	
Extra-HW (X-HW)	Uncoated / 177-220 gsm	
X-HW Reload	Uncoated Reload / 177-220 gsm	
Custom Paper 1 to 5	Uncoated / 81-90 gsm	
Plain Reload	Uncoated Reload / 81-90 gsm	
Not Set / other than above	Uncoated / 81-90 gsm	

Scan Service Settings

In [Scan Service Settings], you can configure settings related to the Scan services.

For information on scanner environment settings, refer to "Scanner Environment Settings" (P.581).

The following shows the reference section for each setting.

Screen Defaults	498
Scan Defaults.....	499
Scan to PC Defaults.....	501
Original Size Defaults.....	502
Output Size Defaults	502
Reduce/Enlarge Presets.....	503
Other Settings.....	503

1 On the [Tools] screen, select [Scan Service Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

2 Select an item to set or change.

Screen Defaults

You can set the items that appear in the First Tab screen. The First Tab means the screen displayed when you select the following tabs in the [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], and [Store to USB] screens.

- The [E-mail] tab of the E-mail service
- The [Store to Folder] tab of the Store to Folder service
- The [Network Scanning] tab of the Network Scanning service
- The [Scan to PC] tab of the Scan to PC service
- The [Store & Send Link] tab of the Store & Send Link service
- The [Store to USB] tab of the Store to USB service

Email Screen Default

Set the default screen that appears when [E-mail] on the Services Home screen is selected.

Select from [First Tab] and [Address Book].

Scan to PC Screen Default

Set the default screen that appears when [Scan to PC] on the Services Home screen is selected. Select from [First Tab] and [Address Book].

1st Tab - Features Allocation

You can set the features that appear in the second to the fourth column of the lower part in the First Tab screen .

Select a column by choosing from [Feature in 1st Column] to [Feature in 4th Column].

And set the item to be displayed from [Not Selected], [Color Scanning], [2 Sided Scanning], [Original Type], [File Format], [Resolution], [Lighten / Darken], [Reduce / Enlarge], [Mixed Size Originals], and [Original Orientation].

[2 Sided Scanning] and [Mixed Size Originals] are not displayed on the screen for the models without the document feeder.

Reduce/Enlarge - Buttons 2 to 5

This item can be set when [Reduce/Enlarge] is selected for one of the features that appear in the second to the fourth column in [1st Tab - Features Allocation].

Select the magnification ratio displayed in [Reduce/Enlarge] from the Reduce/Enlarge Presets registered.

For information about Reduce/Enlarge Preset buttons, refer to "Reduce/Enlarge Presets" (P.503).

Scan Defaults

You can set the default settings of the Scan services. When the machine is turned on, or the machine exits the Power Saver mode, or when the <Clear All> button is pressed, the machine resets to the default values set here. Setting frequently used features and values as the defaults can avoid extra operations required during the use of the machine.

The values set here become valid after the machine turned off and then on.

For more information on each setting item, refer to "Scan" (P.215).

Color Scanning

Set the default value for [Color Scanning] in the First Tab.

Original Type

Set the default value for [Original Type] in the First Tab.

File Format

Set the default value for [File Format] in the First Tab.

Optimize PDF For Quick Web View

Set the default value for [Optimize For Quick Web View] of [File Format] in the First Tab.

Thumbnail - Outgoing E-mail

For the E-mail feature, set the default value for [Add Thumbnail] when [DocuWorks] or [XPS] is selected for [File Format] in the First Tab.

Note • XPS stands for XML Paper Specification.

Thumbnail - Scan to PC

For the Scan to PC feature, set the default value for [Add Thumbnail] when [DocuWorks] or [XPS] is selected for [File Format] in the First Tab.

Note • XPS stands for XML Paper Specification.

Lighten/Darken

Set the default value for [Lighten/Darken] of [Image Options] in the [Advanced Settings] screen.

Contrast

Set the default value for [Contrast] of [Image Enhancement] in the [Advanced Settings] screen. The contrast setting is valid when [Color Scanning] is set to [Color] or [Grayscale].

Sharpness

Set the default value for [Sharpness] of [Image Options] in the [Advanced Settings] screen.

Background Suppression

This feature allows you to suppress the background color of documents.

Set the default value for [Background Suppression] of [Image Enhancement] in the [Advanced Settings] screen.

Shadow Suppression

Set the default value for [Shadow Suppression] in the [Advanced Settings] screen.

Color Space

Set the default value for [Color Space] in the [Advanced Settings] screen.

Important • When [Device Color Space] is selected as default and "Color Space" (P.504) is set to [Disabled], [Auto Detect] of [Color Scanning] in the First Tab, and [MRC High Compression] and [Specific Color] under [File Format] do not appear.

Original Orientation

Set the default value for [Original Orientation] in the [Layout Adjustment] screen.

Resolution

Set the default value for [Resolution] in the [Layout Adjustment] screen.

You can select from [200 dpi], [300 dpi], [400 dpi], and [600 dpi].

Mixed Size Originals

Set the default value for [Mixed Size Originals] in the [Layout Adjustment] screen.

Edge Erase

Set the default value for [Edge Erase] in the [Layout Adjustment] screen. You can select from [All Edges] and [Parallel Edges].

Edge Erase - Top & Bottom Edges

Set the default value for [Top & Bottom] in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1 mm increments.

Edge Erase - Left & Right Edges

Set the default value for [Left & Right] in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1 mm increments.

Center Erase/Binding Edge Erase

Set the default value for [Center] in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1 mm increments.

Quality/File Size

Set the default value for [Quality/File Size] in the [Filling Options] screen.

Select from [Quality: Normal/File Size: Small], [Quality: Higher +1/File Size: Larger +1], [Quality: Higher +2/File Size: Larger +2], [Quality: Higher +3/File Size: Larger +3], and [Quality: Maximum/File Size: Largest].

E-mail Subject

Set the default value for the e-mail subject. Up to 128 characters can be entered for the subject.

Store & Send Link - E-mail Subject

Set the default value for the subject used when sending an e-mail to an authenticated user to notify the URL of the location to retrieve the scanned data. Up to 128 characters can be entered for the subject.

For more information on the Store & Send Link feature, refer to "Step 2 Selecting the Features" (P.218).

E-mail Encryption

Set the default value for [Encryption] in the [E-mail Options] in the [E-mail] screen.

- Note**
- This feature appears only when the root certificate for a remote server for remote authentication (except for ApeosWare Authentication Management or Authentication Agent) is set.

Searchable Text

Set the default value for [Searchable Text] in the [File Format] screen under the First Tab.

- Note**
- An optional component is required to use this feature. For more information, contact our Customer Support Center.

Language of the Original

Set the default language to identify the text on a document.

- Note**
- An optional component is required to use this feature. For more information, contact our Customer Support Center.

Searchable - Text Compression

Set whether or not to compress searchable text when using the OCR feature.

- Note**
- An optional component is required to use this feature. For more information, contact our Customer Support Center.

Microsoft® Office Format Settings

Set the default value for [Page Orientation], [Image Area Format], and [Searchable Text Font] when you store scanned documents in Microsoft Office format.

■ Page Orientation

Set whether or not to handle the character orientation to be upright when the machine scans a document. Select from [According to Original Orientation] and [Auto Upright Orientation].

■ Image Area Format

Set the format of images in the scanned documents. Select from [AutoShapes] and [Picture Object].

■ Searchable Text Font

Set the default fonts for each languages (Japanese, Korean, Traditional Chinese, Simplified Chinese, and English), which are used in the scanned documents.

Scan to PC Defaults

Transfer Protocol

Set the default value for the transfer protocol used for transfer from [FTP], [SMB], or [SMB (UNC Format)].

Login Credential to Access Destination

Set whether or not to use a user authenticated by the remote server when the user logs in to the destination computer for the Scan to PC service. This setting is effective for remote authentication.

■ None

Does not use the remotely authenticated user.

■ Remotely Authenticated User

Uses the user name and the password of the remotely authenticated user for login.

User Name for FTP Scan

When the remotely authenticated user name is used as a login user name for FTP transfers for the Scan to PC service, specify whether or not to include the domain part of the credentials.

■ User Name Only

Uses only the user name part (before "@") of the login credential for the login name. The domain part is not used.

■ Add Domain Name

Uses the full login credential name, including the domain name (after "@"), for the user name.

Original Size Defaults

Set the document size displayed in [Original Size] in the [Layout Adjustment] screen. You can assign a document size to each of the 17 buttons other than [Auto Detect].

If you frequently use non-standard size paper for scanning, assigning the paper sizes to the buttons will save your time to specify the size each time.

■ A/B Series Size

You can select a size from sizes of A and B series sizes such as A4 and B5.

■ Inch Size

You can select a size from Inch series sizes such as 8.5 x 11" and 11 x 17".

■ Others

You can select a size from other sizes than the above series such as photo and postcard sizes.

■ Custom Size

You can enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

Output Size Defaults

Set the sizes to display in [Output Size] when selecting [Enter Output Size] for scanning documents at [Reduce/Enlarge] in the [Layout Adjustment] screen.

You can assign any output size to output size buttons. Assigning the output sizes to the buttons will save your time to specify the size each time.

■ A/B Series Size

You can select a size from A and B series sizes such as A4 and B5.

■ Inch Size

You can select a size from Inch series sizes such as 8.5 x 11" and 11 x 17".

■ Others

You can select a size from other sizes such as photo and postcard.

Reduce/Enlarge Presets

Set the magnifications displayed as [Preset %] which are displayed when [Proportional %] is selected under [Reduce/Enlarge] in the [Layout Adjustment] screen.

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %].

■ Preset %

Select a ratio from standard magnification ratios.

■ Variable %

You can specify a magnification from 25 to 400 % in 1 % increments.

Other Settings

You can configure other settings related to the Scan services specifications.

Memory Full Procedure

If there is insufficient hard disk memory while scanning a document, a screen appears asking you how you want to handle the partially stored data.

Set the process you want the machine to perform for the partially stored data after a certain time has elapsed in the confirmation screen.

You can set the time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.421).

■ Delete Job

Deletes the data partially stored.

■ Run Job

Treats the read-in data as valid, and starts sending the document partially stored.

Maximum Stored Pages

Set the maximum number of pages stored for a scan document. You can specify from 1 to 999 pages.

Saturation

Set the saturation when scanning a full color document. When a document is scanned, saturation is automatically adjusted according to the value set here.

Background Suppression Level

Set the background suppression level. This is valid when [Background Suppression] is set to [Auto Suppression].

The larger the value is, the stronger the effect of suppressing the background becomes.

Shadow Suppression Level

Set the shadow suppression level. This is valid when [Shadow Suppression] is set to [Auto Suppression].

Color Space

Set whether or not to display the Color Space feature.

When you select [Enabled], the [Color Space] button is displayed on the [Advanced Settings] screen for the [E-mail], [Store to Folder], [Scan to PC], and [Job Template].

Important • When [Disabled] is selected as default and Color Space is set to [Device Color Space], [Auto Detect] of [Color Scanning] in the First Tab ([Email]/[Store to Folder]/[Network Scanning]/[Scan to PC]), and [MRC High Compression] and [Specific Color] under [File Format] do not appear. For more information on Color Space, refer to "Color Space" (P.500).

TIFF Format

Set the TIFF format for scanned data. You can select either [TIFF V6] or [TTN2].

Image Transfer Screen

Select whether or not to display a message when the scan of a document completes.

■ Disabled

Does not display a scan completion message.

■ Display Message at End of Scanning

Displays a scan completion message.

■ Display Scan & Transfer Screens

Displays the transfer screen after scan completion. The scan completion message is not displayed.

■ Display Message at End of Transfer

Displays a transfer completion message.

Filename Format

For the Store to Folder, Store to USB, Scan to PC, and Store & Send Link services, you can select the file name format.

You can select [DDMMYYYYHHMMSS] or [img-MDDHHMMSS].

- Note**
- When you select [DDMMYYYYHHMMSS], the order depends on the setting of [Date Format] in [System Settings] > [Common Service Settings] > [Date].
 - When you select [img-MDDHHMMSS], October, November, and December are represented by X, Y, and Z respectively.

Add Date to E-mail Attachment Name

Set whether or not to add dates and page number after file names when E-mail is selected.

The file name depends on the setting of [Filename Format] and whether or not the file name is automatically generated. The followings are examples of the file names:

■ Enabled

- When a file name is automatically generated:
20121002023309-0001.tif or img-X02023309-0001.tif
- When a file name is specified:
Report-20121002023309-0001.tif or Report-X02023309-0001.tif

■ Disabled

- When a file name is automatically generated:
20121002023309-0001.tif or img.tif
- When a file name is specified:
Report.tif

Note • When you select [DDMMYYYYHHMMSS] for [Filename Format], even if you select [Disabled], the date is added to the file names.

Searchable - Page Orientation

Set whether or not to handle the character orientation to be upright when the machine scans a document with OCR (Optical Character Recognition).

■ Auto Upright Orientation

Handles the character orientation upright regardless of the document orientation.

■ According to Original Orientation

Handles the character orientation depending on the document orientation.

Note • An optional component is required to use this feature. An optional component is required. For more information, contact our Customer Support Center.

URL File Expiration

Set the retention period for files stored with the Store & Send Link feature. You can specify a value from 1 to 168 hours in 1 hour increments. The default value is 3 hours.

Generation of URL Link

Set the format of URLs generated with the Store & Send Link feature. Select either [Use IP Address] or [Use FQDN].

The following are examples of URLs:

■ If [Use IP Address] is selected:

http://192.0.2.1/scanUrl/doc1/get.htm

■ If [Use FQDN] is selected:

http://pc1.mycompany.co.jp/scanUrl/doc1/get.htm

Store & Send Link - Maximum File Size

Set the maximum data size of files that can be stored for the Store & Send Link feature. You can specify the value from 1 to 200 MB in 1 MB increments. The default value is 200 MB.

Print Login Name on PDF Files

If scanning a document in PDF format when local machine authentication or remote authentication is enabled, you can set whether or not to add an authentication user name as the Author in the document properties of the PDF document.

E-mail Service Settings

In [E-mail Service Settings], you can configure settings related to the e-mail.

- 1 On the [Tools] screen, select [E-mail Service Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

- 2 Select an item to set or change.

E-mail Control

You can configure the settings for e-mail transmissions.

Maximum Address Entries

Set the maximum number of addresses that can be specified when sending an e-mail.

The number of addresses is the total number of To:/Cc:/Bcc:.

You can set the maximum number of addresses from 1 to 100. If the maximum number of addresses exceeds, the e-mail transmission is aborted.

Incoming E-mail Print Options

When an e-mail sent to the e-mail address of the machine is received, you can select the print operation.

■ Print Attachment Only

Only prints the attached documents.

■ Attachment, Full Headers & Message

Prints the e-mail headers and body of e-mails.

When you select [Attachment, Full Headers & Message (with S/MIME Info)], S/MIME Information is also printed.

■ Attachment, Basic Headers & Message

Prints the part of headers (From/To/Subject/Date) and the contents of e-mails.

When you select [Do not print if no message], the machine prints only e-mail that has contents.

Print Error Notification E-mail

Select whether the error e-mail because of an incorrect address or transmission error should be automatically printed.

Note • The job for printing error e-mail is displayed as an error on the [Job Status] screen and a Job History Report even when the job has been complete successfully.

Response to Read Receipts

Set whether or not to respond when a read receipt (MDN) is requested.

■ Off

Does not respond.

■ On

Automatically notifies the sender that the e-mail has been processed.

Read Receipts

When an e-mail is sent from the machine, select whether or not to use the Read Receipts feature.

■ Off

The Read Receipts feature is disabled.

■ On

Uses the Read Receipts feature.

Print Delivery Confirmation Mail

Select whether or not to automatically print transmission result e-mails (DSN response/MDN response).

■ Off

Does not print transmission result e-mails.

■ On

Transmission result e-mails are automatically printed regardless of success or failure of the transmission.

■ Print when delivery fails

Prints only when the transmission failed.

Split Send Method

Set the default value for the mail split method.

■ Split into Pages

Splits into pages.

■ Split by Data Size

Splits by the data size set in [Maximum Data Size per E-mail].

Maximum Data Size per E-mail

Set the upper limit of the data size for splitting mail.

Specify a value from 512 to 20480 KB in 1 KB increments. The default value is 10240 KB.

Maximum Total Data Size

Set the upper limit of the data size of mail.

Specify a value from 512 to 200000 KB in 1 KB increments. The default value is 200000 KB.

Maximum Split Count

Set the split upper limit for splitting mail.

Specify not to split mail or a value from 2 to 500.

Allow Casual Users to Edit From Field

Set whether or not to protect e-mail addresses from being changed by unregistered users under [From] on the [E-mail] tab.

Allow Guest Users to Edit From Field

Set whether or not to protect e-mail addresses from being changed by guest users under [From] on the [E-mail] tab.

Allow to edit From if Search Found

Set whether or not to protect e-mail addresses from being changed under [From] on the [E-mail] tab when a login user retrieves an e-mail address.

Allow to edit From if Search Failed

Set whether to protect e-mail addresses from being changed under [From] on the [E-mail] tab when a login user fails to retrieve an e-mail address.

E-mail Sending When Search Failed

Set whether or not to disable the [E-mail] service when a login user fails to retrieve an e-mail address.

Add Me to "To" Field

Set whether or not to automatically add the sender's address to the To field.

Add Me to "Cc" Field

Set whether or not to automatically add the sender's address to the CC field.

Edit E-mail Recipients

Set whether or not to permit to edit e-mail recipients (To, CC, BCC). Selecting [No] prevents e-mails from being sent to unintended destinations.

Important • If you set [Edit E-mail Recipients] to [No], set [Add Me to "To" Field] to [Yes].

Address Book Settings

In [Address Book Settings], you can configure settings related to the e-mail and the address book.

- 1 On the [Tools] screen, select [System Settings] > [Address Book Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

- 2 Select an item to set or change.

Address Book Type

Select the type of the Address Book from [Type 1] or [Type 2].

Directory Service

Select whether or not to use an address book stored on the directory server.

Even when [Enabled] is selected, the address book of the directory server will not be started unless the following conditions are satisfied.

- The IP address of the machine must be set.
- The IP address or Internet address of the directory server (primary) must be set.
- The port numbers used for LDAP communication must be set on the directory server and the machine.

Address Book Default - Scan

Select from [Public Entries] or [Network Entries].

Note • This item can be set when [Directory Service] is set to [Enabled].

Search Display Default

Select from [Simple Search] or [Advanced Search].

Note • This item can be set when [Address Book Type] is set to [Type 1].

Folder Service Settings

In [Folder Service Settings], you can configure settings to handle files stored in folders.

- 1 On the [Tools] screen, select [Folder Service Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

- 2 Select an item to set or change.

Files Retrieved By Client

Set whether or not to delete a file stored in a folder when a client retrieves it.

■ Delete according to Folder settings

Operates following the settings for individual folder.

For more information about setting folders, refer to "Delete Files After Retrieval" (P.524).

■ Force Delete

Ignores the settings for individual folder, and when a file is retrieved by a client, the retrieved file is forcibly deleted.

File Display Default

Set the display method of the file list screen. Select from [List] or [Thumbnail].

Orientation for Stored Print Jobs

Set the orientation of non-standard size documents to be stored in a folder. Select [Portrait] or [Landscape].

Even when [Portrait] is selected, a print job whose orientation is not available for the paper tray will be stored in [Landscape] orientation.

Print & Delete Confirmation Screen

Set whether or not to display a confirmation screen for automatically deleting files after printing the files stored in a folder.

Quality/File Size for Retrieval

Select a quality and size for files highly compressed and retrieved from folders. Select from [Quality: Normal, File Size: Small], [Quality: Higher, File Size: Larger], and [Quality: Maximum, File Size: Largest].

Job Flow Service Settings

In [Job Flow Service Settings], you can configure the settings related to the Job Flow. The Job Flow is a function to perform a series of jobs registered.

Also, in [Job Flow Service Settings], you can configure a pool server. As for [Pool Server], [Pool Server Login Method], and [Job Flow Sheet List Default], however, leave the default settings unchanged because a pool server is not available for the machine.

Pool Server

Leave the default setting unchanged.

Pool Server Login Method

Leave the default setting unchanged.

Job Flow Sheet List Default

Set the default values for [Save in], [Owner], and [Target] of Job flow sheets which are displayed when you select [Job Flow Sheets] on the Services Home screen.

■ Save in

Leave the default setting unchanged.

■ Owner

Select the owner of job flow sheets from Administrator and Non-System Administrator to filter.

Note • When the machine is in the Authentication mode, select the owner from Shared or Personal.

■ Target

Select the target of job flow sheets from Scan Jobs, External Application, and Copy to filter.

Media Print Service Settings

In [Media Print Service Settings], you can select the paper trays displayed for [Paper Supply] in the [Media Print Text] and [Media Print Photos] screens.

When the USB Memory Kit (optional) is installed in the machine, you can import and print image data (DCF1.0 (Exif 2.0 - 2.2 compliant JPEG/TIFF files)) from supported storage media and document files (PDF, TIFF, XPS (MSXPS format and OpenXPS format), XDW, XBD, or JPEG (JFIF)). This feature is called the Media Print feature.

- Note**
- An optional component is required to use this feature. For more information, contact our Customer Support Center.
 - XPS stands for XML Paper Specification.

- 1** On the [Tools] screen, select [Media Print Service Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

- 2** Select an item to set or change.

Text - Paper Supply - Button 2 to 5

Select the paper tray displayed in the second to fifth columns for [Paper Supply] on the [Media Print - Text] screen.

Photos - Paper Supply - Button 1 to 5

Select the paper tray displayed in the first to fifth columns for [Paper Supply] on the [Media Print - Photos] screen.

Stored File Settings

In [Stored File Settings], you can select whether to automatically delete files stored on the folder or the machine. Set the expiration date and the time of deletion.

You can also set whether or not to delete the stored file by file type.

1 On the [Tools] screen, select [Stored File Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

2 Select an item to set or change.

Expiration Date for Files in Folder

You can set expiration date for the file in a folder. To delete stored files automatically, specify an expiration date and deletion time. The settings apply to all folders.

■ Off

Does not automatically delete the print files stored in the machine.

■ On

Allows you to set the file retention period and the expiration date. The stored files will be deleted after the time specified in [Files deleted at] passed.

■ Files kept for

Set the file retention period from 1 to 14 days.

■ Files deleted at

Set the deletion time for the expired files from 1 to 12 hours for AM or PM and 0 to 59 minutes.

Note • When you select [24 Hour Clock] in [Common Service Settings] > [Machine Clock/Timers] > [Time], set the deletion time from 0 to 23 hours and 00 to 59 minutes.

To automatically delete files at the time specified here, you need to set [Delete Expired Files] to [Yes]. For more information, refer to "Delete Expired Files" (P.524).

Stored Job Expiration Date

You can set whether or not to automatically delete print files (Charge Print, Private Charge Print, Secure Print, or Sample Print) stored in the machine.

■ Options

Set the retention period for stored jobs.

Select from [Off], [On], and [Same Date as Files in Folder]. When [On] is selected, set the value for [Files kept for] from 1 to 23 hours in 1 hour increments. If the time elapses, print files stored in the machine are deleted. When [Same Date as Files in Folder] is selected, print files stored in the machine are deleted in accordance with the setting in [Expiration Date for Files in Folder].

■ Power Off Deletes Jobs

Allows you to set whether or not to delete print files stored when the machine is turned off and then on. When you select [Yes], all stored print files are deleted. When you select [No], the machine deletes only the expired stored print files.

Important • If you select [Yes], all print files stored will be deleted regardless of the setting in [Options].

Display Default of Stored Print Job List

Set the default of displaying the list of stored print files (Charge Print, Secure Print, Sample Print, or Delayed Print). Select [List] or [Thumbnail].

When you select [List], the list of stored print files is shown as default.

When you select [Thumbnail], the preview images of stored print files are shown as default.

Display Details of Stored Print Job List

Set whether or not to display detailed information such as output color and 2 sided in the stored job list of print files (Charge Print, Secure Print, Sample Print, or Delayed Print). When you select [On], detailed information is displayed in the list. When you select [Off], you can see more jobs at a time since detailed information is not displayed.

Preview Generation

Set whether or not to generate preview images when displaying the list of stored print files (Charge Print, Secure Print, Sample Print, or Delayed Print).

Selecting [On] generates the preview image of stored print files when they are stored in the machine.

Selecting [Off] generates no preview images and displays the list of stored print files.

This setting can also be set from the print driver. When the two settings between the driver and the machine are different, the setting of the print driver will take precedence.

Duration for Preview Generation

Set whether or not to restrict time to generate a preview image of the print files.

When you select [No Limit], preview images are generated within no time restriction.

When you select [Limited], only the preview images generated in the specified duration are displayed. In the case of exceeding the time limit, no preview image will be generated.

Specify the time limit between 10 and 900 seconds in 1 second increments.

Print Job Confirmation Screen

Set whether or not to display a print confirmation screen for deletion of the print files stored in the machine after printing. When [Enabled] is selected, the confirmation message appears. You can change the number of print sets if the print settings are permitted to be modified. When [Disabled] is selected, print files stored in the machine are automatically deleted after printing.

Minimum Passcode Length for Stored Jobs

Set the minimum number of allowed passcode digits between 0 and 12 digits. A passcode is required when Secure Print or Private Charge Print files are to be stored or printed.

A passcode must be a string consisting of the number of digits that is equal to or larger than the value specified here.

Note • Specify "0" if you do not set passcodes or the minimum number of digits.

Print Order for All Selected Files

Specify the printing order when you select to print all print files stored.

■ Date & Time: Oldest First

Prints files in chronological order.

■ Date & Time: Newest First

Prints files in reverse chronological order.

■ File Name: Ascending

Prints files in ascending order by file name.

■ File Name: Descending

Prints files in descending order by file name.

Web Applications Service Setup

In [Web Applications Service Setup], you can specify the remote access destination.

Remote access allows you to view web application services, which are compatible with the machine, directly on the touch screen, to upload a document that has been scanned on the machine to the web applications, and to directly select and print a document that is stored in the remote server. It also allows you to directly upload and print a file without going through another computer.

Note • To use this feature, any Fuji Xerox manufactured web applications (sold separately) are required. For more information, contact our Customer Support Center.

- 1 On the [Tools] screen, select [Web Applications Service Setup].
For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).
- 2 Select an item to set or change.

Server Certificate Verification Settings

When the machine is connected to a remote server (ASP) that is located in the Internet zone, server certificate verification is available to prevent phishing attempts as with a Windows web browser. Configure the following settings.

Preparations

Download a root certificate (CA certificate) of the root certification authority, which issues the server certificate for the remote server to be connected, to a computer connected to CentreWare Internet Services.

The CA certificate formats that can be used are as follows:

- DER encoded binary X.509 (.CER)
- Base64 encoded X.509 (.CER)
- Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)

Setting Procedure

- 1 Start CentreWare Internet Services.
For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).
- 2 Generate a certificate.
If you use an approved device certificate, proceed to step 3.
 - 1) Click the [Properties] tab.
 - 2) Click [Security] to display the items in the folder.
 - 3) Click [Machine Digital Certificate Management].
 - 4) Click the [Create New Self Signed Certificate] button.
 - 5) Set [Public Key Size] and [Issuer], and then click [Apply].
After a short while, [Settings have been changed.] is displayed.
- 3 Enable SSL/TLS communication.
 - 1) Click [SSL/TLS Settings].
 - 2) Select the [Enabled] check box for [HTTP - SSL/TLS Communication].

- 3) Select the [Enabled] check box for [Verify Remote Server Certificate].
- 4) Click [Apply].
- 5) When the right frame on the web browser will change to the machine reboot display, click [Reboot Machine]. The machine reboots and the setting values are enabled.

4 Import the root certificate of the remote server.

- 1) Refresh the web browser to reload CentreWare Internet Services.

Note • An address beginning with "https" instead of "http" is displayed in the address box in the web browser.

- 2) Click the [Properties] tab.
- 3) Click [Security] to display the items in the folder.
- 4) Click [Machine Digital Certificate Management].
- 5) Click [Upload Signed Certificate].
- 6) Enter a file name you want to import, or select a file to be imported from a dialog box displayed by clicking the [Browse] button.
- 7) Click the [Import] button.
After a short while, [Settings have been changed.] is displayed.
- 8) Refresh the web browser to reload CentreWare Internet Services.

5 Confirm that the certificate has been imported. Otherwise, proceed to step 6.

- 1) Click [Certificate Management].
- 2) Select [Trusted Certificate Authorities] for [Category], and then click the [Display the list] button.
- 3) Select the check box next to the certificate you want to confirm.
- 4) Click the [Certificate Details] button.

6 Configure connection settings for the remote server.

- 1) Click the [Properties] tab.
- 2) Click [General Setup] to display the items in the folder.
- 3) Click [Internet Services Settings].
- 4) Configure connection settings for the remote server.
- 5) Click [Edit].
Configure connection settings for the remote server again.

Important • Enter an address beginning with "https" instead of "http" into the address box in the web browser.

- 6) Click [Apply].
After a short while, [Settings have been changed.] is displayed.

Server Setup

This section describes how to register a server on access web applications.

Note • If there are one or more servers to register, it is helpful to assign the servers to the buttons displayed on the Services Home screen. For information on changing the buttons on the Services Home screen, refer to "About the Services Home Screen" (P.84).

- 1 Select [Server Setup].
- 2 Select an access destination you want to register, and then select [Change Settings].
- 3 Enter the URL of the access destination, if you register an access destination in a new entry.

■ URL

Enter the URL of the access destination with up to 256 single-byte characters, and select [Save]. URL must begin with the type of the protocol used.

Use the version of a web application that is set in [Web Applications Version] of "Web Browser Setup" (P.521).

For example:

- http://www.example.com
- http://192.0.2.1 (IPv4)
- http:// [2001:DB8::1234] (IPv6)
- https://www.example.com
- https://192.0.2.1 (IPv4)
- https:// [2001:DB8::1234] (IPv6)

When you connect the server specifying the version of the web application to be used, enter the version after the protocol type. The setting made here takes precedence of the setting made in [Web Applications Version].

For example:

- When specified with V2
 - http-v2://www.example.com
 - http-v2://192.0.2.1 (IPv4)
 - http-v2://[2001:DB8::1234] (IPv6)
- When specified with V4
 - http-v4://www.example.com
 - http-v4://192.0.2.1 (IPv4)
 - http-v4://[2001:DB8::1234] (IPv6)
- When specified with V5
 - http-v5://www.example.com
 - http-v5://192.0.2.1 (IPv4)
 - http-v5://[2001:DB8::1234] (IPv6)

Note • When the URL is specified with V3, V4 is used for connection.
• Begin with "https" for a protocol with an encryption feature.

- 4 Configure other settings as necessary.

■ Server Name

Enter the access destination name with up to 32 single-byte characters.

■ Description

Enter the description of the access destination with up to 128 single-byte characters.

■ Use User ID

- No
 - When [Login Type] is set to [Login to Remote Accounts]:
The machine accesses the remote service using the user information authenticated on the machine.
 - When [Login Type] is set to [No Login Required] or [Login to Local Accounts]:
The machine prompts the user to input User ID and password to access Web applications.
- Yes
Allows you to enter a user ID and password into [User ID] and [Password] respectively, which are used when the machine accesses the remote service.

■ User ID

Enter the User ID to access the remote service with up to 128 characters.

Important • Depending on the settings on the remote service, the entry for [User ID] may be invalid. Check the settings on the remote service.

Note • Along with [User ID], set also [Password]. [User ID] will be invalid unless [Password] is set.
• All the specified settings are ignored if the remote service to be connected requires other than a user ID and its password for authentication.

■ Password

Enter the password for the User ID with up to 128 characters.

■ Machine/Authentication Notification

Set whether or not to notify the remote server of machine information and user authentication information every time the machine connects to the remote service.

Note • The remote service determines whether to use the information. No need to configure settings on the control panel.

■ Notify User Authorization Information

Set whether or not to notify the remote service of user authorization information every time the machine connects to the remote service.

■ Delete All Settings

Deletes all settings registered.

■ Functional Code

Set the functional code as necessary when you use a service which works in Versant 80 Press. Specify the value between 0 and 65535.

Other Settings

When Sending User Details

Set whether or not to display a confirmation screen when the machine send user authorization information (authorized User ID, password, e-mail address, and the services restricted) to the remote server.

- Note**
- Even when you select [No Confirmation Required], if there is a flaw in the authentication information, a confirmation screen is displayed.

Web Browser Setup

In [Web Browser Setup], you can configure the settings for the Web browser to be used when the machine accesses a web application using the Web Applications feature.

Remote access allows you to view web application services, which are compatible with the machine, directly on the touch screen, to upload a document that has been scanned on the machine to the web applications, and to directly select and print a document that is stored in the remote server. It also allows you to directly upload and print a file without going through another computer.

Important • Configure [Web Applications Version] as required when a service which works in Versante 80 Press is used.

Note • To use this feature, Fuji Xerox manufactured web applications (sold separately) are required. For more information, contact our Customer Support Center.

1 On the [Tools] screen, select [Web Browser Setup].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

2 Select an item to set or change.

Web Applications Version

Select a version of the Web applications service from [V2], [V4], or [V5].

Important • If [V2] is selected, the following settings become invalid: [Delete Persistent Cookie Upon Closing], [Clear Cache Upon Closing], [Use Cache], [Accept Cookies], [Use TLS1.0], [Use SSL3.0], [When SSL Certificate Verification Fails], and [Enable File Printing].

Note • When you use V3 of the web application version, select [V4].

Delete Persistent Cookie Upon Closing

Set whether or not to delete persistent cookie when connection to a Web application ends.

Clear Cache Upon Closing

Set whether or not to delete cache when connection to a Web application ends.

Use Cache

Set whether or not to use cache.

Accept Cookies

Set whether or not to accept cookies.

Select from [No], [Yes], and [Warn user when cookie is offered].

When you select [Warn user when cookie is offered], the machine behaves as when you select [Yes].

Use TLS1.0

Set whether or not to use TLS 1.0.

Use SSL3.0

Set whether or not to use SSL 3.0.

When SSL Certificate Verification Fails

Set whether to stop accessing the site or to display a confirmation screen for access if SSL certificate verification fails.

Enable File Printing

Set whether or not to use the File Printing feature.

The File Printing feature allows you to directly print the printable files obtained from the remote Web server.

Functional Code

Set the functional code as necessary when you use a service which works in Versant 80 Press.

Specify the value between 0 and 65535.

Setup

In [Setup], you can create or update folders, job flows, and the Address Book.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

The following shows the reference section for each setting.

Create Folder	523
Stored Programming	525
Create Job Flow Sheet	525
Create Job Flow Sheet Keyword	532
Add Address Book Entry	532
Paper Tray Attributes	535

1 On the [Tools] screen, select [Setup].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

2 Select an item to set or change.

Create Folder

Using the Folder function enables you to store scanned documents in the machine.

You also can send a file stored in a folder via e-mail or retrieve a file stored in a computer on a network.

You can create a private folder and a public folder in the machine and use them separately depending on your purpose.

You can create up to 500 folders.

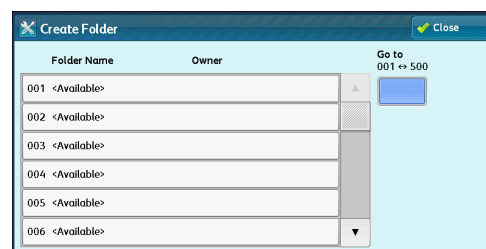
You can check the current folders in a Folder List. For more information, refer to "Folder List" (P.626).

1 Select [Create Folder].

2 Select the folder to create.

Note • Entering a 3-digit folder number with the numeric keypad displays the specified folder at the top of the column.

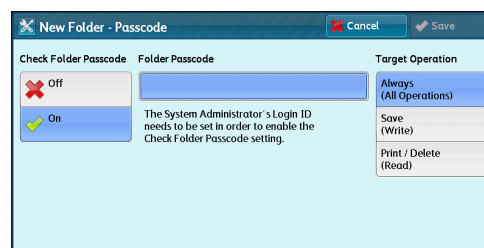
• Select [▲] to display the previous screen or [▼] to display the next screen.



3 When you create a folder, the [New Folder - Passcode] screen appears. Select items, and then select [Save].

Note • When you select a folder already created, the [Folder XXX - Create/Delete] screen appears.

For more information on assigning a passcode, refer to "Check Folder Passcode" (P.524).



4 Select items and set the required settings.

5 When you finish required settings, select [Save].

Folder Name

Set the folder name. Enter up to 20 single-byte characters using the keyboard displayed or the numeric keypad.

For information about how to enter characters, refer to "Entering Text" (P.90).

Check Folder Passcode

Set an access restriction to permit operations for specified users only.

■ Check Folder Passcode

Set whether or not to set a passcode.

- Off

Does not set an access restriction.

- On

Set a passcode for access restriction.

■ Folder Passcode

To use the Check Folder Passcode feature, enter a passcode. You can enter a passcode of up to 20 numeric digits (0 to 9).

■ Target Operation

Set the operations to be restricted.

- Always (All Operations)

A passcode entry is required when a folder is selected or a file in a folder is printed or deleted.

- Save (Write)

A passcode entry is required when a folder is selected.

- Print/Delete (Read)

A passcode entry is required when printing or deleting the file in the folder.

Delete Files After Retrieval

When a file stored in a folder is printed or is retrieved from a remote server, set whether the file should be deleted.

■ No

The file is left stored.

■ Yes

After the file is printed, or is retrieved by an external source, it is automatically deleted.

Note • If you select [Yes], a file is not deleted when retrieved from CentreWare Internet Services.

Delete Expired Files

Specify whether or not to enable the operation to delete files stored in a folder at a specified time after a retention period has elapsed.

■ No

Even when the retention period has elapsed, files are not deleted.

■ Yes

Deletes expired files at the specified time. If, however, the expiration date has not been specified, files are not deleted even when [Yes] is selected.

Note • When the machine is off at the deletion time of an expired file, the file is deleted next time the deletion time comes after the machine is turned on.

For information on setting the file retention period, refer to "Expiration Date for Files in Folder" (P.513).

Link Job Flow Sheet to Folder

You can link a job flow sheet to a folder. Linking a job flow in which a series of actions is recorded to a folder enables you to set the processing method for files stored in a folder.

For information on how to register a job flow, refer to "Create Job Flow Sheet" (P.525).

■ Cut Link

Cancels the link between a folder and a linked job flow sheet.

■ Create/Change Link

A screen to link a job flow sheet appears. You can select the existing job flow sheets or create a new job flow sheet.

For more information about the operation, refer to "Create Job Flow Sheet" (P.525).

■ Auto Start

If you select the [Auto Start] check box, when a file is stored in a folder, the procedures registered on the job flow linked automatically starts.

When the [Delete Folder] Button is Selected

Selecting this button deletes the selected folder. Any files stored in the folder are also deleted.

If [Login Type] is set to [No Login Required], all the job flow sheets, including a local user created on the [Create Folder] screen or job flow sheets created on the [Send from Folder] screen, are deleted as well.

Important • Once files or job flow sheets are deleted, they cannot be restored.

Stored Programming

The Stored Programming feature enables you to register frequently used settings and record a series of operations.

For more information on operation, refer to "Registering/Deleting/Renaming Stored Programs" (P.331).

Create Job Flow Sheet

Job flow is a feature to execute a series of registered actions. Up to 1000 job flow sheets can be created.

The target of a job flow is files stored in a folder. A job flow can be executed by using one of the following three methods:

- by automatically starting a job flow when a file is stored in a folder
- by selecting a file stored in a folder to manually execute the associated job flow
- by selecting a file stored in a folder to select a job flow and execute manually

To start a job flow automatically, you must link the job flow to a folder. When a file is stored in the folder, it is automatically processed in accordance with the job flow sheet linked.

- Note**
- To link a folder with a job flow sheet created with [Create Job Flow Sheet], start from [Send from Folder] or [Create Folder]. For more information, refer to "Send from Folder" (P.305) and "Create Folder" (P.523).

Features that can be registered are listed below.

- Forward to (FTP, SMB, e-mail)
- Print

■ **Depending on the method of storing in the folder, there are restrictions on the combination of features.**

Input / Output	Print	Mail	FTP	SMB
Scanning	O	O	O	O
Print Stored	X	X	X	X

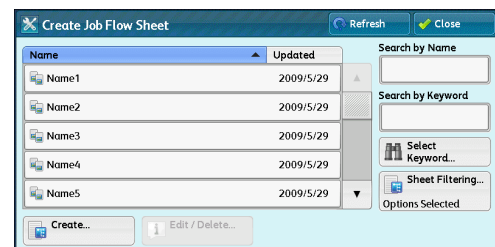
O : Available
X : Not available

Restrictions on Using Job Flow

A job flow can be used by single or multiple users, or can be used by linking to a specific folder. The Authentication feature restricts the use of the job flows.

For information on the available Job Flow features and restrictions on use, refer to "Authentication for Job Flow Sheets and Folders" (P.647).

- 1 Select [Create Job Flow Sheet].
- 2 Carry out the job flow operation in accordance with your purpose.

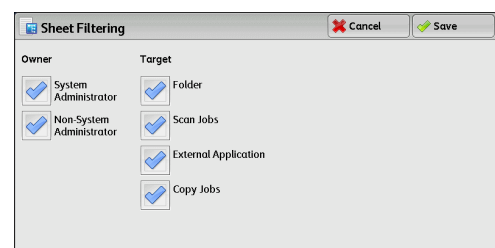


■ Sheet Filtering

You can filter the job flow sheets to display.

Select the filtering conditions, and then select [Save].

- Note**
- The screen displayed varies depending on the Login Type selected.



- Owner
Filters job flow sheets by owner type.
- Target
Filters job flow sheets by target, such as scan jobs and folders.

■ **Create**

Displays the [Create New Job Flow Sheet] screen.
Refer to "Create New Job Flow Sheet" (P.527).

■ **Edit/Delete**

Displays the [Details] screen.
Refer to "Edit/Delete" (P.531).

■ **Search by Name**

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. You can enter up to 128 single-byte characters.
For information about how to enter characters, refer to "Entering Text" (P.90).

■ **Search by Keyword**

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation.
For information about how to enter characters, refer to "Entering Text" (P.90).

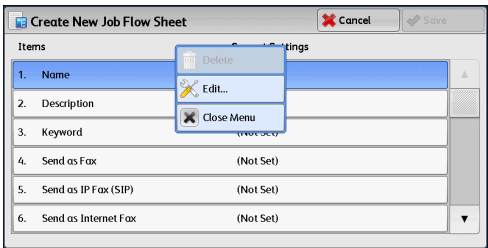
■ **Select Keyword**

Displays the [Select Keyword] screen. Select a keyword registered in the System Settings to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.
For information on the keyword registry, refer to "Create Job Flow Sheet Keyword" (P.532).

Create New Job Flow Sheet

Create a new job flow.

- 1 Select an item to set, and then select [Edit].



■ **Delete**

Deletes all setting values of the selected item.

■ **Edit**

Confirm or change the settings of the selected item.

■ **Close Menu**

Deselect the selected item.

Name

Set the name for the job flow sheet with up to 128 single-byte characters.

Description

Set the description of the job flow sheet with up to 256 single-byte characters.

Keyword

Enter a keyword with up to 12 single-byte characters for job flow search. You can also use the keywords that are registered for [Create Job Flow Sheet Keyword].

For information on the job flow keyword search, refer to "Create Job Flow Sheet Keyword" (P.532).

Send as E-mail

Specify the recipients for e-mail transmission.

You can specify a total of 100 addresses, either by selecting from the Address Book or by direct input.

If [Encryption] is set to [On], you cannot specify a recipient by selecting [New Recipient].

■ Address Book

You can specify the recipients from the Address Book. The address specified appears in [Name/E-mail] in the [Send E-mail] screen.

■ New Recipient

Specify a new address. The address specified appears in [Name/E-mail] in the [Send E-mail] screen.

■ Name/E-mail Address

Displays the recipient name or e-mail address specified.

■ Subject

Enter a subject using the keyboard displayed.

■ Delete Recipient

Deletes all information for the selected recipient information.

■ Edit

Displays the [Edit Recipient] screen, which allows you to check or change the recipient selected.

For more information on the [Edit Recipient] screen, refer to "Scan" (P.215).

■ File Format

Select an output file format.

For more information on the [File Format] screen, refer to "Scan" (P.215).

■ Resend Attempts

Set whether or not to try sending again if a transmission fails. If you select [On], set the number of resend attempts and interval.

- Resend Attempts

Set the transmission retry count from 1 to 5.

- Resend Interval

Set the transmission retry interval from 30 to 300 seconds.

■ Encryption

Set whether or not to encrypt the e-mail transmission.

Note

- To encrypt e-mail transmission, the configuration of S/MIME is required.
- To encrypt e-mail transmission, a certificate is required.
- To enable encryption, select [On] before specifying an address. [On] will be disabled after an address is specified.

■ Digital Signature

Select whether or not to add digital signature.

- Note**
- To add digital signature, the configuration of S/MIME is required.
 - To add digital signature, a certificate is required.

Transfer via FTP (1), Transfer via FTP (2)

Specify where FTP forwarding is to be stored.

[Transfer via FTP (2)] will be displayed when [Transfer via FTP (1)] is configured.

■ Address Book

When the server address is registered on the Address Book, you can specify the address from the Address Book. The specified address appears in the [Transfer via FTP (1)] or [Transfer via FTP (2)] screen.

For more information on the Address Book, refer to "Add Address Book Entry" (P.532).

■ File Format

Specify an output file format.

For more information on the [File Format] screen, refer to "Scan" (P.215).

■ Resend Attempts

Set whether or not to try sending again if a transmission fails. If you select [On], set the number of resend attempts and interval.

- Resend Attempts
Set the transmission retry count from 1 to 5.
- Resend Interval
Set the transmission retry interval from 30 to 300 seconds.

■ Name, Server, Save in, User Name, and Password

Select [Name], [Server], [Save in], [User Name], or [Password] to display an input screen.

The numbers of characters you can input are as follows:

- Name: Up to 18 single-byte characters
- Server: Up to 64 single-byte characters
- Save in: Up to 128 single-byte characters
- User Name: Up to 97 single-byte characters
- Password: Up to 32 single-byte characters

Transfer via SMB (1), Transfer via SMB (2)

Specify where SMB forwarding is to be stored.

[Transfer via SMB (2)] will be displayed when [Transfer via SMB (1)] is configured.

■ Address Book

When the server address is registered on the Address Book, you can specify the address from the Address Book. The specified address appears in the [Transfer via SMB (1)] or [Transfer via SMB (2)] screen.

For more information on the Address Book, refer to "Add Address Book Entry" (P.532).

■ File Format

Specify an output file format.

For more information on the [File Format] screen, refer to "Scan" (P.215).

■ Resend Attempts

Set whether or not to try sending again if a transmission fails. If you select [On], set the number of resend attempts and interval.

- Resend Attempts
Set the transmission retry count from 1 to 5.
- Resend Interval
Set the transmission retry interval from 30 to 300 seconds.

■ Name, Server, Shared Name, Save in, User Name, and Password

Select [Name], [Server], [Shared Name], [Save in], [User Name], or [Password] to display an input screen.

The numbers of characters you can input are as follows:

- Name: Up to 18 single-byte characters
- Server: Up to 64 single-byte characters
- Shared Name: Up to 64 single-byte characters
- Save in: Up to 128 single-byte characters
- User Name:
For domain users: up to 97 characters with the format of "user name@domain name" or "domain name\user name"
(user name and domain name must be up to 32 and 64 single-byte characters, respectively)
For local users: up to 32 single-byte characters
- Password: Up to 32 single-byte characters

Print

Configure print settings. When [On] is selected, you can configure the settings for the Print feature.

■ Print Quantity

Set the number of copy sets from 1 to 999 in 1 set increments.

■ Paper Supply

Select a paper tray for printing. When [Auto Select] is selected, the same paper size as the document size is used.

- Auto Select
A suitable paper tray is automatically selected.
- Trays 1 to 3, 6 (optional) and Tray 7 (optional)
Select paper from five trays.
- Bypass
Prints on paper loaded in Tray 5.

■ 2 Sided Printing

Set the 2 sided printing option.

■ Output

Configure the stapling, hole punch, and output destination settings.

- Staple
Set the position for stapling.
- Hole Punch
Set the position for punching.
- Output Destination
Set the output destination.

E-mail Notification

You can receive an e-mail notification when a file is saved in a folder or a job flow ends.

■ Name/E-mail Address

Set the recipient of the e-mail notification.

■ Message

Enter a message that is displayed in the e-mail message body.

■ When to Notify

Select the e-mail notification timing from [When file is stored] and [At the end of Job Flow].

■ Delete Recipient

Deletes all information for the selected recipient.

■ Edit

Allows you to check or change the recipient selected.

For more information on the [Edit Recipient] screen, refer to "Scan" (P.215).

■ Close Menu

Deselects the selected item.

Edit/Delete

You can check the content of a job flow sheet, and edit, copy, or delete it.

Note • Some operations may be restricted according to types of job flow owners, authentication settings, and user types. For more information, refer to "Authentication for Job Flow Sheets and Folders" (P.647).

■ Delete

Deletes the selected job flow sheet.

■ Copy

Creates a duplicate of the selected job flow sheet. You can create a new job flow sheet based on the duplicate.

The procedure of creation is the same as creation of a new job flow sheet. For more information, refer to "Create New Job Flow Sheet" (P.527).

■ Edit

You can edit the selected job flow sheet.

The procedure of change is the same as creation of a new job flow sheet. For more information, refer to "Create New Job Flow Sheet" (P.527).

Create Job Flow Sheet Keyword

You can register job flow search keywords. The registered keywords are displayed under [Select Keyword] and allows you to use for job flow sheet search. The keywords are also available from a list under [Keyword] that is displayed when you create a new job flow sheet. Up to 12 single-byte characters are allowed for a job flow search keyword.

Add Address Book Entry

You can register frequently used addresses on the Address Book. Select an address type from E-mail and Server (FTP/SMB).

When an address is registered, you can search for it with [Address Book] on the [E-mail] screen.

You can store a total of 2000 addresses for E-mail and Server (FTP/SMB).

1 Select [Add Address Book Entry].

Note

- To display the [Add Address Book Entry] screen, press the <Log In/Out> button and enter the system administrator's user ID, and then select [Tools] > [Setup] > [Add Address Book Entry]. If [Setup] is displayed on the Services Home screen, select [Setup] > [Add Address Book Entry]. When users are prohibited from editing the Address Book in the System Administration mode, [Add Address Book Entry] cannot be selected in [Setup] on the Services Home screen.

2 Press a speed dial to register.

Note

- Entering an address number with the numeric keypad displays the specified number at the top of the column.
- Select [▲] to display the previous screen or [▼] to display the next screen.

3 Select [Address Type].

4 Select the address type, and then select [Save].

5 Select an item to set and set.

6 When the settings are completed, select [Save].

■ When selecting [E-mail] as the address type, the following items appear:

- Address Type
- E-mail Address
- Given Name
- Custom Item 1 (Telephone Number*)

- Name
- Index
- Surname
- Custom Item 2 (Office^{*})
- Custom Item 3 (Department^{*})
- S/MIME Certificate

^{*} : Factory default setting

■ **When selecting [Server] as the address type, the following items appear:**

- Address Type
- Name
- Index
- Transfer Protocol
- Server Name/IP Address
- Shared Name (SMB Only)
- Save In
- User Name
- Password
- Port Number

Address Type

Allows you to change an address type.

E-mail Address

Enter an e-mail address with up to 128 single-byte characters.

For information about how to enter characters, refer to "Entering Text" (P.90).

Name

Enter a recipient name with up to 18 single-byte characters.

For information about how to enter characters, refer to "Entering Text" (P.90).

Index

You can register a single alphanumeric index character for use as a keyword when listing the registered recipients in alphabetical order.

For information about how to enter characters, refer to "Entering Text" (P.90).

Surname

Enter a recipient surname with up to 32 single-byte characters.

For information about how to enter characters, refer to "Entering Text" (P.90).

Given Name

Enter a recipient given name with up to 32 single-byte characters.

For information about how to enter characters, refer to "Entering Text" (P.90).

Custom Item 1

The attribute name set as [Attribute Name of Custom Item 1] is shown as the item name.

By factory default, the item name is set to "Telephone Number". You can input any information as an auxiliary item. Up to 20 single-byte characters are allowed. This item is suitable for information represented by a shorter character string, such as telephone number and employee number.

For more information on the item name, refer to "Attribute Name of Custom Items 1, 2, and 3" (P.485).

Custom Item 2

The attribute name set as [Attribute Name of Custom Item 2] is shown as the item name.

By factory default, the item name is set to "Office". You can input any information as an auxiliary item. Up to 40 single-byte characters can be used. This item is suitable for information represented by a longer character string, such as company name and department name.

For more information on the item name, refer to "Attribute Name of Custom Items 1, 2, and 3" (P.485).

Custom Item 3

The attribute name set as [Attribute Name of Custom Item 3] is shown as the item name.

By factory default, the item name is set to "Department". You can input any information as an auxiliary item. Up to 60 single-byte characters can be used. This item is suitable for information represented by a much longer character string, such as company division name and company address.

For more information on the item name, refer to "Attribute Name of Custom Items 1, 2, and 3" (P.485).

S/MIME Certificate

Allows you to link an S/MIME certificate. The S/MIME certificate must be registered in advance.

To link a certificate, select [Attach/Change Link] and select a certificate in a screen displayed. To remove a link, select [Remove Certificate].

Important • If a certificate linked to an S/MIME certificate in the Address Book is deleted by some reasons such as hard disk initialization and the deletion of the certificate, the certificate linked to the S/MIME certificate will be invalid. Even if you re-register the S/MIME certificate, you have to manually link it again.

Note • If many certificates are registered on the machine, it may take a long time to link a certificate.

For more information on the certificate, refer to "Encryption and Digital Signature Settings" (P.603).

Transfer Protocol

Set the transfer protocol. You can select either [FTP] or [SMB].

Server Name/IP address

Enter a name or an IP address of a forwarding destination server.

Shared Name (SMB Only)

Enter the shared name set for the SMB folder.

Important • If the "/" mark is used at the top of a shared name, a job flow cannot read the shared name correctly. Do not use the "/" mark at the top of a shared name.

Save in

Enter the directory for storing files. When SMB is selected, use a UNC format.

- Transferring via FTP

For example: aaa/bbb

When you save files in the bbb directory under the aaa directory in the root directory.

- Transferring via SMB

For example: aaa\bbb

When you save files in the bbb directory under the aaa directory in a specified volume.

User Name

Set the user name when a user name is required to be input by the forwarding destination server.

When [FTP] is selected for [Transfer Protocol], up to 97 characters are allowed.

When [SMB] is selected for [Transfer Protocol], use one of the following formats:

- For Active Directory:

User name@Domain name (User name: up to 32 characters / Domain name: up to 64 characters)

For example: fuji@example.com ("fuji" is a user name and "example.com" is a domain name)

- For Windows NT[®] domains:

Domain name\User name (Domain name: up to 64 characters / User name: up to 32 characters)

For example: example\fuji ("example" is a domain name and "fuji" is a user name)

- For workgroups:

Local user (up to 32 characters)

For example: Fuji-Taro

Password

Set a password when the forwarding destination server prompts a password entry. You can enter up to 32 single-byte characters for a password.

Port Number

Set the forwarding destination port number. Specify a number from 1 to 65535.

Paper Tray Attributes

Set a paper size and a paper type load in each tray.

For more information, refer to "Paper Tray Attributes" (P.431).

Accounting

In [Accounting], you can register the users that will use the machine, and set the operation settings of the Accounting feature.

For more information about this feature, refer to "Authentication and Accounting Features" (P.637).

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1 On the [Tools] screen, select [Accounting].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

2 Select an item to set or change.

Create/View User Accounts

To enable the Accounting feature, register user IDs and user names to authenticate registered users.

You can set a limit on the number of pages for each user of the machine. You can also check the cumulative number of pages for each user registered. Up to 1,000 user data can be registered. The settings described here are identical with [Create/View User Accounts] under [Authentication] of [Authentication/Security Settings].

Important • Before registering users, refer to "Accounting Type" (P.540) and set the Accounting Type you use.

Note • This item does not appear when [Network Accounting] is selected in "Accounting Type" (P.540).

1 Select [Create/View User Accounts].

2 Select a [User ID] for which you want to register a user, and then select [Create/Delete].

- Note**
- A 4-digit number displayed on the left of each User ID is a user control number.
 - Selecting a line displayed as [<Available>] displays a screen to enter User ID. Enter a User ID, and then select [Save].
 - Select [▲] to display the previous screen or [▼] to display the next screen.
 - Entering a 4-digit User ID number with the numeric keypad displays the specified number at the top of the column.

3 Select any item, and set it.

4 Select [Close].

User ID

Enter a user ID to use the machine. Up to 32 single-byte characters are allowed.

User Name

Set a user name. Up to 32 single-byte characters are allowed.

For information about how to enter characters, refer to "Entering Text" (P.90).

Passcode

Set a passcode. Setting a passcode is strongly recommended for security. Set a passcode from 4 to 12 digits.

Note • When [Passcode Entry for Control Panel Login] is set to [On], a passcode entry is required upon user authentication.

For information on how to change your passcode later, refer to "Changing Passcode" (P.660).

E-mail Address

Enter an e-mail address with up to 128 characters. The address set here will be set as [From] under [E-mail].

For information about how to enter characters, refer to "Entering Text" (P.90).

Device Access

Set whether to allow the machine use.

■ Enabled

Allows the machine use. When the smart card reader is connected, you can select the settings for each Login Type.

■ Disabled

Prohibits the machine use.

Service Access

You can place restrictions on the use and the maximum number of allowed pages for each of the Copy, Scan, and Print services.

- 1 Select [Service Access].
- 2 Select a feature to restrict.

- 3 To set account limits, select [Change Account Limit], and then enter the maximum number of pages with the numeric keypad.

■ Feature Access

Set access restrictions on features.

- Free Access
The feature is not restricted.
- No Access to Copy/Scan/Print Service
Allows you to restrict the use of the Copy, Scan, or Print service.

■ Change Account Limit

Set the maximum number of pages for copying, scanning, or printing.

You can specify a number from 1 to 9,999,999 (7 digits) pages in 1 page increments.

- The following limits can be placed on the Copy service for each user:
Permission to use: [Free Access], [Black & White Only], [Color Only], or [No Access to Copy Service]
Maximum number of color pages allowed: 1 to 9,999,999
Maximum number of black-and-white pages allowed: 1 to 9,999,999
- The following limits can be placed on the Scan service for each user:
Permission to use: [Free Access], [Black & White Only], [Color Only], or [No Access to Scan Service]
Maximum number of color pages allowed: 1 to 9,999,999
Maximum number of black-and-white pages allowed: 1 to 9,999,999
- The following limits can be placed on the Print service for each user:
Permission to use: [Free Access], [Black & White Only], or [No Access to Print Service]
Maximum number of color pages allowed: 1 to 9,999,999
Maximum number of black-and-white pages allowed: 1 to 9,999,999

User Role

■ User Role

Allows you to select a user role for a user.

- User
No special authority is given to this user role.
- System Administrator
The same authority as a system administrator is given except for the following operation:
 - Operate folders
 - Operate job flow sheets
 - Change the passcode of the system administrator
- Account Administrator
The following authorities are given:
 - Create, delete, change (except for passcode), and view (unavailable depending on some settings) user information
 - Create, delete, change, and view accounting
 - Change an Alternative Name for Account ID or Mask Account ID
 - Print an Auditron Report for each user

■ Add This User to Authorization Group

Allows you to select an authorization group for a user.

Reset User Account

Deletes all registered information for a selected user.

■ Reset

Deletes the registered user data. Once deleted, the data cannot be restored.

Important • All job flow sheets, folders, and files within folders belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of files is left remaining within a folder for example), the deletion will take a considerable time.

■ Cancel

Cancels the deletion of the user data.

Reset Total Impressions

Resets the current cumulative number of pages for a selected user, returning it to zero.

■ Reset

Resets the current cumulative number of pages for users. Once reset, the previous count cannot be restored.

■ Cancel

Cancels resetting the cumulative number of pages.

View Accounts

Selecting [Xerox Standard Accounting] on the [Accounting Type] screen allows you to check the following for each registered user or group: (1) the maximum number of times that the account can be used for each service, and (2) how many times the account has been used for each service.

Note • You can register users and groups on CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

- 1 Click [View Accounts].
- 2 Select [User Account] or [Group Account]. If you select [User Account], select also the User ID to check.
- 3 Click [Account Details].

Reset User Accounts

You can delete all registered information for all registered users in a single operation, or reset the auditron data. It is also available to print contents for confirmation before resetting. The settings described here are identical with [Reset User Accounts] under [Authentication] of [Authentication/Security Settings].

Note • This item does not appear when [Network Accounting] or [Xerox Standard Accounting] is selected in [Accounting Type].

■ All User Accounts

Deletes all information registered for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, and printer auditron data.

Important • All job flow sheets, folders, and documents within folders belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of files is left remaining within a folder for example), the deletion will take a considerable time.

■ All Feature Access Settings

Resets the feature access limit for all users.

■ All Account Limits

Resets the maximum number of pages for all users to the default (9,999,999 pages).

■ Total Impressions

Resets all accounting data for all users including the system administrator. The number of pages is also reset to 0.

■ All Authorization Groups

Delinks users from authorization groups, and links those users to the default authorization group.

■ Meter (Print Jobs)

Resets all printer auditron, and deletes automatically registered job owner names. The number of pages printed is also reset to 0.

Note • [Meter (Print Jobs)] is displayed when [Disable Accounting] is selected for [Print Service] in the [Auditron Mode] screen under [Accounting Type].

■ Print the Meter Report

Prints a meter report, which is helpful when you check counters before you reset or delete them.

Note • [Meter (Print Jobs)] is displayed when [Disable Accounting] is selected for [Print Service] in the [Auditron Mode] screen under [Accounting Type].

■ Print the Auditron Report

Prints a report including contents registered information to reset or a report including contents administration data to reset.

The report is available for confirmation before resetting.

■ Reset

Deletes or resets the data for the selected item.

System Administrator's Meter (Copy Jobs)

You can check or reset the total impression copied using the System Administration mode on the screen.

The total impressions are counted up to 9,999,999 pages.

Note • This item does not appear when [Network Accounting] is selected in [Accounting Type].

Accounting Type

You can select whether or not to use the Accounting feature.

Accounting Disabled

Does not perform accounting.

Local Accounting

Performs accounting.

Network Accounting

Performs accounting based on the user information managed on a remote service. User information is registered on the remote service.

Note • When [Network Accounting] is selected, users are prompted to enter their Account ID on the [Login] screen that is displayed when attempting to use services required for accounting.

For more information on Network Accounting, refer to "Types of Account Administration" (P.641).





Xerox Standard Accounting

Accounting is carried out based on the user information and account information pre-registered on the machine.

Auditron Mode

Allows you to set whether or not to enable the Auditron feature for the following services:

- Copy
- E-mail
- Store to USB
- Media Print - Text
- Network Scanning
- Store & Send Link
- Media Print - Photos
- Store to Folder
- Scan to PC
- Store to WSD
- Print

- Note**
- WSD stands for Web services on Devices.
 - The services displayed on the screen vary depending on the machine configuration.
 - When [Enable Accounting] is selected for a service,  is displayed on the button of the applicable service on the Services Home screen. Also, : Requires Login is displayed at the lower left of the Services Home screen.  and : Requires Login are not displayed after authentication.
 - Print jobs may be canceled depending on the settings in "Receive Control" (P.550).

Verify User Details

Allows you to set whether or not to verify user information.

Selecting [Yes] also allows you to select [For printer Jobs].

Customize User Prompts

Allows you to set the type of user information used for authentication.

- Note**
- Account ID is used for accounting.
 - Display User ID & Account ID Prompts
Prompts users to enter both their user ID and Account ID.
 - Display User ID Prompt Only
Prompts users to enter their user ID only.
 - Display Account ID Prompt Only
Prompts users to enter their Account ID only.
 - Display No Prompts
Does not prompt users to enter their user ID or Account ID.

Accounting Login Screen Settings

You can configure Accounting settings.

Alternative Name for User ID

If required, you can change the indication "UserID" on the [Login] screen that appears when the <Log In/Out> button on the control panel or the login information area on the touch screen is pressed to another name such as "User Name" or "Number". The alias can be set to 1 to 15 single-byte characters.

- Note**
- The name changed is also printed in a report or a list.

Mask User ID (***)

You can set how an entered user ID is shown on the screen. Use this feature to enhance security as required.

■ Show

As you enter the user ID, the characters are echoed on the screen in the normal way.

■ Hide

As you enter the user ID, the character string is hidden as a row of asterisks (*****).

Alternative Name for Account ID

If required, you can change the indication “Account ID” on the [Login] screen that appears when the <Log In/Out> button on the control panel or the login information area on the touch screen is pressed to another name such as “Account Name” or “Number”. The alias can be set to 1 to 15 single-byte characters.

- Note**
- This item is displayed when [Network Accounting] is selected in [Accounting Type].
 - The name changed is also printed in a report or a list.

Mask Account ID (*)**

You can set how an entered Account ID is shown on the screen. Use this feature to enhance security as required.

- Note**
- This item is displayed when [Network Accounting] is selected in [Accounting Type].

■ Show

As you enter the Account ID, the characters are echoed on the screen in the normal way.

■ Hide

As you enter the Account ID, the character string is hidden as a row of asterisks (*****).

Display Billing Information Upon Login

You can set whether to display billing information per user when a user logs in.

If you select [Enabled], users can check their billing information: [Impressions], [Account Limit], and [Balance] for each of the services (copying, printing, and scanning).

- Note**
- This item is displayed when [Login to Local Accounts] is selected in [Login Type] and [Local Accounting] is selected in [Accounting Type].
 - Only the billing information for the services that the user is allowed to use will be displayed.
 - When a user logs in as the system administrator, billing information will not be displayed.

Authentication/Security Settings

In [Authentication/Security Settings], you can configure the registration and authentication of a user and security settings.

For more information about the feature, refer to "Authentication and Accounting Features" (P.637).

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- 1 On the [Tools] screen, select [Authentication/Security Settings].

For the method of displaying the [Tools] screen, refer to "System Settings Procedure" (P.404).

- 2 Select an item to set or change.

System Administrator Settings

In [System Administrator Settings], you can set the system administrator ID and passcode.

We recommend setting the system administrator ID and passcode to prevent unauthorized setting changes and ensure security.

System Administrator's Login ID

Set the system administrator's user ID. Enter the ID from 1 to 32 single-byte characters.

Note • The default of the system administrator's user ID is "11111".

- 1 Select [System Administrator's Login ID].
- 2 Select [On].
- 3 Select [Keyboard].
- 4 Enter the system administrator's ID with up to 32 characters, and then select [Save].
- 5 Repeat steps 3 and 4 to re-enter the same system administrator's ID in [Re-enter System Administrator's Login ID].
- 6 Select [Save].
- 7 A confirmation window appears. Select [Yes] to confirm your entry.

System Administrator's Passcode

Set the passcode for the System Administrator.

Setting a passcode is strongly recommended to enhance security.

Note • The default of the system administrator's passcode is "x-admin".

The system administrator's passcode set here is used when [Passcode Entry for Control Panel Login] is set to [On] under [Authentication/Security Settings] > [Authentication] > [Passcode Policy].

Set the passcode after setting the system administrator's user ID. You can set the passcode from 4 to 12 characters.

For more information about [Passcode Entry for Control Panel Login], refer to "Passcode Policy" (P.549).

- 1 Select [System Administrator’s Passcode].
- 2 Select [New Passcode].
- 3 Enter a new passcode (4 to 12 digits) using the keyboard displayed, and then select [Save].
Note • If no passcode is set, leave the text boxes blank and select [Save].
- 4 Select [Retype Passcode], enter the same passcode, and then select [Save].
- 5 Select [Save].
- 6 A confirmation window appears. Select [Yes] to confirm your entry.

Authentication

In [Authentication], you can set the following items.

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Login Type

Allows you to select a type of authentication.

■ No Login Required

Does not use the Authentication feature.

■ Login to Local Accounts

Authenticates users based on the user information registered on the machine.

Note • When [Login to Local Accounts] is selected, the machine enters the Login mode and [Login] is displayed at the lower left of the Services Home screen.

■ Login to Remote Accounts

Authenticates users based on the user information registered on a remote authentication server.

Note • When [Login to Remote Accounts] is selected, the machine enters the Login mode and [Login] is displayed at the lower left of the Services Home screen.

Access Control

Allows you to restrict access to the machine or each service. Once the access control is enabled, user authentication is required to use the machine or the services.

Important • When a user is authenticated by a remote authentication server (except ApeosWare Authentication Management), the authenticated user can access the services through the control panel based on the permission information obtained from the remote server.

• When a guest user is permitted to use the machine, access restriction for each service cannot be specified for the guest user. If you want to restrict a guest user to use the machine, refer to "Smart Card Logout Timing" (P.548).





■ Device Access

Allows you to set whether or not to restrict buttons operation on the control panel of the machine.

Select [Unlocked] or [Locked].

■ Service Access

Allows you to set whether or not to restrict access to each of the following services.

- Note**
- When [Locked (Show Icon)] is selected for a service,  is displayed on the button of the applicable service on the Services Home screen. Also, : Requires Login is displayed at the lower left of the Services Home screen.  and : Requires Login are not displayed after authentication.
 - When [Locked (Hide Icon)] is selected for a service, the applicable service is not displayed on the Services Home screen. The services is displayed after authentication.

For more information on how to set the login type, refer to "Login Type" (P.544).

• Copy

Restricts access to the Copy service on the machine.

If a stored programming contains steps to use the Copy service, the use of the store programming is also restricted.

• Scan

Restricts access to the E-mail, Store to Folder, Scan to PC, Store to USB, Store & Send Link, Store to WSD, and Network Scanning services and features on the machine.

If a stored programming contains steps to use the Scan services, the use of the store programming is also restricted.

- Note**
- WSD stands for Web services on Devices.

• Media Print - Text

Restricts access to the Media Print - Text service on the machine.

• Media Print - Photos

Restricts access to the Media Print - Photos service on the machine.

• Send from Folder

Restricts access to the Send from Folder service on the machine.

• Stored Programming

Restricts access to the Stored Programming service on the machine.

• Job Flow Sheets

Restricts access to the Job Flow Sheets service on the machine.

• Web Applications

Restricts access to the Web Applications service on the machine.

• Custom Services

Restricts access to custom services on the machine.

- Note**
- This feature is available when any custom service is installed on the machine. For more information on the custom services, contact our Customer Support Center.

• Print

Restricts users to print jobs stored on the machine, such as the Secure Print and Sample Set jobs.

This feature also restricts the submission of print jobs from a computer via a network.

To use the Authentication feature, authentication information such as a user ID and passcode needs to be entered in a print driver.

If authentication fails, the print data sent to the machine is saved in the machine or deleted according to the Charge Print settings.

Note • When [Login Type] is set to [Login to Remote Accounts], the Print feature is not restricted.
For information on how to select an authentication type, refer to "Login Type" (P.544).

■ Feature Access

Set [Color Copying], [Print Files from Folder], and [Retrieve Files from Folder].

Create/View User Accounts

To enable the Accounting feature, register user IDs and user names to authenticate registered users.

You can set a limit on the number of pages for each user of the machine. You can also check the cumulative number of pages for each user registered. Up to 1,000 user data can be registered. The settings described here are identical with [Create/View User Accounts] under [Accounting].

Refer to "Create/View User Accounts" (P.536).

Reset User Accounts

You can delete all registered information for all registered users in a single operation, or reset the auditoron data. It is also available to print contents for confirmation before resetting. The settings described here are identical with [Reset User Accounts] under [Accounting].

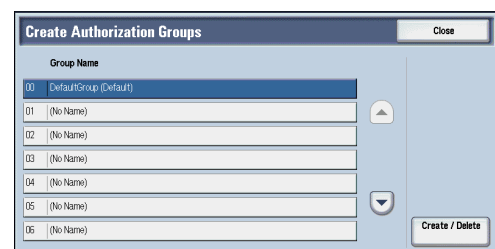
Refer to "Reset User Accounts" (P.539).

Create Authorization Groups

System administrators can give login users authority to use some features that are restricted for login users. The login users can be divided into different authorization groups.

Note • Up to 20 groups can be registered.

- 1 Select [Create Authorization Groups].
- 2 Select [Group Name], and then select [Create/Delete].
- 3 Select and set any item.



■ Group Name

Enter a group name with up to 32 single-byte characters.

■ Restrict Recipient Selection Method

When [Only From Address Book] is selected for [Restrict Recipient Selection Method] under [Tools] > [Common Service Settings] > [Other Settings], a transmission to a recipient who is not registered on the Address Book is restricted for the E-mail Service. Set whether or not to cancel the restriction.

■ Restrict User to Edit Address Book

When [Yes] is selected for [Restrict User to Edit Address Book] under [Tools] > [Common Service Settings] > [Other Settings], local users cannot register / edit the Address Book. Set whether or not to cancel the restriction.

Important • When [Only From Address Book] is selected for [Restrict Recipient Selection Method] under [Tools] > [Common Service Settings] > [Other Settings], select [No Restriction] to enable the local users to register / edit the Address Book.

■ Allow User to Disable Active Settings

Select whether or not to permit the group members to temporarily disable the forcible printing features, such as the Force Watermark, Print Universal Unique ID, and Force Annotation features, and to allow the machine to process a job.

User Details Setup

Set the information required when carrying out authentication.

■ Alternative Name for User ID

If required, you can change the indication "UserID" on the [Login] screen that appears when the <Log In/Out> button on the control panel is pressed to another name such as "User Name" or "Number". The alias can be set to 1 to 15 single-byte characters.

Note • The name changed is also printed in a report or a list.

■ Mask User ID (***)

You can set how an entered user ID is shown on the screen. Use this feature to enhance security as required.

When you select [Show], the characters you enter are echoed on the screen in the normal way as you enter the user ID. When you select [Hide], the characters you enter is hidden as a row of asterisks (*****) as you enter the user ID.

■ Failed Access Log

Set the failure count to detect unauthorized access. An error is logged if authentication fails the number of times specified here within a predetermined time (10 minutes).

■ Logout Confirmation Screen

Set whether or not to display a logout confirmation screen every time a user session ends.

■ User ID for Login

Set whether or not to make the user ID entry field on the user login screen case-sensitive.

When you select [Case Sensitive], authentication is performed using the User ID as registered (including upper and lower cases). When you select [Non-Case Sensitive], authentication is performed with case ignored even if the User ID has both upper and lower cases.

Important • Do not change the setting while a file is stored for the Private Charge Print. Otherwise, you may encounter problems, such as being unable to print. Change the setting after the machine prints all the files stored.

- Do not select [Case Sensitive] when the machine stores User IDs such as "ABC" and "abc" which are regarded as the same ID under the setting. If you select [Case Sensitive], it may cause the problem and those IDs may not be displayed. Before you select the setting, correct those User IDs to distinguish them.

■ When Smart Card Reader is Connected

Set whether or not to enable user ID authentication when [Login to Local Accounts] is selected and the smart card reader is connected.

When [Smart Card Login] is selected, user ID authentication cannot be used. When [Smart Card or Control Panel Login] is selected, both smart card authentication and user ID authentication can be used.

■ Account Auto Setup for Card Login

Set whether or not to register new user information when [Login to Local Accounts] is selected and an unregistered user holds a card over the smart card reader.

When [Disabled] is selected, the machine does not register the user. When [Enabled] is selected, the machine registers the user automatically.

- Note**
- When [Enabled] is selected, [User Name], [Service Access], and [Add User To Authorization Group] will be displayed.
 - Set the user name by selecting [User Name].
 - When [Service Access] is selected, [Copy], [Scan], and [Print] will be displayed. You can set [Feature Access] and [Change Account Limit] for each item.
 - When [Add User To Authorization Group] is selected, you can select a user role and an authorization group for the user.
 - When [Passcode Entry for Smart Card Login] under [Tools] > [Authentication/Security Settings] > [Authentication] > [Passcode Policy] is set to [On], you need to enter the passcode twice for the auto assign.

■ Guest User

Set whether or not to permit a guest user when [Login to Remote Accounts] is selected. Set the guest user passcode from 4 to 12 digits.

- Note**
- Access restriction for each service cannot be specified for the guest user.

■ Use of Smart Card

Set whether or not to use smart card authentication when [Login to Remote Accounts] is selected.

- Note**
- This item is displayed when the Extensible Customization Function is set to be enabled. For more information on Extensible Customization Function, refer to "Passcode Setting for Extended Functions" (P.978).

■ Smart Card Link Mode

Set whether or not to require a passcode for smart card authentication.

■ Smart Card Certificate Verification

Set whether or not to verify the smart card certificate when a user uses the smart card.

When [Enabled] is selected, the owner of the smart card is verified not only by PIN code verification but by certification verification of the smart card and private key match. In this case, the upper level CA certificate of the smart card certification must be registered on the machine.

When [Disabled] is selected, the owner of the smart card is verified by PIN code verification.

■ Kerberos Server Certificate Verification

Set whether or not to verify the Kerberos server certificate when a user uses the Kerberos server as a remote authentication server.

- Note**
- This item is displayed when the Extensible Customization Function is set to be enabled. For more information on Extensible Customization Function, refer to "Passcode Setting for Extended Functions" (P.978).

■ Smart Card Logout Timing

Select the logout method for smart card authentication when a contactless smart card is used for authentication.

When [Log Out when Card is Removed] is selected, you can logout from the machine by removing the smart card from the smart card reader. When [Log Out from Control Panel] is selected, you can logout by operating the touch screen or control panel.

■ Save remote accounts in this machine

Select whether or not to save the user information used for remote authentication. While the user information is saved in the machine, the machine can authenticate the user using the information saved in the machine even when the remote server is off.

Note • This setting applies only to a user who is authenticated by smart cards.

■ Delete Remote Accounts

Select whether or not to delete the user information saved in the machine for remote authentication. Select from [Do Not Delete], [Weekly], and [Monthly].

For [Weekly], you can set the day and time. For [Monthly], set the date and time.

Note • This setting applies only to a user who is authenticated by smart cards.

Maximum Login Attempts by System Administrator

This feature protects the settings from being changed by someone impersonating your system administrator. If authentication for a system administrator's ID fails more than specified times continuously, access is denied.

You can specify a login attempt count from 1 to 10.

Note • The failure count is reset when the machine is restarted.
• To cancel the access rejection state, restart the machine by switching off and on the power.

Passcode Policy

■ Passcode Entry for Control Panel Login

You can set whether a passcode is required when the system administrator or a user uses the machine. Selecting [On] enables [System Administrator's Passcode] setting and [Passcode] setting for [Create/View User Accounts].

Selecting [Off] does not require the passcode, even if a passcode is set in the above settings.

Important • The setting of [Passcode Entry for Control Panel Login] is used for authentication on the machine. A passcode must always be entered when accessing from remote devices using CentreWare Internet Services or the like, regardless of the use of passcode setting. Depending on authentication procedures, a passcode may be required for other processes as well.

Note • The system administrator's passcode is also required when you change settings from CentreWare Internet Services.

■ Passcode Entry for Smart Card Login

You can set whether a passcode is required for smart card authentication when [Login to Local Accounts] is selected.

■ Minimum Passcode Length

Set this item when you specify the minimum number of digits allowed for a passcode.

Set a value from 4 to 12 in 1 digit increments.

Note • This is only applicable to login users (not applicable to the system administrator and guests).
• Registered users can be authenticated with a passcode less than the minimum number of digits.

Charge/Private Print Settings

You can set how received print jobs should be handled.

You can directly print jobs and temporarily store print jobs to Charge Print or Private Charge Print for stored files.

The Charge Print feature prints the print jobs of authenticated users. But, using this feature, you can also temporarily store print jobs and print them later by operating the machine. If [Save as Charge Print Job] is selected, print jobs received are saved by a user ID for storage set in a print driver.

The Private Charge Print feature stores jobs to the machine, using the login User ID or Sub User ID at print instruction. You can print the jobs later by operating the machine. Only the files of the login user and sub users linked are displayed on the touch screen, therefore, it can help ensure privacy protection as well as prevent output from being left in the tray.

For more information on the Charge Print and Private Charge Print features, refer to "Printing and Deleting Stored Jobs" (P.362) and "Print" (P.385).

To use Charge Print or Private Charge Print, [Receive Control] must be set. For more information, refer to "Receive Control" (P.550).

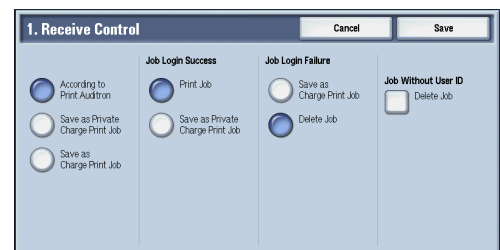
Receive Control

You can set how received print jobs should be handled.

For information about printing from a print driver, refer to "Computer Operations" (P.383).

For information about printing or deleting the print job saved, refer to "Private Charge Print" (P.376), and about deleting a Private Charge Print job with an invalid User ID, refer to "Deleting a Private Charge Print Job with an Invalid User ID" (P.686).

- 1 Select [Receive Control], and then select [Change Settings].
- 2 Select any item.
- 3 According to the selected item, set the processing to apply to jobs.



- 4 Select [Save] after the setting is completed.

■ According to Print Auditron

Specifies how print jobs should be handled when the Authentication and Accounting features are enabled and [Print] under [Service Access] is set to [Locked].

Note • When the Authentication and Accounting features are disabled and [Print] under [Service Access] is set to [Unlocked], the settings specified in the print driver are applied.

When [According to Print Auditron] is selected, [Job Login Success], [Job Login Failure], and [Job without User ID] are displayed.

• Job Login Success

Set the processing to apply to successfully authenticated jobs.

- To print jobs, select [Print Job].
- To save jobs as Private Charge Print, select [Save as Private Charge Print Job].

Note • When [Save as Private Charge Print Job] is selected, the Secure Print, Sample Set, and Delayed Print settings specified in the print driver will be ignored.

• Job Login Failure

Set the processing to apply to jobs authentication failed (whose information such as the user ID and passcode has been incorrectly registered on the print driver).

- To save jobs as Private Charge Print, select [Save as Charge Print Job].
- To delete jobs, select [Delete Job].

• Job without User ID

Set the processing to apply to jobs with no authentication user ID attached (such as print jobs sent from CentreWare Internet Services or e-mail print).

- To print jobs, select [Print Job].

- To save jobs as Charge Print, select [Save as Charge Print Job].
- To delete jobs, select [Delete Job].

■ Save as Private Charge Print Job

Regardless of whether the Authentication feature is being used or not, all jobs that have a user ID are saved as Private Charge Print. You can also specify how to handle the job that does not have a User ID or a PJI command.

Important • When [Save as Private Charge Print Job] is selected, all the print jobs that have User IDs are saved regardless of whether or not being successfully authenticated. To minimize the unnecessary print jobs, specify an expiration date, so that they can be automatically deleted after a specified period of time. Or the system administrator can manually delete them. For details on how to specify an expiration date, refer to "Stored File Settings" (P.513). For details on how to delete the print jobs manually, refer to "Deleting a Private Charge Print Job with an Invalid User ID" (P.686).

Note • When [Save as Private Charge Print Job] is selected, the Secure Print, Sample Set, and Delayed Print settings specified in the print driver will be ignored.

When [Save as Private Charge Print Job] is selected, [Job without User ID] and [Non-PJI Command Job(s)] are displayed.

• Job without User ID

Set how to process jobs with no user ID attached.

- To print jobs, select [Print Job].
- To save jobs as Charge Print, select [Save as Charge Print Job].
- To delete jobs, select [Delete Job].

Note • [Job without User ID] is automatically changed to [Print Job] on the machine when you select as follows on CentreWare Internet Services: [Properties] > [Security] > [Authentication Configuration] > [Non-Account Print]. When [Job without User ID] is set to [Save as Charge Print Job] or [Delete Job], the [Non-account Print] check box on CentreWare Internet Services is deselected automatically.

• Non-PJI Command Job(s)

Set how to handle the job that does not have a PJI command. The job will be distinguished by the existence of the User ID, and will be handled according to the following settings.

- Select [Do Not Use At All] to apply the [Job without User ID] setting regardless of whether the job has a User ID.
- Select [Use When Available] to specify how to handle the job that has a User ID.
 - To print jobs, select [Print Job].
 - To save jobs as Charge Print, select [Save as Charge Print Job].
 - To save jobs as Private Charge Print, select [Save as Private Charge Print Job].
 - To delete jobs, select [Delete Job].

■ Save as Charge Print Job

Regardless of whether the Authentication feature is being used or not, all received jobs are saved as Charge Print.

Important • When using [Save as Charge Print Job], all the print jobs are saved regardless of whether or not being successfully authenticated. To minimize the unnecessary print jobs, specify an expiration date, so that they can be automatically deleted after a specified period of time. Or the system administrator can manually delete them. For details on how to specify an expiration date, refer to "Stored File Settings" (P.513). For details on how to delete the print jobs manually, refer to "Charge Print" (P.372).

Note • When [Save as Charge Print Job] is selected, the Secure Print, Sample Set, and Delayed Print settings specified in the print driver will be ignored.

Allow User to Disable Active Settings

Use this feature when you want to use active settings for most jobs but not for specific jobs. You can temporarily disable active settings such as Force Watermark, Print Universal Unique ID, and Force Annotation features that have been enabled.

This feature is applicable to Copy, Print from Folder, Print Stored File, Media Print - Text, and Media Print - Photos jobs when [Enable Active Settings] is selected (for jobs such as Client Print and Report, you cannot disable active settings).

This option is displayed when [Enable Active Settings] is selected for [Allow User to Disable Active Settings] for the authorization group where the login user belongs.

- Note**
- If this setting is set to [Enable Active Settings] while a job is in progress, the setting is not effective for the job.
 - You can disable active settings even when you select a file in a folder using the Job Flow feature and manually execute a job.
 - Users with system administrator role can configure this feature regardless of authorization group.
 - The Watermark feature specified by user using TrustMarkingBasic (sold separately) or copy are not disabled.

For more information about Force Watermark, refer to "Watermark" (P.441).

For more information about Print Universal Unique ID, refer to "Print Universal Unique ID" (P.445).

For settings of authorization group, refer to "Authentication and Accounting Features" (P.637).

Job Status Default

You can hide active jobs, completed jobs, and job logs from unauthenticated users or non-job owners, to protect privacy and prevent leakage of confidential information.

- Note**
- If you set to hide job details, you cannot stop or delete jobs you instructed. Therefore, you cannot cancel jobs in the case of operational error of copies.

Active Jobs View

Select whether or not to hide active jobs from local users.

Completed Jobs View

Select from [All Job Viewing at All Times], [Require Login to View Jobs], and [No Job Viewing].

■ Access To

This feature is displayed when [Require Login to View Jobs] is selected.

Select either [All Jobs] or [Jobs Run By Login User Only].

■ Hide Job Details

This feature is displayed when [Allow Job Viewing at All Times] or [Require Login to View Jobs] is selected.

Select either [No] or [Yes].

Overwrite Hard Disk

Select whether or not to conduct hard disk overwriting.

When copy, scan, or print processing is completed, the data is deleted from the hard disk and the area on which the deleted data was stored is automatically overwritten with blank data. This feature prevents unauthorized retrieval or restoration of the data recorded on the hard

disk. It also applies to copy document and other information stored temporarily by the system.

The following option can be configured.

Number of Overwrites

You can set the number of overwrites.

Important • If the machine is turned off during the overwriting, unfinished files may remain on the hard disk. The overwriting will resume if you turn the machine on again with the unfinished files remaining on the hard disk.

- Overwriting once erases the data, but overwriting three times makes it even more definite that the data cannot be restored. It does, however, take longer.
- During overwriting, normal operations may be slowed down.

For more information on how to check the status during overwriting, refer to "Overwrite Hard Disk" (P.628).

■ Prerequisite for Using the Data Security Feature

The system administrator must follow the instructions below:

- To protect the data deleted from or stored on the hard disk, the following settings are required:
 - Number of Overwrites: [1 Overwrite] or [3 Overwrites]
 - Data Encryption: [On]: an encryption key of 12 digits
 - Service Representative Restricted Operation: [Yes]
- Change the system administrator's factory default passcode (x-admin). Register a new passcode of 7 characters or more (maximum 12 characters). Be careful not to register a passcode that can be easily assumed and not to store the registered passcode on a location that is easily accessible to other persons.

Important • If the system administrator's user ID and passcode are forgotten, the machine configuration will not be able to recover in case of malfunction.

- Set [Passcode Entry for Control Panel Login] to [On].
- Set [Maximum Login Attempts by System Administrator] to 5 times.
- Note that the hard disk security will not be warranted if you do not correctly follow the above setting instructions.

For more information on how to set data encryption, refer to "Data Encryption" (P.453).

For more information on how to set service representative restricted operation, refer to "Service Rep. Restricted Operation" (P.455).

For more information on how to set [Passcode Entry for Control Panel Login], refer to "Passcode Policy" (P.549).

For more information on how to set the system administrator's user ID, refer to "System Administrator's Login ID" (P.543).

The manager (of the organization that this machine is used for) must follow the instructions below:

- Assign an appropriate person as a system administrator and manage and train the person properly.
- When turning off the machine, make sure no operation is running. Train the users to turn off the machine after an active operation completes, if any.
- Note that the Data Security Feature is used to protect deleted document data from being recovered; it does not protect files stored in folders in the hard disk.
- Install an anti-bugging device on the internal network that the machine with the Data Security Feature is located on, and perform the network settings properly to protect the machine from interceptions.
- To block unauthorized access, install a firewall device between the external network and the internal network that the machine is located on.

- Set the passcode and encryption key according to the following rules:
 - Do not use easily assured character string
 - Use both characters and numerics

For more information on encryption key, refer to "Encryption Key for Confidential Data" (P.454).

14 CentreWare Internet Services Settings

This chapter describes how to set up CentreWare Internet Services.

- Installation of CentreWare Internet Services556
- Starting CentreWare Internet Services.....557
- Configuring Machine Settings Using CentreWare Internet Services558

Installation of CentreWare Internet Services

CentreWare Internet Services provides services such as displaying the status of the machine and jobs, and altering configurations using a web browser in a TCP/IP environment.

Preparations

Prepare a computer supporting the TCP/IP protocol and a Web browser such as Internet Explorer or Safari to use CentreWare Internet Services.

Refer to "CentreWare Internet Services Problems" (P.754) when any troubles occur during the configuration.

Configuration on the Machine

The following describes the configuration procedure for using CentreWare Internet Services on the machine.

- 1** Display the [Tools] screen.
 - 1) Press the <Log In/Out> button.
 - 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and then select [Enter].

Note

 - The default user ID is "11111".
 - The default passcode is "x-admin". - 3) Select [Tools] on the Services Home screen.
- 2** Enable the Internet Services (HTTP) port on the machine.
 - 1) Select [Connectivity & Network Setup].
 - 2) Select [Port Settings].
 - 3) Select [Internet Services (HTTP)], and then select [Change Settings].
 - 4) Select [Port Status], and then select [Change Settings].
 - 5) Select [Enabled], and then select [Save].
 - 6) Select [Close] repeatedly until the [Tools] screen is displayed.
- 3** Set an IP address.

If an IP address is already set, you can skip this step. For an environment with DHCP or BOOTP, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).
- 4** Select [Close] repeatedly until the [Tools] screen appears.
- 5** Select [Close].

Note

 - Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.
- 6** After the machine reboots, you can print out a configuration report to confirm that the port for CentreWare Internet Services is enabled and TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).
- 7** Start CentreWare Internet Services to confirm whether the service is available or not.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

Starting CentreWare Internet Services

To use CentreWare Internet Services, perform the following procedure on your computer.

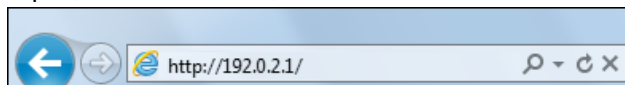
When Login Type is selected on the machine, authentication is required to access the machine via a web browser.

- 1 Start a web browser.
- 2 Enter the machine's IP address or the Internet address in the address box on the web browser, and press the <Enter> key.

- Example of the IP address entry

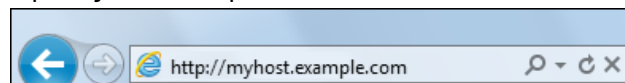
`http://192.0.2.1/` (IPv4)

`http://[2001:DB8::1234]` (IPv6)



- Example of the Internet address entry (when the machine's Internet address is myhost.example.com)

`http://myhost.example.com/`



Note

- If your network uses DNS (Domain Name System) and the machine's host name is registered on the domain name server, you can access the machine using the Internet address combining the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com" then the Internet address is "myhost.example.com".
- When specifying a port number, add ":" and the port number after the Internet address.
- If using the Authentication feature on the machine, enter a user ID and passcode in the [User Name] and [Password] fields. If you are not sure about the user ID and passcode, consult your system administrator.
The features you can operate vary depending on the system administrator's authority that was given to a user.
- If communications are encrypted; when the [Enabled] check box is selected under [Security] > [SSL/TLS Settings] > [HTTP-SSL/TLS Communication] on the [Properties] tab, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
Example of the IP address entry
`https://192.0.2.1/` (IPv4)
`https://[2001:DB8::1234]` (IPv6)
Example of the Internet address entry
`https://myhost.example.com/`

If CentreWare Internet Services is not displayed, refer to "CentreWare Internet Services Problems" (P.754).

Configuring Machine Settings Using CentreWare Internet Services

CentreWare Internet Services enables you to change various settings on the machine from a computer.

- Note**
- Confirm that the port in use is enabled in [Properties] tab > [Connectivity] > [Port Settings] of CentreWare Internet Services when an item that you want to set is not displayed.
 - You cannot change settings from CentreWare Internet Services while the control panel is being used. You can change settings after the machine resets the settings automatically (Auto Clear). For information about Auto Clear, refer to "Auto Clear" (P.421).
 - You may be prompted to enter your user name and passcode when you attempt to change settings on CentreWare Internet Services. In that case, enter the system administrator's user ID and passcode into the [User Name] and [Password] fields. The default user ID is "11111" and passcode is "x-admin".

You can configure the following settings with CentreWare Internet Services:

- Note**
- For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.
- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Item	How to Select	Overview/Reference
Usage Counters	Select from [Status] tab > [Counters]	Displays the total number of pages printed for each service.
Total Runtime	Select from [Status] tab	Displays the cumulative time of runtime (printing or scanning), standby time, Sleep mode time, warm-up time, and power-off time of the machine by minutes.
Job Templates	Select from [Scan] tab	Allows you to create, edit, copy, or delete job templates.
Folder		Refer to "Create Folder" (P.523).
Job Flow Sheets		Refer to "Create Job Flow Sheet" (P.525).
Add New Name	Select from [Address Book] tab	Refer to "Add Address Book Entry" (P.532).
Job Management	Select from [Properties] tab > [General Setup]	Allows you to configure the delete method of jobs.
Paper Tray Attributes		Refer to "Changing the Paper Settings" (P.123).
Paper Settings for Print Job		Refer to "Paper Settings for Print Job" (P.497).
Power Saver Settings		Refer to "Changing the Interval for Entering Power Saver Mode" (P.71).
Stored Job Settings		Refer to "Stored File Settings" (P.513).
Memory Settings		Refer to "Allocate Memory" (P.492).
Web Browser Setup		Refer to "Web Browser Setup" (P.521).
Internet Services Settings		Allows you to configure the auto refresh interval and the display language of the CentreWare Internet Services settings.

Item	How to Select	Overview/Reference
Pool Server Settings	Select from [Properties] tab > [General Setup]	Leave the default settings unchanged because a pool server is not available for the machine. Refer to "Job Flow Service Settings" (P.511).
Web Applications Service Setup		Refer to "Web Applications Service Setup" (P.516).
Cloning		Allows you to save the settings of the machine in a file, and copy the file to the other machine of the same model but not to the other models.
Notify Job Completion by E-mail	Select from [Properties] tab > [General Setup] > [Alert Notification]	Refer to "Notify Job Completion by E-mail" (P.445).
E-mail Notification for Machine Status		Allows you to configure the recipient of the notification and a status of which to be notified.
Port Settings	Select from [Properties] tab > [Connectivity]	Refer to "Port Settings" (P.468).
Physical Connections		Refer to "Port Settings" (P.468).
Protocols		Refer to "Protocol Settings" (P.473).
Language Emulations	Select from [Properties] tab > [Services] > [Printing]	Refer to "Print Mode" (P.629).
Scan Service - Common Settings	Select from [Properties] tab > [Services]	Allows you to configure the settings of the names for the scanned document files when they are saved or transferred.
E-mail		Refer to "E-mail Service Settings" (P.506).
Scan to PC		Refer to "Configuration of Scan to PC" (P.586).
Scan to My Folder		Refer to "Configuration of Scan to My Folder" (P.592).
Network Scanning		Refer to "Configuration of Network Scanning (Job Template Scanning)" (P.590).
Store & Send Link		Refer to "Configuration of Store & Send Link" (P.599).
Store to USB		Refer to "Configuration of Store to USB" (P.589).
Custom Services		Allows you to configure the Validation Options settings. Sends the user name with the validation request if the user is authenticated on the machine.
Media Print		Allows you to enable and disable the Media Print - Text and Media Print - Photos services.

Item	How to Select	Overview/Reference
USB	Select from [Properties] tab > [Services]	Allows you to enable and disable Store to USB, Media Print - Text and Media Print - Photos settings. Also, you can configure the Settings in [Plug-in Settings] and [Smart Card].
EP Service		Configures the EP system with an active Internet connection. For details about EP Service, contact our Customer Support Center or Sales Agency.
Accounting	Select from [Properties] tab	Refer to "Accounting" (P.536).
Authentication Configuration	Select from [Properties] tab > [Security]	Refer to "Authentication" (P.544) .
User Details Setup		Refer to "User Details Setup" (P.547) .
Create Authorization Groups		Refer to "Create Authorization Groups" (P.546).
Remote Authentication Servers		Refer to "Remote Authentication/Directory Service" (P.481).
IP Filtering		Allows you to configure the IPs to permit access, for IPv4 and IPv6 respectively.
Unbounded Port		Allows you to set unbounded port numbers.
Audit Log		Allows you to enable the Audit Log feature that logs the operation on the machine, and retrieve the audit log.
Machine Digital Certificate Management		Allows you to create a self-signed certificate and import a certificate to the machine.
IPSec		Refer to "Configuration of Encryption using IPSec" (P.608).
Certificate Management		Displays the certificates registered on the machine. Also allows you to select, delete, and export of the certificate.
Certificate Revocation Retrieval Settings		Refer to "Certificate Revocation Retrieval Settings" (P.490).
IEEE 802.1X		Refer to "IEEE 802.1X Settings / IEEE 802.1X Settings (Ethernet 1), IEEE 802.1X Settings (Ethernet 2)" (P.490).
SSL/TLS Settings		Refer to "SSL/TLS Settings" (P.486).
S/MIME Settings		Refer to "S/MIME Settings" (P.487).
PDF/DocuWorks/XPS* Signature Settings	Select from [Properties] tab > [Security]	Refer to "PDF/DocuWorks/XPS Signature Settings" (P.488).
Watermark		Refer to "Watermark" (P.441).
Force Annotation		Refer to "Force Annotation" (P.443).
Job Status Default		Allows you to configure the display/hide settings for completed and active jobs.
Plug-in / Custom Services Settings		Refer to "Plug-in Settings" (P.446).

Item	How to Select	Overview/Reference
On Demand Overwrite	Select from [Properties] tab > [Security]	Refer to "Overwrite Hard Disk" (P.552).
Service Representative Restricted Operation		Allows you to restrict the operation of service representatives. Prevents the machine from being altered by someone impersonating our service representative.
System Administrator Settings		Refer to "System Administrator Settings" (P.543).
Smart Card Settings		Allows you to configure the smart card settings and backup the settings.

* : XPS stands for XML Paper Specification.

15 Printer Environment Settings

This chapter describes the settings to use the Print feature on the machine.

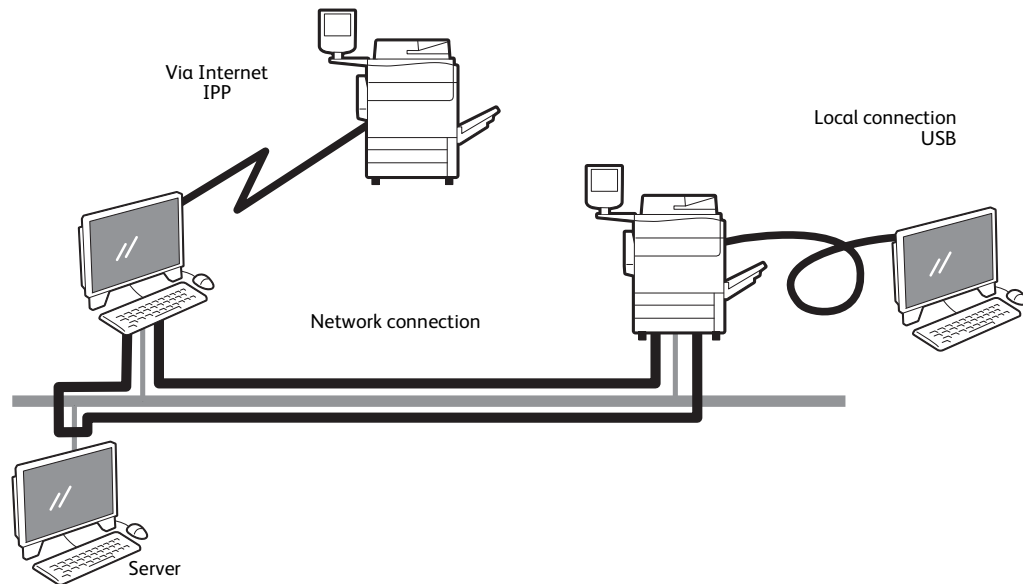
Note • For information on how to print via Print Server, refer to User Guide attached to Print Server connected to the machine.

- Print Overview564
- Installation When Using USB Port566
- Installation When Using TCP/IP (LPD/Port 9100)568
- Installation When Using Internet Printing Protocol (IPP)571

Print Overview

This machine can be set up as a local printer by directly connecting the machine to a computer using a USB interface cable. Similarly, it can be set up as a network printer by connecting the machine to a network.

Enable the necessary port using the control panel or CentreWare Internet Services.



Note • You can download the print driver from our official web site.

Using the Machine as a Local Printer

■ USB

Use a USB interface cable to directly connect the machine to a computer.

For more information on how to set up the machine using USB connection, refer to "Installation When Using USB Port" (P.566).

Using the Machine as a Network Printer

To set up the machine as a network printer, the following protocols are available to connect the machine.

■ LPD

Use LPD when direct communication between the machine and a computer via TCP/IP is available.

For more information on how to set up the machine using LPD, refer to "Installation When Using TCP/IP (LPD/Port 9100)" (P.568).

■ IPP

Use IPP to print via the Internet.

For more information on how to set up the machine using IPP, refer to "Installation When Using Internet Printing Protocol (IPP)" (P.571).

■ Port 9100

Use Port9100 when the machine uses Port9100.

For more information on how to set up the machine using Port 9100, refer to "Installation When Using TCP/IP (LPD/Port 9100)" (P.568).

Supported Operating Systems

Connection method		Local connection	Network connection		
Port		USB2.0*	LPD	IPP	Port9100
Protocol		-	TCP/IP	TCP/IP	TCP/IP
OS	Windows XP	O	O	O	O
	Windows Server 2003	O	O	O	O
	Windows Server 2008	O	O	O	O
	Windows Server 2012	O	O	O	O
	Windows Server 2012 R2	O	O	O	O
	Windows Vista	O	O	O	O
	Windows 7	O	O	O	O
	Windows 8	O	O	O	O
	Windows 8.1	O	O	O	O

O: Available

Blank: Not available

* : The USB 2.0 Kit (optional) is required. And a USB 2.0 port is required on a computer to connect.

Installation When Using USB Port

This section describes how to install the machine using a USB interface.

Step 1 Preparations.....	566
Step 2 Configuration on the Machine	566
Step 3 Configuration on the Computer.....	567
CentreWare Internet Services Setting Items	567

Step 1 Preparations

The following items are required to connect the machine to a computer via a USB interface.

- USB cable

Step 2 Configuration on the Machine

The following describes the configuration procedures to use a USB interface on the machine.

Note • You can configure the settings using CentreWare Internet Services. For items that can be configured using CentreWare Internet Services, "CentreWare Internet Services Setting Items" (P.567).

- 1 Display the [Tools] screen.
 - 1) Press the <Log In/Out> button.
 - 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.
- 2 Enable the USB port on the machine.
 - 1) Select [Connectivity & Network Setup].
 - 2) Select [Port Settings].
 - 3) Select [USB], and then select [Change Settings].
 - 4) Select [Port Status], and then select [Change Settings].
 - 5) Select [Enabled], and then select [Save].
- 3 Configure [Print Mode] or [Auto Eject Time] as necessary.

For information on the setting items, refer to "USB" (P.468).

- 4 Select [Close] repeatedly until the [Tools] screen is displayed.
- 5 Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

- 6 Print a configuration report to confirm that the USB port is enabled.

For information on how to print a configuration report, refer to "Printer Reports" (P.624).

Step 3 Configuration on the Computer

To print from the machine, you need to install a print driver on your computer.

Note • Download the print driver from our official web site.

For information on the supported operating systems, refer to "Supported Operating Systems" (P.565).

CentreWare Internet Services Setting Items

You can configure the following setting items using CentreWare Internet Services:

For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

- Receiving buffer size for the USB interface
([Properties] > [General Setup] > [Memory Settings] > [USB])
- Port Settings
- Bi-directional Communication
- Auto Eject Time

Installation When Using TCP/IP (LPD/Port 9100)

This section describes how to install the machine using TCP/IP.

Step 1 Preparations.....	568
Step 2 Configuration on the Machine	568
Step 3 Configuration on the Computer.....	569
CentreWare Internet Services Setting Items	569

Step 1 Preparations

The following items are required to use the machine via TCP/IP (LPD/Port 9100).

- TCP/IP network environment

Note

- LPD port is supported on Mac OS X 10.7 Lion, OS X 10.8 Mountain Lion, and OS X 10.9 Mavericks.
- For Mac OS X 10.7 Lion, OS X 10.8 Mountain Lion, and OS X 10.9 Mavericks, you can use the Port9100 port.

Step 2 Configuration on the Machine

The following describes the configuration procedures to use TCP/IP (LPD/Port 9100) on the machine. Enable the LPD Port or the Port 9100 port, and then configure TCP/IP settings.

Note • You can configure the settings using CentreWare Internet Services.

For the items that can be configured using CentreWare Internet Services, refer to "CentreWare Internet Services Setting Items" (P.569).

- 1 Display the [Tools] screen.
 - 1) Press the <Log In/Out> button.
 - 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note

- The default user ID is "11111".
- The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.
- 2 Enable the LPD port or Port 9100 port as appropriate.

In this example, the LPD port is enabled.

 - 1) Select [Connectivity & Network Setup].
 - 2) Select [Port Settings].
 - 3) Select [LPD], and then select [Change Settings].
 - 4) Select [Port Status], and then select [Change Settings].
 - 5) Select [Enabled], and then select [Save].
 - 6) Select [Close] repeatedly until the [Tools] screen is displayed.

- 3 Set an IP address and the other addresses.

Skip this step if an IP address is already set.

If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. The configuration of an IP address, a subnet mask, and a gateway address is not required.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).

- 4** When printing with Print Utility for iOS or Print Utility for Android, enable the Bonjour port, and the Discovery feature that automatically detects printers on the IP network can be enabled.

Note • To print from a printer detected by Bonjour, the LPD port must be enabled in advance.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [Bonjour], and then select [Change Settings].
- 4) Select [Port Status], and then select [Change Settings].
- 5) Select [Enabled], and then select [Save].

- 5** Select [Close] repeatedly until the [Tools] screen is displayed.

- 6** If the operating system on the client is Print Utility for iOS or Print Utility for Android, enable the Bonjour port, and the Discovery feature that automatically detects printers on the IP network can be enabled.

Note • To print from a printer detected by Bonjour, the LPD port must be enabled in advance.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [Bonjour], and then select [Change Settings].
- 4) Select [Port Status], and then select [Change Settings].
- 5) Select [Enabled], and then select [Save].

- 7** Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

- 8** Print a configuration report to confirm that the LPD port is enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

- 9** Configure other LPD or Port 9100 settings as necessary.

For information on how to set up the LPD port or Port 9100, refer to "CentreWare Internet Services Setting Items" (P.569).

Step 3 Configuration on the Computer

To print from the machine, you need to install a print driver on your computer.

Note • Download the print driver from our official web site.

For information on the supported operating systems, refer to "Supported Operating Systems" (P.565).

CentreWare Internet Services Setting Items

You can configure the following setting items using CentreWare Internet Services:

For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

- Spool Destination for Jobs
([Properties] > [General Setup] > [Memory Settings] > [LPD])
- Receiving buffer size for Port 9100
([Properties] > [General Setup] > [Memory Settings] > [Port 9100])

Note • The spool destination can be configured when the LPD port is enabled.

- Port Settings
- IP Mode
- Host Name
- IPv4
 - IP Address Resolution
 - Port Settings
 - IP Address
 - Subnet Mask
 - Gateway Address
- IPv6
 - Enable Manual Address
 - IP Address
 - Link-Local Address
 - Gateway Address
- Domain Name
- DNS Configuration
 - IPv4
 - IPv6

- DHCP/DDNS
- WINS Server
- Port Number
- Connection Time-Out
- Maximum Number of Sessions

Note • The Maximum Number of Sessions can be configured when the LPD port is enabled.

- TCP-MSS Mode
- IPv4 Subnet Mask when TCP-MSS Mode is enabled
- IP Filtering
 - IPv4 Filtering
 - IPv6 Filtering

Installation When Using Internet Printing Protocol (IPP)

This section describes how to install the machine using Internet Printing Protocol (IPP).

Step 1 Preparations	571
Step 2 Configuration on the Machine	571
Step 3 Configuration on the Computer	572
CentreWare Internet Services Setting Items	572

Note • If the size of print data sent via IPP is larger than the value set in the proxy server, the machine cannot receive the data. In this case, set a larger value in the proxy server or change your browser setting not to use the proxy server.

Step 1 Preparations

The following items are required to set up the machine to use Internet Printing Protocol (IPP).

- TCP/IP network environment

Step 2 Configuration on the Machine

The following describes the configuration procedures to use Internet Printing Protocol (IPP) on the machine. Enable the IPP port, and then configure TCP/IP settings.

Note • You can configure the settings using CentreWare Internet Services.

For the items that can be configured using CentreWare Internet Services, refer to "CentreWare Internet Services Setting Items" (P.572).

1 Display the [Tools] screen.

- 1) Press the <Log In/Out> button.
- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

2 Enable the IPP port.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [IPP], and then select [Change Settings].
- 4) Select [Port Status], and then select [Change Settings].
- 5) Select [Enabled], and then select [Save].
- 6) Select [Close] repeatedly until the [Tools] screen is displayed.

3 Set an IP address and the other addresses.

Skip this step if an IP address is already set.

If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. The configuration of an IP address, a subnet mask, and a gateway address is not required.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).

4 Select [Close] repeatedly until the [Tools] screen is displayed.

5 Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

6 Print a configuration report to confirm that the IPP port is enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

7 Configure other IPP settings as necessary.

Refer to "CentreWare Internet Services Setting Items" (P.572).

Step 3 Configuration on the Computer

To print from the machine, you need to install a print driver on your computer.

Note • Download the print driver from our official web site.

For information on the supported operating systems, refer to "Supported Operating Systems" (P.565).

CentreWare Internet Services Setting Items

You can configure the following setting items using CentreWare Internet Services:

For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

- Spool Destination for Jobs
([Properties] > [General Setup] > [Memory Settings] > [IPP])
- Port Settings
- Add Port Number
- Administrator Mode
- DNS
- Connection Time-Out

16 E-mail Environment Settings

This chapter describes the settings to use various services via e-mail on the machine.

- E-mail Overview574
- Preparations.....575
- Installation Procedures577

E-mail Overview

The machine can send and receive e-mails.

The following services and features are available using e-mail:

- E-mail
- Store & Send Link
- Print E-mail
- E-mail Notification (Status notifications such as consumables)
- Job Completion Notice

■ E-mail

Scanned documents can be converted into electronic form and transmitted via e-mail.

■ Store & Send Link

The machine can convert a document, scanned by a user authenticated by the machine into electronic form, store it in the hard disk, and send a URL that indicates the location of the document.

■ Print E-mail

You can send and transfer e-mails with files attached from computers. File formats that can be attached to the e-mails are TIFF, PDF, JPEG (JFIF), XDW (DocuWorks documents), XBD (DocuWorks binders), and XPS (Microsoft XPS Format, Open XPS format).

The message body of e-mail is processed according to the settings in [Incoming E-mail Print Options] of CentreWare Internet Services.

Note • XPS stands for XML Paper Specification.

■ E-mail Notification (Status notifications such as consumables)

The machine can notify the status information such as consumable status, parts status, and paper tray status that is set in [E-mail Notification for Machine Status] of CentreWare Internet Services to a specified recipient. By receiving the statuses of consumables periodically or when they need to be replaced soon, you can properly determine when to replace the toner and drum cartridges.

It is recommended that you register the address of the system administrator or a shared address as the recipient of the e-mail.

■ Job Completion Notice

The following methods can be used to notify the completion of the jobs. Register the address of the network administrator or a shared address as necessary.

- Notify the Completion of Jobs by E-mail

When a computer submitted a print job to the machine, its completion can be notified by e-mail. For more information, refer to the help of the print driver.

- Notify Job Completion by E-mail

You can receive the result of the jobs performed by e-mail. For more information, refer to "Notify Job Completion by E-mail" (P.445).

- E-mail Notification

You can receive an e-mail notification when a file is saved in a folder or a job flow ends. For more information, refer to "E-mail Notification" (P.531).

Preparations

The following items must be set to use the E-mail feature.

■ Configuration on the Machine

Item	Description	E-mail	Store & Send Link	Print E-mail		E-mail Notification	Job Completion Notice
				via SMTP	via POP3		
TCP/IP address	The TCP/IP address for the machine. E-mails are sent via TCP/IP.	O	O	O	O	O	O
Subnet mask	Required when the network is divided into subnets.	△	△	△	△	△	△
Gateway address	Required when multiple networks are connected by gateways.	△	△	△	△	△	△
Machine e-mail address	Set the E-mail address of the machine.	O	O	O	O	O	O
DNS server address	Required when the addresses for a POP3 server and an SMTP server are set with a domain name format instead of their IP addresses. You can also acquire this from DHCP.	△	△	△	△	△	△
SMTP server address	The machine uses a SMTP server to send e-mails. The SMTP server can also be used for receiving e-mails.	O	O	O	△	O	O
SMTP AUTH login name and password	If an SMTP server requires authentication, specify an authentication user name. Also specify a password as required.	△	△	△	△	△	△
POP3 server	Set the POP3 server address.	△	△	-	O	△	△
POP login name and password	Set the POP receiving user name. Also specify a password as required.	△	△	-	O	△	△
S/MIME settings*	Set the S/MIME information	△	X	△	△	X	X

O :Required to be set
 △ :Set as required
 - :Not required to be set
 X :Not supported

- Note**
- To transmit e-mails encrypted by S/MIME or with digital signatures attached, a certificate must be ready in advance. For more information on a certificate, refer to "Configuration of E-mail Encryption/Digital Signature" (P.611).

■ Configuration on the Server

- Note**
- Information on server settings, contact your System Administrator.

Item	Description	E-mail	Store & Send Link	Print E-mail		E-mail Notification	Job Completion Notice
				via SMTP	via POP3		
Machine e-mail address	When using the E-mail feature on the machine, an e-mail account of the machine must be registered on a mail server in advance.	○	○	○	○	○	○
Host name	Set the host name and domain name of the machine along with the TCP/IP address for the machine on the DNS server.	△	△	△	△	△	△
Domain name		△	△	△	△	△	△

○ :Required to be set

△ :Set as required

Installation Procedures

This section describes how to configure the machine to use the E-mail service.

The following shows the reference section for each procedure.

Step 1 Enabling Port and Setting up TCP/IP	577
Step 2 Configuring E-mail Environment	578
CentreWare Internet Services Setting Items.....	579

Step 1 Enabling Port and Setting up TCP/IP

Enable the E-mail port, and set the IP address.

Note • You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "CentreWare Internet Services Settings" (P.555).

- 1 Display the [Tools] screen.
 - 1) Press the <Log In/Out> button.
 - 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

 - 3) Select [Tools] on the Services Home screen.
- 2 Enable ports to use for the E-mail feature.
 - 1) Select [Connectivity & Network Setup].
 - 2) Select [Port Settings].
 - 3) Select [Send E-mail], and then select [Change Settings].
 - 4) Select [Port Status], and then select [Change Settings].
 - 5) Select [Enabled], and then select [Save].
 - 6) Select [Close].
 - 7) Select [Enabled] on the [Receive E-mail - Port Status] screen under [Receive E-mail] as described above to use the Print E-mail feature.
 - 8) Select [Enabled] on the [E-mail Notification - Port Status] screen under [E-mail Notification Service] as described above to use the E-mail Notification or the Job Completion Notification feature.
 - 9) Select [Close] repeatedly until the [Tools] screen is displayed.
- 3 Set an IP address and the other addresses.

Skip this step if an IP address is already set.

If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).
- 4 Select [Close] repeatedly until the [Tools] screen is displayed.
- 5 Select [Close].

- Note** • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

6 Print a configuration report to confirm that the ports are enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

Step 2 Configuring E-mail Environment

The following describes the configuration procedures to use the E-mail features.

You can configure the settings using CentreWare Internet Services. For the items that can be configured using CentreWare Internet Services, refer to "CentreWare Internet Services Setting Items" (P.579).

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

1 Display the [Tools] screen.

- 1) Press the <Log In/Out> button.
- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

2 Set up the e-mail address of the machine.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Machine's E-mail Address/Host Name], and then configure items.

For information on how to set an e-mail address, refer to "Machine's E-mail Address/Host Name" (P.477).

- 3) Select [Close] repeatedly until the [Tools] screen is displayed.

3 Set up the protocol to receive e-mails.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Other Settings].
- 3) Select [Protocol to Receive E-mail], and then select [Change Settings].
- 4) Select either [SMTP] or [POP3] as appropriate for your environment.
- 5) Select [Save].
- 6) Select [Close] repeatedly until the [Tools] screen is displayed.

4 Configure the server settings for receiving e-mails.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Outgoing/Incoming E-mail Settings].

■ When [SMTP] is selected for [Protocol to Receive E-mail]

Configure the SMTP server.

For information on how to set the machine's e-mail address when you receive e-mails via SMTP, refer to "Machine's E-mail Address/Host Name" (P.477).

For information on how to configure the SMTP server, refer to "SMTP Server Settings" (P.480).

■ When [POP3] is selected for [Protocol to Receive E-mail]

Configure the POP3 server.

For information on how to configure the POP3 server, refer to "POP3 Server Settings" (P.480).

For information on how to set the machine's e-mail address when you receive e-mails via POP3, refer to "Machine's E-mail Address/Host Name" (P.477).

Note • When you enable POP over SSL in the POP3 Server Setting, receiving e-mail will be encrypted. POP over SSL can be set using CentreWare Internet Services. For information on the setting procedure, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

5 Configure the server settings for sending e-mails.

Note • To send e-mails, SMTP server settings are required. When [POP3] is selected in [Protocol to Receive E-mail], configure the SMTP server in [Outgoing/Incoming E-mail Settings].

For information on how to configure the e-mail transmission, refer to "SMTP Server Settings" (P.480).

6 Select [Close] repeatedly until the [Tools] screen is displayed.

7 Configure the domain filtering for receiving e-mails as necessary.

For information on how to configure the domain filtering, refer to "Domain Filtering" (P.491).

8 Set up the S/MIME information.

1) Select [Connectivity & Network Setup].

2) Select [Security Settings].

3) Select [S/MIME Settings], and then set the items.

For more information on how to configure S/MIME, refer to "S/MIME Settings" (P.487).

9 Select [Close] repeatedly until the [Tools] screen is displayed.

10 Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

11 Print a configuration report to confirm that the settings of each item.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

CentreWare Internet Services Setting Items

You can configure the following setting items using CentreWare Internet Services:

For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

- Machine's E-mail Address
- Setup E-mail Notification
- Port Settings
- SMTP Server Settings
- POP3 Server Settings
- Receiving Protocol
- Domain Filtering
- S/MIME Settings

17 Scanner Environment Settings

This chapter describes the settings to use the Scan services on the machine.

Note • WSD stands for Web Services on Devices.

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- Configuration of Store to Folder 584
- Configuration of Scan to PC 586
- Configuration of Store to USB 589
- Configuration of Network Scanning (Job Template Scanning)..... 590
- Configuration of Scan to My Folder 592
- Configuration of Job Flow Sheets..... 597
- Configuration of Store & Send Link 599
- Configuration of Store to WSD 601

Scan Service Overview

The machine is equipped with scanning capabilities.

The following scan services are available on the machine:

- E-mail
- Store to Folder
- Scan to PC
- Network Scanning (Job Template Scanning)
- Store to USB
- Job Flow Scanning
- Scan to My Folder
- Store & Send Link
- Store to WSD

Note • WSD stands for Web Services on Devices.

■ E-mail

Scanned documents can be converted into electronic data and sent via e-mail.

For information on e-mail environment settings, refer to "E-mail Environment Settings" (P.573).

■ Store to Folder

You can scan a document you want to retrieve as electronic data, and store it in a folder. The document can be accessed later from any computers on the network.

For information on the Store to Folder service, refer to "Configuration of Store to Folder" (P.584).

■ Scan to PC

When the machine is connected to a network, you can store the scanned data on network computers using the FTP or SMB protocol.

You can scan a document you want to retrieve as electronic data, and store it on a computer connected to a network.

For information on the Scan to PC service, refer to "Configuration of Scan to PC" (P.586).

■ Network Scanning (Job Template Scanning)

A file defined with scanning conditions is called a job template. You can apply a job template to a document scanned on the machine. The scanned document is saved on the machine as a file and sent automatically to the computer (server).

For information on how to configure a job template, refer to "Configuration of Network Scanning (Job Template Scanning)" (P.590).

■ Store to USB

You can store the scanned data to a USB memory device when you insert the USB 2.0 memory device into the USB memory slot of the control panel of the machine. You can also select data stored in the USB memory device and print the data directly.

For information on the Store to USB service settings, refer to "Configuration of Store to USB" (P.589).

■ Job Flow Scanning

You can execute a scan job using the job flow sheets for the scan documents. Create the job flow sheets using Device Setup tool on the network.

For information on how to configure job flow scanning, refer to "Configuration of Job Flow Sheets" (P.597).

■ Scan to My Folder

When you select [Login to Remote Accounts] for [Login Type] and select [Enabled] for [Scan to My Folder] using CentreWare Internet Services, you can forward scanned documents to different recipients that corresponds to the login user.

For more information on configuration procedures, refer to "Configuration of Scan to My Folder" (P.592).

■ Store & Send Link

The machine can convert a scanned document into electronic form, store it in the hard disk, and send a URL that indicates the location of the document.

Note • To use the Store & Send Link feature, you need to configure the authentication settings.

For information on the Store & Send Link service, refer to "Configuration of Store & Send Link" (P.599).

■ Store to WSD

You can remotely scan the document and store the image by operating on the computer. Using the control panel of the machine, you can also select a destination computer on a network to store the scanned data.

Note • WSD stands for Web Services on Devices.

For more information on the Store to WSD service, refer to "Configuration of Store to WSD" (P.601).

Configuration of Store to Folder

This section describes configuration procedures to use the Store to Folder service on the machine.

Step 1 Enabling Port and Setting up TCP/IP	584
Step 2 Registering a Folder	585
Step 3 Configuring a Computer	585

Step 1 Enabling Port and Setting up TCP/IP

Using Network Scanner Utility 3 (Scan Driver and Stored File Manager 3), which supports WebDAV protocol, and Device Setup Tool, enable the SNMP, SOAP, and WebDAV ports and set up an IP address.

Important • We recommend you to enable [HTTP - SSL / TLS Communication] under [SSL / TLS Settings] when you use WebDAV. This is an effectual way to avoid password leaking.

Note • You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

1 Display the [Tools] screen.

- 1) Press the <Log In/Out> button.
- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note

- The default user ID is "11111".
- The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

2 Enable the ports.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [SNMP], and then select [Change Settings].
- 4) Select [Port Status], and then select [Change Settings].
- 5) Select [Enabled], and then select [Save].
- 6) Select [Close].
- 7) Select [SOAP], and then select [Change Settings].
- 8) Select [Port Status], and then select [Change Settings].
- 9) Select [Enabled], and then select [Save].
- 10) Select [Close].
- 11) Select [WebDAV], and then select [Change Settings].
- 12) Select [Port Status], and then select [Change Settings].
- 13) Select [Enabled], and then select [Save].
- 14) Select [Close] repeatedly until the [Tools] screen is displayed.

3 Set an IP address and the other addresses.

Skip this step if an IP address is already set.

If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).

4 Select [Close] repeatedly until the [Tools] screen is displayed.**5** Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

6 Print a configuration report to confirm that the WebDAV port is enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

Step 2 Registering a Folder

Register a folder to store scanned data.

For information on registering a folder, refer to "Create Folder" (P.523).

Step 3 Configuring a Computer

To use Network Scanner Utility 3, install Network Scanner Utility 3 on a computer.

Network Scanner Utility 3 is included in the Software/Manual CD-ROM provided with the machine.

For information on the usage of the Network Scanner Utility 3, refer to "Computer Operations" (P.383).

Configuration of Scan to PC

This section describes how to configure the machine to use the Scan to PC service.

Step 1 Preparations.....	586
Step 2 Enabling Port and Setting up TCP/IP.....	587
Step 3 Configuration on the Computer.....	588

Step 1 Preparations

The following items are required to use the Scan to PC feature.

■ Using FTP

To transfer data via FTP, one of the following FTP servers and an account to the FTP server (login name and password) are required.

- Microsoft Windows Server 2003, Microsoft Windows Server 2008, Microsoft Windows Server 2008 R2, Microsoft Windows XP, Microsoft Windows Server 2012, Microsoft Windows Server 2012 R2, Microsoft Windows Vista, Microsoft Windows 7, Microsoft Windows 8, or Microsoft Windows 8.1

FTP service of Microsoft Internet Information Server

- Mac OS X

FTP service of Mac OS X 10.4, Mac OS X 10.5 Leopard/10.6 Snow Leopard/10.7 Lion, OS X 10.8 Mountain Lion, and OS X 10.9 Mavericks

For information on how to configure the FTP service, refer to the manual provided with the software.

For information on how to configure the settings on Mac OS X 10.7 Lion, OS X 10.8 Mountain Lion, or OS X 10.9 Mavericks, consult the official website of Apple Inc.

■ Using SMB

To transfer data via SMB, your computer must run on one of the following operating systems that includes folder sharing.

For Mac OS X, a shared user account is required on the Mac OS X.

- Microsoft Windows Server 2003
- Microsoft Windows Server 2008
- Microsoft Windows Server 2008 R2
- Microsoft Windows Server 2012
- Microsoft Windows Server 2012 R2
- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7
- Microsoft Windows 8
- Microsoft Windows 8.1
- Mac OS X 10.4.11 Tiger
- Mac OS X 10.5 Leopard
- Mac OS X 10.6 Snow Leopard
- Mac OS X 10.7 Lion

- OS X 10.8 Mountain Lion
- OS X 10.9 Mavericks

Step 2 Enabling Port and Setting up TCP/IP

To use Scan to PC service, enable the port (SMB or FTP client) and set the IP address. The following describes the configuration procedures on the machine.

Note • You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

1 Display the [Tools] screen.

- 1) Press the <Log In/Out> button.
- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

2 Enable the port.

■ Using SMB

Enable the SMB port.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [SMB Client], and then select [Change Settings].
- 4) Select [Port Status], and then select [Change Settings].
- 5) Select [Enabled], and then select [Save].
- 6) Select [Close] repeatedly until the [Tools] screen is displayed.

■ Using FTP

Enable the FTP port.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [FTP Client], and then select [Change Settings].
- 4) Select [Port Status], and then select [Change Settings].
- 5) Select [Enabled], and then select [Save].
- 6) Select [Close] repeatedly until the [Tools] screen is displayed.

3 Set the IP address of the machine and the other addresses.

Skip this step if an IP address is already set.

If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).

4 Select [Close] repeatedly until the [Tools] screen is displayed.

5 Select [Close].

- Note**
- Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

6 Print a configuration report to confirm that the SMB Client port or FTP client is enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

Step 3 Configuration on the Computer

Create a destination folder on your computer.

- Using FTP

Create a destination folder on the server where you login and set write rights on the folder.

- Using SMB

Create a shared folder on your computer and set the write rights on the shared folder.

- Note**
- To use SMB on Mac OS X, set [File Sharing] to [On] in the [Service] tab of [Sharing] under [System Preferences].

Configuration of Store to USB

This section describes how to configure the machine to use the Store to USB service.

Step 1 Available USB Memory Devices	589
CentreWare Internet Services Setting Items.....	589

Step 1 Available USB Memory Devices

The Store to USB service allows you to directly save the scanned data to a USB 2.0 memory device which is inserted into the USB memory slot on the control panel of the machine.

- USB 2.0 memory devices
- USB memory devices with the capacity of up to 128 GB
- USB memory devices that support FAT12, FAT16, FAT32, or VFAT (long name)

Note • USB memory devices that are encrypted with software cannot be used with the machine.

CentreWare Internet Services Setting Items

You can enable/disable the Store to USB service using CentreWare Internet Services. When you disable the service, the Store to USB button is not displayed on the Services Home screen, and you cannot use the service.

The Store to USB service is set to enabled by factory default.

For details on the setting items, click [Help] at the upper right corner of CentreWare Internet Services screen to see help.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Configuration of Network Scanning (Job Template Scanning)

This section describes how to configure the machine to use the Network Scanning service.

Step 1 Preparations.....	590
Step 2 Enabling Ports and Setting up TCP/IP	590
Step 3 Configuring the SNMP Port	591
Step 4 Configuration on the Computer.....	591

Step 1 Preparations

The following environment is required to use the Network Scanning feature on the machine.

- To use SMB forwarding, your computer must run on one of the following operating systems that supports folder sharing.
 - Microsoft Windows Server 2003
 - Microsoft Windows Server 2008
 - Microsoft Windows Server 2008 R2
 - Microsoft Windows Server 2012
 - Microsoft Windows Server 2012 R2
 - Microsoft Windows XP
 - Microsoft Windows Vista
 - Microsoft Windows 7
 - Microsoft Windows 8
 - Microsoft Windows 8.1

Step 2 Enabling Ports and Setting up TCP/IP

To use Network Scanning service, enable the port and set the IP address. The following describes the configuration procedures on the machine.

Note • You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

1 Display the [Tools] screen.

- 1) Press the <Log In/Out> button.
- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

2 Enable the SNMP port.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [SNMP], and then select [Change Settings].
- 4) Select [Port Status], and select [Change Settings].

- 5) Select [Enabled], and then select [Save].
 - 6) Select [Close] repeatedly until the [Port Settings] screen is displayed.
 - 7) Enable [Port Status] on the [SMB] or [FTP Client] screen, and enable [Internet Services (HTTP)] on the [Internet Services - Port Status] screen as described above.
 - 8) Select [Close] repeatedly until the [Tools] screen is displayed.
- 3** Set the IP address and the other addresses.
- Skip this step if an IP address is already set.
- If DHCP or BOOTP is available in your environment, configure the method for obtaining the addresses. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.
- For information on how to set an IP address, refer to "Protocol Settings" (P.473).
- 4 Select [Close] repeatedly until the [Tools] screen is displayed.
 - 5 Select [Close].
- Note** • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.
- 6 Print a configuration report to confirm that the ports are enabled and that TCP/IP is set up correctly.
- For information on how to print a configuration report, refer to "Print Reports" (P.622).

Step 3 Configuring the SNMP Port

Configure the transport protocol for the SNMP port using CentreWare Internet Services.

- 1 Start CentreWare Internet Services.
- For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).
- 2 Configure the transport protocol for the SNMP port.
 - 1) Click the [Properties] tab.
 - 2) Click [Connectivity].
 - 3) Click [Port Settings].
 - 4) Select the [UDP] check box under [SNMP].
 - 5) Click [Apply].
 - 6) Enter the system administrator's user ID and passcode into [User Name] and [Password] respectively, and click [OK].
- Note** • The default user ID is "11111" and the default passcode is "x-admin".
- 7) The right frame of the web browser changes to the machine reboot display.
 - 8) Click [Reboot Machine]. The machine reboots and the settings are enabled.

Step 4 Configuration on the Computer

For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Configuration of Scan to My Folder

This section describes how to configure the machine to use the Scan to My Folder service.

Step 1 Preparations.....	592
Step 2 Enabling SMB Port and Setting up TCP/IP	593
Step 3 Configuring Remote Authentication.....	593
Step 4 Configuring Scan to My Folder	594
Step 5 Configuration on the Computer.....	596

Step 1 Preparations

The Scan to My Folder service allows you to forward scanned files to recipients which vary depending on a login user when [Login to Remote Accounts] is selected for [Login Type].

The following items are required to use the Scan to My Folder feature.

■ Remote Authentication System

To use the Scan to My Folder service, a remote authentication system is required.

For more information about a remote authentication system, refer to "Authentication System" (P.481).

■ Destination Computer

The following operation system must be installed on a destination computer.

For Mac OS X, a sharing user account is required on the Mac OS X.

- Microsoft Windows Server 2003
- Microsoft Windows Server 2008
- Microsoft Windows Server 2008 R2
- Microsoft Windows Server 2012
- Microsoft Windows Server 2012 R2
- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7
- Microsoft Windows 8
- Microsoft Windows 8.1
- Mac OS X 10.4.11 Tiger
- Mac OS X 10.5 Leopard
- Mac OS X 10.6 Snow Leopard
- Mac OS X 10.7 Lion
- OS X 10.8 Mountain Lion
- OS X 10.9 Mavericks

Note • If you use Mac OS X 10.7 Lion, contact our Customer Support Center and ask if your operating system is supported.

Step 2 Enabling SMB Port and Setting up TCP/IP

To use Scan to My Folder service, enable the SMB port and set the IP address. The following describes the configuration procedures on the machine.

Note • You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

1 Display the [Tools] screen.

- 1) Press the <Log In/Out> button.
- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

2 Enable the SMB port.

- 1) Select [Connectivity & Network Setup].
- 2) Select [Port Settings].
- 3) Select [SMB Client], and then select [Change Settings].
- 4) Select [Port Status], and then select [Change Settings].
- 5) Select [Enabled], and then select [Save].
- 6) Select [Close] repeatedly until the [Tools] screen is displayed.

3 Set the IP address and the other addresses.

Skip this step if an IP address is already set.

If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).

4 Select [Close] repeatedly until the [Tools] screen is displayed.

5 Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

6 Print a configuration report to confirm that the SMB Client port is enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

Step 3 Configuring Remote Authentication

Set the Login Type to Login to Remote Accounts.

Note • You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).

1 Display the [Tools] screen.

- 1) Press the <Log In/Out> button.

- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

2 Set the Login Type to Login to Remote Accounts.

- 1) Select [Authentication/Security Settings].
- 2) Select [Authentication].
- 3) Select [Login Type].
- 4) Select [Login to Remote Accounts], and then select [Save].
- 5) Select [Close].
- 6) Select [Close] repeatedly until the [Tools] screen is displayed.

3 Configure a remote authentication server to use.

You can select from [Kerberos (Windows 2000)], [Kerberos (Solaris)], [LDAP], [SMB], and [Authentication Agent].

For information on the remote authentication server settings, refer to "Authentication System Setup" (P.481).

- 1) Select [System Settings].
- 2) Select [Connectivity & Network Setup].
- 3) Select [Remote Authentication/Directory Service].
- 4) Select [Authentication System Setup].
- 5) Select [Authentication System], and then select [Change Settings].
- 6) Select the remote authentication system to use, and then select [Save].
- 7) Select [Close].

- Note**
- If an authentication setting is not configured on a remote authentication server selected, configure settings under [Remote Authentication/Directory Service]. For [LDAP Server/Directory Service Settings], a configuration is required regardless of a remote authentication server selected.
 - For information on Kerberos Server Settings, refer to "Kerberos Server Settings" (P.481).
 - For information on LDAP Server/Directory Service Settings, refer to "LDAP Server/Directory Service Settings" (P.482).
 - For information on SMB Server Settings, refer to "SMB Server Settings" (P.486).

4 Select [Close] repeatedly until the [Tools] screen is displayed.

5 Select [Close].

- Note**
- Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

6 Print a configuration report to confirm that the SMB port is enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

Step 4 Configuring Scan to My Folder

Configure the Scan to My Folder settings using CentreWare Internet Services.

1 Start CentreWare Internet Services.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

2 Enable the feature of the Scan to My Folder.

- 1) Click the [Properties] tab.
- 2) Click [Services].
- 3) Click [Scan to My Folder].
- 4) Click [General].
- 5) Select the [Enabled] check box under [Status].
- 6) Check the [Enabled] checkbox of [Allow User to Change File Storage Location] to allow users to change the storage location.

Note • Checking this checkbox allows users to change the storage location on the control panel when performing the Scan to My Folder service. When you do not check this checkbox, the storage location specified in the next procedure cannot be changed.

3 Specify the storage location (directory).

■ Transferring files to a directory specified by a login user using LDAP (directory service) information

- 1) Select the [LDAP Query] check box for [Determine Home Directory].

The folder specified for [homeDirectory] of a user profile which is registered with the LDAP (user information management) server is defined as a storage location by default.

Note • To change a storage location, select [LDAP Mapping for Home Directory] and enter the property name, which a storage location is set, in [Home], and then select [Apply].
• The [LDAP User Mappings] screen which is displayed by clicking [LDAP Mapping for Home Directory] is identical with the screen displayed by selecting [Properties] > [Connectivity] > [Protocols] > [LDAP] > [LDAP User Mappings].

■ Transferring files to a directory specified by CentreWare Internet Services without using LDAP (directory service) information

- 1) Select the [No LDAP Query] check box for [Determine Home Directory].
- 2) Enter a directory name of the storage location in [Network Home Path].

Specify a folder name using UNC format (for example: \\server name\shared name\folder name\folder name2).

4 To specify a subdirectory under the directory specified in step 3, perform the following procedure:

- 1) Select [Automatically Create Subdirectory] check box, and enter a subdirectory name in [Subdirectory] to specify a subdirectory.
- 2) When you use the login user name as a subdirectory name, select [Append "User Name" to Path] check box.
- 3) If you select the [Append "User Name" to Path] check box, selecting the [Automatically Create "User Name" directory if one does not exist] check box creates a subdirectory with a user name automatically when the user name directory does not exist.
- 4) When you select both the [Automatically Create Subdirectory] and [Append "User Name" to Path] check boxes, specify which directory, subdirectory or subdirectory with a user name, becomes a subdirectory in [Directory Structure].

5 Specify the authentication information for accessing the destination computer.

■ Accessing the destination computer both by the user authentication and by the domain information used when logged in to the machine

- 1) Select the [Authenticated User and Domain] check box for [Login Credentials to Access the Destination].

■ Accessing the destination computer only by the user authentication information used when logged in to the machine

- 1) Select the [Authenticated User] check box for [Login Credentials to Access the Destination].

■ Accessing the destination computer by the authentication information registered with the machine on CentreWare Internet Services

- 1) Select the [System] check box for [Login Credentials to Access the Destination].
- 2) Configure the authentication information such as [Login Name] and [Passcode].
Enter a login name in [Login Name] with up to 97 single-byte characters.
Enter a passcode in [Passcode] with up to 32 single-byte characters.
Re-enter the passcode in [Retype Passcode] for confirmation.

- 6 Click [Apply].

Step 5 Configuration on the Computer

Create a destination folder on your computer and set it as a shared folder, and then set write rights on the folder.

Note • To use SMB on Mac OS X, set [File Sharing] to [On] in the [Service] tab of [Sharing] under [System Preferences].

Configuration of Job Flow Sheets

This section describes how to configure the machine to use the Job Flow Sheets service.

Step 1 Enabling Ports and Setting up TCP/IP.....	597
Step 2 Configuring the SNMP Port.....	598
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Step 1 Enabling Ports and Setting up TCP/IP

To use the Job Flow Sheets service, enable the SOAP, SNMP, and Internet Services (HTTP) ports, and set an IP address and other addresses. The following describes the configuration procedures on the machine.

Note • You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "CentreWare Internet Services Settings" (P.555).

- 1** Display the [Tools] screen.
 - 1) Press the <Log In/Out> button.
 - 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].
- Note** • The default user ID is "11111".
• The default passcode is "x-admin".

3) Select [Tools] on the Services Home screen.

- 2** Enable the SOAP port.
 - 1) Select [Connectivity & Network Setup].
 - 2) Select [Port Settings].
 - 3) Select [SOAP], and then select [Change Settings].
 - 4) Select [Port Status], and then select [Change Settings].
 - 5) Select [Enabled], and then select [Save].
 - 6) Select [Close] repeatedly until the [Port Settings] screen is displayed.
- 3** Enable the SNMP port.
 - 1) Select [SNMP], and then select [Change Settings].
 - 2) Select [Port Status], and select [Change Settings].
 - 3) Select [Enabled], and then select [Save].
 - 4) Select [Close] repeatedly until the [Port Settings] screen is displayed.
 - 5) Enable the Internet Services (HTTP) port as described above.
 - 6) Select [Close] repeatedly until the [Tools] screen is displayed.

- 4** Set an IP address and the other addresses.

Skip this step if an IP address is already set.

If DHCP or BOOTP is available in your environment, configure the method for obtaining the addresses. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

For information on how to set an IP address, refer to "Protocol Settings" (P.473).

5 Select [Close] repeatedly until the [Tools] screen is displayed.

6 Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

7 Print a configuration report to confirm that the SOAP, SNMP, and Internet Services (HTTP) ports are enabled and that TCP/IP is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622).

Step 2 Configuring the SNMP Port

Configure the transport protocol for the SNMP port using CentreWare Internet Services.

1 Start CentreWare Internet Services.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

2 Configure the transport protocol for the SNMP port.

1) Click the [Properties] tab.

2) Click [Connectivity].

3) Click [Port Settings].

4) Select the [UDP] check box under [SNMP].

5) Click [Apply].

6) The right frame of the web browser changes to the machine reboot display.

7) Click [Reboot Machine]. The machine reboots and the settings are enabled.

Step 3 Configuration on the Computer

Create job flows using Device Setup Tool to use for scanned documents.

Note • Device Setup Tool is included in ApeosWare Management Suite, which you can download from our official web site.

Configuration of Store & Send Link

This section describes how to configure the machine to use the Store & Send Link service.

Important • When a user is notified by e-mail of a URL location to retrieve scanned data, the e-mail message is not encrypted, which enables the user to retrieve the data without password authentication. Thus, in case the URL information is leaked on the e-mail transmission path due to any attempts, other parties to whom the information is leaked cannot be tracked. To prevent others from viewing scanned data, select [PDF] or [DocuWorks] in [File Format] and set a password in [PDF Security] or [DocuWorks Security] before scanning a document.

Note • To use the Store & Send Link service, the configuration for authentication is required.

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Step 1 Configuring E-mail

Configure the e-mail settings on the machine.
For information on how to configure e-mail settings, refer to "E-mail Environment Settings" (P.573).

Step 2 Enabling Authentication

Configure the authentication settings on the machine.
For information on how to configure e-mail settings, refer to "Configuration for Authentication" (P.650).

Step 3 Other Settings

Configure the following items if necessary.

- URL File Expiration
- Generation of URL Link
- Store & Send Link - Maximum File Size
- Print Login Name on PDF Files

For information about URL File Expiration, refer to "URL File Expiration" (P.505).
For information about Generation of URL Link, refer to "Generation of URL Link" (P.505).
For information about Store & Send Link - Maximum File Size, refer to "Store & Send Link - Maximum File Size" (P.505).
For information about Print Logon Name on PDF Files, refer to "Print Login Name on PDF Files" (P.505).

CentreWare Internet Services Setting Items

You can configure the following items using CentreWare Internet Services:

- URL File Expiration
- Generation of URL Link
- Maximum File Size
- Subject
- Message

- Attachment
- Device Information
- Authenticated User

For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

Configuration of Store to WSD

This section describes how to configure the machine to use the Store to WSD service.

Note • WSD stands for Web Services on Devices.

The following shows the reference section for each procedure.

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Step 1 Preparations

The following environment is required to use the Store to WSD feature on the machine.

- The following operation system must be installed on a destination computer.
 - Microsoft Windows 8
 - Microsoft Windows 8.1
 - Microsoft Windows 7
 - Microsoft Windows Vista Service Pack 2

Note • WSD stands for Web Services on Devices.

Step 2 Enabling Port

To use the Store to WSD service, enable the WSD scan port. The following describes the configuration procedures on the machine.

- Note**
- You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558).
 - WSD stands for Web Services on Devices.

- 1** Display the [Tools] screen.
- 1) Press the <Log In/Out> button.
 - 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter]. When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

- 2** Enable the port.
- 1) Select [Connectivity & Network Setup].
 - 2) Select [Port Settings].
 - 3) Select [WSD], and then select [Change Settings].
 - 4) Select [WSD Scan - Port Status], and then select [Change Settings].
 - 5) Select [Enabled], and then select [Save].
 - 6) Select [Close] repeatedly until the [Tools] screen is displayed.

- 3** Select [Close].

Note • Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.

4 Print a configuration report to confirm that the WSD port is set up correctly.

For information on how to print a configuration report, refer to "Print Reports" (P.622) .

Step 3 Confirmation on the Computer

Confirm that the machine name is displayed on the computer as a network device.

On Windows Vista, select [Control Panel] > [Hardware and Sound] > [Scanners and Cameras] (on Windows 7, select [Control Panel] > [Devices and Printers] / on Windows 8 and Windows 8.1, Select [Control Panel] > [Hardware and Sound] > [Device and Printers]), and confirm the machine name on the screen.

It is convenient to configure the settings such as the color format, file type, and resolution in [Scan Profiles] and save them in advance.

For more information, refer to Windows Help.

Note

- On Windows Vista Home Basic or Home Premium, scanning with [Windows Fax and Scan] is not supported. Use other features such as [From scanner or camera] in [Microsoft Paint] for scanning.

18 Encryption and Digital Signature Settings

This chapter describes the settings to use the Encryption feature and the Digital Signature feature on the machine.

Note • XPS stands for XML Paper Specification.

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Encryption and Digital Signature Overview

Types of Certificate

To use the Encryption feature and the Signature feature on the machine, a certificate is required.

The following two types of device certificate can be used on the machine:

- A self-signed certificate created by CentreWare Internet Services (The valid period can be specified from 1 to 9,999 days.)
- A certificate issued by another CA

When you use a certificate issued by another CA, import the certificate using CentreWare Internet Services.

For more information on how to import a certificate, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Types of Certificate / Types of Encryption	Self-Signed Certificate	Certificate Issued by Another CA
Encrypting HTTP communications from a client to the machine (SSL/TLS server)	O	O
Encrypting HTTP communications from the machine to a remote server (SSL/TLS client)	X	O
Encryption using IPSec	X	△ ^{*1}
E-mail encryption/digital signature	X	O
PDF signature/DocuWorks signature/ XPS ^{*2} signature	O	O

O :Available

△ :Set as necessary

X :Not available

*1 : Available when [IKE Authentication Method] is set to [Authenticate by Digital Signature].

*2 : XPS stands for XML Paper Specification.

Encryption Features for Communication

The data sent between the machine and computers on a network can be encrypted.

■ Encrypting HTTP Communications from a Client to the Machine (SSL/TLS Server)

The SOAP, Internet Services (HTTP), IPP, and WebDAV ports use the HTTP server of the machine.

The SSL/TLS protocol is used to encrypt the HTTP communications between a client and the machine.

To encrypt communications, either one of the device certificate is required: a self-signed certificate or a certificate issued by another CA.

- Note** • By encrypting HTTP communications, communications data can be encrypted at the time of printing using IPP (SSL encrypted communications).

■ Encrypting HTTP Communications from the Machine to a Remote Server

The SSL/TLS protocol is used to encrypt the HTTP communications between a remote server and the machine.

No certificate is required in general. However, if a remote server is set to require an SSL client certificate, you can use a certificate issued by another CA.

When verification of server certificates is enabled to verify the SSL/TLS certificate of a remote server, import a certificate issued by another CA using CentreWare Internet Services to the machine.

■ Encryption using IPSec

IPSec enables IP-level (not application-level) encrypted communications with remote devices.

If you select [Authenticate by Digital Signature] for [IKE Authentication Method], a certificate issued by another CA is required.

If you select [Authenticate by Preshared Key], no device certificate is required.

- Note** • If the certificate for IPSec contains the V3 extension (keyUsage), "digitalSignature" bit must be asserted.

For information on IKE authentication methods, refer to "IPSec Settings" (P.489).

To verify the certificate of the remote device, you must register a root certificate created by a CA of the remote device on the machine.

- Note** • To use certificates that have already been created, import them with CentreWare Internet Services.

■ E-mail Encryption/Digital Signature

S/MIME is used for E-mail Encryption/Digital Signature. To use S/MIME on the machine, S/MIME certificates are used.

For an S/MIME certificate, you can use a certificate issued by another CA.

The personal certificates or the device certificates of destinations are required for encrypted communications.

- Note** • If the certificate for S/MIME contains an "email Address" or a V3 extension (keyUsage), "digitalSignature" and "keyEncipherment" must be asserted. If the certificate contains v3 extension (extendedKeyUsage), "emailProtection" must be set.

Encryption and Digital-Signature Features for Scan Files

■ Encrypting PDF/DocuWorks Documents

PDF and DocuWorks documents can be encrypted and protected by a password.

For information on how to encrypt PDF and DocuWorks documents, refer to "File Format (Selecting a File Format for Output Data)" (P.246).

■ Encryption/Digital Signature of PDF/DocuWorks/XPS Documents

Digital signatures are available for PDF, DocuWorks, and XPS documents.

To use the digital signature, a device certificate is required.

For a device certificate, you can use any registered certificates.

- Note** • XPS stands for XML Paper Specification.

Configuration of HTTP Communications Encryption

This section describes the settings to encrypt HTTP communications.

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Installation Overview

To encrypt HTTP communications, configure the machine and your computer as follows:

■ Configuration on the Machine

Configure a certificate on the machine. No certificate is registered on the machine by factory default. Configure certificates for an SSL server as needed.

- Configuring certificates by CentreWare Internet Services

The following two methods are available depending on types of certificates.

- Create a self-signed certificate on the machine, and then enable HTTPS.
- Enable HTTPS, and then import a certificate issued by another CA to the machine.

■ Configuration on the Computer

To encrypt communications between a web browser and the machine, enter an address beginning with "https" instead of "http" into the address box of the web browser.

Step1 Configuration on the Machine

Configure a certificate on the machine. No certificate is registered to the machine by factory default. Configure certificates for an SSL server as needed.

The following describes the procedures to set up a certificate by CentreWare Internet Services.

Setting up a Certificate using CentreWare Internet Services

To set up a certificate using CentreWare Internet Services, you can have the machine create a self-signed certificate for SSL server or can import any registered certificate (issued by another CA) to the machine.

For information on how to import a registered certificate, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.
 - When performing SSL communications using a self-signed certificate created on the machine, or a certificate with which the character code is encoded with UTF-8, you will not be able to connect with SSL if Internet Explorer is used with Mac OS X 10.2 or later.
This is because the operating system cannot recognize the character code (UTF-8) of the certificate. Use Netscape 7 in the above-mentioned OS environments.
 - You cannot import a certificate that has been already registered in [Local Device] or [Others]. Delete the registered certificate before importing.

1 Start CentreWare Internet Services.

For more information on how to start CentreWare Internet Service, refer to "Starting CentreWare Internet Services" (P.557).

2 Create a certificate.

- 1) Click the [Properties] tab.

- 2) Click [Security] to display the items in the folder.
 - 3) Click [Machine Digital Certificate Management].
 - 4) Click the [Create New Self Signed Certificate] button.
 - 5) Set [Digital Signature Algorithm] as necessary.
 - 6) Set [Public Key Size] as necessary.
 - 7) Set [Issuer] as necessary.
 - 8) Set [Days of Validity] as necessary.
 - 9) Click [Apply].
 - 10) Refresh the web browser.
- 3** Set up the SSL/TLS information.
- 1) Click [Security] to display the items in the folder.
 - 2) Click [SSL/TLS Settings].
 - 3) Select the [Enabled] check box for [HTTP - SSL/TLS Communication].
 - 4) Set up [HTTP - SSL/TLS Communication Port Number].
- Note** • Do not use the numbers of any other ports.
- 5) Click [Apply].
 - 6) When the right frame of the web browser changes to the machine reboot display, click [Reboot Machine]. The machine reboots and the settings are enabled.

Step2 Configuration on the Computer

To encrypt communications between a web browser and the machine, enter an address beginning with "https" instead of "http" in the address box of the web browser.

- Example of IP address entry:

https://192.0.2.1/ (IPv4)

https://[2001:DB8::1234]/ (IPv6)

- Example of Internet address entry:

https://myhost.example.com/

When encrypting IPP communications (Internet printing) and adding a printer from [Add Printer], enter an address beginning with "https" instead of "http" as the URL of the printer.

Configuration of Encryption using IPSec

This section describes how to encrypt communications using IPSec.

When the IKE authentication method is set to [Authenticate by Preshared Key], skip step 1 "Import and Configuration of a Certificate" and go to step 2 "Configuration on the Machine (Configuration of IPSec)".

For IKE authentication methods, refer to "IPSec Settings" (P.489).

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Step3 Configuration on the Computer	610

Installation Overview

To encrypt communications using IPSec, configure the machine and your computer as follows:

■ Configuration on the Machine

When [IKE Authentication Method] is set to [Authenticate by Digital Signature], configure a certificate on the machine. No certificate is registered on the machine by factory default. After importing a certificate, configure IPSec.

Configure the following setting to set up a certificate on the machine.

- Configuring certificates by CentreWare Internet Services
 - Enable HTTPS, and then import a certificate issued by another CA to the machine.

Note • If a certificate to be imported as an IPSec certificate contains V3 extension "KeyUsage", "digitalSignature" bit must be asserted.

■ Configuration on the Computer

Configure the following settings to encrypt communications between a computer and the machine.

- Create an IP security policy
- Assign the IP security policy

Step1 Import and Configuration of a Certificate

The following describes configuration procedures to set up a certificate with CentreWare Internet Services.

To configure a certificate using CentreWare Internet Services, configure the encryption settings for HTTP communications, and then import a certificate issued by another CA to use it for the IPSec certificate.

Note • You cannot use a self-signed certificate created with CentreWare Internet Services for IPSec.
 • The machine supports to import RSA® public key (up to 4096 bit).

For details on how to configure the encryption settings for HTTP communication, refer to "Configuration of HTTP Communications Encryption" (P.606).

1 Start CentreWare Internet Services.

For more information on how to start CentreWare Internet Service, refer to "Starting CentreWare Internet Services" (P.557).

2 Import a certificate.

- Important**
- You cannot import a certificate that has been already registered in [Local Device] or [Others]. Delete the registered certificate before importing.
 - If the certificate to be imported contains the V3 extension "keyUsage", "digitalSignature" must be asserted.

- 1) Click the [Properties] tab.
- 2) Click [Security] to display the items in the folder.
- 3) Click [Machine Digital Certificate Management].
- 4) Click [Upload Signed Certificate].
- 5) Enter [Password].
- 6) Enter [Retype Password].
- 7) Enter a file name you want to import or select a file to import from a dialog box displayed by clicking the [Browse] button, and then select [Save].
- 8) Click the [Import] button.
- 9) Refresh the web browser.

3 Configure the certificate.

- 1) Click [Security].
- 2) Click [Certificate Management].
- 3) Select [Local Device] for [Category] and [IPSec] for [Certificate Purpose], and then click the [Display the list] button.
- 4) Select the check box next to the certificate to set.
- 5) Click the [Certificate Details] button.
- 6) Click the [Use this certificate] button.
- 7) Click [Reboot Machine]. The machine reboots and the settings are enabled.

Step2 Configuration on the Machine (Configuration of IPSec)

The following describes configuration procedures to set up IPSec on the machine.

- 1 Press the <Log In/Out> button.
- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.
- 4 Select [Connectivity & Network Setup].
- 5 Select [Security Settings].
- 6 Select [IPSec Settings].
- 7 Configure the required settings.

For details on the settings, refer to "IPSec Settings" (P.489).

- 8 Select [Close].

Step3 Configuration on the Computer

The following describes the configuration procedures on the computer.

Configure the following settings on the computer.

- Create an IP security policy
- Assign the IP security policy

For details on the settings, refer to the help of the computer.

Configuration of E-mail Encryption/Digital Signature

This section describes how to encrypt e-mails and how to attach a digital signature to e-mails.

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Installation Overview

To encrypt e-mails and attach a digital signature, configure the machine and your computer as follows:

- Note**
- To encrypt e-mails and attach a digital signature to e-mails between the machine and a computer, a personal or device certificate for S/MIME of a recipient and the device certificate of the machine must be set on the computer. Configure the following settings to the certificates:
 - "e-mail address"
 - If the certificate contains V3 extension "keyUsage", "digitalSignature" and "keyEncipherment" must be asserted.
 - If the certificate contains V3 extension "extendedKeyUsage", "emailProtection" must be set.
 - Up to 100 addresses can be encrypted with S/MIME.

■ Configuration on the Machine

Configure a certificate on the machine. No certificate is registered on the machine by factory default.

Configure the following settings to set up a certificate on the machine.

- Configuring certificates by CentreWare Internet Services
 - Set up HTTPS communications encryption settings, and then configure a certificate on the machine.

■ Configuration on Sender and Recipient

To transmit e-mails encrypted by S/MIME and with digital signatures attached, register the required certificate on equipment of a sender and a recipient.

Step1 Configuration on the Machine

This section describes configuration procedures to set up a certificate with CentreWare Internet Services.

- Note**
- You cannot use a self-signed certificate created with CentreWare Internet Services for S/MIME.
 - The machine supports to import RSA public key (up to 4096 bit).

Setting up a Certificate using CentreWare Internet Services

To configure a certificate using CentreWare Internet Services, configure the encryption settings for HTTP communications, and then import a certificate issued by another CA to enable S/MIME.

For details on how to configure the encryption settings for HTTP communication, refer to "Configuration of HTTP Communications Encryption" (P.606).

1 Start CentreWare Internet Services.

For more information on how to start CentreWare Internet Service, refer to "Starting CentreWare Internet Services" (P.557).

2 Import a certificate.

Important • You cannot import a certificate that has been already registered in [Local Device] or [Others]. Delete the registered certificate before importing.

- 1) Click the [Properties] tab.
- 2) Confirm that [Machine's E-mail Address] of [Description] is entered.
- 3) Click [Security] to display the items in the folder.
- 4) Click [Machine Digital Certificate Management].
- 5) Click [Upload Signed Certificate].
- 6) Enter [Password].
- 7) Enter [Retype Password].
- 8) Enter a file name you want to import or select a file to import from a dialog box displayed by clicking the [Browse] button, and then select [Save].
- 9) Click the [Import] button.
- 10) Refresh the web browser.

3 Configure the certificate.

- 1) Click [Security] to display the items in the folder.
- 2) Click [Certificate Management].
- 3) Select [Local Device] for [Category] and [S/MIME] for [Certificate Purpose], and then click the [Display the list] button.
- 4) Select the check box next to the certificate to set.
- 5) Click the [Certificate Details] button.
- 6) Click the [Use this certificate] button.
- 7) Click [Reboot Machine]. The machine reboots and the settings are enabled.
- 8) Refresh the web browser.

4 Enable [S/MIME Communication].

- 1) Click [Security] to display the items in the folder.
- 2) Click [SSL/TLS Settings].
- 3) Select the [Enabled] check box for [S/MIME Communication].
- 4) Click [Apply].
- 5) When the right frame on the web browser changes to the machine reboot display, click [Reboot Machine]. The machine reboots and the settings are enabled.

5 Configure the settings for S/MIME.

- 1) Refresh the web browser.
- 2) Click [Security] to display the items in the folder.
- 3) Click [S/MIME Settings] and configure the following settings.
 - Message Digest Algorithm
Select a message digest algorithm from [SHA-1], [MD5], or [SHA-256].
 - Message Encryption Method
Select an encryption method for the e-mail message body from [3DES], [RC2-40], [RC2-64], [RC2-128], [AES-128], [AES-192], or [AES-256] when you send an e-mail from the machine.

- **Certificate Auto Store**
Select whether to automatically store the certificate when receiving an e-mail with an S/MIME certificate attached from an address registered in the Address Book.
 - **Receive Untrusted E-mail**
Set whether or not to receive untrusted e-mails such as an e-mail with expired certificate attached or no certificate attached.
 - **Digital Signature - Outgoing E-mail**
Set whether to always attach a digital signature to an outgoing e-mail or to select a digital signature when sending e-mail from the machine.
- 4) Click [Apply].

Step2 Configuration on Sender and Recipient

To transmit e-mails encrypted or with digital signature attached, a device certificate and a personal certificate must be registered with each machine.

This section describes certificates required for destination and source, and registration procedures.

Note • Required certificates include a trusted root certificate authority and all intermediate certificate authorities that are registered in the path of a certificate to use.

■ When source is the machine and destination is a computer

The personal certificate of a computer must be registered on the machine. And the device certificate of the machine must be registered on a computer.

To register the computer's personal certificate, use CentreWare Internet Services.

There are two methods to register the machine's device certificate to a computer:

- Send an e-mail with S/MIME digital signature to a computer from the machine and register it to the certificate store of an e-mail application in the computer.
To send an e-mail with S/MIME digital signature, select [Always add signature] or [Select during send] for [Digital Signature - Outgoing E-mail] under [Tools] > [System Settings] > [Connectivity & Network Setup] > [Security Settings] > [S/MIME Settings] in advance.
- Export the certificate of the machine to a computer using CentreWare Internet Services, and register it to the certificate store of an e-mail application in the computer.

For information on how to import and export a certificate using CentreWare Internet Services, refer to "Importing/exporting a certificate using CentreWare Internet Services" (P.614) or the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

For information on how to register a certificate to the certificate store of an e-mail application, refer to the manual of your e-mail software.

■ When source is the machine and destination is another multifunctional machine

The device certificate of another multifunctional machine must be registered on the machine. And the device certificate of the machine must be registered on another multifunctional machine.

To register the device certificate of another multifunctional machine, start CentreWare Internet Services of another multifunctional machine from a computer and export the certificate to the computer. And then, start CentreWare Internet Services of the machine and import the certificate.

To register the device certificate of the machine, perform the same procedure as described above.

For information on how to import and export a certificate using CentreWare Internet Services, refer to "Importing/exporting a certificate using CentreWare Internet Services" (P.614) or the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

■ When source is a computer and destination is the machine

The device certificate of the machine must be registered on a computer. The registration of the personal certificate of a computer to the machine is not required.

There are two methods to register the machine's device certificate to a computer:

- Send an e-mail with S/MIME digital signature to a computer from the machine (or another multifunctional machine) and register it to the certificate store of an e-mail application in the computer.

To send an e-mail with S/MIME digital signature, select [Always add signature] or [Select during send] for [Digital Signature - Outgoing E-mail] under [Tools] > [System Settings] > [Connectivity & Network Setup] > [Security Settings] > [S/MIME Settings] in advance.

- Export the certificate of the machine to a computer using CentreWare Internet Services, and register it to the certificate store of an e-mail application in the computer.

For information on how to import and export a certificate using CentreWare Internet Services, refer to "Importing/exporting a certificate using CentreWare Internet Services" (P.614) or the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

For information on how to register a certificate to the certificate store of e-mail software, refer to the manual of your e-mail application.

The following e-mail applications can transmit e-mails between the machine and a computer:

- Windows XP: Microsoft Outlook® Express 6
- Windows Vista, Windows 7: Microsoft Office Outlook 2007, Microsoft Outlook 2010
- Windows 8: Microsoft Office Outlook 2010
- Mac OS X: Mail 2.1.1

■ Importing/exporting a certificate using CentreWare Internet Services

To import a certificate, select the [Properties] tab > [Security] > [Machine Digital Certificate Management] > [Upload Signed Certificate].

To export a certificate, select the [Properties] tab > [Security] > [Certificate Management] and select a certificate to export, and then click the [Export this certificate] button.

For information on how to import and export a certificate, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Configuration of PDF/DocuWorks/XPS Signature

This section describes the settings to send scanned documents in PDF, DocuWorks, or XPS format with a digital signature (PDF, DocuWorks, or XPS) attached.

Note • XPS stands for XML Paper Specification.

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Installation Overview

To attach a signature (PDF signature/DocuWorks signature/XPS signature) to a scanned document to send as a PDF, DocuWorks, or XPS document, configure the machine and your computer as follows:

Note • XPS stands for XML Paper Specification.

■ Configuration on the Machine

Configure a certificate on the machine. No certificate is registered on the machine by factory default.

Configure the following setting to set up a certificate on the machine.

- Configuring certificates by CentreWare Internet Services
 - Set up HTTPS communications encryption settings, and then configure a certificate on the machine.

■ Configuration on the Computer

- Sending a DocuWorks security certificate file from the machine to a computer

You must register a personal certificate as the destination on the machine, and then register the certificate on the Address Book. When you register a personal certificate on the machine, include the root certificate in the personal certificate.

For information on how to import a certificate, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

- Sending a PDF, DocuWorks, or XPS signature file from the machine to a computer

Make sure that the root certificate of the certificate to be used for the scan file signature of the machine is registered on the recipient's computer.

Step1 Configuration on the Machine

This section describes configuration procedures to set up a certificate with CentreWare Internet Services.

Setting up a Certificate using CentreWare Internet Services

To configure a certificate using CentreWare Internet Services, configure the encryption settings for HTTP communications, and then import a certificate issued by another CA to enable S/MIME.

For details on how to configure the encryption settings for HTTP communication, refer to "Configuration of HTTP Communications Encryption" (P.606).

1 Start CentreWare Internet Services.

For more information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).

2 Import a certificate.

Important • You cannot import a certificate that has been already registered in [Local Device] or [Others]. Delete the registered certificate before importing.

- 1) Click the [Properties] tab.
- 2) Click [Security] to display the items in the folder.
- 3) Click [Machine Digital Certificate Management].
- 4) Click [Upload Signed Certificate].
- 5) Enter [Password].
- 6) Enter [Retype Password].
- 7) Enter a file name you want to import or select a file to import from a dialog box displayed by clicking the [Browse] button, and then select [Save].
- 8) Click the [Import] button.
- 9) Refresh the web browser.

3 Configure the certificate.

- 1) Click [Security].
- 2) Click [Certificate Management].
- 3) Select [Local Device] for [Category] and [Scan File] for [Certificate Purpose], and then click the [Display the list] button.
- 4) Select the check box next to the certificate to set.
- 5) Click the [Certificate Details] button.
- 6) Click the [Use this certificate] button.
- 7) Click [Reboot Machine]. The machine reboots and the settings are enabled.

4 Configure the settings for PDF Signature/DocuWorks Signature/XPS Signature.

Note • XPS stands for XML Paper Specification.

- 1) Refresh the web browser.
- 2) Click [Security] to display the items in the folder.
- 3) Click [PDF/DocuWorks/XPS Security Settings] and configure the following settings.

Important • The DocuWorks documents with DocuWorks signature are available on the following versions of DocuWorks software.

- When [SHA-1] is selected: DocuWorks 5.0 or later
- When [SHA-256] is selected: DocuWorks 8.0 or later

- PDF Signature

Select the setting for PDF signature from [Do not add signature], [Always add visible signature], [Always add invisible signature], or [Select during send].

- PDF Signature Hash Algorithm

Select the setting of the hash algorithm when using PDF signature from [SHA-1] or [SHA-256].

- DocuWorks Signature

Select the setting for DocuWorks signature from [Do not add signature], [Always add signature], or [Select during send].

- DocuWorks Signature Hash Algorithm

Select the setting of the hash algorithm when using DocuWorks signature from [SHA-1] or [SHA-256].

- XPS Signature

Select the setting for XPS signature from [Do not add signature], [Always add signature], or [Select during send].

4) Click [Apply].

Step2 Configuration on the Computer

- Sending a DocuWorks security certificate file from the machine to a computer

You must register a personal certificate as the destination on the machine, and then register the certificate on the Address Book. When you register a personal certificate on the machine, include the root certificate in the personal certificate.

For information on how to register (import) a certificate, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

- Sending a PDF, DocuWorks, or XPS signature file from the machine to a computer

Make sure that the root certificate of the certificate to be used for the scan file signature of the machine is registered on the recipient's computer.

Note • XPS stands for XML Paper Specification.

19 Machine Status

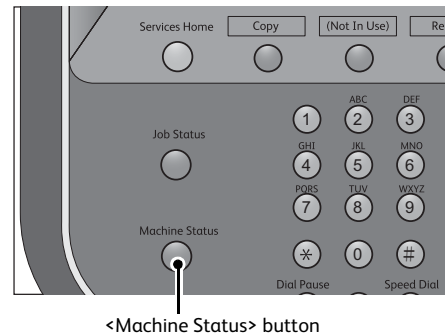
This chapter describes the features for checking the machine status.

- Overview of Machine Status620
- Machine Information621
- Faults632
- Supplies.....633
- Billing Information.....634

Overview of Machine Status

You can check machine status and the number of printed pages on the screen. You can also print various reports/lists to check the job history, settings and registered information.

- 1 Press the <Machine Status> button.



You can check the following information on the [Machine Status] screen:

■ Machine Information

You can check the machine configuration, paper tray status, and hard disk overwriting status. You can also change or set print modes, and check the number of pages printed per meter or per user. You also can print various reports/lists to check the job history, settings and registered information.

For more information, refer to "Machine Information" (P.621).

■ Faults

You can check the information on errors that occurred on the machine.

For more information, refer to "Faults" (P.632).

■ Supplies

You can check the status of consumables.

For more information, refer to "Supplies" (P.633).

■ Billing Information

You can check the number of pages printed by meter.

For more information, refer to "Billing Information" (P.634).

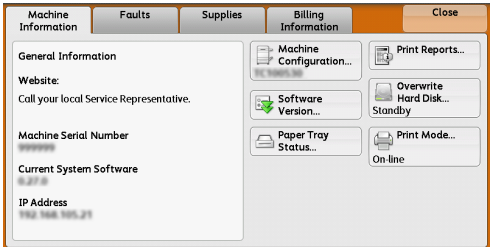
Machine Information

On the [Machine Information] screen, you can check the machine configuration and paper tray status, print various reports/lists, and change and set print mode settings.

The following shows the reference section for each items.

General Information	621
Paper Tray Status.....	622
Print Reports.....	622
Automatically Printed Reports/Lists	628
Overwrite Hard Disk.....	628
Print Mode	629

- 1 Press the <Machine Status> button.
- 2 On the [Machine Information] screen displayed, you can check the machine status.



General Information

On the [General Information] screen, you can check the serial number of the machine, machine configuration, and software version.

- **Website**
Tells you whom to contact when making inquiries about maintenance and operation.
- **Machine Serial Number**
Indicates the serial number of the machine.
- **Current System Software**
Indicates the current system software.
- **IP Address**
Indicates the IP address of the machine.
- **Machine Configuration**
Displays the [Machine Configuration] screen.
For more information, refer to "[Machine Configuration] Screen" (P.621).
- **Software Version**
Displays the [Software Version] screen.
For more information, refer to "[Software Version] Screen" (P.622).

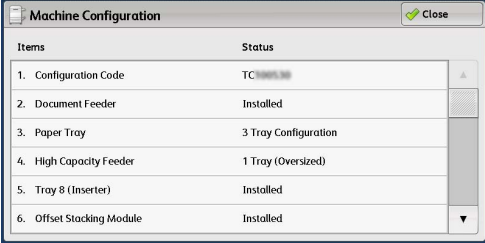
[Machine Configuration] Screen

You can check the machine configuration.

- 1 Select [Machine Configuration].
- 2 Check the machine configuration on the screen displayed.

Note

- Select [▲] to display the previous screen or [▼] to display the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.88).



Items	Status
1. Configuration Code	TC 00000000
2. Document Feeder	Installed
3. Paper Tray	3 Tray Configuration
4. High Capacity Feeder	1 Tray (Oversized)
5. Tray 8 (Inserter)	Installed
6. Offset Stacking Module	Installed

[Software Version] Screen

You can check the software version.

- 1 Select [Software Version].



Items	Status
1. Controller ROM	1.0.0
2. IOT ROM	1.0.0
3. HCF ROM	1.0.0
4. Finisher D ROM	1.0.0
5. HCS ROM	1.0.0
6. PF IM ROM	1.0.0

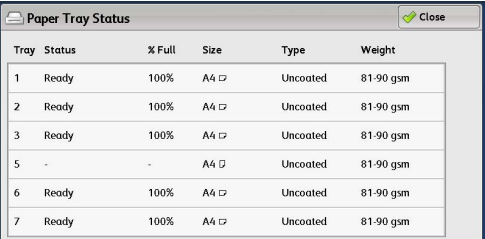
- 2 Check the software versions.

Paper Tray Status

You can check the paper trays set on the machine. On the screen, you can check the following items:

- Status
- % Full (Amount of paper remaining)
- Paper Size
- Paper Type

- 1 Select [Paper Tray Status].



Tray	Status	% Full	Size	Type	Weight
1	Ready	100%	A4 □	Uncoated	81-90 gsm
2	Ready	100%	A4 □	Uncoated	81-90 gsm
3	Ready	100%	A4 □	Uncoated	81-90 gsm
5	-	-	A4 □	Uncoated	81-90 gsm
6	Ready	100%	A4 □	Uncoated	81-90 gsm
7	Ready	100%	A4 □	Uncoated	81-90 gsm

- 2 Check the status of the paper trays.

Print Reports

The following describes how to print a report and a list.

Note

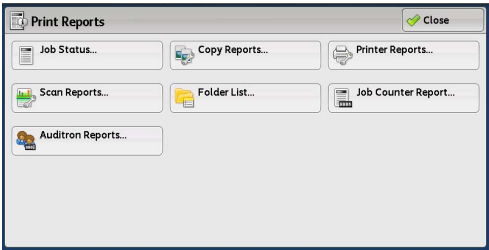
- The items displayed vary depending on the optional features installed.

- 1 Select [Print Reports].

2 Select the type of a report or a list to print.

Note

- The screen as shown on the right appears when the [Tools] button is displayed on the Services Home screen.



Job Status

1 Select [Job Status].

Note

- To display the [Job Status] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Job Status].

2 Select a report or a list to print.

3 Press the <Start> button.



■ Job History Report

You can check the status or result of each job. Up to 200 latest jobs can be printed. Select a report to print from [All Jobs], [Printer & Print from Folder Jobs], [Scan Jobs], or [Job Flow & File Transfer Jobs].

Selecting [Include Child Jobs] check box prints each related job on each line. Deselecting this check box prints the multiple related jobs (such as job flow jobs) on one line.

You can also set up the machine to automatically print a [Job History Report] every 50 jobs. For information on the auto print of a job history report, refer to "Reports" (P.436). When you set the machine to print a job history report automatically, the machine prints the results of all jobs.

■ Error History Report

You can print information on errors occurred in the machine. The latest 50 errors are printed.

Copy Reports

1 Select [Copy Reports].

Note

- To display the [Copy Reports] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Copy Reports].

2 Select [Configuration Report].

3 Press the <Start> button.

■ Configuration Report

You can check the hardware configuration, network information, and print and copy settings of the machine.

Note

- The contents of [Configuration Report] are identical whether it is printed from [Copy Reports], [Printer Reports], or [Scan Reports].

Printer Reports

1 Select [Printer Reports].

Note • To display the [Printer Reports] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Printer Reports].

2 Select a list to print.

Note • The items displayed vary depending on the options installed.

3 Press the <Start> button.

■ Configuration Report

You can check the hardware configuration, network information, and print and copy settings of the machine with the report.

Note • The contents of [Configuration Report] are identical whether it is printed from [Copy Reports], [Printer Reports], or [Scan Reports].

■ PCL Settings List

Prints the settings for the PCL printer.

■ PCL Macro List

Prints the list of forms registered for PCL.

■ PDF Settings List

Prints the settings configured in the PDF printer mode.

■ TIFF/JPEG Settings List

Prints the settings configured in the TIFF and JPEG printer mode.

■ TIFF/JPEG Logical Printers List

Prints the list of logical printers created in the TIFF and JPEG printer mode.

You can configure the setting for TIFF and JPEG logical printers using CentreWare Internet Services. For more information on the settings, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by the users.

■ ESC/P Settings List

Prints the settings configured in the ESC/P-K emulation mode.

■ ESC/P Logical Printers List

Prints the programming settings configured in the ESC/P-K emulation mode.

■ HP-GL/2 Settings List

Prints the settings for the HP-GL[®], HP-GL/2[®] and HP-RTL emulation modes.

■ HP-GL/2 Logical Printers List

Prints the stored programming settings for the HP-GL, HP-GL/2, and HP-RTL emulation modes.

■ HP-GL/2 Palette List

Prints the sample list in 256 colors that can be set with the pen attribute on HP-GL and HP-GL/2 emulation modes.

■ KS Settings List

Prints the settings for the KS5843 emulation mode.

■ KSSM Settings List

Prints the settings for the KSSM emulation mode.

■ KS5895 Settings List

Prints the settings for the KS5895 emulation mode.

■ Font List

Prints the list of fonts available on the machine.

Note • Information printed varies depending on the options installed.

■ PCL Font List

Prints the fonts available in PCL.

■ DocuWorks Printer Settings List

Prints the settings for DocuWorks Direct Print.

Scan Reports

1 Select [Scan Reports].

Note • To display the [Scan Reports] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Scan Reports].

2 Select a list to print.

3 Press the <Start> button.

■ Reports

You can print the Configuration Report, Scan Configuration Report, and Domain Filter List. Select a list to print, and then press the <Start> button.

• Configuration Report

You can check the hardware configuration, network information, and print and copy settings of the machine.

Note • The contents of [Configuration Report] are identical whether it is printed from [Copy Reports], [Printer Reports], or [Scan Reports].

• Scan Configuration

You can check the settings configured for the Scan feature.

• Domain Filter List

You can check the settings configured for the domain which filters data transmissions.

■ Job Template List

You can print the list of settings for the server storing the job templates, which are created using CentreWare Internet Services.

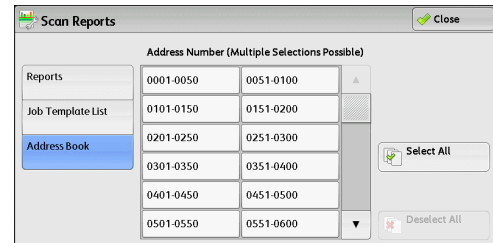
For more information on the scan service setting tools, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Address Book

You can check the settings for the address numbers. When you specify a range of address numbers, the list of settings for the specified address numbers is printed. Each page contains the settings information on 50 address numbers.

- 1 Select [Address Book].
- 2 Specify a range of address numbers to print.
- 3 Press the <Start> button.

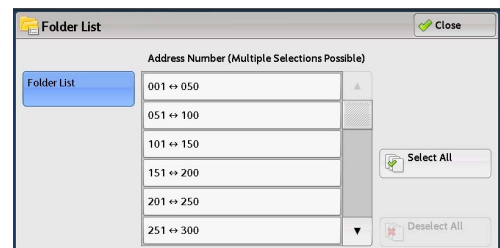


Folder List

Prints the list of folder settings and the procedure for saving files to folders.

Note • [Folder List] appears when the [Tools] button is displayed on the Services Home screen.
For information on how to create a folder, refer to "Create Folder" (P.523).

- 1 Select [Folder List].
Note • To display the [Folder List] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Folder List].
- 2 Select a range of folder numbers to print.



- 3 Press the <Start> button.

Job Counter Report

Prints the counter report for each job. You can check the breakdown of the number of actual use of the machine by feature (such as the number of pages printed and the number of times used) and cumulative time when the machine is used (such as runtime, standby time, Low Power mode, Sleep mode, and power-off time) by minutes on the Job Counter Report.

Note • [Job Counter Report] appears when the [Tools] button is displayed on the Services Home screen.

- 1 Select [Job Counter Report].
Note • To display the [Job Counter Report] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Job Counter Report].
- 2 Select [Job Counter Report].
- 3 Press the <Start> button.

Auditron Reports

You can print an auditron report by each user. Note that the content on the screen differs depending on whether the Auditron mode for services is enabled or not.

Note • [Auditron Reports] appears when the [Tools] button is displayed on the Services Home screen.

- You cannot output the report to a file. To output a report to a file, use ApeosWare Log Management (sold separately) or ApeosWare Accounting Service (sold separately).

■ When [Accounting Type] is set to other than [Local Accounting]

When [Accounting Type] of each service is set to other than [Local Accounting], the following screen appears, allowing you to print a Meter Report (Print Jobs).

- 1 Select [Auditron Reports].

Note • To display the [Auditron Reports] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Auditron Reports].

- 2 Select [Meter Report (Print Jobs)].

- 3 Press the <Start> button.

■ Meter Report (Print Jobs)

You can check the total number of printed pages and sheets of paper used for each client (job owner). [Meter Report (Print Jobs)] counts pages from the time at which the data is initialized.

■ When [Accounting Type] is set to [Local Accounting]

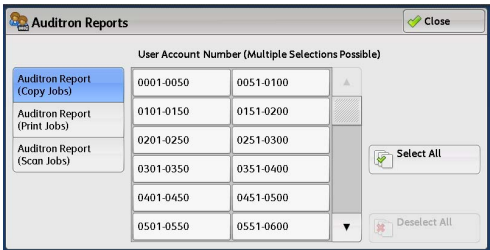
When [Accounting Type] is set to [Local Accounting], the [Auditron Reports] screen appears. You can print the auditron report per user for the services of which the Auditron mode is set to [Enable Accounting].

For information on enabling the Auditron feature for each service, refer to "Accounting" (P.536).

- 1 Select [Auditron Reports].

Note • To display the [Auditron Reports] screen, select the <Machine Status> button, and then select [Machine Information] > [Print Reports] > [Auditron Reports].

- 2 Select an auditron report to print.



- 3 Select a range of user numbers to print.

Note • Selecting [Select All] selects all users.

- 4 Press the <Start> button.

■ Auditron Report (Copy Jobs)

You can check the total number of pages copied and printed on the machine. If the limit is set for the number of pages or colors that can be scanned, you can also check the limit value. [Auditron Report (Copy Jobs)] counts pages from the time at which the data is initialized.

Note • [No.] displayed on the report is the User Administration Number assigned when a user is registered under [Accounting] or [Authentication/Security Settings].

■ Auditron Report (Print Jobs)

You can check the total number of printed pages and sheets of paper used for each client (job owner). [Auditron Report (Print Jobs)] counts pages from the time at which the data is initialized.

Important • When [Print Service] is set to [Disable Accounting] in [Auditron Mode] under [Accounting Type], [Meter Report (Print Jobs)] is displayed instead of [Auditron Report (Print Jobs)]. For more information on Meter Report (Print Jobs), refer to "Meter Report (Print Jobs)" (P.627).

Note • [No.] displayed on the report is the User Administration Number assigned when a user is registered under [Accounting] or [Authentication/Security Settings].

■ Auditron Report (Scan Jobs)

You can check the total number of pages scanned with the machine. If the limit is set for the number of pages that can be scanned, you can also check the limit value. [Auditron Report (Scan Jobs)] counts pages from the time at which the data is initialized.

Note • [No.] displayed on the report is the User Administration Number assigned when a user is registered under [Accounting] or [Authentication/Security Settings].

Automatically Printed Reports/Lists

Some reports/lists related to the Scan services can be printed only automatically. The following describes reports/lists that can be printed automatically.

Transmission Report - Job Undelivered

The report is automatically printed when a transmission of scanned data to a computer on a network or a transmission of scanned data by e-mail fails. You can check a thumbnail of the scanned data and its transmission result.

You can set not to print out the Transmission Report - Undelivered automatically.

For information on setting whether to print the report for e-mails automatically, refer to "Scan File Transfer Report" (P.436).

Transmission Report

The report is automatically printed when a transmission of scanned data to a computer on a network or a transmission of scanned data by e-mail succeeds. You can check a thumbnail of the scanned data and its transmission result.

You can set not to print out the Transmission Report - Undelivered automatically.

For information on setting whether to print the report for e-mails automatically, refer to "Scan File Transfer Report" (P.436).

Job Flow Error Report

This report notifies job flow errors. The date and time of the error occurred and the error codes are printed.

You can set not to print out the Job Flow Error Report automatically.

For information on setting whether to print the report automatically, refer to "Job Flow Error Report" (P.437).

Overwrite Hard Disk

You can check the overwriting status of the hard disk. "Overwriting" indicates that the overwriting is in progress. "Standby" indicates that the overwriting is completed.

Note • [Overwrite Hard Disk] appears when [Overwrite Hard Disk] is enabled under [Authentication/Security Settings]. For more information, refer to "Overwrite Hard Disk" (P.552).

- 1 Select [Overwrite Hard Disk].

2 Check the overwriting status of the hard disk.

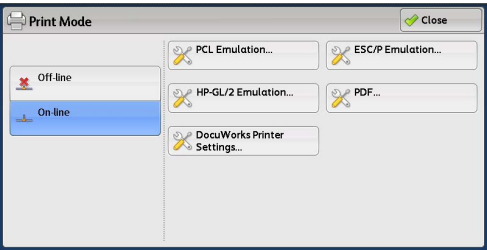


Print Mode

You can print the programming settings configured in the ESC/P-K emulation mode and retrieve the programming.

Note • The items displayed vary depending on the options installed.

- 1 Press the <Machine Status> button.
- 2 Select [Print Mode].
- 3 Select [Off-line] or [On-line].



■ Off-line

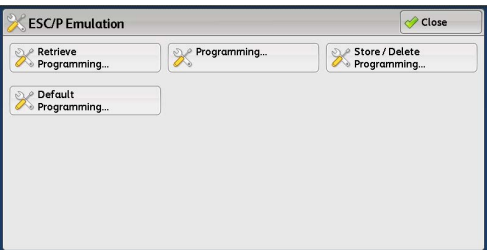
The machine does not accept data from a computer. Any data being sent is cancelled and not printed.

■ On-line

The printer accepts data from a computer.

- 4 Select a printer language to set a print mode.
- 5 Set each item.

Note • The items displayed vary depending on the printer language.



Retrieve Programming

You can retrieve and use settings registered in memory.

- 1 Select [Retrieve Programming].

- 2 Select the memory number to use.



■ **Factory Defaults**

You can use the factory default settings.

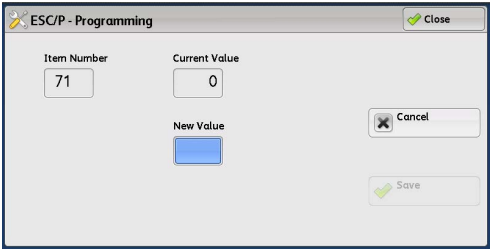
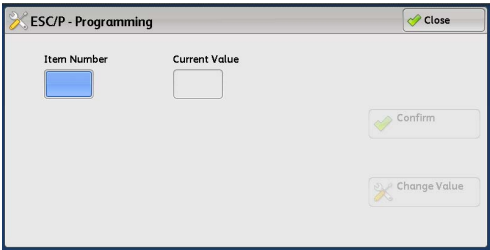
■ **Custom Settings**

Displays the numbers stored in the memory.

Programming

You can check or change the value set for the print mode item number.
For the item numbers that can be configured in each mode menu, refer to "ESC/P-K Emulation Settings" (P.935), "PDF Direct Print Settings" (P.948), "DocuWorks Direct Print" (P.950), "PCL Emulation" (P.952) and "HP-GL/2 Emulation Settings" (P.961).

- 1 Select [Programming].
- 2 Enter the item number of the feature to set in [Item Number] with the numeric keypad.
- 3 Select [Confirm]. The current setting value appears.
- 4 Select [Change Value].
- 5 Enter [New Value] with the numeric keypad.
- 6 Select [Save].



Store/Delete Programming

For ESC/P-K and HP-GL/2 emulations, you can register settings in memory.
You can register up to 20 print modes for ESC/P-K and HP-GL/2 emulations.

- 1 Select [Store/Delete Programming].

- 2 Select [Store Current Selections] or [Delete].



■ Store Current Selections

Stores the current selections. If you select a number already used, its settings will be overwritten with the new settings. The overwritten settings cannot be restored.

■ Delete

Deletes a number selected. Select [Delete], and then select a number to delete.

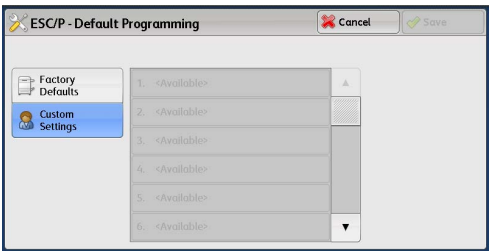
Important • Deleted numbers cannot be restored.

- 3 Select the memory number to store or to delete.

Default Programming

You can start the machine using the settings stored in memory as default settings.

- 1 Select [Default Programming].
2 Select [Factory Defaults] or [Custom Settings].



■ Factory Defaults

You can use the factory default settings.

■ Custom Settings

Displays the numbers stored in memory.

- 3 When you select [Custom Settings], select a memory number to use.
4 Select [Save].

Password

For PDF Direct Print, if a password is set for files, set the password here in advance. PDF files can be printed only when the passwords assigned and entered are the same.

You can use up to 32 characters for the password.

- 1 Press [Password].
2 Enter a password of up to 32 single-byte characters with the keyboard displayed, and select [Save].

Faults

The error history report printed provides you the information on errors that occurred on the machine.

The error history report shows the list of the latest 50 errors. The items printed include the date and time, error code, and error category.

The following describes how to print the error history report.

1 Press the <Machine Status> button.

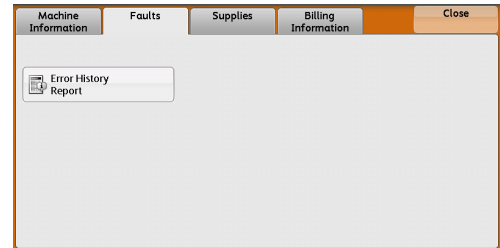
2 Select the [Faults] tab.

3 Select [Error History Report].

4 Press the <Start> button.

Note

- You can also access [Error History Report] under [Machine Information] > [Print Reports] > [Job Status].
- If [Print Reports Button] under [Reports] is set to [Disabled], the [Error History Report] button does not appear on the screen. For more information on Reports, refer to "Reports" (P.436).

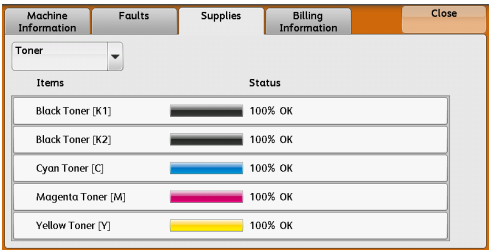


Supplies

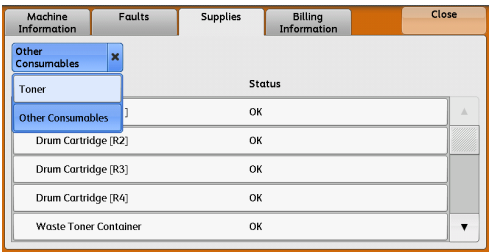
You can check the status of consumables on the [Supplies] screen. The status of consumables is shown as "OK", "Replace Soon (Order Now)", or "Replace Now". The following describes the procedure to check the status of consumables. For information on replacing consumables, refer to "Maintenance" (P.661).

- 1 Press the <Machine Status> button.
- 2 Select the [Supplies] tab and confirm the status of the toners.

Note • Pressing a supply name displays a screen about the status of the supply.



- 3 Select [Other Consumables] from the drop-down menu, and confirm the status of the consumables.



Important • If you replace a toner cartridge with a partially used toner cartridge (such as a toner cartridge removed from another Versant 80 Press), the status displayed may differ from the actual remaining amount. When you replace toner cartridges, we recommend that you use new ones.

Note • The items displayed vary depending on the options installed.
• Select [▲] to display the previous screen or [▼] to display the next screen.

Billing Information

On the [Billing Information] screen, you can check the number of pages printed per meter or user.

Billing Information	634
User Account Billing Information	635

- 1 Press the <Machine Status> button.
- 2 Select the [Billing Information] tab.

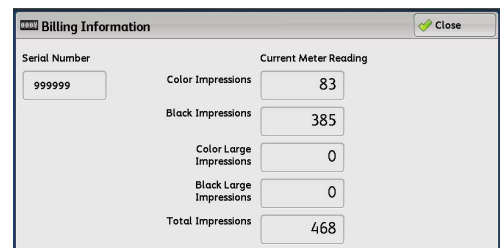


Billing Information

You can check the total number of copies and pages printed by individual meters.

- 1 Select [Billing Information].
- 2 On the screen, check each meter.

Note • [Previous Meter Reading] can be displayed when using EP system.



■ Serial Number

Displays the serial number of the machine.

■ Color Impressions

Displays the total number of pages copied and printed in full color.

■ Black Impressions

Displays the total number of pages copied and printed in black and white.

■ Color Large Impressions

Displays the total number of pages printed in large-size full color.

■ Black Large Impressions

Displays the total number of pages printed in large-size black and white.

■ Total Impressions

Displays the total number of Color Impressions and Black Impressions.

- Note**
- When print data resulting from color conversion using an ICC profile, for example, on the application is printed at Auto (Color/B/W), even documents that appear in black-and-white on the monitor are printed in color. In this case, Color Impressions is used for counting the number of prints.

The table below shows which billing meter is counted depending on the combination of area of paper and the output color.

Area of Paper	Output Color	Meter for Counting	Number of Counts
Smaller than 297.2 x 400.0 mm	Black & White	Black Impressions	1
	Full Color	Color Impressions	1
297.2 x 400.0 mm or larger ^{*1} and smaller than 297.2 x 420.4 mm ^{*2} x 1.5	Black & White	Black Impressions	1
		Black Large Impressions	1
	Full Color	Color Impressions	1
		Color Large Impressions	1
297.2 x 420.4 mm x 1.5 or larger	Black & White	Black Impressions	2
	Full Color	Color Impressions	2

*1 : 297.2 mm or more in the primary scanning direction and 400.0 mm or more in the secondary scanning direction.

*2 : 297.2 x 420.4 mm represents the area of a A3 paper sheet.

User Account Billing Information

You can check the number of pages printed by user.

When the Auditron mode is enabled, you can check the billing meters for the currently authenticated user ID.

- Note**
- [User Account Billing Information] is displayed when the [Accounting Type] is set to [Local Accounting].

For more information on the Auditron mode, refer to "Accounting" (P.536).

1 Press the <Log In/Out> button.

■ To check the billing meter of a currently authenticated user ID

- 1) Enter the user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a password is required, select [Next] and enter the user's passcode, and select [Enter].

- 2) Press the <Machine Status> button.

■ To check the system administrator meter

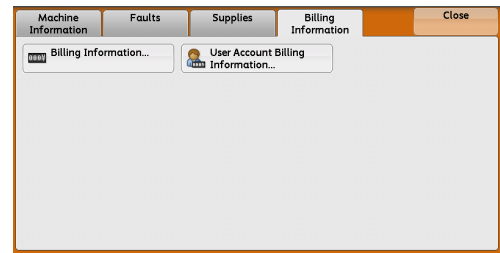
- 1) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 2) Press the <Machine Status> button.

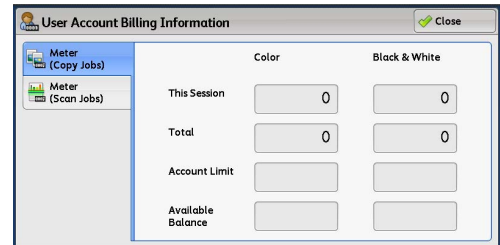
- 2 Select the [Billing Information] tab.
- 3 Select [User Account Billing Information].



- 4 Select a meter to check.

Note

- The meters are displayed only for the features set to [Enable Accounting] in the Auditron mode.



■ Meter (Copy Jobs)

Displays the number of pages copied.

■ Meter (Scan Jobs)

Displays the number of pages scanned.

■ Meter (Print Jobs)

Displays the number of pages printed.

Note

- [Meter (Print Jobs)] is not displayed for the system administrator.

20 Authentication and Accounting Features

The machine provides the Authentication feature to restrict the availability of services for each feature and the Accounting feature to manage the use of each feature based on the Login Type selected.

This chapter describes the settings to restrict the availability of services and to manage account usage on the machine.

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- Services Controlled by Authentication.....644
- Authentication for Job Flow Sheets and Folders647
- Configuration for Authentication650
- Configuration for IC Card Reader (Sold Separately)655
- Configuration for Account Administration657
- User Authentication Operations.....659

Overview of Authentication and Accounting Feature

This section overviews the Authentication feature and the Accounting feature.

Using authentication feature allows you to restrict the access to the machine, restrict the use of each service, and count the use of services per user.

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Types of User

When the Authentication feature is enabled, users are classified into the following three types.

Note • When the Authentication feature is disabled, users are classified as either system administrator or local user.

■ System Administrator

The system administrator can register and change system settings to adapt to the environment to be used.

A system administrator uses a specific user ID called a system administrator's user ID.

■ Login User

A login user is a user registered on the machine or a remote server.

To use restricted services, enter the user ID and passcode on the screen.

A user ID of a login user can be associated with some sub users in accordance with the intended use. Up to 10 sub user IDs can be associated with a user ID.

Note • An optional component is required to use the sub user feature. For more information, contact our Customer Support Center.

■ Unregistered User

An unregistered user is a user not registered on the machine.

An unregistered user cannot use restricted services.

User Roles and Authorization Groups

You can select a user role and an authorization group for each user.

For a user registered on a remote server, these settings are effective only when ApeosWare Authentication Management or LDAP is used.

When using LDAP, configure the settings on CentreWare Internet Services.

Important • When [Login Type] is set to [Login to Local Accounts] and [Accounting Type] is set to [Network Accounting], an authorization group cannot be assigned to a user. Therefore, the features configured for the authorization group, such as the feature to temporarily disable forcible printing, are not available.

User Roles

Set the scope of administration authority for each login user. The authority of system administrator or account administrator can be given to a specified login user.

■ System Administrator

The same authority as a system administrator is given except for the following operations:

- Operate folders
- Operate job flows sheets
- Change the passcode of the system administrator

■ Account Administrator

The following authorities are given:

- Create, delete, change (except for passcode), and view (unavailable depending on some settings) user information
- Create, delete, change, and view accounting
- Change Alternative Name for Account ID or Mask Account ID
- Print an Auditron Report for each user

Authorization Groups

Create groups according to the operation authority of the following restrictions and assign login users to them. The login users assigned to the authorization groups can operate the machine in the same way as system administrator.

For details on authorization groups, refer to "Create Authorization Groups" (P.546).

■ Restrict Recipient Selection Method

Allows you to set whether or not to permit the group members to specify recipients when [Restrict Recipient Selection Method] is set to [Only From Address Book].

For details on the Restrict Recipient Selection Method setting, refer to "Restrict Recipient Selection Method" (P.456).

■ Restrict User to Edit Address Book

Allows you to set whether or not to permit the group members to edit the Address Book in the machine when editing the Address Book is prohibited.

For details on the Restrict User to Edit Address Book setting, refer to "Restrict User to Edit Address Book" (P.456).

■ Allow User to Disable Active Settings

Select whether or not to permit the group members to temporarily disable the forcible printing features, such as the Force Watermark, Print Universal Unique ID, and Force Annotation features, and to allow the machine to process a job.

For details on the Watermark and UUID settings, refer to "Watermark" (P.441) and "Print Universal Unique ID" (P.445).

For information on how to temporarily disable active settings, refer to "Allow User to Disable Active Settings" (P.552).

Access Control

Allows you to restrict the operation of the machine.

Account Limit for All User

When using authentication mode, you can restrict the access to the machine and the use of each service. User authentication is needed to use this feature.

For more information, refer to "Access Control" (P.544).

■ Device Access

Allows you to prohibit the operation of buttons on the control panel.

■ Service Access

Allows you to configure whether or not to restrict the use of each service such as Copy, and Scan.

■ Feature Access

Allows you to restrict making color copies, and printing and retrieving files stored in folders.

Account Limit for Each User

- Allows you to restrict access to each service and to set the maximum number of pages allowed for the service per user.
- Allows you to restrict creating, editing, and using job flow sheets and folders per user.

For more information about the feature, refer to "Services Controlled by Authentication" (P.644) and "Authentication for Job Flow Sheets and Folders" (P.647).

Types of Authentication

The following describes the types of authentication (Login Type) available on the machine. Authentication is performed using user information registered on the machine or a remote server.

Types of Authentication

The following two types of authentication methods are available.

■ Login to Local Accounts

Login to Local Accounts uses the user information registered on the machine to manage authentication.

- Note**
- A print job directly sent to the machine from a computer can be received on the machine after being authenticated through cross-checking the authentication information configured on the client's print driver with the information registered on the machine. In this case, depending on the remote authentication system, the domain name needs to be set. Set the domain name from the print driver.

For information on print driver settings, refer to the help of the driver.

■ Login to Remote Accounts

Authentication is performed for a remote server. User information is not registered on the machine.

Login to Remote Accounts uses the user information registered on a remote authentication server (LDAP, Kerberos, SMB, ApeosWare Authentication Management server) to perform authentication.

- Important**
- When a user is authenticated by a remote authentication server (except ApeosWare Authentication Management), the authenticated user can access the services through the control panel based on the permission information obtained from the remote server.
 - When you change Login Type to or from [Login to Remote Account], user information, private folders, and Personal Sheets registered on the machine will be deleted.
 - When you register user information on a remote authentication server, use up to 32 single-byte characters for a user ID and up to 128 single-byte characters for a password. Note, however, that up to 32 single-byte characters are allowed for an SMB authentication password.
- Note**
- The user information used for Login to Remote Accounts can be stored on the machine. For more information, refer to "Save remote accounts in this machine" (P.549) and "Delete Remote Accounts" (P.549).

Authentication Methods

■ User ID Authentication

Authentication is performed using user information registered on the machine or a remote server in advance. The users are required to enter their user IDs and passcodes with the numeric keypad or the touch screen of the machine.

■ Smart Card Authentication

Authentication is performed using the card number or user information registered on the smart card. Register such information on the machine or a remote server in advance and use the smart card for authentication.

- Note**
- Authentication is performed using the smart card and IC Card Reader (sold separately).
 - For information about setting procedure of authentication with IC Card Reader (sold separately), refer to "Configuration for IC Card Reader (Sold Separately)" (P.655).

■ Combined Use of Smart Card Authentication and User ID Authentication

You can use smart card authentication in combination with user ID authentication. However, when [Login Type] is set to [Login to Local Accounts], you need to enable user ID authentication.

To enable user ID authentication, refer to "Smart Card Link Mode" (P.548).

Types of Account Administration

The following describes the types of account administration (Accounting Type) available on the machine.

- Important**
- When [Login to Remote Accounts] is set for [Login Type] and [Authentication Agent] is set for [Authentication System], ApeosWare Authentication Management automatically becomes an accounting/authentication server.

- Note**
- Some Accounting Types may be grayed out and not selectable depending on the Login Type selected. For more information, refer to "Authentication and Accounting Relationship" (P.642).

■ Local Accounting

Local Accounting performs account administration on the machine.

In Local Accounting, account administration is performed for each user using the login users' information registered on the machine.

- Note**
- Auditron reports can be printed when the login user is a system administrator, a user set to have system administration authority, or a user set to have account administration authority. For printing procedure of the report, refer to "Print Reports" (P.622).

For information on the types of jobs that can be monitored, refer to "Jobs Manageable by Account Administration" (P.643).

■ Network Accounting

Network Accounting performs account administration using user information managed by a remote service.

In Network Accounting, the remote server collects job data stored on the machine and counts up the numbers of pages processed for each user.

- Note**
- User information managed by the remote service is sent to be registered on the machine. When the user information on the remote service is updated, the updated information must be sent from the remote service to the machine.
 - The remote services supported by the machine include Device Setup Tool (free software).

■ Accounting using Authentication Server

Account administration is performed using a remote authentication server.

In this accounting, the remote server collects job data stored on the machine and counts up the numbers of pages processed for each user.

- Note**
- The authentication server manages the user's information and obtains accounting information from a remote server.
 - Authentication servers supported by the machine include ApeosWare Authentication Management (sold separately).

■ Xerox Standard Accounting

Account administration is performed using the user information and account information registered on the machine. Also, accounting information is counted using various counters automatically created for each user. Auditron reports are created in CSV format using CentreWare Internet Services.

For information on driver settings, refer to the help of the driver.

For information on the user information settings, account information settings, and how to create a report, refer to the help of CentreWare Internet Services.

- Important**
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.
 - When setting the user information or account information for another machine, we recommend that you use the Cloning feature of CentreWare Internet Services.

Authentication and Accounting Relationship

You can individually select Login and Accounting Types, and can combine them as described in the following table.

		Accounting Types				
		Accounting Disabled	Local Accounting	Network Accounting	Authenti- cation Server	Xerox Standard Accounting
Login Types	No Login Required	O	X	O	X	O
	Login to Local Accounts	X	O	O	X	O
	Login to Remote Accounts	O ^{*1}	X	X	O ^{*2}	X
	Custom Authentica tion	O	X	X	X	X

O : Available

- : Not available

*1 : When [Login Type] is [Login to Remote Accounts] and [Authentication System] is not set to [Authentication Agent], [Accounting Type] is automatically set to [Accounting Disabled]. Accounting, however, can be performed with ApeosWare Log Management (sold separately).

*2 : When [Login Type] is [Login to Remote Accounts] and [Authentication System] is set to [Authentication Agent], [Accounting Type] is automatically set to [Authentication Server]. Accounting can be performed with ApeosWare Log Management (sold separately).

Jobs Manageable by Account Administration

This section describes the information that can be managed for the jobs for each service.

■ Print

The following table shows the print jobs and the information that can be managed for each print job.

Services (Jobs)		Target User	Managed Items
Normal Print	Printing via the Print Server	Login user	Pages/sheets
	Machine's print driver	Login user	
	Other than machine's print driver	Unregistered user	
Secure Print	Print Files	Login User	
Sample Set			
Delayed Print			
Charge Print			
Private Charge Print			
Print E-mail*		Unregistered user	

* : Printing is available only when [Non-account Print] is set to [Enabled] in CentreWare Internet Services.

■ Scan

The following table shows the scan jobs and the information that can be managed for each scan job.

Services (Jobs)	Target User	Managed Items
E-mail	Login user	Scanned pages, mail transmission pages
Store to Folder		Scanned pages
Scan to PC		Scanned pages, file transfer pages
Store & Send Link		Scanned pages
Network Scanning		Scanned pages, file transfer pages
Store to USB		Scanned pages

Services Controlled by Authentication

This section describes the features that are controlled by the Authentication feature.

The restricted features vary depending on how the machine is used.

For information on the folder and job flow sheet restrictions when the Authentication feature is enabled, refer to "Authentication for Job Flow Sheets and Folders" (P.647).

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Combination of Authentication and Account Administration types	644

Overview

Some restrictions can be set for each user, and other restrictions can be set for the machine as a whole.

When the authentication feature is used, specified service to be used for each user and the available number of pages can be restricted.

For information on the restrictions that can be set for each user, refer to "Service Access" (P.537), and for information on the restrictions that can be set for the machine as a whole, refer to "Service Access" (P.545).

Combination of Authentication and Account Administration types

The following shows the services that can be restricted in use and accounted according to the combination of the authentication and accounting administration types.

For authentication procedure, refer to "Configuration for Authentication" (P.650).

Note

- To use the combination of user ID authentication and smart card authentication when [Login Type] is set to [Login to Local Accounts], you need to enable user ID authentication. For the setting procedure, refer to "Smart Card Link Mode" (P.548).

When [Login Type] is [Login to Local Accounts] and [Accounting Type] is [Local Accounting]

Services	Restrictions per user		Per-user Usage Count
	Feature restrictions *	Account Limit *	
Copy	O	O	O
Print	O	O	O
Scan	O	O	O

O : Available

- : Not available

* : For information of available setting for each user, refer to "Service Access" (P.537).

When [Login Type] is [Login to Local Accounts] and [Accounting Type] is [Network Accounting]

Services	Restrictions per user		Per-user Usage Count ^{*2}
	Feature restrictions ^{*1}	Account Limit	
Copy	0	-	0
Print	0	-	0
Scan	0	-	0

0 :Available

- :Not available

^{*1} :The restriction is available with ApeosWare Device Management (sold separately).^{*2} :The accounting is available with ApeosWare Device Management (sold separately).**When [Login Type] is [Login to Remote Accounts]**

Services	Restrictions per user		Per-user Usage Count ^{*2}
	Feature restrictions ^{*1}	Account Limit ^{*1}	
Copy	0	0	0
Print	0	0	0
Scan	0	0	0

0 :Available

- :Not available

^{*1} :When ApeosWare Authentication Management (sold separately) is used as an authentication system, you can select features to restrict.^{*2} :The accounting is available with ApeosWare Log Management (sold separately).**Important** • Note the following conditions when you use ApeosWare Log Management (sold separately) to perform account administration per user:

- When users are registered in multiple domains, each user ID must be unique.
- Before a user sends a job from a computer (print), the user needs to log in from the computer to the remote server to have the server confirm the user ID.

When [Login Type] is [Login to Local Accounts] and [Accounting Type] is [Xerox Standard Accounting]

Services	Restrictions per user		Per-user Usage Count
	Feature restrictions [*]	Account Limit [*]	
Copy	0	0	0
Print	0	0	0
Scan	0	0	0

0 :Available

- :Not available

* : You can select features available for each user. For more information, refer to the online help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Authentication for Job Flow Sheets and Folders

This section describes the restrictions of job flows, and folders.

Creating / Using Job Flow Sheet	647
Creating / Using Folder	648

Creating / Using Job Flow Sheet

You can create the job flow sheets for the documents stored in folders.

The restrictions of the two job flow sheets created when the authentication feature is used and when that is not used, are different. Also, the restrictions of the job flow sheets created on the [Create Folder], [Send from Folder], or [Create Job Flow Sheet] screen are different.

- Important**
- When you switch the Login to Local Accounts feature from [enable] to [disable] or vice versa, all the job flow sheets used till then become unavailable besides for the system administrator. In this case, delete all the job flow sheets and create new ones.
 - When you change [Login Type] to [Login to Remote Accounts] or to another login type from [Login to Remote Accounts], the job flow sheets that was used before the change will be deleted.
 - When a job flow sheet which becomes unavailable due to the change of the login type is associated with a folder, the job flow sheet is available, but cannot be edited or copied. However, when the association is invalid, the job flow sheet will not be displayed.
 - A job flow sheet created on the [Create Folder] screen or the [Send from Folder] screen can only be used for the folder on which the job flow sheet is created. The job flow sheet cannot be used for any other folders.
 - The job flow sheets created on the network cannot be edited or copied on the machine.

- Note**
- When using Device Setup Tool, the job flow sheets for the documents stored in the folders and the scan documents can be created on the network. Device Setup Tool is downloaded from ApeosWare Management Suite on our official web site.

For information on the job flow sheets which can be created on the machine, refer to "Create Job Flow Sheet" (P.525).

When the Authentication Feature is Enabled

- Note**
- When the Authentication feature is enabled, the following users can use the job flow sheets.
 - A login user and a system administrator when [Login Type] is set to [Login to Local Accounts].
 - A login user besides guest user when [Login Type] is set to [Login to Remote Accounts].
 - A login user when [Verify User Details] is set to [Yes] in [Network Accounting] and [Customize User Prompts] is set to [Display User ID & Account ID Prompts] or [Display User ID Prompt Only].

■ Creating Job Flow Sheet on the [Create Folder] screen / [Send from Folder] screen

The following shows the creator of job flow sheet, manageable user, and available operations.

Creator of Job Flow Sheet	Manageable User	Available Operations
Login User	Creator / System Administrator	Edit, Display, Copy, Delete, Select, Run, Link to Folder
System Administrator	All Login User / System Administrator	Edit*, Display, Copy, Delete*, Select, Run, Link to Folder

* : Only the system administrator can operate.

- Note**
- A user copies a job flow sheet becomes the creator of the copied job flow sheet.

■ Creating Job Flow Sheet on the [Create Job Flow Sheet] screen

The following shows the creator of job flow sheet, manageable user, and available operations

Creator of Job Flow Sheet	Manageable User	Available Operations
Login User	Creator / System Administrator	Edit, Display, Copy, Delete, Select, Run
System Administrator	All Login User / System Administrator	Edit*, Display, Copy, Delete*, Select, Run

* : Only the system administrator can operate.

Note • A user copies a job flow sheet becomes the creator of the copied job flow sheet.

When the Authentication Feature is Disabled

■ Creating Job Flow Sheet on the [Create Folder] screen / [Send from Folder] screen

The following shows the creator of job flow sheet, manageable user, and available operations.

Creator of Job Flow Sheet	Manageable User	Available Operations
Local User	All Local User / System Administrator	Edit, Display, Copy, Delete, Select, Run, Link to Folder
System Administrator	All Local User / System Administrator	Edit*, Display, Copy, Delete*, Select, Run, Link to Folder

* : Only the system administrator can operate.

Note • A user copies a job flow sheet becomes the creator of the copied job flow sheet.

■ Creating Job Flow Sheet on the [Create Job Flow Sheet] screen

The following shows the creator of job flow sheet, manageable user, and available operations.

Creator of Job Flow Sheet	Manageable User	Available Operations
Local User	All Local User / System Administrator	Edit, Display, Copy, Delete, Select, Run
System Administrator	All Local User / System Administrator	Edit*, Display, Copy, Delete*, Select, Run

* : Only the system administrator can operate.

Note • A user copies a job flow sheet becomes the creator of the copied job flow sheet.

Creating / Using Folder

The folders created when the authentication feature is used and is not used are different in use.

Important • When you switch the Login to Local Accounts feature from [enable] to [disable] or vice versa, all the job flow sheets used till then become unavailable besides for the system administrator. In this case, delete all the job flow sheets and create new ones.

• When you change [Login type] to [Login to Remote Accounts] or to another login type from [Login to Remote Accounts], the job flow sheets that was used before the change will be deleted.

When the Authentication Feature is Enabled

- Note**
- When the Authentication feature is enabled, the following users can use the folders.
 - A login user and a system administrator when [Login Type] is set to [Login to Local Accounts].
 - A login user besides guest user when [Login Type] is set to [Login to Remote Accounts].
 - A login user when [Verify User Details] is set to [Yes] in [Network Accounting] and [Customize User Prompts] is set to [Display User ID & Account ID Prompts] or [Display User ID Prompt Only].

The following shows the relationship between the creator of a folder and the user who can manage the folder.

Creator of Folder	Manageable User	Available Operations
Login User	Creator / System Administrator	Display, Delete, Change Settings, Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet, Run Job Flow Sheet
System Administrator	All Unregistered User ^{*2} / All Login User / System Administrator	Display, Delete ^{*1} , Change Settings ^{*1} , Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet ^{*1} , Run Job Flow Sheet

^{*1} : Only the system administrator can operate.

^{*2} : Available when you enable folder operation on the setting of authentication feature in the system administration mode.

When the Authentication Feature is Disabled

The following shows the relationship between the creator of a folder and the user who can manage the folder.

Creator of Folder	Manageable User	Available Operations
Login User	Creator / System Administrator	Display, Delete, Change Settings, Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet, Run Job Flow Sheet
System Administrator	All Login User / System Administrator	Display, Delete ^{*1} , Change Settings ^{*1} , Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet ^{*1} , Run Job Flow Sheet

^{*} : Only the system administrator can operate.

- Note**
- Registering and outputting files using Network Scanner Utility 3 is not supported as the authenticated operation.

Configuration for Authentication

This section describes the settings to use the Authentication feature on the machine.
The following shows the reference section for each procedure.

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Changing the Default Authorization Group Settings.....	653
Creating an Authorization Group	653

Installation Overview

To use the Authentication feature, configure the following settings.

Important • If job flow sheets, which are no longer available for use because of a change in the Login Type, are linked to folders, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

■ Login to Local Accounts

Specify the Login Type and access control, and then create a user.

■ Login to Remote Accounts

Specify the Login Type, access control, and remote authentication server.
Change the default authorization group settings and add an authorization group, as necessary.

Enabling Authentication

This section describes the procedures for [Login to Local Accounts] and [Login to Remote Accounts] respectively.





When [Login to Local Accounts] is Selected

Perform the following procedures to use local authentication.

- 1 Press the <Log In/Out> button.
- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].
When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].
Note • The default user ID is "11111".
• The default passcode is "x-admin".
- 3 Select [Tools] on the Services Home screen.
- 4 Select [Authentication/Security Settings].
- 5 Select [Authentication].
- 6 Select [Login Type].
- 7 Select [Login to Local Accounts], and then select [Save].

For more information on the authentication method, refer to "Login Type" (P.544).

- 8 Select [Access Control].
- 9 Select [Service Access].
- 10 Select [Unlocked] for the required services to permit users unlimited access, and then select [Save].
- 11 After you finish settings for each feature, select [Close].
- 12 To disable button operations on the control panel, select [Device Access] and select [Locked], and then select [Save] and then [Close].
- 13 Select [Passcode Entry for Control Panel Login] under [Passcode Policy].
Select [On] to prompt users to enter their passcode, or select [Off] if the passcode entry is not required, and then select [Save] and then [Close].
- 14 Select [Create/View User Accounts].
- 15 Select a user displayed as [<Available>], and then select [Create/Delete].
- 16 Enter a User ID and select [Save].
- 17 Select [Account Limit].
- 18 Configure the [Account Limit] and [Feature Access] settings for each service, and then select [Close].
- 19 If necessary, select a user role and an authorization group for the user under [User Role] and [Add This User To Authorization Group] respectively, and then select [Save].
- 20 Select [Close] repeatedly until the [Tools] screen is displayed.
- 21 Select [Close].

- Note**
- Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.
 - The machine enters the Login mode, and [Login] is displayed at the lower left of the Services Home screen.
 - When [Locked (Show Icon)] is selected for a service under [Service Access],  is displayed on the button of the applicable service on the Services Home screen. Also,  Requires Login is displayed at the lower left of the Services Home screen.  and  Requires Login are not displayed after authentication.
 - When [Locked (Hide Icon)] is selected for a service under [Service Access] the applicable service is not displayed on the Services Home screen. The services is displayed after authentication.

When [Login to Remote Accounts] is Selected

Perform the following procedures to use remote authentication.

- 1 Press the <Log In/Out> button.
 - 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].
When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].
- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".
- 3 Select [Tools] on the Services Home screen.
 - 4 Select [Authentication/Security Settings].
 - 5 Select [Authentication].
 - 6 Select [Login Type].

- 7 Select [Login to Remote Accounts], and then select [Save].

For more information on the authentication method, refer to "Login Type" (P.544).

- 8 Select [Yes].

- 9 Select [Access Control].

- 10 Select [Service Access].

- 11 Select [Unlocked] for the required services to permit users unlimited access, and then select [Save].

- 12 Select [Close] repeatedly until the [Tools] screen is displayed.

- 13 Select [System Settings].

- 14 Select [Connectivity & Network Setup].

- 15 Select [Remote Authentication/Directory Service].

- 16 Select [Authentication System Setup] > [Authentication System], and then select a remote authentication server.

For more information, refer to "Remote Authentication/Directory Service" (P.481).





- Note**
- The available options are [Kerberos (Windows 2000)], [Kerberos (Solaris)], [LDAP], [SMB], and [Authentication Agent].
 - To use ApeosWare Authentication Management as a remote server, select [Authentication Agent].

- 17 Configure the settings for the remote authentication server.

For more information on the Authentication feature, refer to "Kerberos Server Settings" (P.481), "LDAP Server/Directory Service Settings" (P.482), and "SMB Server Settings" (P.486).

- 18 Select [Close] repeatedly until the [Tools] screen is displayed.

- 19 Select [Close].

- Note**
- Rebooting the machine may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the machine.
 - The machine enters the Login mode, and [Login] is displayed at the lower left of the Services Home screen.
 - When [Locked (Show Icon)] is selected for a service under [Service Access],  is displayed on the button of the applicable service on the Services Home screen. Also, : Requires Login is displayed at the lower left of the Services Home screen.  and : Requires Login are not displayed after authentication.
 - When [Locked (Hide Icon)] is selected for a service under [Service Access] the applicable service is not displayed on the Services Home screen. The services is displayed after authentication.

■ When an LDAP server is used as a remote authentication server

Set the user authorization on the LDAP server using the following steps.

- 1 Start CentreWare Internet Services.
- 2 Click the [Properties] tab.
- 3 Click [Connectivity] > [Protocols] > [LDAP] > [LDAP Authorization Access].
- 4 Set attributes in [System Administrator Access] and [Accounting Administrator Access].

Setting example:

System Administrator Access: CN=SA,CN=Users,DC=secEQ,DC=local

Accounting Administrator Access: CN=AA,CN=Users,DC=secEQ,DC=local

- 5 Click [Apply].

Changing the Default Authorization Group Settings

Perform the following procedures to change the settings of the default authentication group.

The settings changed here will be used as the default value of the authorization group for a created user.

- 1 Press the <Log In/Out> button.
 - 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].
- When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note

- The default user ID is "11111".
- The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.
 - 4 Select [Authentication/Security Settings].
 - 5 Select [Authentication].
 - 6 Select [Create Authorization Groups].
 - 7 Select the group displayed as [Default Group (Default)], and then select [Create/Delete].
 - 8 Set each item.
- For more information on the change of the authorization group, refer to "Create Authorization Groups" (P.546).
- 9 Select [Close] repeatedly until the [Tools] screen is displayed.
 - 10 Select [Close].

Creating an Authorization Group

Perform the following procedures to add authorization groups, if necessary.

- 1 Press the <Log In/Out> button.
 - 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].
- When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note

- The default user ID is "11111".
- The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.
- 4 Select [Authentication/Security Settings].
- 5 Select [Authentication].
- 6 Select [Create Authorization Groups].
- 7 Select a group displayed as [(No Name)], and then select [Create/Delete].
- 8 Enter a group name into [Group Name].

9 Set the other items.

For more information on the authorization group settings, refer to "Create Authorization Groups" (P.546).

10 Select [Close] repeatedly until the [Tools] screen is displayed.

11 Select [Close].

Configuration for IC Card Reader (Sold Separately)

You can use a smart card for authentication by comparing the information registered on the smart card and the user information on the machine. You can also restrict the machine use and perform accounting of the jobs using the information registered on the smart card.

This section describes the supported smart cards and how to register a smart card to use at the machine.

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

The following shows the reference section for card information and each procedure.

Step 1 Preparations	655
Step 2 Logout Method Using the Smart Card	655
Step 3 Registering Smart Card Information	656

Step 1 Preparations

Two types of IC Card Reader are supported by the machine. Each IC Card Reader supports following smart card types.

■ When using IC Card Reader

- MIFARE[®] (Type A)
 - Fuji Xerox IC Card (Type A)
 - Other MIFARE compatible smart cards*
- eLWISE/ELWISE (Type B)
 - eLWISE
 - ELWISE
- FeliCa[®]
 - Fuji Xerox IC Card
 - IC Card compatible with SSFC[®] version 1.0 format
 - Other FeliCa compatible smart cards*

* : The embedded IC Card Reader of the machine may not support some smart cards.

■ When using IC Card Reader (supports HID))

- HID-PROX*

* : The embedded IC Card Reader of the machine may not support some smart cards.

Note • When you confirm which IC Card Reader you use, contact our Customer Support Center.

Step 2 Logout Method Using the Smart Card

Perform the following steps to set how to logout authentication using the smart card.

- 1 Press the <Log In/Out> button.
- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3** Select [Tools] on the Services Home screen.
- 4** Select [Authentication/Security Settings].
- 5** Select [Authentication].
- 6** Select [User Details Setup].
- 7** Select [Smart Card Logout Timing], and then select [Change Settings].
- 8** Select the authentication logout method, and then select [Save].
- 9** Select [Close].

Step 3 Registering Smart Card Information

The system administrator can register smart cards using CentreWare Internet Services.

Note

- The smart card information can be set from CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.
- The information used for authentication can also be set from CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

Important

- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Configuration for Account Administration

This section describes the settings to use the Accounting feature on the machine.

Step 1 Selecting an Accounting Type.....	657
Step 2 Registering User Information	657

Step 1 Selecting an Accounting Type

The following describes the configuration procedures to use the Accounting feature.

Note • For information on relationships between the Authentication and Accounting modes, refer to "Authentication and Accounting Relationship" (P.642).

- 1 Press the <Log In/Out> button.
 - 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].
- When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.
- 4 Select [Accounting].
- 5 Select [Accounting Type].
- 6 Select an accounting type, and then select [Save].

Note • You can select the accounting type from [Local Accounting], [Network Accounting], and [Xerox Standard Accounting].

For information on the accounting types, refer to "Accounting Type" (P.540).

- 7 Select [Close] repeatedly until the [Tools] screen is displayed.
- 8 Select [Close].

Step 2 Registering User Information

- 1 Press the <Log In/Out> button.
 - 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].
- When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note • The default user ID is "11111".
• The default passcode is "x-admin".

- 3 Select [Tools] on the Services Home screen.
- 4 Select [Accounting].
- 5 Select [Create/View User Accounts].

- 6** Select [<Available>], and then select [Create/Delete].
- 7** Enter a User ID and select [Save].
- 8** Select [Service Access].
- 9** Configure the [Service Access] and [Feature Access] settings for each service, and then select [Save].
For more information on the account limit, refer to "Service Access" (P.537).
- 10** If necessary, select a user role and an authorization group for the user under [User Role], and then select [Save].
Note • [User Role] is displayed only when [Login Type] is set to [Login to Local Accounts].

For more information on the user role, refer to "User Role" (P.538).
- 11** Select [Close] repeatedly until the [Tools] screen is displayed.
- 12** Select [Close].

User Authentication Operations

The machine has the Authentication feature to restrict the services available.
This section describes the authentication method to use the restricted services.
The following shows the reference section for each procedure.

Authenticating Login Users	659
Changing Passcode.....	660

Authenticating Login Users

There are two methods to authenticate login users: using the control panel of the machine and touching the smart card to the IC Card Reader (sold separately).

To authenticate the login users using the operator panel, the user must enter the user ID. In addition, the passcode entry is also required when [Passcode Entry for Control Panel Login] is set to [On] under [Authentication/Security Settings] > [Authentication] > [Passcode Policy].

For more information on the passcode policy, refer to "Passcode Policy" (P.549).

For more information on user registration from the touch screen, refer to "Create/View User Accounts" (P.546).

Note • An optional component is required to use this feature. For more information, contact our Customer Support Center.

Log In/Log Out from the Operator Panel

■ User Authentication

- 1 Press the <Log In/Out> button or the login information field on the touch screen.
- 2 Enter the user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the passcode, and select [Enter].

Important • Finish user authentication before you cancel the Interrupt mode.

Note • When you select the service restricted, the [Log In] screen may appear. Enter the user ID and/or the passcode to use the service.

• When the user is authenticated, the <Log In/Out> button is lit.

■ Logging Out of User Authentication

- 1 Press the <Log In/Out> button.
- Note** • You can also log out by pressing the login information field on the touch screen, and then select [Logout].
- When the user is logged out, the <Log In/Out> button light goes out.

Log In/Log Out by Touching the IC Card Reader (Sold Separately)

■ User Authentication

- 1 Touch the smart card to the IC Card Reader.
- Important** • Be sure to touch the smart card to the IC Card Reader.
- A passcode may be required depending on the settings. If you enter the wrong passcode, press the <Log In/Out> button to exit the Authentication mode. Then, touch the smart card to the IC Card Reader again.

■ Logging Out of User Authentication

The logging out method vary depending on the Smart Card Logout Timing setting.
For more information, refer to "Smart Card Logout Timing" (P.548).

- When you select [Log Out when Card is Removed], the user is authenticated while the smart card is being touched to the IC Card Reader.
- When you select [Log Out from Control Panel], the user can log out by using the same log out method as using the operator panel.

Changing Passcode

You can change the passcode to use for user authentication. Change the passcode by following the steps in this section.

Changing Passcode by User

When a user is authenticated, the user can change his/her own passcode.

- 1 Select [Setup] on the Services Home screen.
- 2 Select [User Details Setup].
- 3 Select [Change Passcode].
- 4 Enter the current passcode, and then select [Next].
- 5 Select [New Passcode] and enter a new passcode, and then select [Save].
- 6 Select [Retype Passcode] and re-enter the new passcode, and then select [Save].
- 7 Select [Close].

Setting or Changing Passcode by System Administrator

The system administrator can set or change passcodes using CentreWare Internet Services.
For more information on setting or changing passcodes from the touch screen, refer to "Create/View User Accounts" (P.546).

- 1 Start CentreWare Internet Services.
For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.557).
- 2 Click the [Properties] tab.
- 3 Click [Security], and then click [Authentication Configuration].
- 4 Click [Next].
- 5 Enter the account number of the user to set or change in [Account Number], and then click [Edit].
- 6 Enter a new passcode in [Password].
- 7 Re-enter the new passcode in [Retype Password].
- 8 Click [Apply].

21 Maintenance

This chapter describes how to replace consumables, clean the machine, calibrate colors, print a report/list, and delete a print job with an invalid User ID.

• Replacing Consumables.....	662
• Cleaning the Machine.....	678
• Executing Calibration.....	682
• Printing a Report/List	685
• Deleting a Private Charge Print Job with an Invalid User ID.....	686
• Setting Restore Tool.....	687
• Auto Alignment Adjustment Settings	688
• Manual Alignment Adjustment	695
• Density Uniformity Adjustment (Semi Auto Process Using Scanner).....	704
• Density Uniformity Adjustment (Manual Process)	706
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• Adjust Paper Curl.....	717
• Adjust Image Transfer Using Sample Printout	720
• Register Paper Feeding Positions.....	723
• Clean Fusing Unit	725

Replacing Consumables

The machine is provided with the following consumables and periodic replacement parts. We recommend the use of the following consumables as they are manufactured to meet the specifications of the machine.

Type of Consumables/ Periodical Replacement Parts	Product Code	Quantity/Box
Toner cartridge (Black)	CT202292	1 unit/box
Toner cartridge (Cyan)	CT202293	1 unit/box
Toner cartridge (Magenta)	CT202294	1 unit/box
Toner cartridge (Yellow)	CT202295	1 unit/box
Waste toner container	CWAA0663	1 unit/box
Staple cartridge type XE (Finisher C3 and Finisher C3 with Booklet Maker)	CWAA0856	5,000 staples × 2 sets/box
Staple Cartridge (Finisher D4, Finisher D4 with Booklet, and Finisher D5)	CWAA0677	5,000 staples × 4 sets/box
Booklet Staple Cartridge (Finisher D4 with Booklet)	CWAA0749	5,000 staples × 4 sets/box

Note • We recommend that you always keep spare consumables/periodical replacement parts available.

■ Handling consumables/periodic replacement parts

- Do not store boxes of consumables/periodic replacement parts upright.
- Do not unpack consumables/periodic replacement parts before use. Avoid storing consumables/periodic replacement parts in the following locations:
 - In high temperature and humid locations
 - Near heat-generating devices
 - Areas exposed to direct sunlight
 - Dusty areas
- When using consumables/periodic replacement parts, carefully read precautions for use. Precautions for use are instructed on their bodies or packages, or a precaution sheet is included in their packages.
- We recommend always keeping spare consumables/periodic replacement parts in stock.
- When calling our Customer Support Center to order consumables/periodic replacement parts, have the product codes ready.
- The use of consumables/periodic replacement parts not recommended by Fuji Xerox could impair machine quality and performance. Use only consumables/periodic replacement parts recommended by Fuji Xerox.

■ Checking the status of consumables

You can check the status of consumables on the [Supplies] screen.

For information on consumables, refer to "Supplies" (P.633).

The following shows the reference section for replacing consumables.

Replacing Toner Cartridges.....	663
Replacing the Waste Toner Container.....	665

Replacing the Staple Cartridge.....	667
Replacing the Booklet Staple Cartridge.....	670
Replacing the Staple Waste Container.....	673
Emptying the Hole Punch Waste Container	675
Emptying the Trimmer Waste Container	676

Replacing Toner Cartridges

The following messages appear on the touch screen depending on the amount of toner remaining. Replace the toner cartridge according to the message.

Message ^{*1}	Solution
Yellow Toner [Y] Cartridge needs to be replaced soon.	Replace the toner cartridge soon. Note <ul style="list-style-type: none"> The following shows the remaining number of pages^{*2} that can be copied or printed after the message appears. - Approximately 1,000 pages
Yellow Toner [Y] Cartridge needs to be replaced.	The machine stops. Replace the toner cartridge with a new one.

*1 : The message above is the example when the Yellow toner cartridge needs to be replaced. "(Y)" differs depending on the color and number of target toner cartridge.

*2 : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, paper size, paper type, and the machine operating environment.

WARNING

- **Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle.**
It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your local Fuji Xerox representative.
- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.**
If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

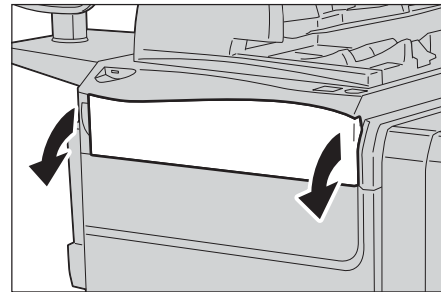
CAUTION

- **Keep drum and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
- **When replacing drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
- **If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.**

- Important**
- When you replace toner cartridges, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
 - The use of toner cartridges not recommended by Fuji Xerox may impair quality and performance. Use only toner cartridges recommended by Fuji Xerox.
 - When the remaining amount of toner becomes small, the machine may stop during printing and display a message. If this happens, replace the toner cartridge to continue copying or printing.
 - Replace toner cartridges while the machine is on.
 - When the machine is in the Power Saver mode, exit the Power Saver mode by pressing the <Power Saver> button and the <Machine Status> button on the control panel before you replace the toner cartridge.
 - When replacing the toner cartridge, press the <Machine Status> button and check the current status for the toner cartridge even when the control panel is lit.
 - After the message "The Toner Cartridge needs to be replaced soon" appears on the touch screen, copy or print density may be reduced slightly.
 - If a partially used toner cartridge is used, a message appears and the number of pages that you can copy or print displayed on the screen may differ considerably.

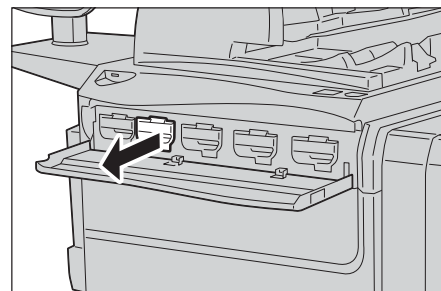
Note • Monochrome copying and printing is available even when color toners are run out.

1 Open the machine front toner cover.



2 Hold the lower part of the toner cartridge of the color indicated in the message and gently pull it out.

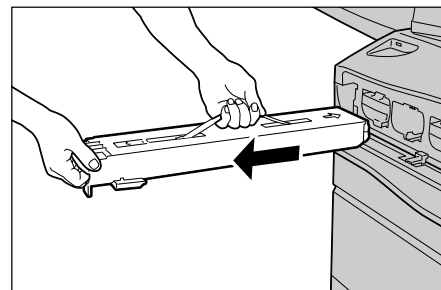
Note • "Y" is for yellow, "M" is for magenta, "C" is for cyan, and "K" is for black.



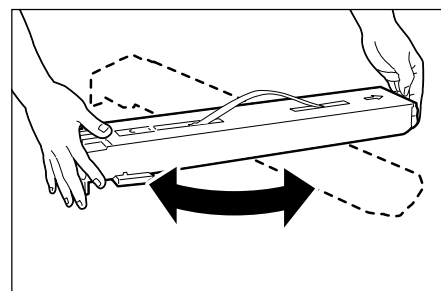
3 Remove the toner cartridge by holding the handle on the top of the cartridge while gently pulling it out.

Important

- Pull out the toner cartridge gently. Otherwise, toner may spill from the cartridge.
- Proper disposal of used waste toner container is required. The used waste toner container must be returned to our Customer Support Center.

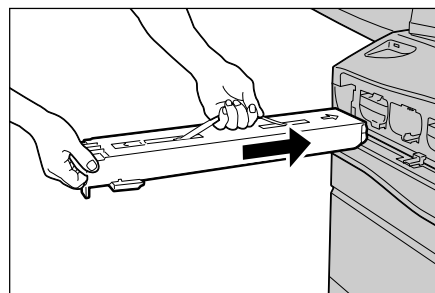


4 Take out the new toner cartridge of the same color as the old one from its box, and gently tilt the cartridge up and down, and then left and right several times.



- 5** Insert the toner cartridge in gently until it stops.

Note • Be sure to insert the toner cartridge until it clicks into place.



- 6** Close the machine front toner cover.

Note • If the machine front toner cover is not completely closed, a message will appear and the machine will remain paused.

Replacing the Waste Toner Container

When the waste toner container becomes full, a message appears on the touch screen. Replace the waste toner container according to the message.

Message	Solution
Please order a Waste Toner Container.	Prepare a new waste toner container. Note • Approximately 5,000 pages* can be copied or printed after the message appears.
Waste Toner Container needs to be replaced.	The machine will stop. Replace the waste toner container with a new one.

* : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, paper size, paper type, and the machine operating environment.

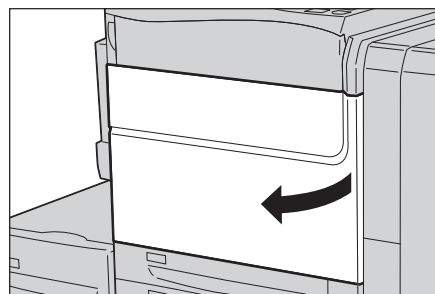
WARNING

- **Never throw a waste toner bottle into an open flame. Toner may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact your local Fuji Xerox representative for its disposal.**

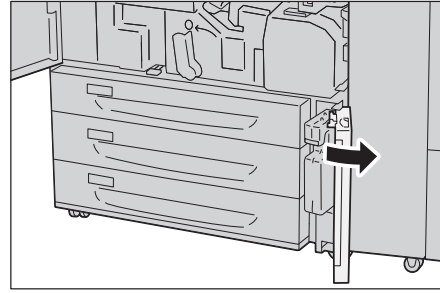
Important • When replacing the waste toner container, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.

- Proper disposal of used waste toner container is required. The used waste toner container must be returned to our Customer Support Center.
- The use of waste toner containers not recommended by Fuji Xerox may impair quality and performance. Use only waste toner containers recommended by Fuji Xerox for the machine.
- Replace the waste toner container while the machine is on.

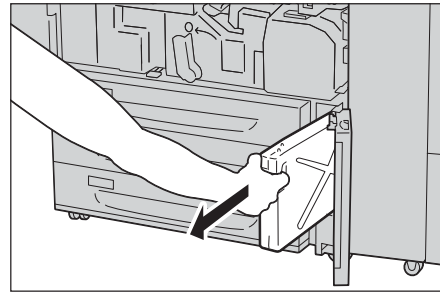
- 1** Make sure that the machine has stopped, and open the machine front door.



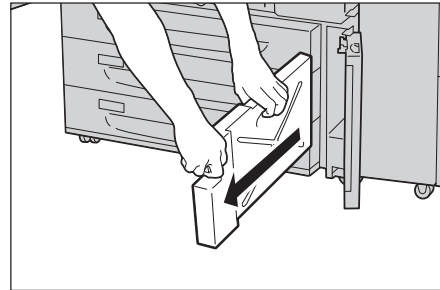
- 2 Open the waste toner container cover.



- 3 Pull out the waste toner container about halfway.



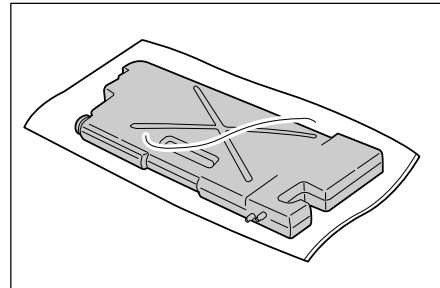
- 4 Hold the center part on the top of the container, and then remove it.



- 5 Securely hold the used waste toner container with both hands and put it into the plastic bag provided with the new waste toner container.

Important

- Proper disposal of used waste toner container is required. The used waste toner container must be returned to our Customer Support Center.
- Be sure to put the used waste toner container in the dedicated plastic bag supplied with the new waste toner container.



- 6 Hold the center part on the top of a new container and insert it until it stops.



- 7 Close the waste toner container cover.

- 8 Close the machine front door.

Note

- A message will be displayed and the machine will not operate if the machine front door is even slightly open.

Replacing the Staple Cartridge

When the optional finisher is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When the message appears, replace the staple cartridge with a new one.

The following shows the reference section.

When the Finisher C3 or the Finisher C3 with Booklet Maker is installed667

When the Finisher D4, the Finisher D4 with Booklet, or the Finisher D5 is installed668

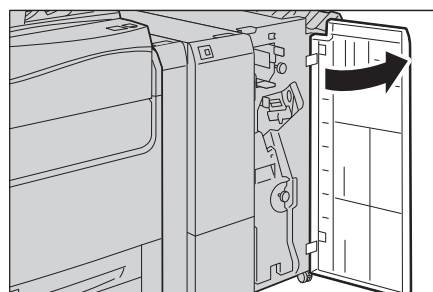
Important • The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use only staple cartridges recommended by Fuji Xerox.

Note • To order a staple cartridge, contact our Customer Support Center.
• If the staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the staple cartridge again.

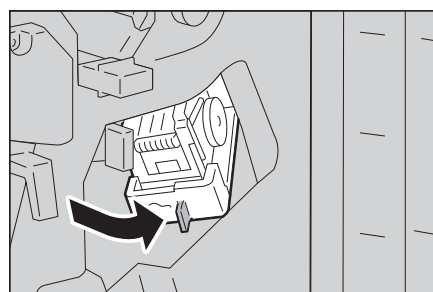
When the Finisher C3 or the Finisher C3 with Booklet Maker is installed

The following describes how to replace a staple cartridge for the Finisher C3 with Booklet Maker as an example. The procedure is the same as for the Finisher C3.

- 1 Make sure that the machine is not operating, and open the finisher front door.



- 2 With grasping the lever [R1] of the staple cartridge holder, pull the holder to the right, towards you.



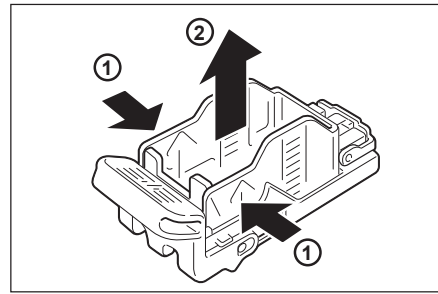
- 3 With grasping the orange lever, pull out the staple cartridge.

Note • The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.

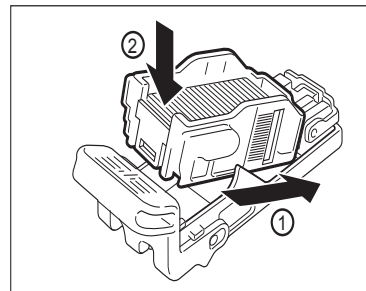


- 4** Pinch both sides of the empty staple case with your fingers (1), and pull out the staple case from the cartridge (2).

Important • The staple case cannot be removed when the staples are remained in the staple case. Forcibly removing the staple case may cause machine malfunction.



- 5** Insert the front side of the new staple case into the staple cartridge (1), and then push the rear side into the cartridge (2).



- 6** With grasping the orange lever of the staple cartridge, push the staple cartridge into its original position until it clicks into place.



- 7** Close the finisher front door.

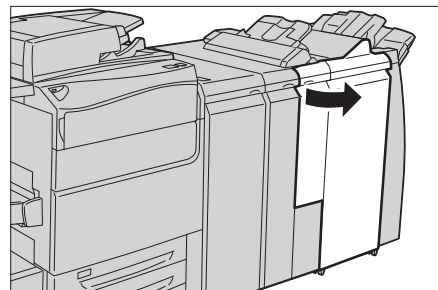
Note • If the front door is not closed completely, a message appears and the machine will remain paused.

When the Finisher D4, the Finisher D4 with Booklet, or the Finisher D5 is installed

The following describes how to replace a staple cartridge for the Finisher D4 with Booklet as an example. The procedure is the same as for the Finisher D4 and the Finisher D5.

For remedies if the staple cartridge happened to come off the holder during replacement work, refer to "Re-inserting the Staple Cartridge into the Cartridge Unit" (P.911).

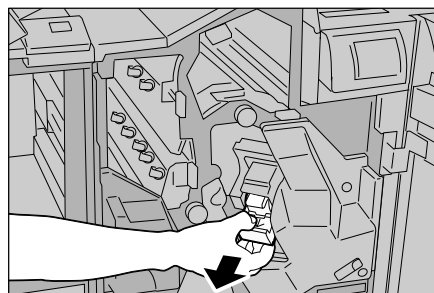
- 1** Make sure that the machine has stopped, and open the finisher right door.



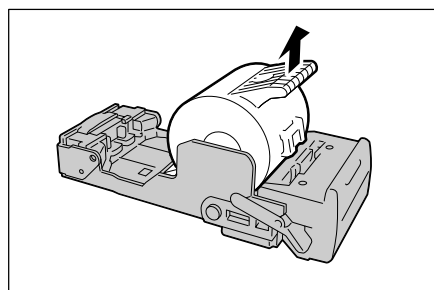
- 2 Hold the handle [R1] at the position shown in the figure.



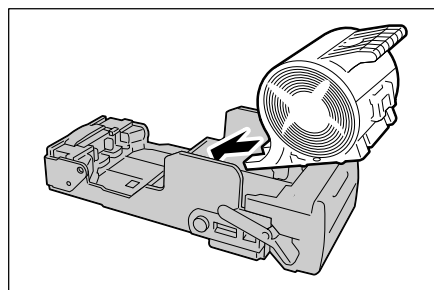
- 3 Pull out the unit.



- 4 Hold the tab of the staple cartridge to remove it from the unit in the direction of the arrow as shown in the figure.



- 5 Push a new staple cartridge into the unit.



- 6 Push the removed unit back to the original position.



- 7 Close the finisher right door.

Note

- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Replacing the Booklet Staple Cartridge

When the Finisher C3 with Booklet Maker (optional) or the Finisher D4 with Booklet (optional) is installed and the booklet staple cartridge needs to be replaced, a message appears on the touch screen. When the message appears, replace the booklet staple cartridge with a new one.

The following shows the reference section.

When the Finisher C3 with Booklet Maker is installed..... 670

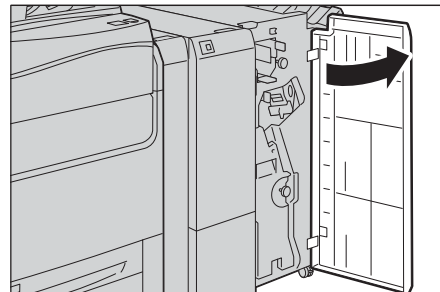
When the Finisher D4 with Booklet is installed..... 672

Important • The use of staple cartridges not recommended by Fuji Xerox may impair quality and performance.
Use only staple cartridges recommended by Fuji Xerox for the machine.

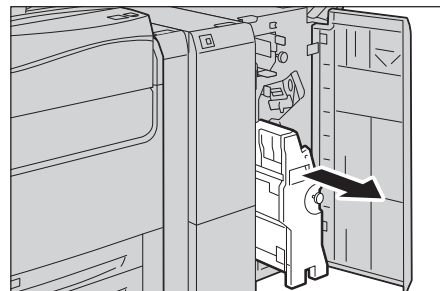
Note • To order a staple cartridge, contact our Customer Support Center.
• When the booklet staple cartridge is not replaced properly, the message remains on the touch screen. Follow the procedure and replace the booklet staple cartridge again.

When the Finisher C3 with Booklet Maker is installed

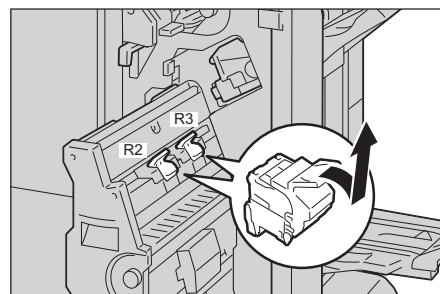
- 1 Make sure that the machine is not operating, and open the finisher front door.



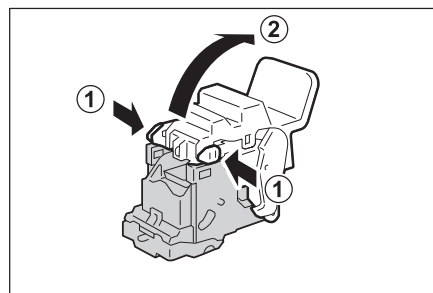
- 2 Pull out the booklet unit.



- 3 With grasping the lever of the booklet staple cartridge ([R2] or [R3]), push the booklet staple cartridge downward. Then, pull out the booklet staple cartridge upward.

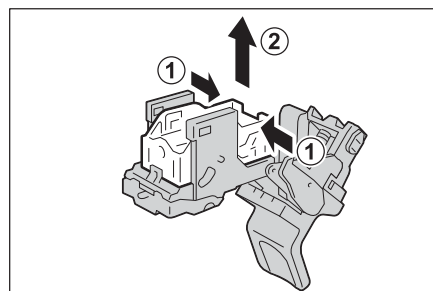


- 4** Press the orange buttons on the right and left sides of the booklet staple cartridge (1), and open the cover (2).

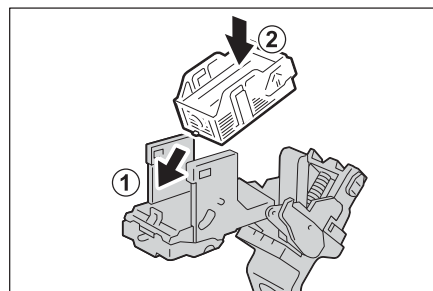


- 5** Pinch the right and left sides of the empty staple case (1), and pull out the empty staple case from the staple cartridge.

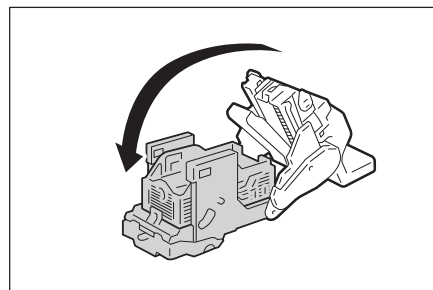
Important • The staple case cannot be removed when the staples are remained in the staple case. Forcibly removing the staple case may cause machine malfunction.



- 6** Insert the new staple case (1), and push the rear side of the new staple case into the staple cartridge.



- 7** Close the cover.



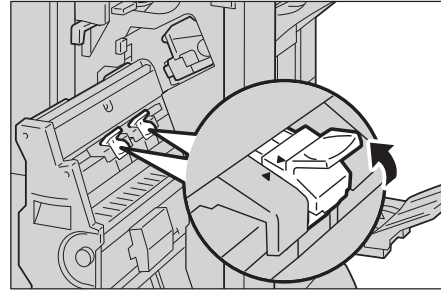
- 8** Return the booklet staple cartridge to its original position.



- 9** Slightly push the booklet staple cartridge upward, and make sure that it clicks into place.

Note

- Return the booklet staple cartridge until (▶) of the booklet staple cartridge is fitted in (◀) of the booklet unit.



- 10** Return the booklet unit to its original position.



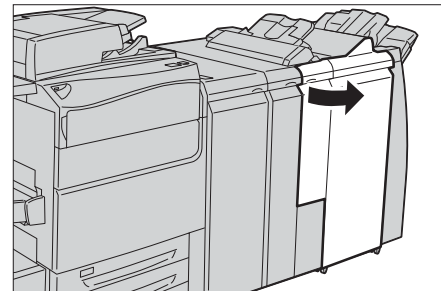
- 11** Close the finisher front door.

Note

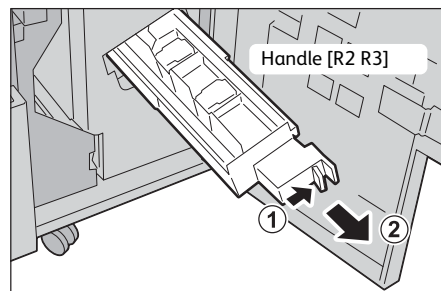
- If the front door is not closed completely, a message appears and the machine will remain paused.

When the Finisher D4 with Booklet is installed

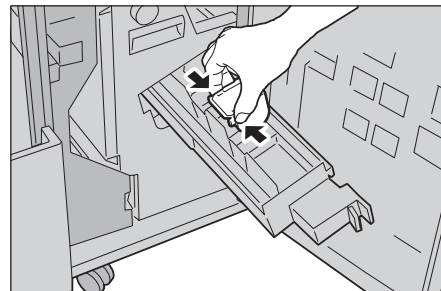
- 1** Make sure that the machine has stopped, and open the finisher right door.



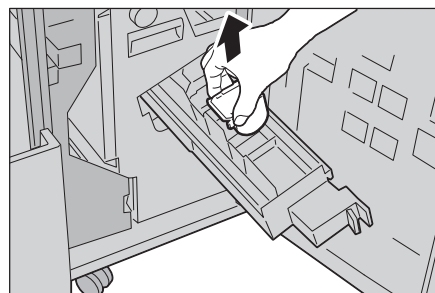
- 2** While pushing the handle [R2 R3] to the right (1), pull the unit out of the machine (2).



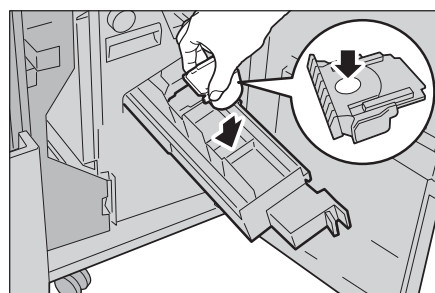
- 3** With holding the tabs on the right and left side of the cartridge from the side, lift the cartridge slightly out of the unit. Then, unlock the cartridge.



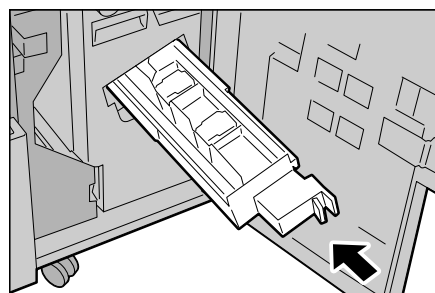
- 4 Pull out the cartridge.



- 5 With holding the tabs, return the new cartridge to the original position. Then, with pushing the depressed area of the new cartridge strongly, push the new cartridge in until it clicks into place.



- 6 Push the unit into its original position.



- 7 Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the door of the finisher is even slightly open.

Replacing the Staple Waste Container

When the Finisher D4 (optional), the Finisher D4 with Booklet (optional), or the Finisher D5 (optional) is installed and the staple waste container becomes full, a message appears on the touch screen. Replace the staple waste container according to the message.

The following describes how to replace a staple waste container for the Finisher D4 with Booklet as an example. The procedure is the same as for the Finisher D4 and the Finisher D5.

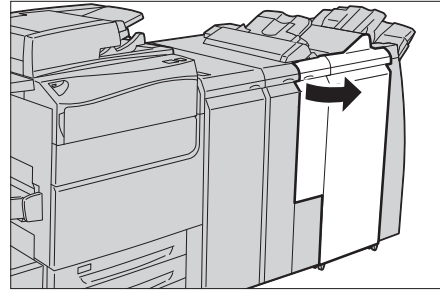
CAUTION

- Be careful not to get injured by waste staples when detaching a staple waste container.

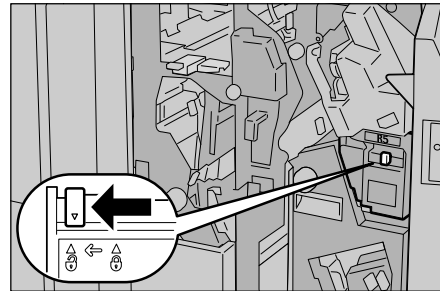
Important • Replace the staple waste container while the power is on.

Note • A staple waste container is included in a staple cartridge.

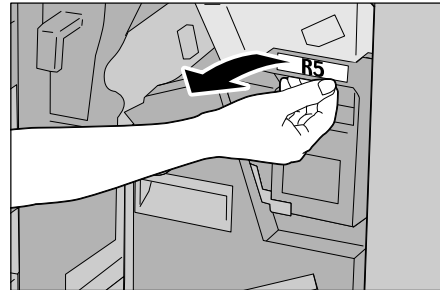
- 1 Make sure that the machine has stopped, and open the finisher right door.



- 2 Move the lock lever, shown in the figure, leftward to the Δ position.

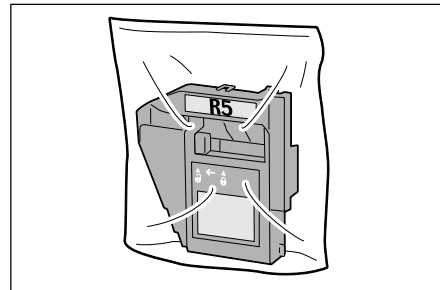


- 3 Hold [R5] as shown in the figure and remove the staple waste container from the machine.



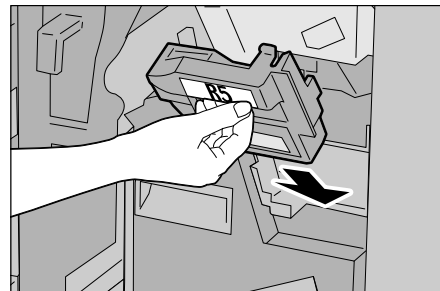
- 4 Put the used staple waste container into a supplied plastic bag.


Important • The used staple waste container needs a proper disposal. Do not disassemble the container and return it to our Customer Support Center.

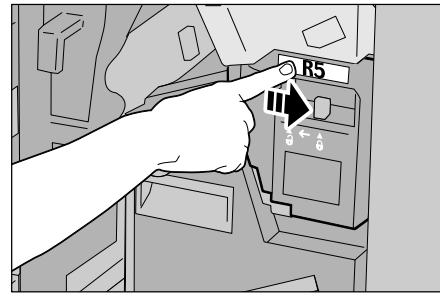


- 5 Hold the new staple waste container by [R5] and push it into the machine.

Important • To prevent injury, do not put your fingers on top of the container.



- 6** Push [R5] until the lock lever moves to the  position.



- 7** Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

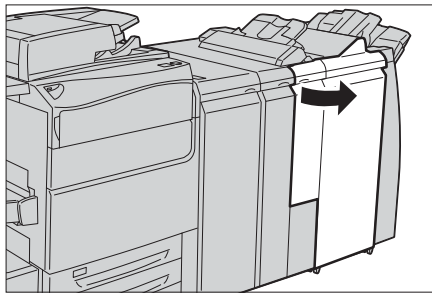
Emptying the Hole Punch Waste Container

When the optional finisher is installed and the hole punch waste container becomes full, a message appears on the touch screen. Discard the scrap according to the message.

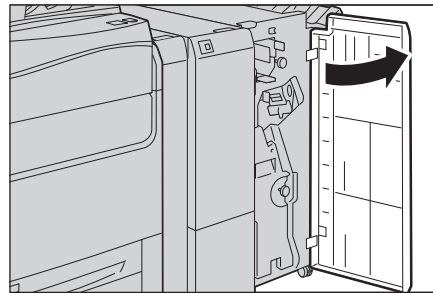
If you take the hole punch waste container out of the machine, make sure to empty it completely. If it is reinstalled with some waste remaining, it may become full before the message appears again, and this can cause machine breakdown.

- Important** • When emptying the hole punch waste container, make sure that the machine is switched on. If not switched on, the machine will not recognize that the hole punch waste container has been emptied.
- When the machine is in Power Saver mode, exit Power Saver mode by pressing the <Power Saver> button and the <Machine Status> button on the control panel before you empty the hole punch waste container.
 - Before emptying the hole punch waste container, press the <Machine Status> button and check the current status for the hole punch waste container even when the control panel is lit.

- 1** Make sure that the machine has stopped, and open the finisher right door.

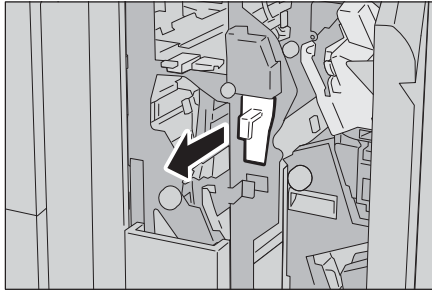


Finisher D4/
Finisher D4 with Booklet/
Finisher D5

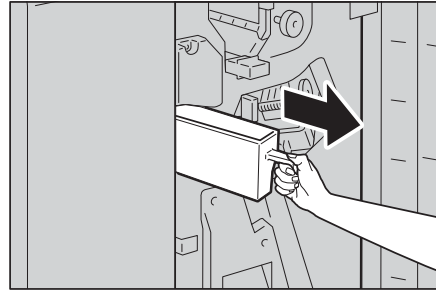


Finisher C3/
Finisher C3 with Booklet Maker

- 2** Pull out the hole punch waste container [R4] towards you.

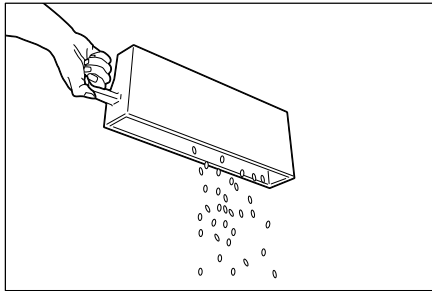


Finisher D4/
Finisher D4 with Booklet/
Finisher D5

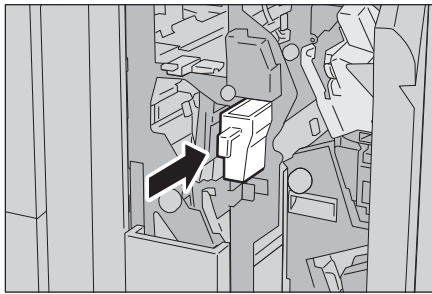


Finisher C3/
Finisher C3 with Booklet Maker

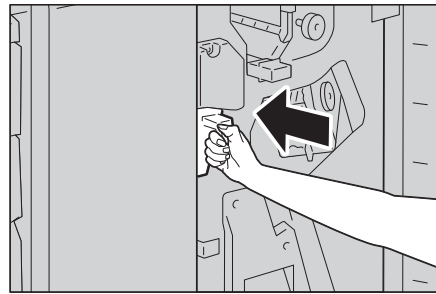
- 3** Discard all the scraps.



- 4** Insert the empty hole punch waste container all the way into the machine.



Finisher D4/
Finisher D4 with Booklet/
Finisher D5



Finisher C3/
Finisher C3 with Booklet Maker

- 5** Close the door of the finisher.

Note • A message will be displayed and the machine will not operate if the door of the finisher is not closed properly.

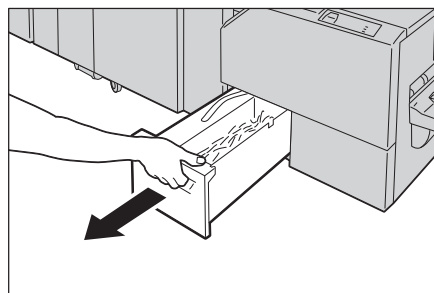
Emptying the Trimmer Waste Container

When the optional Squarefold Trimmer Module is installed and the optional trimmer waste container becomes full, a message appears on the touch screen. Discard the scraps according to the message.

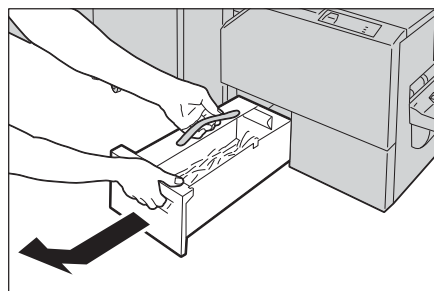
If you take the trimmer waste container out of the machine, make sure to empty it completely. If it is reinstalled with some scraps remaining, it may become full before the message appears again, and this can cause machine breakdown.

Important • When emptying the trimmer waste container, make sure that the machine is switched on. If not switched on, the machine will not recognize that the trimmer waste container has been emptied.

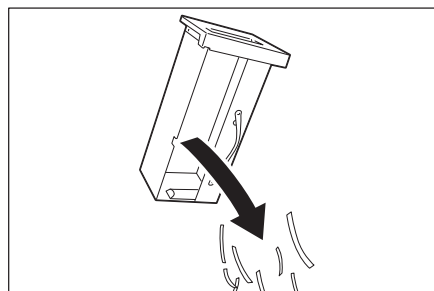
- 1** Make sure that the machine has stopped, and pull out the trimmer waste container slowly.



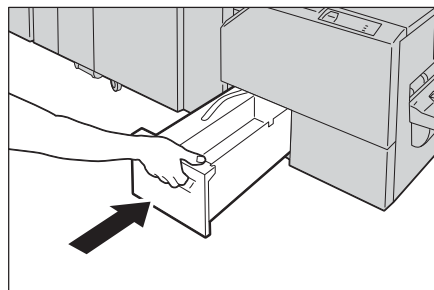
- 2** Hold the trimmer waste container by its belt, and pull out the container with both hands.



- 3** Discard all the scraps.



- 4** Insert the empty trimmer waste container all the way into the machine.



Cleaning the Machine

The following describes how to clean the machine such as the machine exterior, document cover, document feeder, and document glass.

⚠ WARNING

When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.

⚠ CAUTION

When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.

Cleaning the Exterior

- Important**
- Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the machine as they might discolor, deform, or crack covers.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.

- 1 Wipe the exterior with a firmly wrung soft cloth moistened with water.

Important

- Do not use cleaning agents other than water or neutral detergent.

Note

- If dirt does not come off easily, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



- 2 Wipe off any excess water with a soft cloth.

Cleaning the Touch Screen

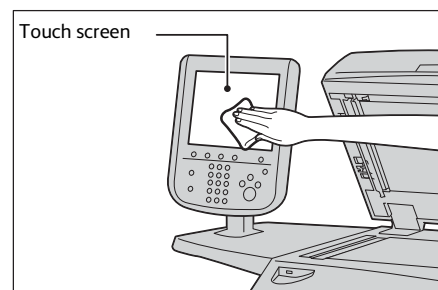
- 1 Wipe only the LCD area with a soft cloth moistened with neutral detergent or alcohol.

Important

- When you moisten the cloth with neutral detergent or alcohol, do not allow the excess liquid to drip down from the cloth. If the cloth is moistened with the excess liquid, wring the cloth gently before wiping the LCD area.

- Do not use any volatile liquids on the machine such as benzene and paint thinner, or insect repellent as they may discolor, deform, or crack the machine exterior.

- Cleaning the touch screen with an excessive force may cause the screen to be damaged. Wipe the screen gently.



Cleaning the Document Cover and Document Glass

If the document cover and document glass are dirty, dirt may appear on copies and the machine may not properly detect document sizes.

To ensure clean copies at all times, clean the machine about once a month.

- Important**
- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.

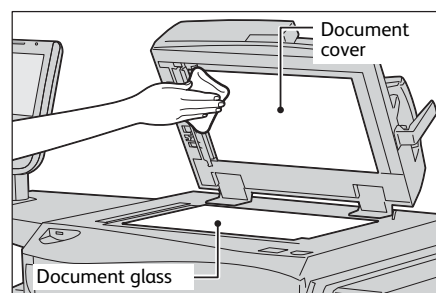
- 1 Wipe the document cover with a soft cloth moistened with water to remove any dirt and then wipe it with a soft, dry cloth.

Important

- Do not use cleaning agents other than water or neutral detergent.

Note

- If dirt does not come off easily, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



- 2 Wipe the document glass with a soft cloth moistened with water to remove any dirt and then wipe it with a soft, dry cloth.

Important

- Do not use cleaning agents other than water or neutral detergent.

Note

- If dirt does not come off easily, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

Cleaning the Narrow Glass Strip and Document Presser

If the narrow glass strip and document presser of the document feeder are dirty, streaks or smears may appear on copies and the machine may not properly detect document sizes.

To ensure clean copies at all times, clean the narrow glass strip and document presser about once a month.

- Important**
- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or scanning.

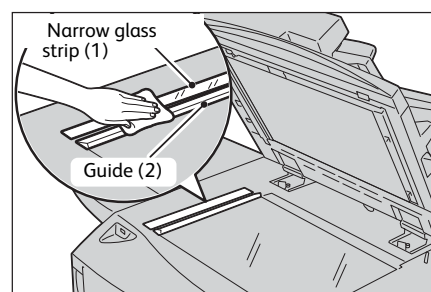
- 1 Prepare a soft, dry cloth.
- 2 Press the power switch [⏻] to switch off the power.
- 3 Wipe the narrow glass strip (1) and the guide (2) (white, plastic part).

Important

- Do not use cleaning agents other than water or neutral detergent.

Note

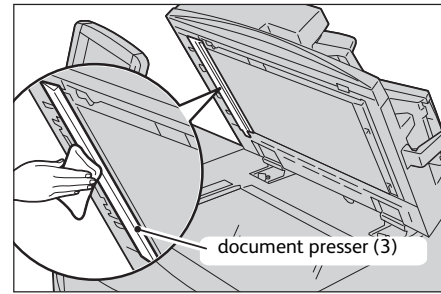
- If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.



4 Wipe the document presser (3).

Note • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.

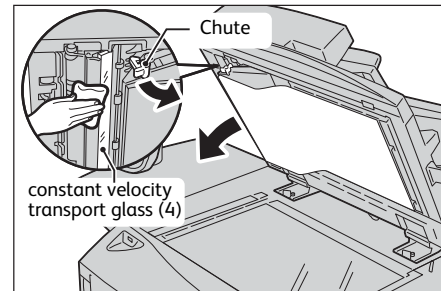
Important • Do not use cleaning agents other than water or neutral detergent.

**5** Hold the green handle to open the chute part, and wipe the constant velocity transport glass (4).

Important • Do not use cleaning agents other than water or neutral detergent.

• Do not push the constant velocity transport glass strongly since it is easy to damage the film around the optical glass surface.

Note • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.

**6** Close the chute part.**7** Lower the document feeder.**8** Press the power switch [⏻] to switch on the power.**9** Lift and lower the document feeder again.

Cleaning the Document Feeder Rollers

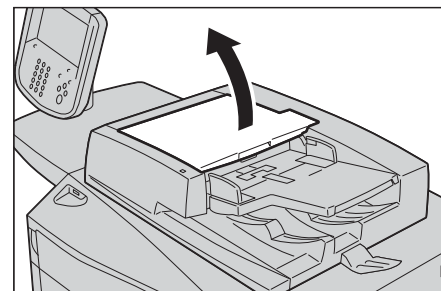
If the document feeder roller is dirty, streaks or smears may appear on copies and document jams may occur.

To ensure clean copies at all times, clean the document feeder roller about once a month.

Important • Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
 • Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or scanning.

1 Pull up the handle of the document feeder top cover, and open the top cover until it stops.

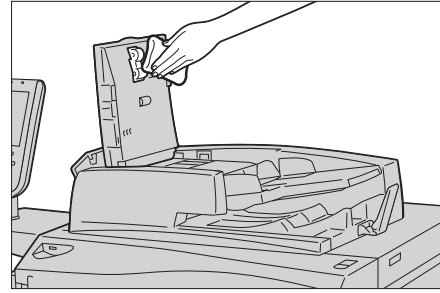
Note • When you fully open the cover, it enters a fixed position. Open the cover gently.



- 2** While turning the roller, gently clean it with a soft cloth moistened with water.

- Important**
- Do not use cleaning agents other than water or neutral detergent.
 - Use a cloth firmly wrung to prevent water drops from falling into the machine. If water gets into the machine, it may cause machine malfunction. Drops of water on internal components may cause a malfunction.

- Note**
- If dirt does not come off easily, gently wipe with a soft cloth moistened with a small amount of neutral detergent.



- 3** Close the document feeder top cover until it clicks into place.
- 4** Close the document feeder left cover until it clicks into place.

Executing Calibration

The machine can automatically calibrate colors using the calibration chart when the reproducibility of density or color in copies and prints deteriorates. The machine can adjust the gradation for each screen type set in the machine in advance.

The following four types of screen are available.

- Note**
- Copy Job 1
Calibrates the screen for [Text] or [Map] of [Original Type].
 - Copy Job 2
This is the original screen for copying.
Calibrates the screen for [Photo & Text] or [Photo] of [Original Type].
 - Print Job 1
This screen is the basic function for printer job. Calibrates the screen for Multi-model Print Driver 2.
 - Print Job 2
- Calibrates the screen on Multi-model Print Driver 2 when the following combinations are specified.

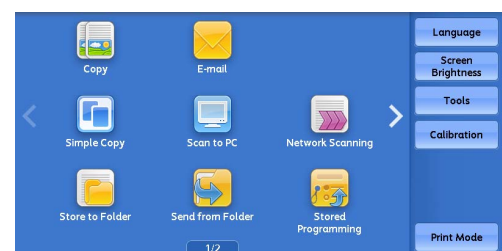
Tab	Image Options	Advanced Settings
Item	Image Quality	Print Page Mode
Combination of Setting	Standard	On

- Note**
- We recommend executing auto calibration for all four screen types. When the adjustment for one screen type is complete, specify the next screen type and repeat the procedure.
 - If color is not calibrated despite the periodic execution of auto calibration, contact our Customer Support Center.
 - Confirm the settings of the following items under [Tools] > [System Settings] > [Copy Service Settings] > [Copy Defaults] in the System Administration mode before executing auto calibration:
 - Lighten/Darken: Normal
 - Contrast: Normal
 - Sharpness: Normal
 - Saturation: Normal
 - Color Balance: 0, 0, 0
 - Color Shift: Normal
 - After finishing the auto calibration, change the settings of [Copy Defaults] if necessary. For information on [Copy Defaults], refer to "Copy Defaults" (P.458).

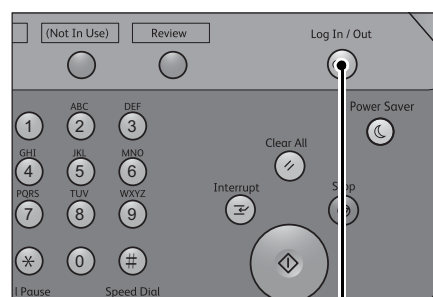
The following describes how to perform calibration.

- 1 Select [Calibration] on the Services Home screen.

If [Calibration] is not displayed, follow the procedure below.



- 1) Press the <Log In/Out> button.



<Log In/Out> button

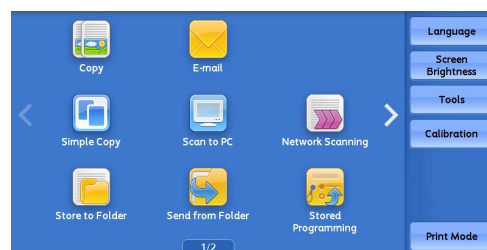
- 2) Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

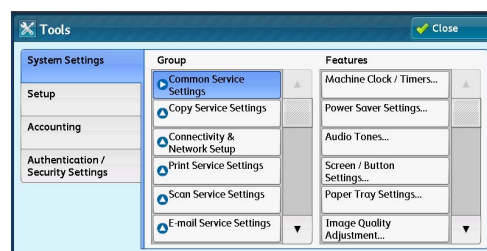
- Note**
- The default user ID is "11111".
 - The default passcode is "x-admin".

- 3) Select [Tools] on the Services Home screen.

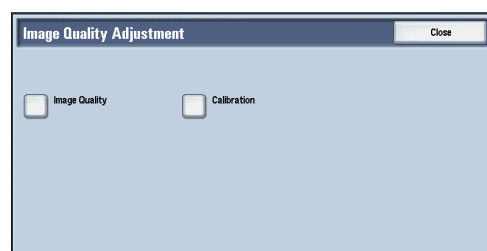
- Note**
- When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.



- 4) Select [System Settings] > [Common Service Settings] > [Image Quality Adjustment].

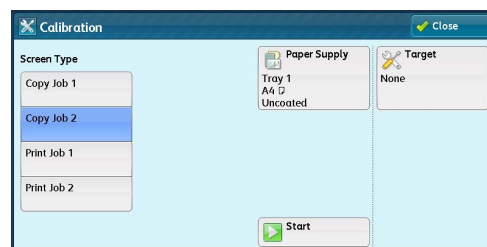


- 5) Select [Calibration].



- 2 Set [Screen Type], [Paper Supply], and [Target].

- Note**
- The following describes calibration procedures using Copy Job 2, as an example.
 - For [Paper Supply], select the paper tray in which A4, A3, 8.5 x 11", or 11 x 17" white paper is loaded.
 - For Target, select from [Copy & Print Jobs], [Copy Jobs Only], [Print Jobs Only], and [None]. When [Copy & Print] is not selected for [Target], calibration is not valid for the mode not listed in [Target].

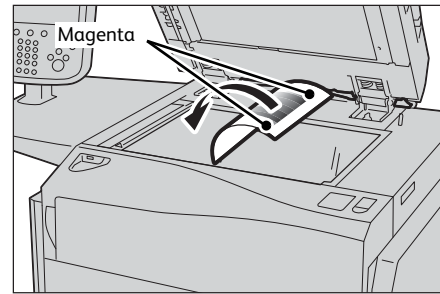


- 3 Select [Start].

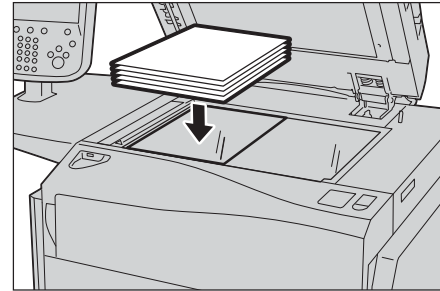
- Note**
- The message "Outputting the Calibration Chart... - Copy Job 2" appears and the document for calibration (Calibration Chart) is printed.

- 4** Align the magenta patch (squares printed at the top and bottom of the Calibration Chart) of the printed Calibration Chart against the left side of the document glass, and load the chart facing down on the document glass.

- Note**
- Place the Calibration Chart on the document glass.



- 5** Place at least five sheets of white paper on the Calibration Chart to cover the Chart and close the document cover.



- 6** Select [Start].

The message "Calibration in progress. - Copy Job 2" appears and the machine automatically calibrates the colors. It takes about 30 seconds to complete calibration.

A screen showing the result appears.

- 7** Select [Confirm].

- 8** To continue calibration for other screen types, repeat steps 2 to 7.

- 9** Select [Close] repeatedly until the Services Home screen is displayed.

- Note**
- When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

- 10** Copy or print to confirm the image quality.

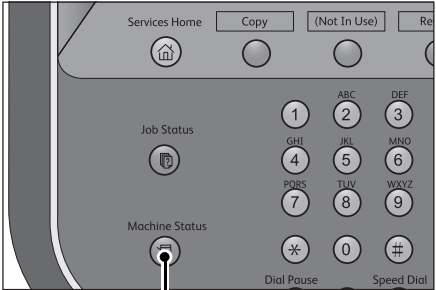
- Note**
- During auto calibration, the machine cannot receive print jobs.

Printing a Report/List

You can print a report/list to check the settings and communication status.

Note • When the <Data> indicator is not lit, you cannot print the Stored Documents List.
For information on the types of report/list, refer to "Print Reports" (P.622).

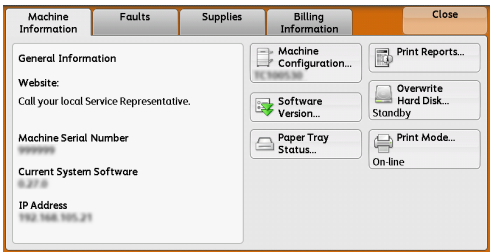
1 Press the <Machine Status> button.



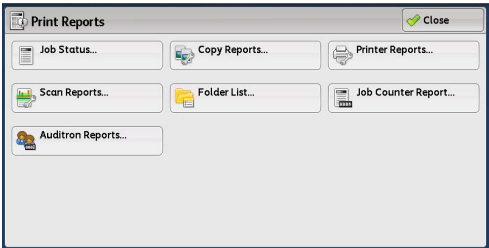
<Machine Status> button

2 Select [Print Reports].

Note • If [Print Reports Button] under [Reports] is set to [Disabled], the [Print Reports] button appears only when the [Tools] button is displayed on the Services Home screen. For more information on Reports, refer to "Reports" (P.436).



3 Select the service that you want a report or list for.



4 Select a report or list to print, and then press the <Start> button.

Note • The reports or lists displayed on the screen vary depending on the machine configuration.

Deleting a Private Charge Print Job with an Invalid User ID

When the Private Charge Print feature is used, all the print jobs with a User ID, regardless of its validity, are stored with the Private Charge Print feature. The system administrator can set the expiration date and can set up the machine to delete the expired jobs automatically, or manually delete them.

This section describes how to delete documents with an invalid User ID stored with the Private Charge Print feature.

For more information on how to set the period of time save jobs, refer to "Stored File Settings" (P.513).

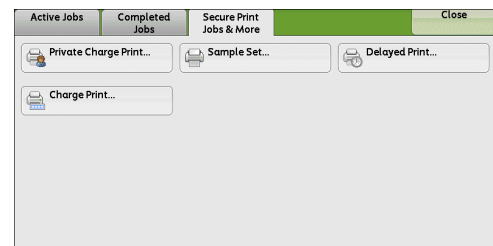
- 1 Press the <Log In/Out> button.
- 2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and select [Enter].

Note

- The default user ID is "11111".
- The default passcode is "x-admin".

- 3 Press the <Job Status> button.
- 4 Select the [Secure Print Jobs & More] tab.



- 5 Select [Private Charge Print].
- 6 Select the User ID to delete, and then select [Job List].
- 7 Select the job to delete, and then select [Delete].

Setting Restore Tool

Setting Restore Tool backs up the settings data of the machine to a network-connected computer to prevent the loss of data resulting from the malfunction of the machine's hard disk.

The feature is designed to restore data to the machine after the hard disk is replaced.

For more information on Setting Restore Tool, contact our Customer Support Center.

Note • You can back up the setting data of the machine when the hard disk and the Ethernet interface are installed on the machine.

The following data can be backed up on the computer:

- Address Book
- Folder (except for document files)
- User account list
- Job Flow
- Stored Programming
- Job log
- Error log
- Auditron log
- Other information such as user setting data

Users cannot replace the hard disk by themselves. When replacing the hard disk, contact our Customer Support Center.

Auto Alignment Adjustment Settings

This section describes automatic adjustment of the printout image position.

Note • Output paper for the alignment adjustment is counted for the number of printed pages. For more information, refer to "Billing Information" (P.634).

The machine adjusts the alignment of the images to print on the paper automatically and assigns the adjusted values to each tray.

Adjust the position of an output image when it is misaligned as a result of conditions such as paper expansion or contraction, cutting accuracy, or paper storage.

Adjust the position of the output images with the alignment adjustment settings.

Document Feeder Scan Precision Adjustment will adjust the scan precision of Document Feeder to the scan precision of the document glass. Perform the adjustment when Auto Alignment Adjustment with Document Feeder is performed for the first time or if there is a great difference between the adjustment results of the document feeder and the document glass.

Note • The document glass calibrates the image with high precision because using a background sheet and scanning a calibration chart divided by four. On the other hand, scanning error may occur when using the document feeder because of its structure or the machine condition although the calibration chart is scanned automatically. Scanning error could be improved by performing Document Feeder Scan Precision Adjustment.

• Background sheets for the adjustment are stored in the [Alignment Background Sheet] folder on the Software/Manual CD-ROM.

• When using a smart card authentication system such as IC Card Gate, you may be requested authentication before printing or scanning a calibration chart.

Printing an Alignment Calibration Chart

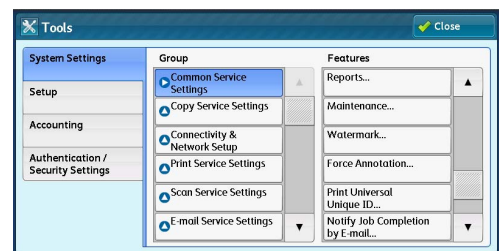
The following describes how to print a calibration chart to adjust the position of output image. The printed chart can be scanned both with the document feeder and the document glass.

1 Press the <Log In/Out> button and enter the System Administration mode

For more information on how to enter the System Administration mode, refer to "System Settings Procedure" (P.404).

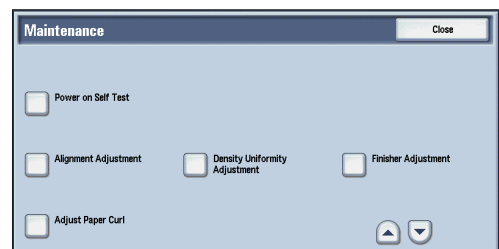
2 Select [Tools] on the Services Home screen.

3 Select [System Settings] > [Common Service Settings] > [Maintenance].

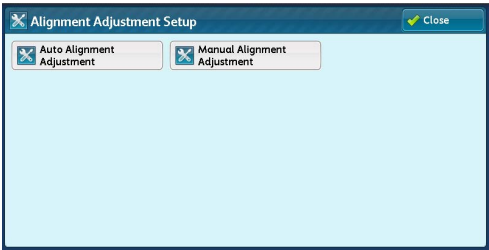


4 Select [Alignment Adjustment].

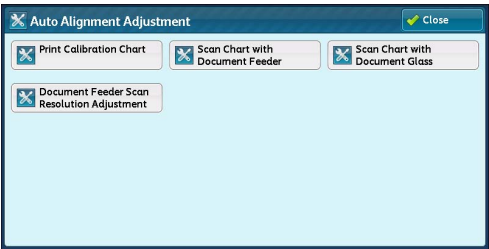
Note • Select [▲] to display the previous screen or [▼] to display the next screen.



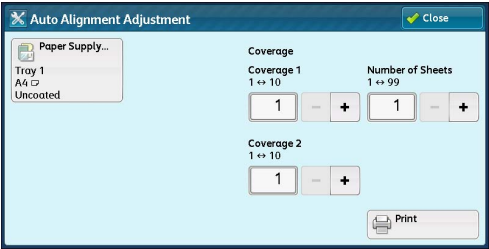
5 Select [Auto Alignment Adjustment].



6 Select [Print Calibration Chart].



7 Select [Paper Supply] to select a tray to assign the adjusted value. Specify [Coverage 1] and [Coverage 2] between 1 and 10, and the number of paper sheets between 1 and 99, and then select [Print].



An alignment calibration chart will be printed.
You are recommended to average the variations that you print or scan three and more calibration charts.

- Note**
- For the paper size, select 182 mm (width) x 182 mm (length) or larger.
 - If you use colored paper or paper with dark ground color, it may result in an adjustment failure.
 - Scanning by using the document glass may complete successfully if the scanning by the document feeder has not completed with error.
 - To collectively assign the alignment adjustment settings to the multiple paper trays, print a calibration chart, next print a calibration chart selecting another paper tray.
 - Scanning all calibration charts allows you to collectively save each adjustment settings of all the paper trays.
 - The printed calibration chart contains encoded information as to “from which tray the chart was printed” and “what number of sheet was the chart”, which will be read at scanning.

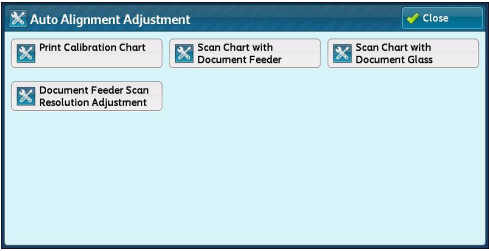
8 Scan the printed calibration chart.

When using the document feeder, refer to "Scanning an Alignment Calibration Chart with Document Feeder" (P.689).
When using the document glass, refer to "Scanning an Alignment Calibration Chart with Document Glass" (P.690).

Scanning an Alignment Calibration Chart with Document Feeder

The following describes how to scan a calibration chart using the document feeder and to assign the adjustment settings to tray.

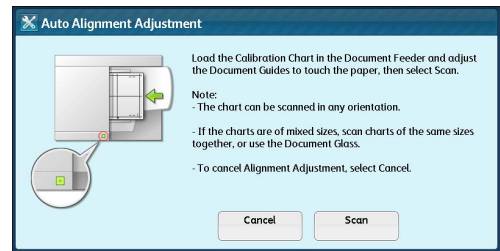
1 Select [Scan Chart with Document Feeder] on the [Auto Alignment Adjustment] screen.



- 2 Load the printed calibration chart on the document feeder and select [Scan].

Note

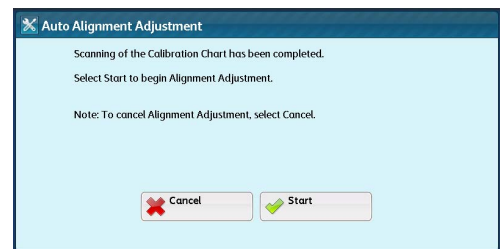
- Once starting scanning the calibration chart, the machine deletes the data that scanned before. Thus do not scan a chart in different size after you have printed as many calibration charts as the tray.



- 3 Select [Start]. Auto Alignment Adjustment starts.

- 4 After finishing Auto Alignment Adjustment, the tray setting screen is displayed. Select a tray to assign the alignment adjustment settings.

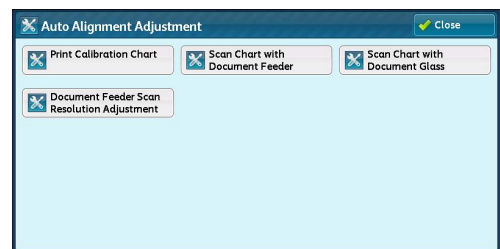
For information on how to assign alignment adjustment settings, refer to "Alignment Adjustment Setup" (P.692).



Scanning an Alignment Calibration Chart with Document Glass

The following describes how to scan a calibration chart using the document feeder and to assign the adjustment settings to tray.

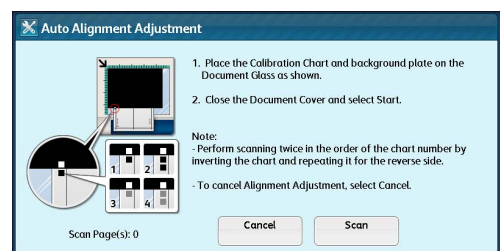
- 1 Select [Scan Chart with Document Glass] on the [Auto Alignment Adjustment] screen.





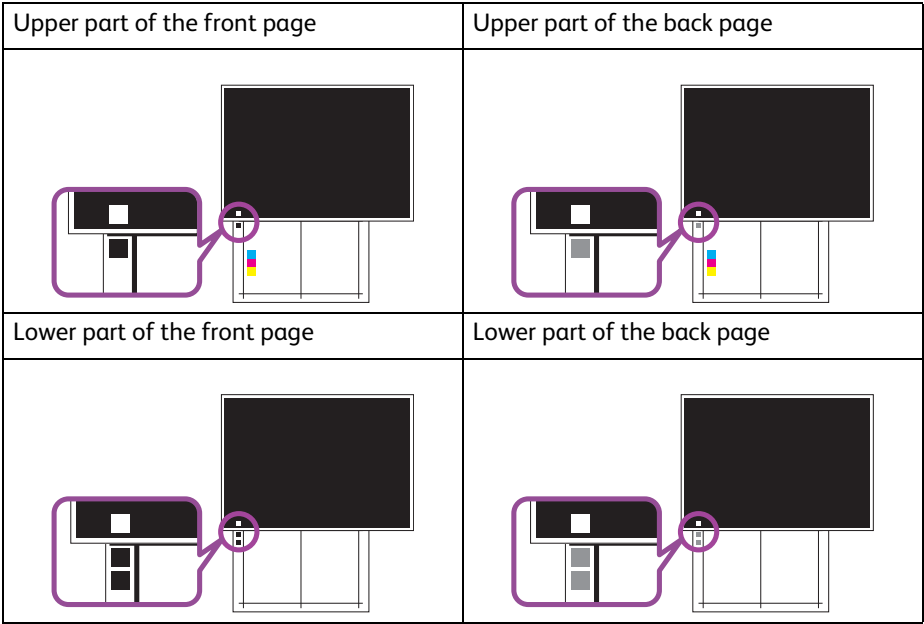
- 2 Place a background sheet on the calibration chart, and then close the document cover, and select [Scan].

Note

- For the background sheet, use the file "SIQA_sheet1_11x17.pdf" or "SIQA_sheet1_A3.pdf" that is stored in the [Alignment Background Sheet] folder on the Software/Manual CD-ROM. Output the file with 2-sided printing.
- Scan the top and bottom portions separately for each of the front and back sides of the calibration chart, four times in total. The data, which is scanned at the top and bottom portions of each of the front and back sides of a calibration chart (four locations in total), is used as the 1-time measurement data.
 - Vertical position: Adjust the position of a calibration chart so that the top line of a calibration chart overlaps the bottom line of a background sheet.



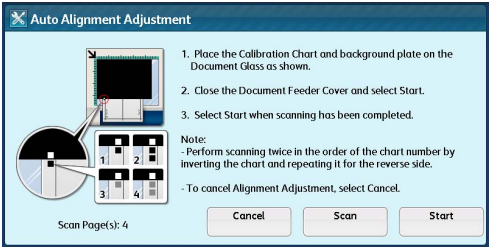
- Horizontal position: Adjust the position of  of a background sheet and the position of  of a measurement sheet as shown below.



3 Reposition calibration chart and background sheet to scan the second to fourth locations.
After scanning has been completed at the correct position in each of the front, back, top, and bottom, sides, remove the calibration chart and background sheet, and then close the document cover.

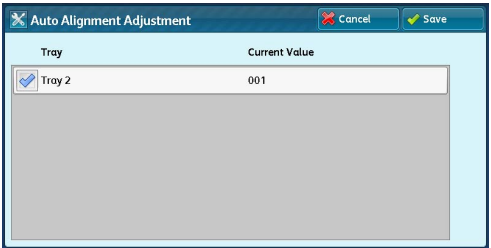
- Note**
- You can retry scanning by selecting [Start] as many times as you want until a calibration chart is scanned at the correct positions.
 - The data, which is scanned at the top and bottom portions of each of the front and back sides of a calibration chart (four locations in total), is used as the 1-time measurement data. When scanning multiple calibration charts, you can select [Start] to continuously carry out scanning.

4 Select [Start]. Auto Alignment Adjustment starts.



5 After finishing Auto Alignment Adjustment, the tray setting screen is displayed. Select a tray to assign the adjustment settings.

For information on how to assign alignment adjustment settings, refer to "Alignment Adjustment Setup" (P.692).



Alignment Adjustment Setup

The following describes how to save result of Auto Alignment Adjustment in Alignment Adjustment Type and to assign to a tray.

- 1 Select a type to set the alignment adjustment setting and select [Change Settings].



- 2 Enter the type name and select [Save].

Note • We recommend that you use a name with which you can recognize the content.



- 3 Select [Sample Printout].
- 4 Select a tray to assign the alignment adjustment settings and select 2 Sided, Output Color, and Number of Sheets.

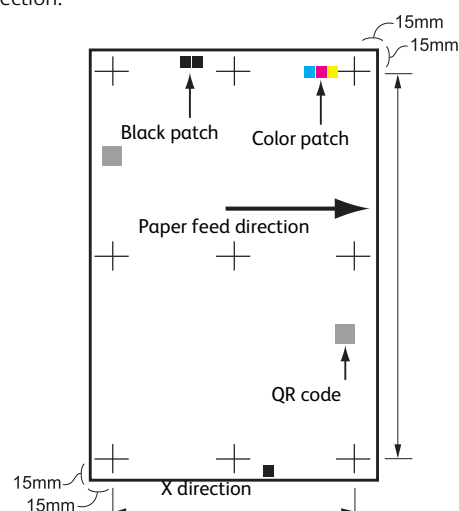
Note • You are recommended to average the variations that you print three and more sheets.

- 5 Select <Start>.

The current sample printout is printed.

If the position of the sample printout is correct, a line is printed at a position 15 mm from the edge of the paper. If the position of the line on the sample printout is misaligned, adjust it.

Note • A dark black patch is printed on the image of side 1 and a light black patch is printed on the image of side 2 of the sample printed with [Sample Printout]. A color patch is printed to show the paper feed direction.



- 6 Select [Save].
- 7 Select [Close].
- 8 Check the sample printout, and adjust the position if it is misaligned.

- Note** • When adjusting multiple types of misalignments, adjust them in the following order:
Perpendicularity Adjustment > Skew Adjustment > Scale Adjustment > Print Position Adjustment

For more information on each type of adjustment, refer to the following sections:

For perpendicularity adjustment, refer to "Perpendicularity Adjustment" (P.698).

For skew adjustment, refer to "Skew Adjustment" (P.699).

For scale position adjustment, refer to "Scale Adjustment" (P.701).

For print position adjustment, refer to "Print Position Adjustment" (P.702).

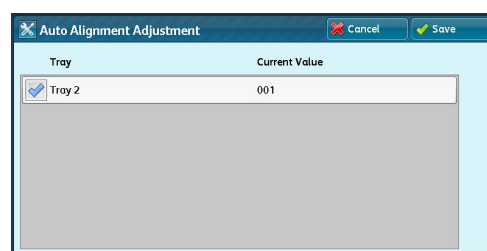
- 9** After you complete adjustment, print another sample printout with [Sample Printout] and check the adjustment results.

- 10** Adjust the alignment again if necessary.

- 11** Select [Save] until the tray setting screen is displayed.

- 12** Select a tray to assign the alignment adjustment settings, and select [Save].

- Note** • If you select [Save] during [Not set] tray is selected, an error message is displayed on the control panel. In this case, set the alignment adjustment type, selecting a tray not set.

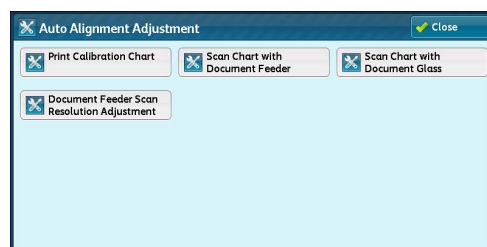


- 13** Select [Save] until the menu screen is displayed.

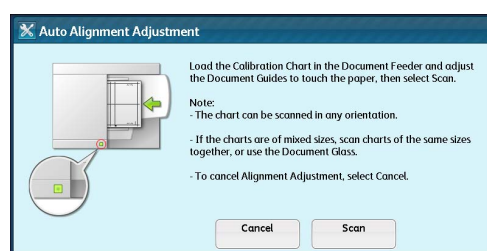
Document Feeder Scan Precision Adjustment

On [Document Feeder Scan Precision Adjustment], the reading accuracy of the document feeder can be brought closer to that of the document glass.

- 1** Select [Document Feeder Scan Precision Adjustment] on the [Auto Alignment Adjustment] screen.

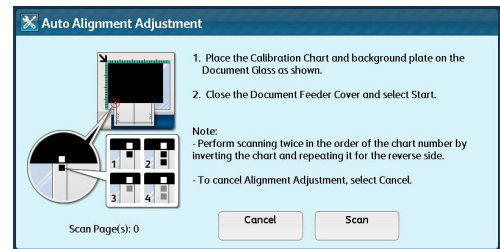


- 2** Load the printed calibration chart on the document feeder and select [Scan].



3 Scan a calibration chart with the document glass. Place a background sheet on the measurement chart, and then close the document cover, and select [Scan].

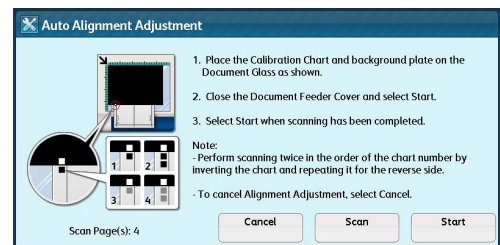
- Note**
- For the background sheet, use the file "SIQA_sheet1_11x17.pdf" or "SIQA_sheet1_A3.pdf" that is stored in the [Alignment Background Sheet] folder on the Software/Manual CD-ROM. Output the file with 2-sided printing.
 - Scan the top and bottom portions separately for each of the front and back sides of the calibration chart, four times in total. The data, which is scanned at the top and bottom portions of each of the front and back sides of a calibration chart (four locations in total), is used as the 1-time measurement data.
 - Vertical position: Adjust the position of a calibration chart so that the top line ■ of a calibration chart overlaps the bottom line of a background sheet.
 - Horizontal position: Adjust the position of □ of a background sheet and the position of ■ of a calibration chart as shown below.



4 Reposition calibration chart and background sheet to scan the second to fourth locations. After scanning has been completed at the correct position in each of the front, back, top, and bottom sides, remove the calibration chart and background sheet.

- Note**
- You can retry scanning by selecting [Scan] as many times as you want until a calibration chart is scanned at the correct positions.
 - The data, which is scanned at the top and bottom portions of each of the front and back sides of a calibration chart (four locations in total), is used as the 1-time measurement data. When scanning some calibration charts, you can select [Scan] to continuously carry out scanning.

5 Select [Start]. Scan Precision Adjustment with Document Feeder starts.



Manual Alignment Adjustment

This section describes manual adjustment of the printout image position.

Note • Output paper for the alignment adjustment is counted for the number of printed pages. For more information, refer to "Billing Information" (P.634).

You can adjust the alignment of the images to print on the paper (perpendicularity (rhombic distortion), skew, scale, and image position), and save 80 types of adjusted values. You can assign a set type to each tray.

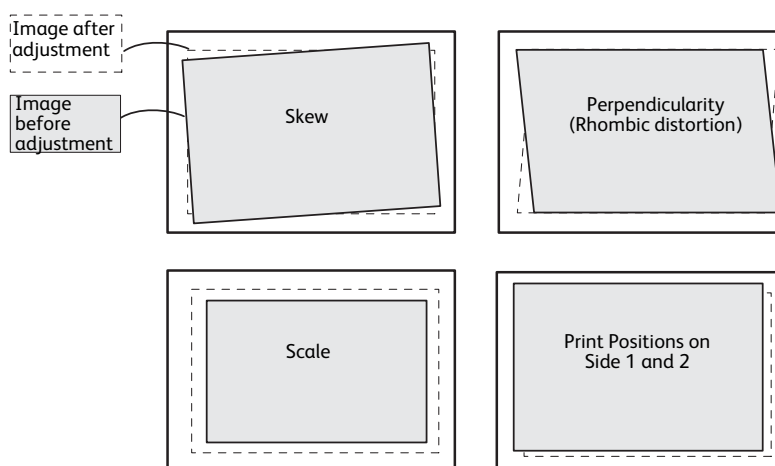
Adjust the position of an output image when it is misaligned as a result of conditions such as paper expansion or contraction, cutting accuracy, or paper storage.

Adjust the position of the output images with the alignment adjustment settings.

Note • When using a smart card authentication system such as IC Card Gate, you may be requested authentication before printing or scanning a calibration chart.

Manual Alignment Adjustment

You can adjust the position of output images on the machine as follows:



■ Skew Adjustment

Adjust a skewed image.

■ Perpendicularity (Rhombic Distortion) Adjustment

Adjust the distortion of an image.

■ Scale Adjustment

Adjust the size (scale) of the output image in the paper feed direction (X direction) and in the vertical direction in relation to the paper feed direction (Y direction).

■ Print Position Adjustment

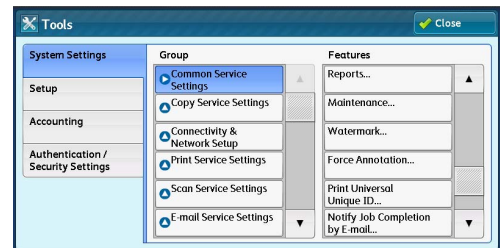
Adjust the position of the image in the paper feed direction (X direction) and in the vertical direction in relation to the paper feed direction (Y direction). Adjust this, for example, when the images on sides 1 and 2 are not in the expected position.

When adjusting multiple types of misalignments, adjust them in the following order: Perpendicularity Adjustment > Skew Adjustment > Scale Adjustment > Print Position Adjustment

Alignment Adjustment Settings

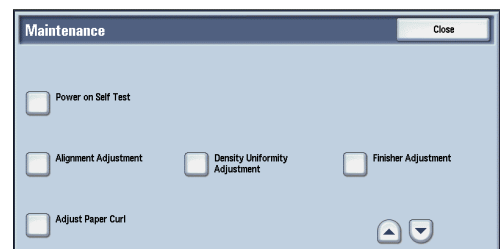
Save the adjustment results for perpendicularity, skew, scale, and print position as an alignment adjustment type, and then assign the type to a tray.

- 1 Load paper in a tray.
- 2 Press the <Log In/Out> button, and enter the System Administration mode.
For more information on how to enter the System Administration mode, refer to "System Settings Procedure" (P.404).
- 3 Select [Tools] on the Services Home screen.
- 4 Select [System Settings] > [Common Service Settings] > [Maintenance].



- 5 Select [Alignment Adjustment].

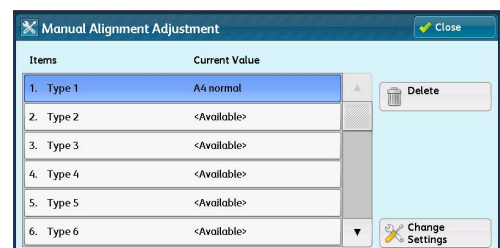
Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



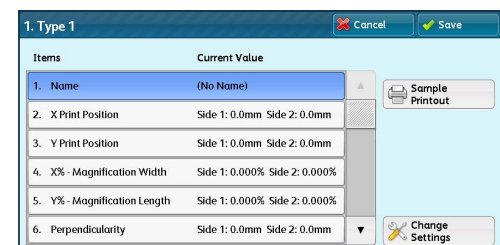
- 6 Select [Manual Alignment Adjustment]



- 7 Select the alignment adjustment type to set or adjust, and then select [Change Settings].



- 8 Select [Name], and then select [Change Settings].



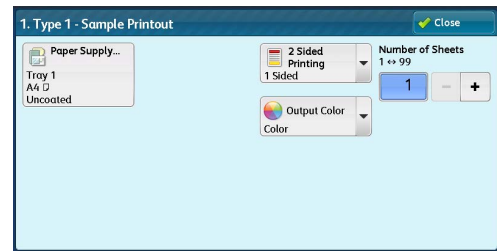
- 9 Enter the type name, and select [Save].

Note • We recommend that you use a name with which you can recognize the content.

- 10 Select [Sample Printout].

- 11** Select the tray in which you loaded paper in step 1, and then select [2 Sided] or [1 Sided], output color, and the number of sheets.

Note • We recommend that you print about 10 sheets to calculate the average value of the variations.

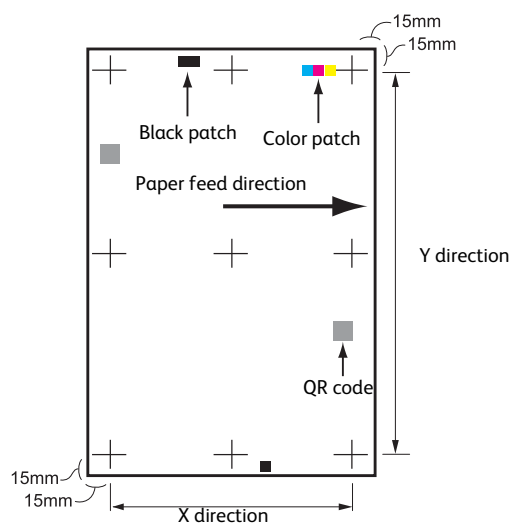


- 12** Press the <Start> button.

The current sample printout is printed.

If the position of the sample printout is correct, a line is printed at a position 15 mm from the edge of the paper. If the position of the line on the sample printout is misaligned, adjust the alignment.

Note • A dark black patch is printed on the image of side 1 and a light black patch is printed on the image of side 2 of the sample printed with [Sample Printout]. A color patch is printed to show the paper feed direction.



- 13** Select [Confirm].
- 14** Select [Close].
- 15** Check the sample printout, and adjust the position if it is misaligned.

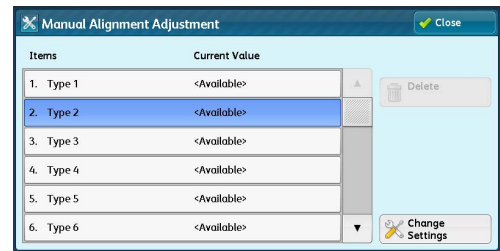
Important • When adjusting multiple types of misalignments, adjust them in the following order:
Perpendicularity Adjustment > Skew Adjustment > Scale Adjustment > Print Position Adjustment.

For more information on each type of adjustment, refer to the following sections:

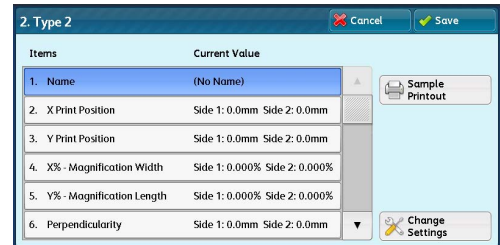
- For perpendicularity adjustment, refer to "Perpendicularity Adjustment" (P.698).
- For skew adjustment, refer to "Skew Adjustment" (P.699).
- For scale position adjustment, refer to "Scale Adjustment" (P.701).
- For print position adjustment, refer to "Print Position Adjustment" (P.702).

- 16** After you complete adjustment, print another sample printout with [Sample Printout] and check the adjustment results.
- 17** Adjust the alignment again if necessary.
- 18** Select [Save].
- 19** Select [Close].

- 20 Select the tray to which to assign the set type (the tray in which you loaded the paper in step 1), and then select [Change Settings].



- 21 Select the adjusted type, and then select [Save].



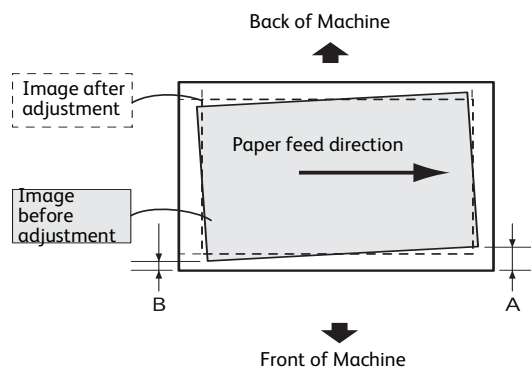
- 22 Select [Close] until [Tools] screen is displayed.
- 23 Assign the adjustment results to user defined paper or paper trays from [System Settings] > [Common Service Settings] > [Paper Tray Settings].
For paper tray settings, refer to "Paper Tray Settings" (P.429).
- 24 Select [Close].

Perpendicularity Adjustment

Adjust image skewing (squareness) in 0.1 mm increments for both sides 1 and 2.

Assuming that the upper side of an output image faces the paper feed direction, set positive number to adjust the perpendicularity of the image distorted like a parallelogram whose right side is located on the upper position, and conversely, set negative number to adjust the image whose left side is located on the upper position.

- 1 Check the sample printout, measuring the amount of squareness misalignment.

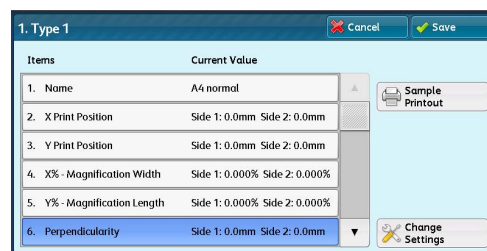


Use the following equation to obtain the perpendicularity misalignment amount, with "A" as the length of the lead registration at the rear of the machine, and "B" as the length of the lead registration at the front of the machine.

Perpendicularity misalignment amount = $(A - B) \times 400 \div (\text{length of Y direction of paper} - 30 \text{ mm})$

For example, when A3 is placed horizontally: $(A - B) \times 400 \div 267$

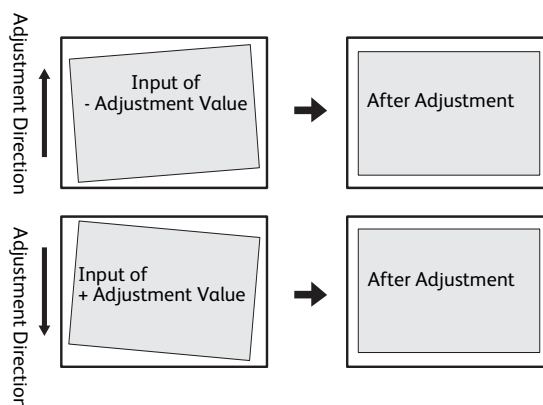
- 2 Select [Perpendicularity], and then select [Change Settings].



- 3 Enter a value by adding the perpendicularity misalignment amount measured in step 1 to the current setting value of [Side 1] and [Side 2].

Note

- The values displayed in [Side 1] and [Side 2] vary depending on the machine. The Alignment Adjustment Type feature adjusts relative difference between the sides 1 and 2. Thus, if adjustable amount to the desired direction is not enough in one side, adjust the other side.
- Entering a positive or negative value adjusts the squareness as shown below:



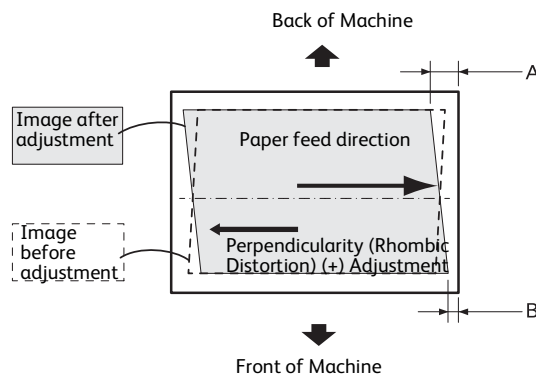
- 4 Select [Save].

Skew Adjustment

Adjust image skewing (tilt extent) in 0.1 mm increments for each of sides 1 and 2.

Set positive number to rotate the image in a clockwise direction, and conversely, set negative number to rotate the image in a counterclockwise direction.

- 1 Check the sample printout, and measure the squareness offset amount that occurred.



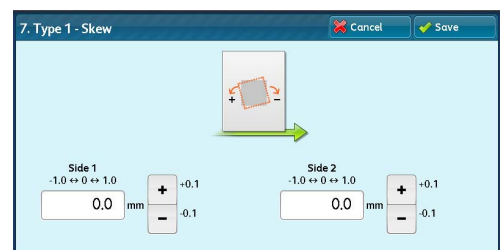
Use the following equation to obtain the tilt extent amount, with "A" as the length of side registration edge of the paper feed direction of the output sample, and "B" as the length of the side registration edge of the opposite to the paper feed direction of the output sample.

$$\text{Skew amount} = A - B$$

- 2 Select [Skew], and select [Change Settings].

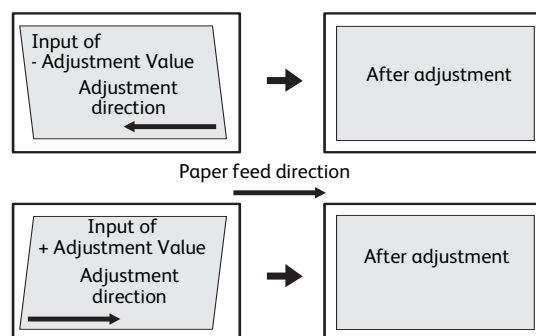


- 3 Enter a value with the tilt extent amount measured in step 1 added as the current setting value of [Side 1] and [Side 2].



Note

- The maximum and minimum values that can be entered, and displayed above the entry frame depend on the setting of the machine inside.
- If the tilt extent is not adjusted even after the maximum or minimum value is entered in one side, adjust the other side.
- Entering a positive or negative value adjusts the tilt extent as shown below.



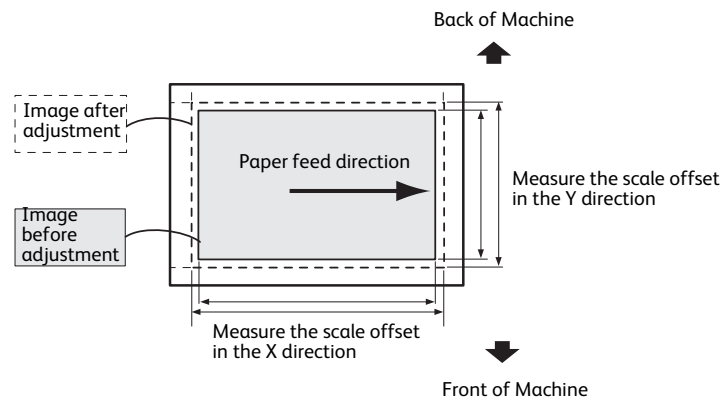
- 4 Select [Save].

Scale Adjustment

Adjust the size (scale) of the image in the paper feed direction and in the vertical direction in relation to the paper feed direction in 0.025 % increments for both sides 1 and 2.

Specify a positive value to increase the scale, and a negative value to reduce it.

- 1 Check the sample printout, measuring the amount of scale misalignment.



The scale may become a negative value depending on the scale misalignment amount.

- Paper feed direction: X direction scale

X direction scale misalignment amount = image actual measurement length in the X direction - image reference length in the X direction

X direction scale correction amount = $-1 \times (\text{scale misalignment amount in the X direction} \div \text{image reference length in the X direction}) \times 100$

- Vertical direction in relation to the paper feed direction: Y direction scale

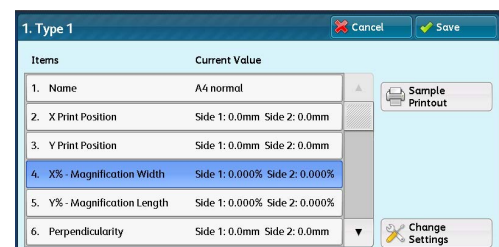
Y direction scale misalignment amount = image actual measurement length in the Y direction - image reference length in the Y direction

Y direction scale correction amount = $-1 \times (\text{scale misalignment amount in the Y direction} \div \text{image reference length in the Y direction}) \times 100$

Note • The reference lengths for a sample printout of A3 or A4 size printed with [Sample Printout] are as follows:

Paper Size	Image Reference Length in X Direction	Image Reference Length in Y Direction
A3	390 mm	267 mm
A4	267 mm	180 mm

- 2 Select [X % - Magnification Width] or [Y % - Magnification Length], and then select [Change Settings].

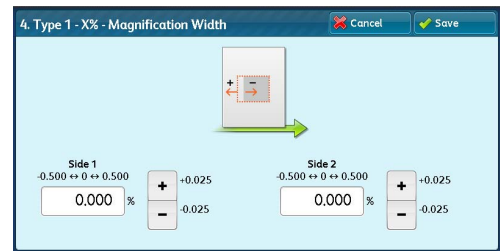


- 3 Enter a value by adding the X direction scale correction amount you measured in step 1 to the current setting values of [Side 1] and [Side 2] of [X % - Magnification Width].

Enter a value by adding the Y direction scale correction amount you measured in step 1 to the current setting values of [Side 1] and [Side 2] of [Y % - Magnification Length].

Note

- The values displayed in [Side 1] and [Side 2] vary depending on the machine. The Alignment Adjustment Type feature adjusts relative difference between the sides 1 and 2. Thus, if adjustable amount to the desired direction is not enough in one side, adjust the other side.



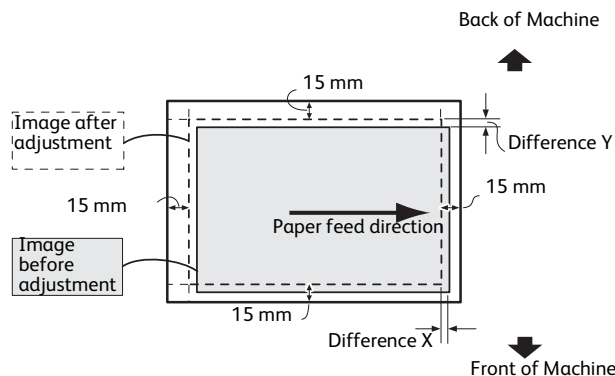
- Select [Save].

Print Position Adjustment

Adjust the position of the image in the paper feed direction and in the vertical direction in relation to the paper feed direction in 0.1 mm increments for both sides 1 and 2.

Adjust the position in the paper feed direction with [X Print Position], and adjust the position in the vertical direction in relation to the paper feed direction with [Y Print Position].

- Check the sample printout, measuring the amount of print position misalignment.



- X Print Position**

Specify a positive value to move the position of the image in the opposite direction of the paper feed direction, and a negative value to move the position of the image in the paper feed direction.

- Y Print Position**

Specify a positive value to move the position of the image toward the rear of the machine, and a negative value to move the position of the image toward the front of the machine.

- Select [X Print Position] or [Y Print Position], and then select the [Change Settings].

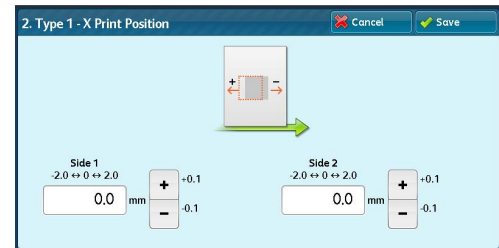


- 3** Enter a value by adding the difference X measured in step 1 to the current setting values of [Side 1] and [Side 2] of [X Print Position].

Enter a value by adding the difference Y measured in step 1 to the current setting values of [Side 1] and [Side 2] of [Y Print Position].

- Note**
- [X Print Position]: Specify a positive value to move the position of the image in the opposite direction of the paper feed direction, and a negative value to move the position of the image in the paper feed direction.
 - [Y Print Position]: Specify a negative value to move the image toward the front of the machine, or a positive value to move the image toward the rear of the machine.

- 4** Select [Save].



Density Uniformity Adjustment (Semi Auto Process Using Scanner)

This section describes manual adjustment of the density uniformity.

- Note**
- Output paper for the density uniformity adjustment is counted for the number of printed pages. For more information, refer to "Billing Information" (P.634)
 - When using a smart card authentication system such as IC Card Gate, you may be requested authentication before printing or scanning a calibration chart.

Density Uniformity Adjustment

This section describes manual adjustment of the density uniformity.

- 1 Load paper in a tray.

- Note**
- For the paper size, select 210mm (width) x 210mm (length) or larger.

- 2 Press the <Log In/Out> button, and then enter the System Administration mode.

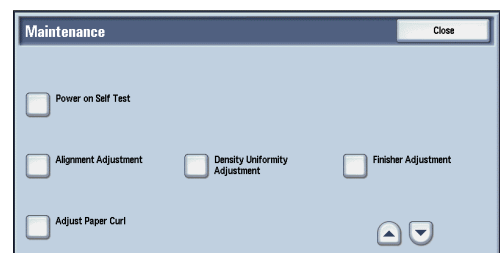
For how to enter the System Administration mode, refer to "System Settings Procedure" (P.404).

- 3 Select [Tools] on the Services Home screen.

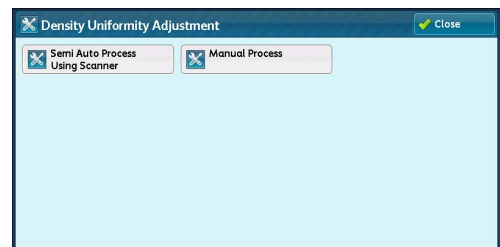
- 4 Select [System Settings] > [Common Service Settings] > [Maintenance].

- 5 Select [Density Uniformity Adjustment].

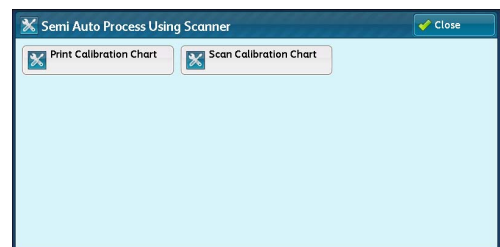
- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.



- 6 Select [Semi Auto Process Using Scanner].



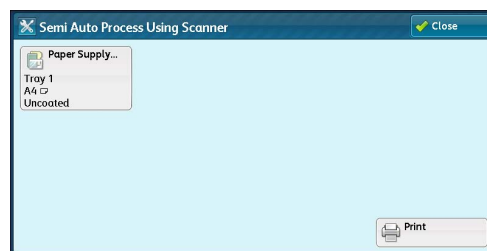
- 7 Select [Print Calibration Chart].



- 8** Select the tray in which you loaded paper in step 1 from [Paper Supply], and then select [Print].

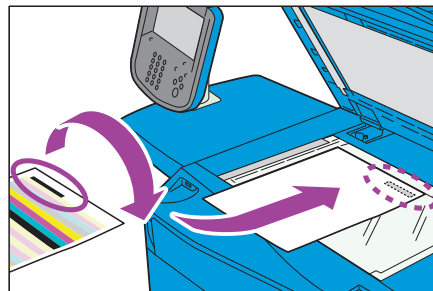
The CMYK measurement chart is printed on the first sheet, and the RGB measurement chart on the second sheet.

- Note**
- For the paper size, select 210 mm (width) x 210 mm (length) or larger.
 - If you use colored paper or paper with dark ground color, it may result in an adjustment failure.



- 9** Select [Scan Calibration Chart].

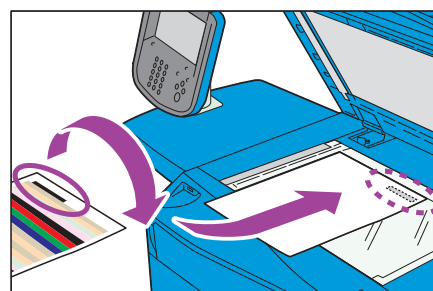
- 10** Place the CMYK measurement chart with the print side facing down and the edge of a black mark aligning to the upper side of the document glass.



- 11** Place five or more blank sheets with the same size as for the chart on the CMYK measurement chart, close the document cover, and select [Start].

After scanning has been completed, remove the chart and blank sheets.

- 12** Place the RGB calibration chart with the print side facing down and the edge of a black mark aligning to the upper side of the document glass.



- 13** Place five or more blank sheets with the same size as for the chart on the RGB measurement chart, and select <Start>.

After scanning has been completed, remove the chart and blank sheets.

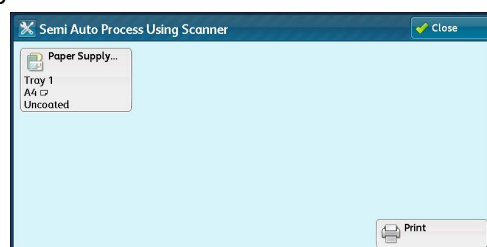
Select [Start], and then Semi Auto Process Using Scanner starts.

- 14** Select the paper tray that you have loaded paper in step 1, and then select [Print].

The charts which the adjustment result is reflected are printed. The CMYK measurement chart is printed on the first sheet, and the RGB measurement chart on the second sheet.

- 15** Confirm that the density uniformity is adjusted.

Select [Save] until the Services Home screen is displayed.



Density Uniformity Adjustment (Manual Process)

This section describes manual adjustment of the density uniformity.

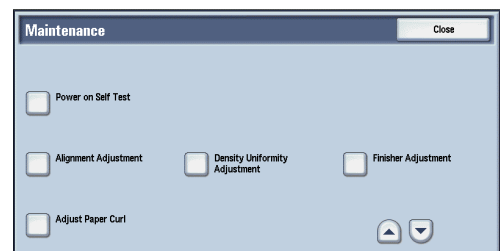
- Note**
- Output paper for the density uniformity adjustment is counted for the number of printed pages. For more information, refer to "Billing Information" (P.634)
 - When using a smart card authentication system such as IC Card Gate, you may be requested authentication before printing or scanning a calibration chart.

Density Uniformity Adjustment

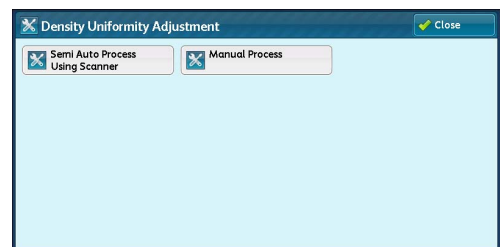
You can adjust the density uniformity on the machine as follows:

- 1 Load paper in a tray.
- 2 Press the <Log In/Out> button, and then enter the System Administration mode.
For how to enter the System Administration mode, refer to "System Settings Procedure" (P.404).
- 3 Select [Tools] on the Services Home screen.
- 4 Select [System Settings] > [Common Service Settings] > [Maintenance].
- 5 Select [Density Uniformity Adjustment].

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.



- 6 Select [Manual Process].



- 7 Select the tray in which you loaded paper in step 1, and then select [Print].

- Coverage 1, 2

Two patterns of density for each color (Yellow, Magenta, Cyan, and Black) could be set for the sample output.

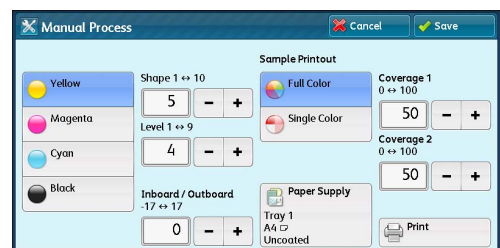
- Full Color / Single Color

Select [Full Color] to check the density and balance of all colors. Select [Single Color] to check the density of a specific color.

If you selected [Single Color], select the color to print from [Yellow], [Magenta], [Cyan], and [Black].

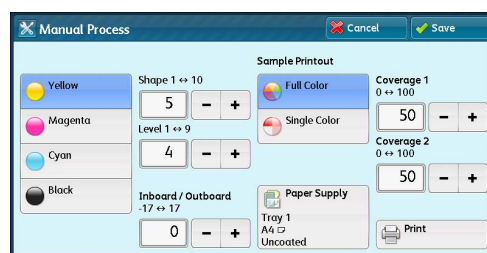
- Paper Supply

Select the tray with the paper to adjust density.



- 8 Select [Confirm].
- 9 Check the sample output. If the color density is uneven, make an adjustment.

- 1) Select the color to adjust from [Yellow], [Magenta], [Cyan], and [Black].
- 2) Set the shape, level, and inboard / outboard, according to the sample output.



- Shape

According to the sample output, select how the adjustment amount of the density pattern is from 1 to 10.

For details on shapes, refer to "Shape Patterns" (P.708).

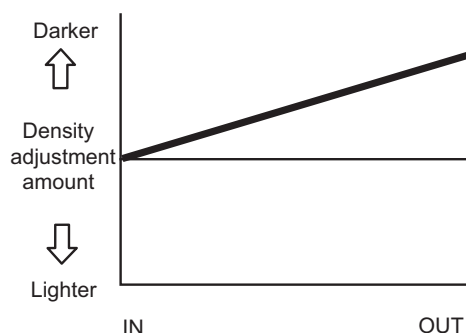
- Level

According to the sample output, select the difference level of density from 1 to 9. Level shows there is no adjustment amount between the areas of the sample output. Greater level shows greater difference.

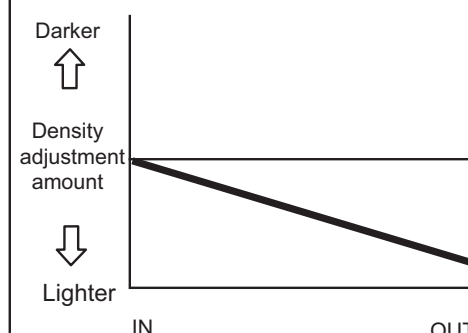
- Inboard / Outboard

According to the sample output, adjust the density pattern. Select the adjustment amount from -17 to 17. Greater amount shows greater difference.

Input "+" value



Input "-" value

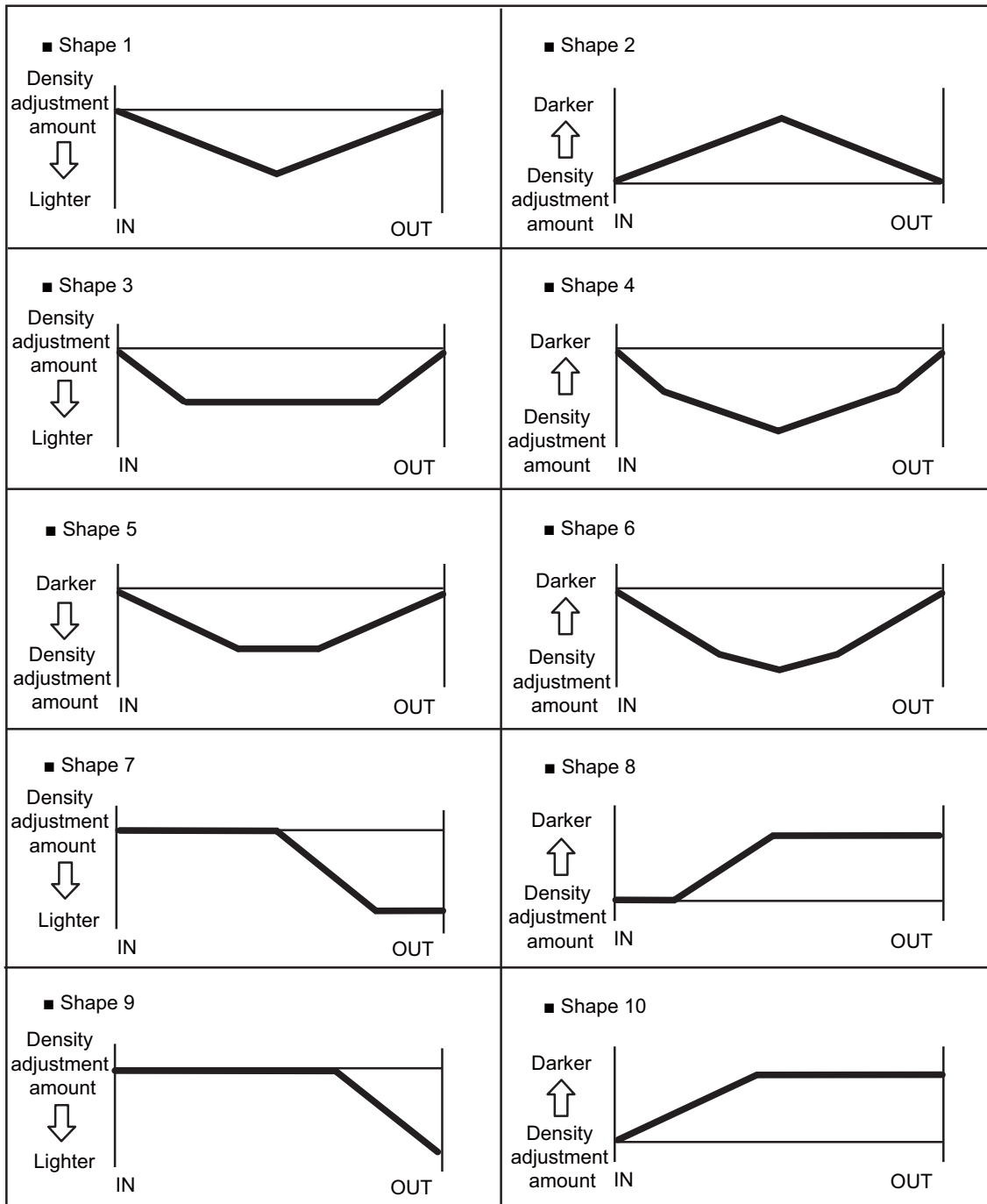


Note • When the density pattern is not as shown above, adjust by [Shape] and [Level].

- 10 Print the sample output again to confirm the adjustment result.
- 11 Make adjustments again if necessary.
- 12 Select [Save].
- 13 Select [Close].

Shape Patterns

Refer to the following chart to determine the shape.



Fold Position Adjustment

This section describes how to adjust the fold position.

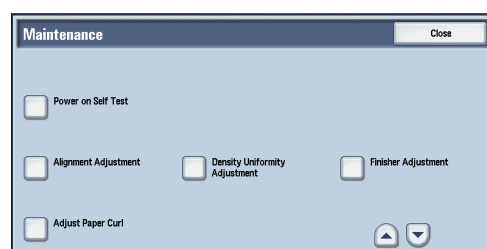
You can adjust the fold position for each paper type, and save 10 types of adjusted values. You can assign a set type to each tray.

You can adjust the fold position for single fold, booklet, C fold, Z fold, Z fold half sheet.

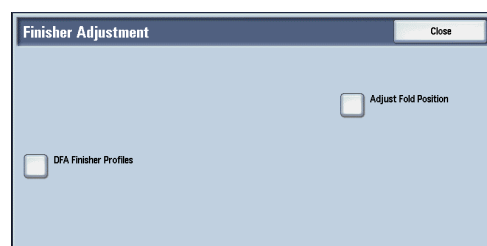
Fold Position Adjustment

- 1 Load the paper to adjust the fold position in the tray.
- 2 Press the <Log In/Out> button, and enter the System Administration mode
- 3 Select [Tools] on the Services Home screen.
- 4 Select [System Settings] > [Common Service Settings] > [Maintenance].
- 5 Select [Finisher Adjustment].

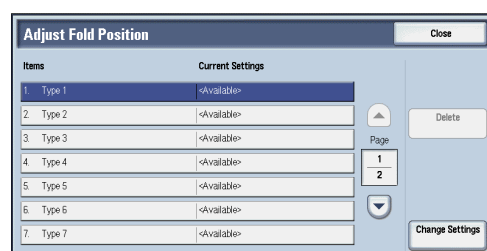
Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



- 6 Select [Adjust Fold Position].



- 7 Select a type, and select [Change Settings].



- 8 Select [Name], and select [Change Settings].

- 9 Enter the type name, and select [Save].

Note • We recommend you to use a name such as "Single Fold Plain" that allows you to know what the content is.

- 10 Select the fold type, and then select [Change Settings].

For more information on each fold adjustment, refer to the following sections.

-For single fold, refer to "Single Fold Position Adjustment" (P.710).

-For booklet, refer to "Booklet Position Adjustment" (P.711).

-For C fold, refer to "C Fold Position Adjustment" (P.712).

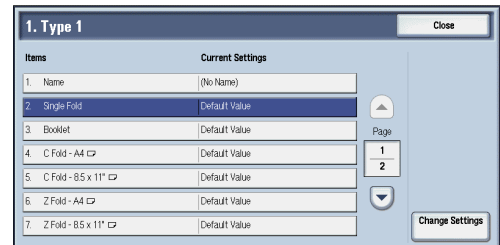
-For Z fold, refer to "Z Fold Position Adjustment" (P.714).

-For Z fold half sheet, refer to "Z Fold Half Sheet Position Adjustment" (P.715).

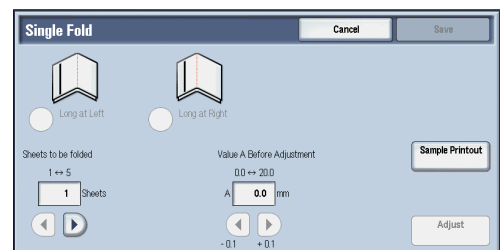
Single Fold Position Adjustment

Adjust the single fold position.

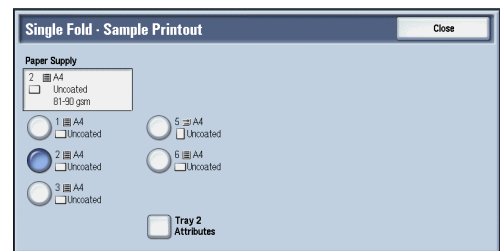
- 1 Select [Single Fold], and then select [Change Settings].



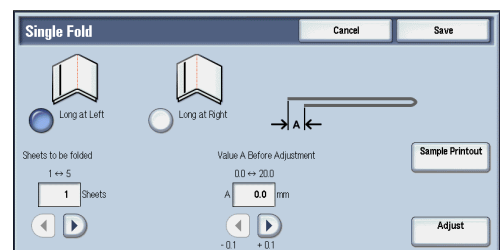
- 2 Specify [Sheets to be folded], and then select [Sample Printout].



- 3 Select the tray in which you loaded paper, and press the <Start> button.
A sample printout is printed.



- 4 Select [Close].
- 5 Check the sample printout, measuring the misaligned amount.
- 6 Select [Long at Left] or [Long at Right], and enter the value you measured in step 5 in [Value A Before Adjustment].



- 7 Select [Adjust].
- 8 Select [Sample Printout] again.
- 9 Select the tray in which you loaded paper, and press the <Start> button.
The sample printout is printed.
- 10 Select [Close].
- 11 Confirm the result of sample printout.
- 12 Adjust the alignment again if necessary.

13 Select [Save].

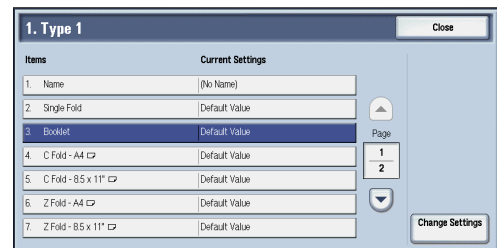
14 Select [Close] until the Services Home screen is displayed.

Note • When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

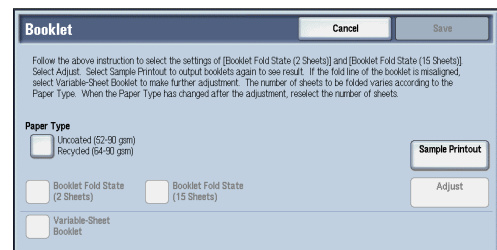
Booklet Position Adjustment

Adjust the booklet position.

1 Select [Booklet], and then select [Change Settings].

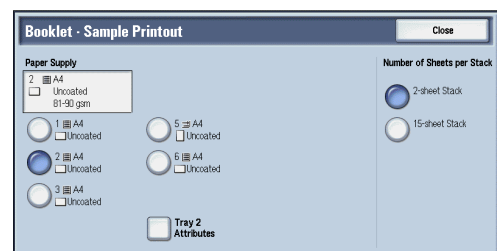


2 Select [Sample Printout].



3 Select the tray in which you loaded paper, select [2-Sheet Stack], and press the <Start> button.

A sample printout is printed.



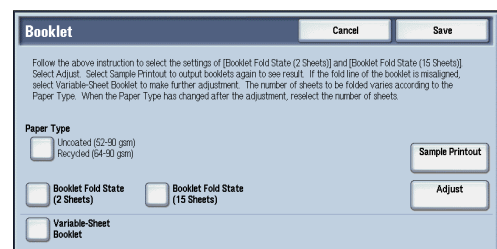
4 Select the tray in which you loaded paper, select [15-Sheet Stack], and press the <Start> button.

A sample printout is printed.

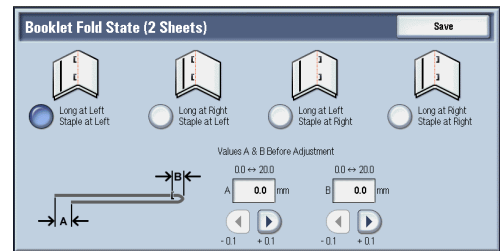
5 Select [Close].

6 Check the sample printout, measuring the position misaligned amount for 2-sheet stack and 15-sheet stack.

7 Select [Booklet Fold State (2 Sheets)].



- 8 Select the state of the fold and staple position of the printout, and enter the 2-sheet stack misalignment amount you measured in step 6 in [Values A & B Before Adjustment].

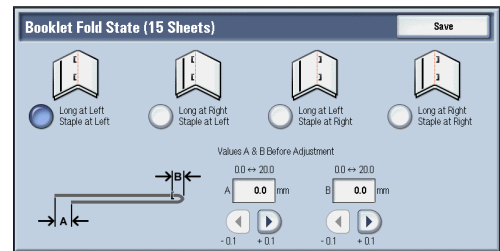


- 9 Select [Save].

- 10 Set [Booklet Fold State (15 Sheets)] in the same way as [Booklet Fold State (2 Sheets)].

Note • Alignment is adjusted automatically when loading stacks of 2 to 15 sheets.

Note • When loading stacks of other than 2 or 15 sheets, select [Variable-Sheet Booklet] to adjust the alignment.



- 11 Select [Adjust].
- 12 Select [Sample Printout] again.
- 13 Select the tray in which you loaded paper and press the <Start> button.
The sample printout is printed.

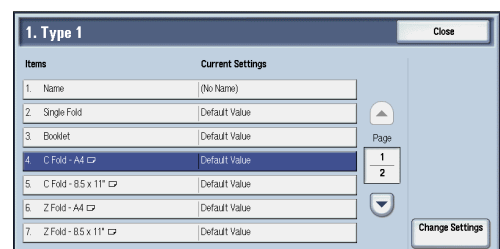
- 14 Select [Save].
- 15 Confirm the result of sample printout.
- 16 Adjust the alignment again if necessary. (Steps 6 to 14)
- 17 Select [Save].
- 18 Select [Close] until the Services Home screen is displayed.

Note • When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

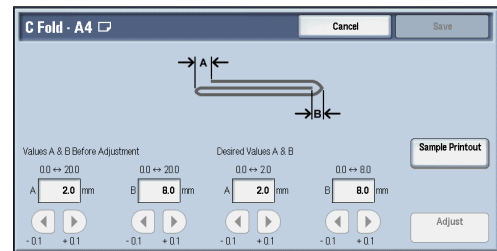
C Fold Position Adjustment

Adjust the C fold position.

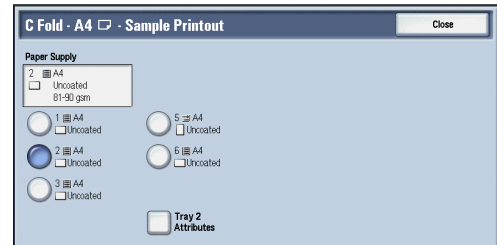
- 1 Select [C Fold - A4] or [C Fold - 8.5x11"], and then select [Change Settings].



- 2 Select [Sample Printout].



- 3 Select the tray in which you loaded paper, and press the <Start> button.
A sample printout is printed.



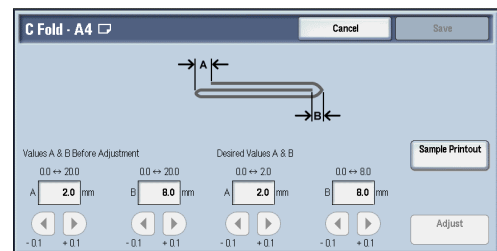
- 4 Select [Close].

- 5 Check the sample printout, measuring the A and B fold position movement amounts.



- 6 Enter the values you measured in step 5 in [Values A & B Before Adjustment], and the value to which to adjust in [Desired Values A & B].

Important • Set value A and value B so that an edge of the paper does not extend beyond a fold position of the paper. Extending an edge of paper beyond a fold position of the paper may cause a paper jam.



- 7 Select [Adjust].

- 8 Select [Sample Printout] again.

- 9 Select the tray in which you loaded paper, and press the <Start> button.

The sample printout is printed.

- 10 Select [Save].

- 11 Confirm the same printout.

- 12 Adjust the alignment again if necessary. (Step 5 to 11)

- 13 Select [Save].

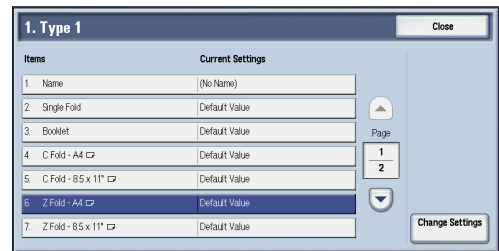
- 14 Select [Close] until the Services Home screen is displayed.

Note • When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

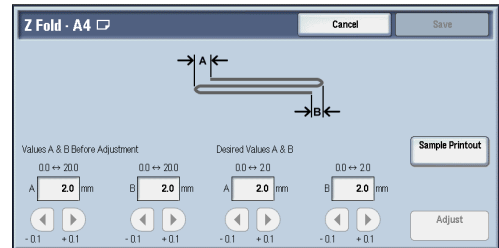
Z Fold Position Adjustment

Adjust the Z Fold Half Sheet position.

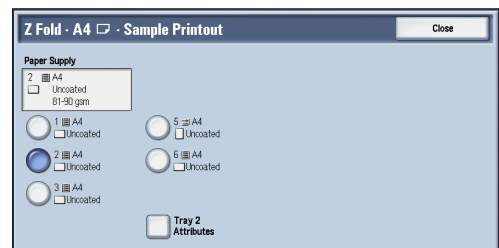
- 1 Select [Z Fold - A4] or [Z Fold - 8.5x11"], and then select [Change Settings].



- 2 Select [Sample Printout].



- 3 Select the tray in which you loaded paper, and press the <Start> button.
A sample printout is printed.

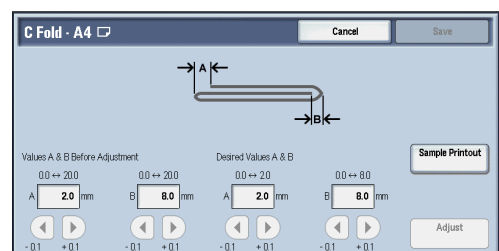


- 4 Select [Close].
- 5 Check the sample printout, measuring the A and B fold position movement amounts.



- 6 Enter the values you measured in step 5 in [Values A & B Before Adjustment], and the value to which to adjust in [Desired Values A & B].

Important • Set value A and value B so that an edge of the paper does not extend beyond a fold position of the paper. Extending an edge of paper beyond a fold position of the paper may cause a paper jam.



- 7 Select [Adjust].
- 8 Select [Sample Printout] again.
- 9 Select the tray in which you loaded paper, and press the <Start> button.
The sample printout is printed.
- 10 Select [Close].
- 11 Confirm the result of sample printout.
- 12 Adjust the alignment again if necessary. (Step 5 to 11)

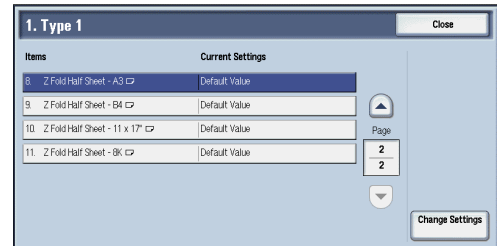
13 Select [Save].

14 Select [Close] until the Services Home screen is displayed.

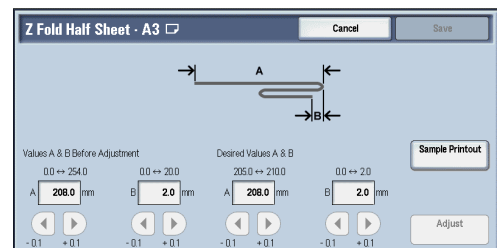
Note • When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

Z Fold Half Sheet Position Adjustment

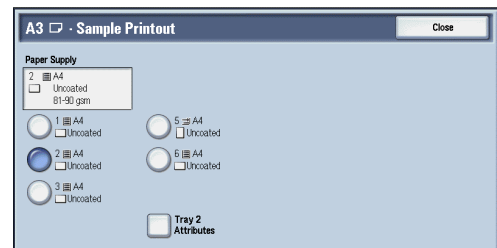
1 Select [Z Fold Half Sheet - A3], [Z Fold Half Sheet - B4], [Z Fold Half Sheet - 11x17"], or [Z Fold Half Sheet - 8K], and then select [Change Settings].



2 Select [Sample Printout].

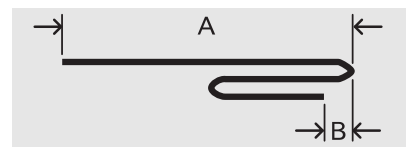


3 Select the tray in which you loaded paper, and press the <Start> button.
A sample printout is printed.



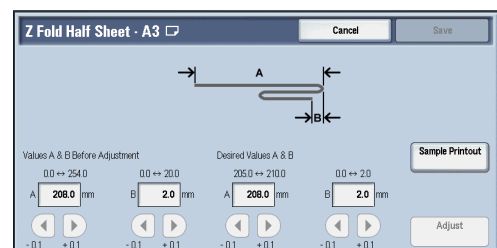
4 Select [Close].

5 Check the printed sample printout, and measure the A and B fold position movement amounts.



6 Enter the value you measured in step 5 in [Values A & B Before Adjustment], and the value to which to adjust in [Desired Values A & B].

Important • Set value B so that an edge of the paper does not extend beyond a fold position of the paper. Extending an edge of paper beyond a fold position of the paper may cause a paper jam.



7 Select [Adjust].

8 Select [Sample Printout] again.

9 Select the tray in which you loaded paper, and press the <Start> button.
The sample printout is printed.

- 10** Select [Close].
- 11** Confirm the result of sample printout.
- 12** Adjust the alignment again if necessary.
- 13** Select [Save].
- 14** Select [Close] until the Services Home screen is displayed.

Note • When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

Adjust Paper Curl

This section describes adjusting settings for removing curl from paper sheets.

The Paper Curl Adjustment feature allows you to minimize or eliminate paper curl due to the heat and pressure. You can also register an appropriate adjustment type in accordance with the characteristics of paper selected.

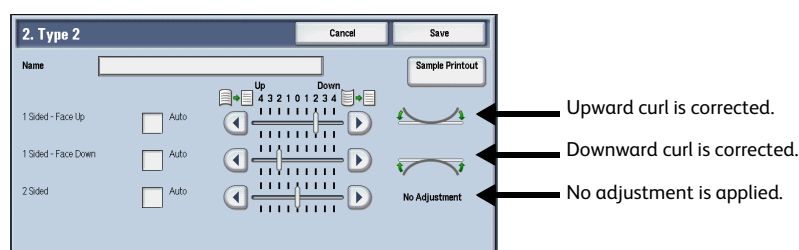
Paper Curl Adjustment Types

There are three types of predefined adjustment configurations on the machine. Select [Type B] to check the printed results first, and then select [Type A] or [Type C] accordingly.

Adjustment Type	Description
[Type A]	Suitable for upward curl. Select this type when curl is upward in the printed results from [Type B].
[Type B]	Standard type for paper curl adjustment on the machine.
[Type C]	Suitable for downward curl. Select this type when curl is downward in the printed results from [Type B].

If selecting a predefined option ([Type A], [Type B], or [Type C]) does not result in proper adjustment, set an appropriate adjustment type in accordance with the characteristics of paper selected and output format. You can register up to 10 configuration sets. The screen below is an example of registering an adjustment type.

The following screen is an example of registering an adjustment type.



The following table shows items that appear on the setting screen.

Item	Description
Name	Set the name of the adjustment type.
1 Sided - Face Up	Set the adjustment value for 1-sided copying that is delivered facing up.
1 Sided - Face Down	Set the adjustment value for 1-sided copying that is delivered facing down.
2 Sided	2 Sided Set the adjustment value for 2-sided copying.
Auto	Auto Select this check box to adjust paper curl automatically to fit paper characteristics. Uncheck this check box to enable the adjustment scale on the right.

Item	Description
Scale of adjustment values	<p>Select an adjustment value depending on the degree of curl on the output paper. Uncheck the [Auto] check box to enable the scale.</p> <ul style="list-style-type: none"> To correct upward curl, select a value between [1] and [4] on the right. To correct downward curl, select a value between [1] and [4] on the left. Select [0] not to apply curl adjustment. <p>The maximum available adjustment value is [4] for both upward curl and downward curl. The larger the value, the larger the amount of adjustment.</p>

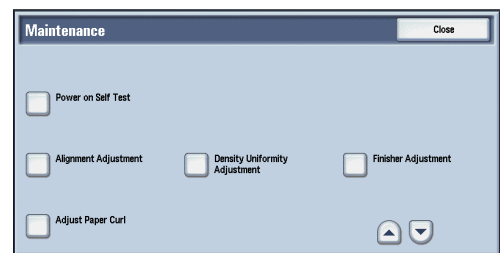
Registering an Adjustment Type

The following describes how to register the result of the paper curl adjustment as a custom adjustment type.

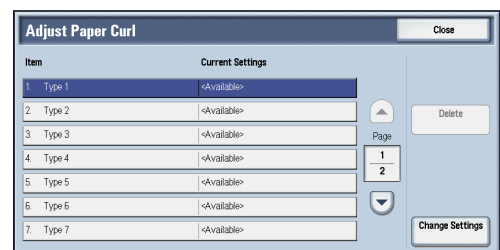
- 1 Load paper you want to make curl adjustment in a tray.
- 2 Press the <Log In/Out> button, and enter the System Administration mode.
For how to enter the System Administration mode, refer to "System Settings Procedure" (P.404).
- 3 Select [Tools] on the Services Home screen.

Note • When the Services Home screen is not displayed on the touch screen, press the <Services Home> button.

- 4 Select [System Settings] > [Common Service Settings] > [Maintenance].
- 5 Select [Adjust Paper Curl].

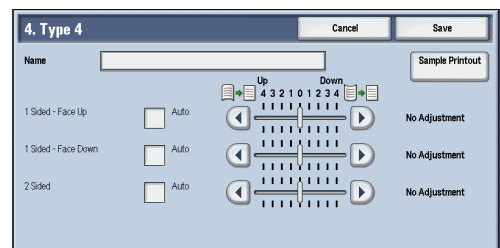


- 6 Select a type you want to change the paper curl adjustment setting, and select [Change Settings].



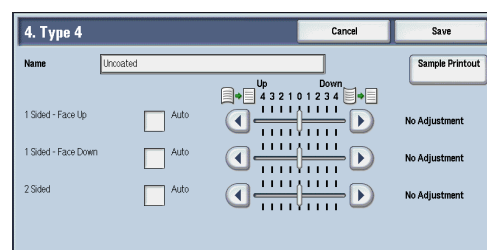
- 7 Select [Name], enter a name for the adjustment type, and select [Save].

Note • We recommend that you use a name such as "Uncoated 209 gsm" with which you can recognize the content.



- 8** Specify a adjustment value each for [1 Sided - Face Up], [1 Sided - Face Down], and [2 Sided].

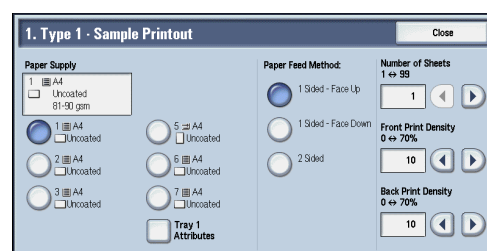
For available option on the setting screen refer to "Paper Curl Adjustment Types" (P.717).



- 9** Select [Sample Printout].

- 10** Select the paper tray you loaded paper, and then select [Paper Feed Method], [Number of Sheets], [Front Print Density], and [Back Print Density].

Note • We recommend that you print about 10 sheets to calculate the average value of the variations.



- 11** Press the <Start> button.

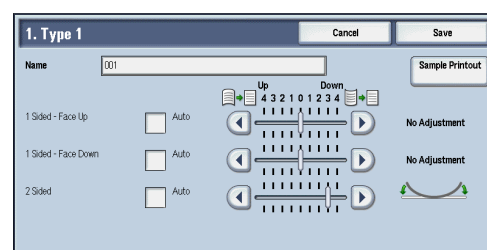
The sample print is printed.

- 12** Select [Confirm].

- 13** Select [Close].

- 14** Confirm the sample printout. Correct the curl adjustment value as required.

Note • For available option on the setting screen, refer to "Paper Curl Adjustment Types" (P.717).



- 15** Select [Sample Printout] again.

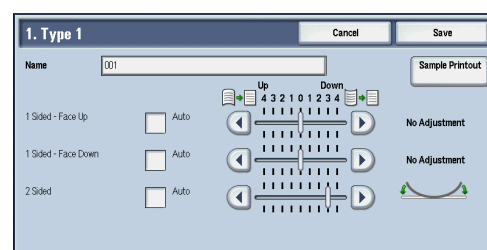
- 16** Select the paper tray you loaded paper, and then set [Paper Feed Method], [Number of Sheets], [Front Print Density], and [Back Print Density].

- 17** Press the <Start> button.

The sample printout is printed.

- 18** Make adjustment again if necessary.

Note • For available option on the setting screen refer to "Paper Curl Adjustment Types" (P.717).



- 19** Select [Save].

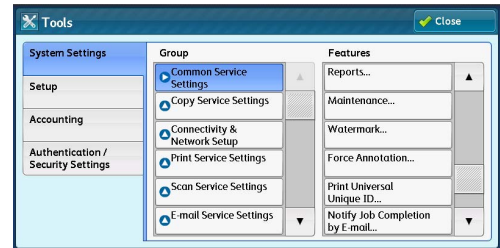
- 20** Select [Close] until the Services Home screen is displayed.

Note • When you configure settings under [System Settings] or [Setup] and then press the <Services Home> button, the screen directly goes back to the Services Home screen.

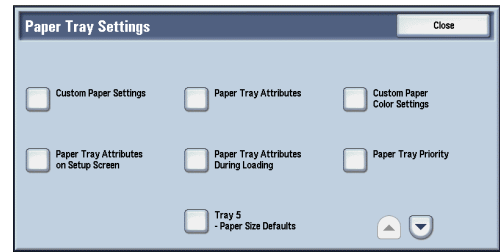
Adjust Image Transfer Using Sample Printout

You can adjust the transfer output value by scanning a sample printout when image transfer is poor.

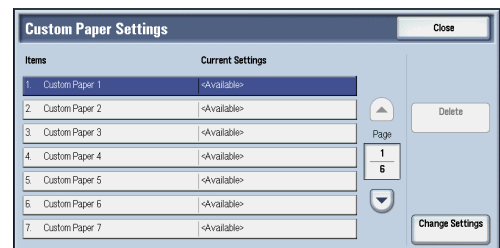
- 1 Load paper for adjusting the transfer output value in a tray.
- 2 Press the <Log In/Out> button and enter the System Administration mode.
For how to enter the System Administration mode, refer to "System Settings Procedure" (P.404).
- 3 Select [Tools] on the Services Home screen.
- 4 Select [System Settings] > [Common Service Settings] > [Paper Tray Settings].



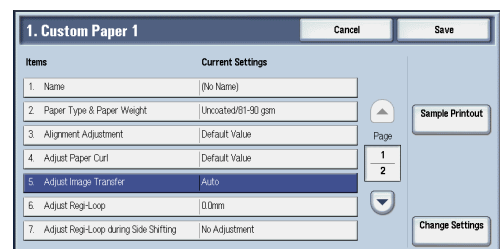
- 5 Select [Custom Paper Settings].



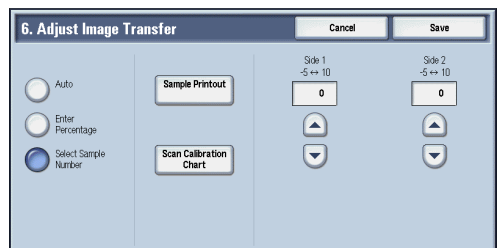
- 6 Select a paper type to adjust the transfer output value and then select [Change Settings].



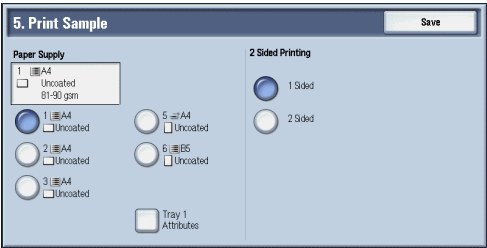
- 7 Select [Adjust Image Transfer] and then select [Change Settings].



- 8 Select [Select Sample Number] and then select [Sample Printout].

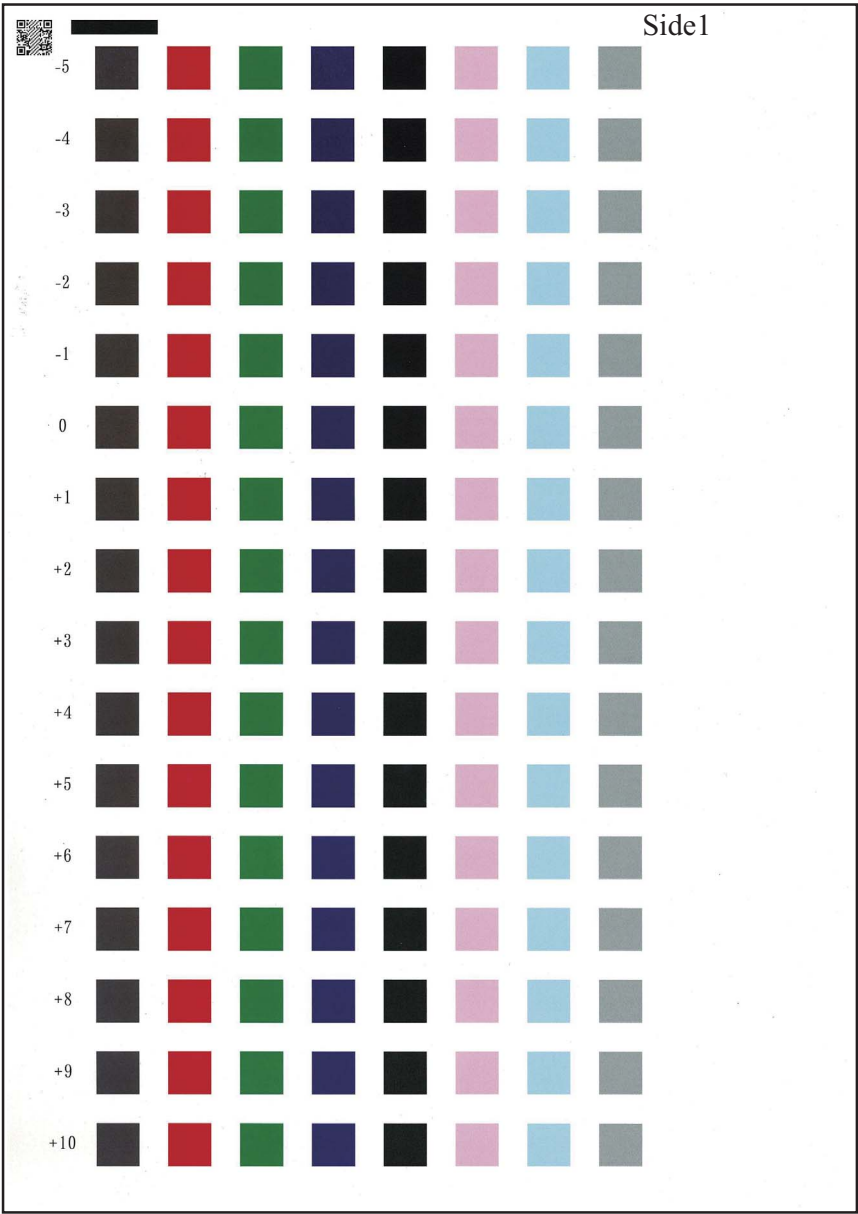


9 Select the size of the paper which you loaded in the tray, and select [1 Sided] or [2 Sided].



10 Press the <Start> button.

A sample printout, as shown in the following illustration, is printed.

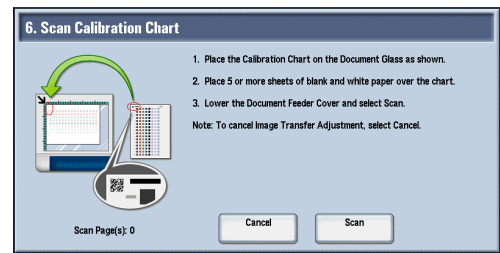


- Note**
- The text "Side 1" or "Side 2" is printed on the top right of the sample printout.
 - A two-dimensional code (QR code) is printed on the top left corner of the sample printout.
 - A sample number is printed on the left of the sample printout.
 - When the paper size is A4, B4 or 8.5 × 11", the sample printout is printed on two separate sheets.

11 The screen shown as below is displayed when the print job has completed. select [Confirm].

12 Select [Close].

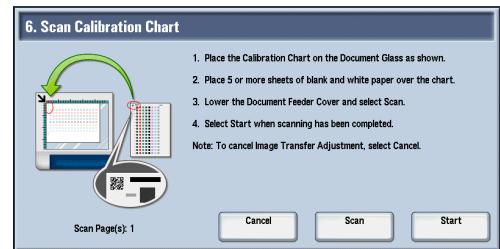
- 13** Select [Scan Sample].
- 14** Place the sample printout with the print side facing down so that its QR code is aligned to the back left corner of the document glass.



- 15** Place five or more blank sheets with the same size as for the sample printout on the sample printout, close the document cover, and select [Start].

After scanning has been completed, remove the sample printout and blank sheets.

Scanning a sample printout printed both sides, you perform step 14 and 15 to the side 1 and the side 2 of the sample printout.



- Note**
- Based on the contents and the number of sample printouts, it decides how many times you need to scan.
 - When the sample printout is printed on one page of one side, once.
 - When the sample printout is printed on one page of both sides, twice.
 - When the sample printout is printed on two pages of one side, twice.
 - When the sample printout is printed on one page of both sides, 4 times.
 - [Start] is displayed on the screen, a sample printout scanned once. Select it after scanning sample printouts as many times as necessary.
 - If you select [Start] although needing to scan more times, the job completes with error in the next step.
 - You can scan a sample printout at most four times regardless of the contents. If you scan it more than the times you are required, it adjusts image transfer by the scan data as many times as necessary the data scanned later is takes priority.
 - If you scan the sample printout scanned twice and more times, scan successively the sample printout set output by [Sample Printout]. If you scan a sample printout with another that was output at time intervals 24 hours and more, the sample printout that was output 24 hours and more earlier isn't used as data for adjustment.

- 16** After scanning has been completed, select [Start].

- Note**
- The message "Adjustment has been completed." is displayed when the adjustment process is completed normally.

- 17** Recommendable adjustment setting (sample number) is displayed on [Side 1] and [Side 2]. Then select [Close].

- Note**
- You can adjust the sample number from -5 ~ +10 as necessary.

- 18** Select [Close] repeatedly until the Services Home screen is displayed.

Register Paper Feeding Positions

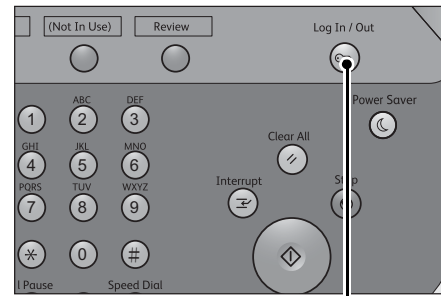
The paper feeding position is adjusted automatically.

You can select the tray and enter the number of sheets for this adjustment. When you select [Start], the sheets you set feed and the paper feeding position is automatically adjusted.

You can select Tray 1 to 3, 5 (bypass), 6 and 7 (optional).

Note • The paper used for this adjustment is a blank paper and it is not charged.

- 1 Load the paper in the tray to adjust the paper feeding position.
- 2 Press <Log In/Out> button.

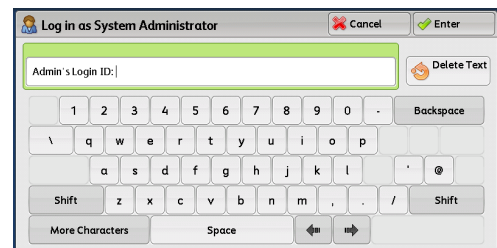


<Log In/Out> button

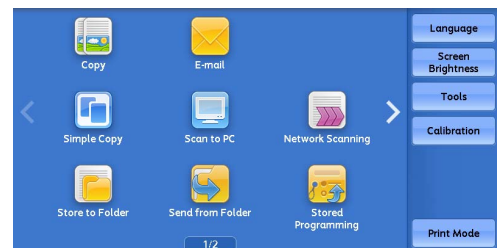
- 3 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

displayed on the screen, and select [Enter]. When a passcode is required, select [Next] and enter the system administrator's passcode, and then select [Enter].

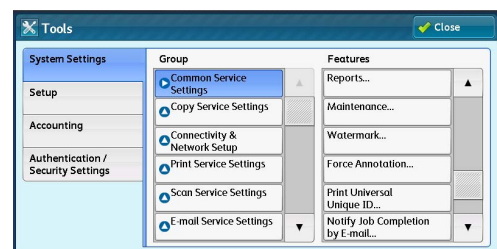
Note • The default user ID is "11111".
• The default passcode is "x-admin".



- 4 Select [Tools] on the Services Home screen.

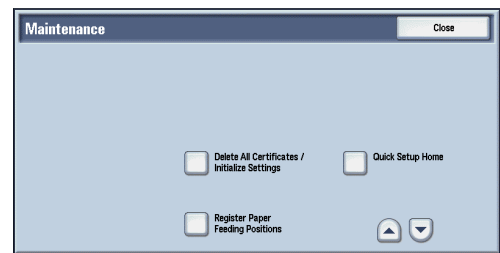
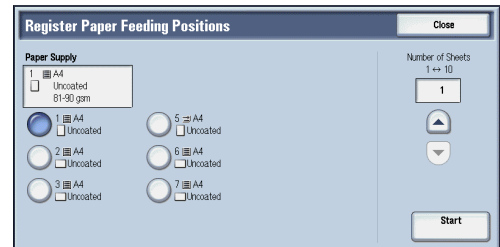
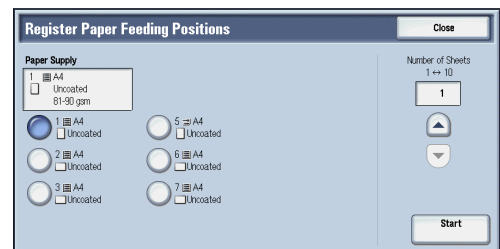
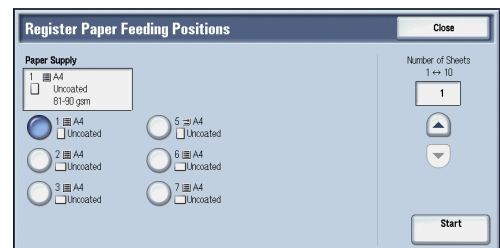


- 5 Select [System Settings] > [Common Service Settings] > [Maintenance].



6 Select [Register Paper Feeding Positions].

Note • Select [▲] to display the previous screen or [▼] to display the next screen.

**7** Select [Paper Supply].**8** Select the tray to adjust the paper feeding position and select [Save].**9** Enter the number of sheets to output for adjustment and select [Start].**10** Registering the paper feeding position starts. Papers set in step 9 are output.

Note • When Tray 6 or Tray 7 is selected, the double number of papers set in step 9 are output.

11 When Register Paper Feeding Position is finished properly, the screen on the right is displayed.

Clean Fusing Unit

The image quality of a print outcome can be improved by cleaning a dirt on the fusing unit. The two cleaning method "Clean with Felt" and "Clean with Paper" are available.

You can clean the fusing unit with felt in the System Administration mode.

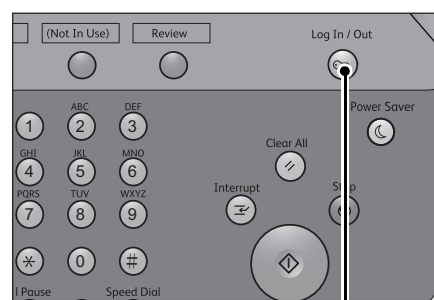
You can clean the fusing unit with paper under both of the Local User mode and the System Administration mode.

Note

- The fusing cleaning screen is different in the Local User mode and in the System Administration mode. If you are in the System Administration mode, you can select between [Clean with Felt] and [Clean with Paper]. If you are in the Local User mode, the button to select how to clean isn't displayed because only [Clean with Paper] is available.

1 Press <Log In/Out> button.

When you perform cleaning as a Local User, skip to Step 5.



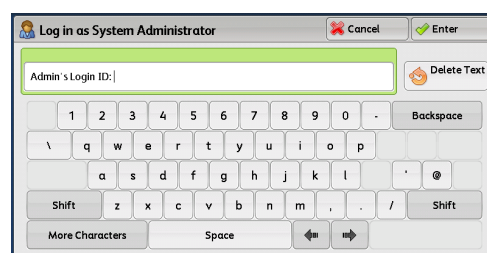
<Log In/Out> button

2 Enter the system administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and then select [Enter].

Note

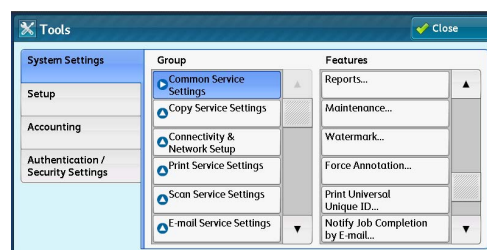
- The default user ID is "11111".
- The default passcode is "x-admin".



3 Select [Tools] on the Services Home screen.



4 Select [System Settings] > [Common Service Settings] > [Maintenance].



5 Select [Clean Fusing Unit].

- In the Local User mode, select [Clean Fusing Unit].
- [Clean Fusing Unit] can be displayed in additional features button on the menu screen.

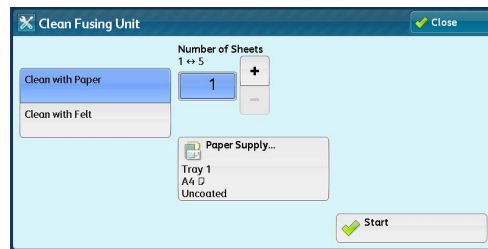
For information on how to display [Clean Fusing Unit] on the menu screen, refer to "Services Home - Additional Features" (P.425).

- 6** For System Administrator, select the cleaning method. Select [Clean with Felt] or [Clean with Paper].

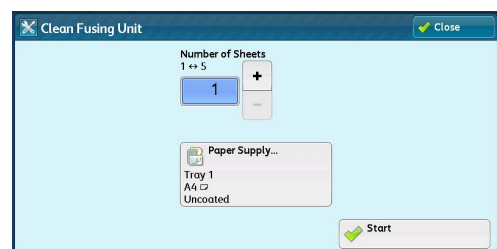
When you select [Clean with Paper], load a paper for cleaning.

For Local Users, select [Clean with Paper]. Load paper to clean on the tray.

- Note**
- For cleaning, use the coated paper (81 - 350 gsm) or uncoated paper (106 - 350 gsm) that both sides of the paper can be loaded.
 - Select [Embossed] for uncoated papers or [Cast Coated] for coated papers.
 - When you use a uncoated paper, if an embossed paper is not loaded on a tray, specify Embossed Paper.



System Administration mode



Local User mode

- Note**
- The Cleaning Fusing Unit screen varies depending on the authentication mode. When you log in as a System Administrator, you can select either [Cleaning with Felt] or [Cleaning with Paper]. When you log in as a Local User, "Cleaning with Paper" is started automatically.

■ Clean with Felt

Selecting [Start] starts cleaning the fusing unit automatically.

- Note**
- Only System Administrator can perform this setting.
 - This cleaning method uses a felt paper inside the machine. Another paper for cleaning is not required.

■ Clean with Paper

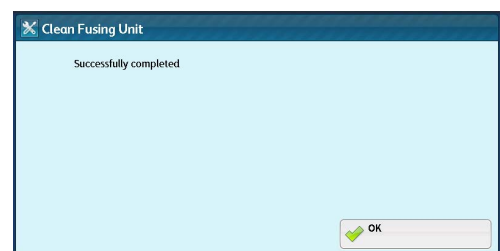
Select the tray in which you load a paper for cleaning and select [1~5] for paper quantity.

Selecting [Start] starts cleaning the fusing unit automatically.

- Important**
- Outputting one or two sheets in some times is more effective than outputting many sheets (e.g. five) at the same time. Especially, output a fewer paper if you use paper with long length of paper feed direction such as A3 SEF and 11 x 17" SEF.

- Note**
- Select a paper size larger than A4 LEF or 8.5 x 11" LEF. Cleaning cannot be started with smaller papers.

- 7** Cleaning the fusing unit is finished properly, the screen on right is displayed.



22 Problem Solving

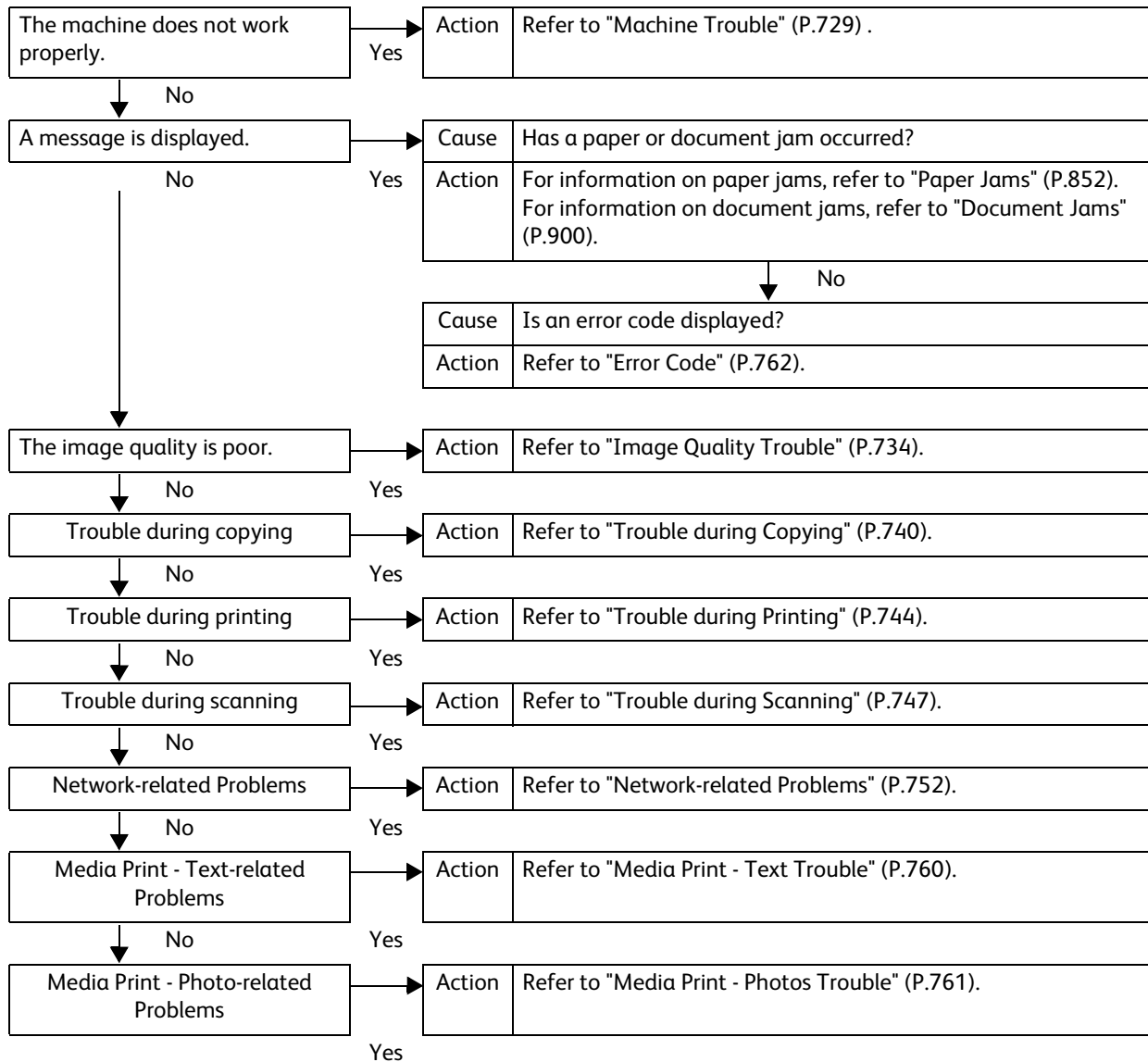
This chapter describes solutions to various problems you may have with the machine.

• Troubleshooting	728
• Machine Trouble	729
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Troubleshooting

This section describes troubles that may occur with the machine and their solutions.

Follow the troubleshooting procedure below to solve the problems.



If the error is not resolved even after following the above procedure, contact our Customer Support Center.

When the EP system is available and a check or maintenance is required, the machine sends a check or maintenance request to our Customer Support Center. A service representative visits you as required. Requesting a check or maintenance should be performed by a system administrator.

Note • The EP system may not be available in some regions. For more information, contact our Customer Support Center.

For more information on the check or maintenance procedure of the EP system via the Internet, refer to "EP Diagnostic Request/Repair Request" (P.437) and "Check EP Connection" (P.437).

Machine Trouble

Before you conclude that the machine is defective, check the machine status again.

Symptom	Cause	Remedy
The machine is not powered on.	Is the main power and power switched on?	Switch the main power and power on. Refer to "Product Overview" (P.53).
	Is the power cord plugged into the power outlet?	Switch the main power and power off, and then firmly plug the power cord into the connector of the machine and power outlet.
	Is the power cord disconnected from the machine?	Then switch the main power and power on. Refer to "Product Overview" (P.53).
	Does the AC outlet supply power properly?	Connect another appliance to the outlet to verify the power supply. Refer to "Before Using the Machine" (P.19).
The <Error> indicator is blinking.	The system of the machine or the components installed may have a trouble.	Switch the main power and power off and then on. If the error still is not resolved, contact our Customer Support Center.
The <Error> indicator is lit.	Is paper or a document jammed?	Remove the jammed paper or document. If paper is jammed, refer to "Paper Jams" (P.852), and a document is jammed, refer to "Document Jams" (P.900).
	Is the front cover or top cover open?	Solve the problem by following the message displayed.
	Is a message displayed on the touch screen prompting you to replace the consumables?	Replace the consumables indicated in the message. Refer to "Replacing Consumables" (P.662).
	Is a message displayed in the upper part of the touch screen?	Check the message and solve the problem. If an error code such as "016-450" is displayed, check the error code list and solve the problem. Refer to "Error Code" (P.762).
The touch screen is too dark.	Is the <Power Saver> button lit?	The machine is in the Power Saver mode. Press the <Power Saver> button on the control panel to exit the Power Saver mode. Refer to "Product Overview" (P.53).
	Is the screen brightness too low?	Adjust the screen brightness on the [Screen Brightness] screen. Refer to "Additional Feature Buttons" (P.86).

Symptom	Cause	Remedy
Unable to print, or unable to copy.	Is a message displayed on the touch screen?	Follow the instructions displayed to resolve the problem.
	Is the <Power Saver> button blinking?	The machine is cooling down because the internal temperature rose too high. The machine may enter the Cooling mode if the temperature in the use environment rises too high. After machine cooling finishes, the <Power Saver> button stops blinking. Turn off the main power after the <Power Saver> button stops blinking. You can turn on the main power during the power save button blinking. It may take longer time if the room temperature is high. In such case, it is recommended to lower the room temperature. For more information, contact our Customer Support Center.
	Is the memory capacity insufficient?	Perform one of the following: <ul style="list-style-type: none"> Set [Image Quality] to [Standard] in the print driver, or try printing again by setting [Print Page Mode] to [On]. Set the status of the unused ports to [Disabled].
	Is the print mode [Off-line]?	Press the <Machine Status> button to check the [Print Mode] on the [Machine Status] screen. If [Print Mode] is set to [Off-line], select [On-line].
	Is the power cord disconnected from the machine?	Switch the main power and power off, and then firmly plug the power cord into the connector of the machine and power outlet. Then switch the main power and power on. Refer to "Power Source" (P.64).
	Is the power breaker switch on the side of Tray 6 (HCF B1-S) or of Tray 6 and 7 (High Capacity Feeder C3-DS) turned off?	Turn on the power breaker switch. Refer to "Product Overview" (P.53).
The <Data> indicator does not light even though you instructed the machine to print.	Is the interface cable connected?	Check the interface cable connection. Refer to "Interface Cables" (P.68).
	Is the computer's environment correctly set?	Check the computer environment such as print driver settings.
	Is the required port status set to [Enabled]?	Check the status of the port to use, and then set the port status to [Enabled]. Refer to "Port Settings" (P.468).
Paper is not fed from Tray 5.	Is the specified size paper loaded in the tray?	Follow the instructions displayed to load paper of correct size, and then try again. Refer to "Loading Paper in Tray 5 (Bypass)" (P.106).

Symptom	Cause	Remedy
Printed sheets output to a tray stick together.	The printed sheets of especially coated or heavyweight paper are more prone to stick together in environments with high temperatures or when a large number of sheets are output.	For the Offset Catch Tray, you can prevent this problem by adjusting the air volume of the Catch Tray Fan (optional). For information on how to adjust air volume, refer to the user documentation attached to the Catch Tray Fan.
A document is not printed although you sent a print job for the High Capacity Feeder.	Is the specified size paper loaded in the tray?	Follow the instructions displayed to load paper of the correct size, and then try again. Refer to "Loading Paper in Tray 6 (HCF B1)" (P.107) or "Loading Paper in Tray 6 (HCF B1-S)/Trays 6 and 7 (High Capacity Feeder C3-DS)" (P.109).
Paper is not fed from Tray 6 or 7.	Are the weight switch buttons set to the weight of the paper?	For paper exceeding 256 gsm, set the weight switch buttons to the heavier weight group. Refer to "About Weight Switch Buttons" (P.121).
Tray 6 or 7 cannot be selected on the control panel.	Is the power breaker switch on the side of the High Capacity Feeder turned off?	Turn on the power breaker switch. Refer to "Product Overview" (P.53).
Unsatisfactory print quality.	A probable cause is an image defect.	Resolve the problem by referring to "Image Quality Trouble". Refer to "Image Quality Trouble" (P.734).
Unable to print text correctly. (Text is garbled.)	Non-standard fonts are used for printing.	Check the application or print driver settings.
Unable to insert or remove a paper tray.	Did you open a cover or turn the machine off during printing?	Do not forcibly insert or remove the paper tray. Switch off the power. In a few seconds, switch on the power. When the machine is ready to receive data, insert or remove the paper tray.
Unable to copy with the specified size.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.679).
	Is the document a transparent type such as a transparency film?	Place the document on the document glass, and place a white sheet on top of the document when copying.
	Is the document in the correct position?	Load the document correctly. Refer to "Copying Procedure" (P.126).
	Is the document loaded correctly?	
	Are the document guides on the document feeder set in the correct positions?	Adjust the document guide positions. Refer to "Copying Procedure" (P.126).
	Is the document folded?	Unfold and correctly load the document. Refer to "Copying Procedure" (P.126).
	Is the document a non-standard size?	Specify the document size. Refer to "Copying Procedure" (P.126).

Symptom	Cause	Remedy
Paper is often jammed or wrinkled.	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper" (P.104).
	Is the paper tray inserted correctly?	Firmly push in the paper tray until it stops to insert it correctly. Refer to "Loading Paper" (P.104).
	Is the paper damp?	Replace the paper with a new one. Refer to "Loading Paper" (P.104).
	Is the paper curled?	Turn over the paper in the tray, or replace the paper with a new one. Refer to "Loading Paper" (P.104).
	Are the paper and paper tray settings correct?	Correctly set the paper and paper trays to correspond to the paper. Refer to "Changing the Paper Settings" (P.123).
	Are any torn pieces of paper remaining or is there a foreign object in the machine?	Open the cover of the machine or slide out the paper tray to remove the torn pieces or the foreign object. Refer to ""Paper Jams" (P.852) or "Loading Paper" (P.104).
	Is non-standard paper loaded in the tray?	Replace with paper that meets machine specifications. Refer to "Paper Types" (P.92) or "Loading Paper" (P.104).
	Is paper exceeding the maximum fill line in the tray?	Load paper in the paper tray so that it does not exceed the maximum fill line. Refer to "Loading Paper" (P.104).
	Are the paper guides set correctly?	Load the paper correctly, and align the paper guides to the paper. Refer to "Loading Paper" (P.104).
	Is the image nearly the same size as the paper?	Increase the edge erase widths. For more information, refer to "Copy" (P.125) when copying, or to the help of the print driver when printing.
	Is the paper finely cut out?	Some types of paper may not be cut out finely. Load the paper after fanning it well.
A document is not fed into the document feeder.	Is the document small?	The minimum size of the document that can be loaded on the document feeder is 139.7 x 139.7 mm (A5, A5 $\frac{1}{4}$, 5.5 x 8.5, 5.5 x 8.5 $\frac{1}{4}$). Refer to "Copying Procedure" (P.126).
An error message appears after paper is loaded in Tray 5 and the <Start> button is pressed.	Check the positions of the paper guides of Tray 5.	Adjust the paper guides to the correct positions. Refer to "Loading Paper in Tray 5 (Bypass)" (P.106).


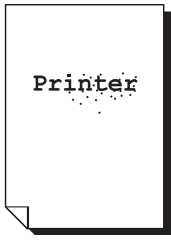
Symptom	Cause	Remedy
Documents are often jammed.	Are suitable types of documents being used?	Correctly load documents suitable for the document feeder. Refer to "Copying Procedure" (P.126).
	Are you trying to use irregular shaped documents, business cards, transparencies, or thin documents?	
	Are you trying to use documents with sticky tags, paper clips or adhesive tape?	Remove sticky tags, paper clips or adhesive tape from the document before copying.
	Are the document guides set in the correct positions?	Adjust the document guide positions. Refer to "Copying Procedure" (P.126).
	Is a piece of torn paper remaining in the document feeder?	Open the document feeder cover and check inside. Refer to "Document Jams" (P.900).
	Is the [Mixed Size Originals] setting set to [Off] when you copy originals of different sizes?	Set [Mixed Size Originals] to [On]. Refer to "Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.165).
	Is an A5 document loaded in landscape orientation (📄) on the document feeder when [Mixed Size Originals] is set to [On]?	Load the A5 document in portrait orientation (📄).
An edge of the document is folded.	Is the document curled?	Flatten the curl and load the document again.
Cannot copy in color.	Is [Output Color] set to [Black & White]?	Set [Output Color] to [Color]. Refer to "Output Color (Selecting the Color for Copying)" (P.148).
	Is a message displayed on the touch screen prompting you to replace the toner cartridge?	Replace the toner cartridge of the color indicated in the message. Refer to "Replacing Toner Cartridges" (P.663).
	Is a message displayed on the touch screen prompting you to replace the drum cartridge?	Contact our Customer Support Center.
Cannot staple properly	Is staple jam occurred in the staple cartridge?	Remove the staple jammed in the cartridge. Refer to "Stapler Faults" (P.903).
	Is the print driver set correctly?	Check the [Staple] setting in [Print Setup] in the print driver when you send a print job from the computer.

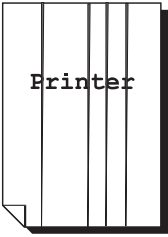
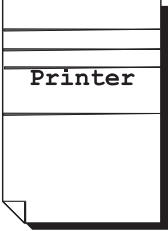
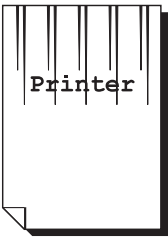


Image Quality Trouble



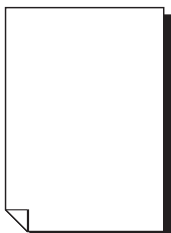
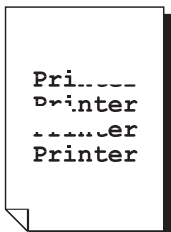
If the image quality of printed documents is poor, identify the symptom in the following table to perform the remedy.


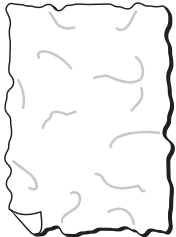


If image quality does not improve even after performing the remedy, contact our Customer Support Center.


Symptom	Cause	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.679).
	Is the document a transparent type such as a transparency film?	If the document is transparent, dirt on the document cover will be copied. Place a white sheet of paper on top of the document when copying.
	Is the document colored, rough, or a blueprint?	Adjust the copy density or image quality. Refer to "Image Quality" (P.153).
	Is the document glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the document when copying.
The copy has black lines.	Is the constant velocity transport glass on the document feeder dirty?	Clean the constant velocity transport glass. Refer to "Cleaning the Narrow Glass Strip and Document Presser" (P.679).
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density. Refer to "Image Quality" (P.153).
The copy is too light.	Is the document faint?	
	Is the copy density set to [Lighten]?	
The copy is slightly misaligned.	Are the paper edges aligned and the leading edge adjusted to the tray corners?	Align the paper edges, adjust them to the tray's top corners, and reload the paper. Refer to "Loading Paper" (P.104).
The copy is misaligned or skewed.	Is the document loaded correctly?	Load the document correctly. Refer to "Copying Procedure" (P.126).
	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper" (P.104).
	Are the paper guides of Tray 5 correctly aligned to the paper?	Load the paper correctly and align the document guides to the document edges. Refer to "Loading Paper in Tray 5 (Bypass)" (P.106).
	Are the document guides on the document feeder set in the correct positions?	Load the paper correctly, and align the document guides to the document edges. Refer to "Copying Procedure" (P.126).
	Is the paper tray inserted correctly?	Firmly push in the tray until it stops to insert it properly. Refer to "Loading Paper" (P.104).

Symptom	Cause	Remedy
Part of the image is missing on the copy.	Is the paper damp?	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with a new one. Refer to "Loading Paper" (P.104).
	Is folded or wrinkled paper included in the tray?	Remove the unsuitable paper or replace all of the paper with a new one. Refer to "Loading Paper" (P.104).
	Is the document pasted or folded?	The pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass.
The copy has a stripe pattern.	Is the enlargement ratio too large?	Vertical stripes may be printed on the copies depending on the ratio. Adjust the ratio to eliminate the stripes. Refer to "Reduce/Enlarge (Making Enlarged/Reduced Copies)" (P.140).
Color shift of color copies is poor, resulting in unsatisfactory image quality.	Is the color calibration incorrect?	Execute auto calibration. Refer to "Executing Calibration" (P.682).
	Is the machine set where it is exposed to direct sunlight?	If the document glass is exposed to strong light when you turn the machine on or cancel the Power Saver mode, color shift may occur. Close the document cover and turn the machine on, and when the machine becomes ready to copy or print, turn the machine off and then on one more time.
Printing is faint. (smudged, unclear) 	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.104).
	The drum cartridge has deteriorated or is damaged.	Contact our Customer Support Center.
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Toner Cartridges" (P.663).
Black dots are printed. 	The drum cartridge has deteriorated or is damaged.	Contact our Customer Support Center.

Symptom	Cause	Remedy
Black or colored lines are printed. 	The drum cartridge has deteriorated or is damaged.	Contact our Customer Support Center.
	The constant velocity transport glass for the document feeder is dirty.	Clean the constant velocity transport glass. Refer to "Cleaning the Narrow Glass Strip and Document Presser" (P.679).
Dirt appears at equal intervals. 	The paper path is dirty.	Print a few pages to remove the dirt.
 Paper feed direction	The drum cartridge has deteriorated or is damaged.	Contact our Customer Support Center.
White dots appear in black filled areas. 	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.104).
	The drum cartridge has deteriorated or is damaged.	Contact our Customer Support Center.

Symptom	Cause	Remedy
Printed toner smudges when rubbed with your finger. Toner is not fused. The paper is soiled with toner. 	The paper is damp.	Replace the paper with a new one. Refer to "Loading Paper" (P.104).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.104).
The entire paper area is printed black. 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
	High-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
Nothing is printed. 	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper well and load it again. Refer to "Loading Paper" (P.104).
	Power supply or high-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
White areas or white or colored stripes appear. 	The paper is damp.	Replace the paper with a new one. Refer to "Loading Paper" (P.104).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.104).

Symptom	Cause	Remedy
The entire output is faint. 	When Tray 5 is used, the size and type of the loaded paper are different from the settings on the print driver.	Load paper of the correct type and size into Tray 5. Refer to "Loading Paper in Tray 5 (Bypass)" (P.106).
	Two or more sheets may be fed simultaneously.	Fan the paper well and load it again. Refer to "Loading Paper" (P.104).
Paper becomes wrinkled. 	The paper is unsuitable.	Replace the paper with a new one. Refer to "Loading Paper" (P.104).
	Paper has been added to the paper loaded.	
	The paper is damp.	
Text is blurred. 	The paper is unsuitable.	Replace the paper with a new one. Refer to "Loading Paper" (P.104).
	Paper has been added to the paper loaded.	
	The paper is damp.	
White or color patches appear vertically. 	The drum cartridge has deteriorated or is damaged.	Contact our Customer Support Center.
	No toner remains in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Toner Cartridges" (P.663).

Symptom	Cause	Remedy
<p>Text or images are printed at an angle.</p> 	<p>The paper guides in the paper tray are not set in the correct positions.</p>	<p>Adjust the horizontal and vertical paper guides to the correct positions. Refer to "Loading Paper" (P.104).</p>

Trouble during Copying

This section describes how to resolve copy problems.

Unable to Copy

If you cannot copy a document, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
The document is not correctly fed from the document feeder.	The document is too small.	The minimum size of the document that can be loaded on the document feeder is A5, 139.7 x 139.7 mm. Refer to "Copying Procedure" (P.126).
	The document type is unsuitable.	The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents with sticky tags, paper clips, or adhesive tape. Refer to "Copying Procedure" (P.126).
	The document guides are set in incorrect positions.	Adjust the document guides to the document. Refer to "Copying Procedure" (P.126).
	A piece of torn paper remains in the document feeder.	Open the document feeder cover, and remove the piece. Refer to "Document Jams" (P.900).
	Documents of mixed sizes are loaded.	When loading documents of mixed sizes, be sure to set [Mixed Size Originals] to [On]. Otherwise, a paper jam will occur. Refer to "Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.165).

The Copy Result is Not What was Expected

If the copy result is not what was expected, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
The copy is dirty.	The document glass or the document cover is soiled.	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.679).
	The document is a transparent type such as a transparency film.	If the document is transparent, dirt on the document cover may be copied. Place a white sheet of paper on top of the document when copying.
	The document is colored, rough, or a blueprint.	The paper's background color is copied. Adjust the copy density or image quality, or specify [Suppress Background].
	The document is glossy printing paper.	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the document when copying.
The copy is too dark or light.	The copy density is set to [Darken] or [Lighten].	Adjust the copy density. Refer to "Image Quality" (P.153).
	The document density is too light.	Adjust the copy density. Refer to "Copy" (P.140).
	The setting for [Original Type] is inappropriate for the document.	Copy black text. If the printout is too light, select [Text] for [Original Type]. Refer to "Image Quality" (P.153).
The color of the document and of the copy differ.	Is the color calibration incorrect?	Execute auto calibration. Refer to "Executing Calibration" (P.682).
	The document type selected is not suitable.	Set the suitable value for [Original Type]. Refer to "Original Type (Selecting the Document Type)" (P.153).
	The image quality selected is unsuitable for the document.	Copy black text. If the printout is too light, select [Text] for [Original Type]. Refer to "Image Quality" (P.153).
The copy is slightly misaligned.	Paper is misaligned in the tray.	Align the paper edges, and adjust them to the tray's top corners to reload the paper. Refer to "Loading Paper" (P.104).

Symptom	Cause	Remedy
Part of the image is missing on the copy.	The paper is damp.	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with a new one. Refer to "Loading Paper" (P.104).
	Folded or wrinkled paper is included in the tray.	Remove the unsuitable paper or replace all of the paper with a new one. Refer to "Loading Paper" (P.104).
	The document is pasted or folded.	The pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass.
The copy has a stripe pattern.	The document enlargement ratio is too large.	Vertical stripes may be printed on the copies depending on the ratio. Adjust the ratio to eliminate the stripes. Refer to "Reduce/Enlarge (Making Enlarged/Reduced Copies)" (P.140).
The copy is misaligned or skewed.	The document is not loaded correctly.	Load the document correctly. Refer to "Copying Procedure" (P.126).
	The document guides on the document feeder are not set in the correct positions.	Load the document correctly, and align the document guides to the document. Refer to "Copying Procedure" (P.126).
	The paper tray is not inserted correctly.	Firmly push in the tray until it stops to set it properly. Refer to "Loading Paper" (P.104).
	The paper guides in Tray 5 are not set in the correct positions.	Load the paper correctly, and align the paper guides to the paper edges. Refer to "Loading Paper in Tray 5 (Bypass)" (P.106).
Unable to copy with the specified size.	The document glass or the document cover is dirty.	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.679).
	The document is a transparent type such as a transparency film.	Place a white sheet of paper on top of the document when copying.
	The document is misaligned.	Load the document correctly. Refer to "Copying Procedure" (P.126).
	The document guides on the document feeder are not set in the correct positions.	Load the document correctly, and align the document guides to the document. Refer to "Copying Procedure" (P.126).
	The document is a non-standard size.	Specify the document size, and then copy. Refer to "Copying Procedure" (P.126).
	The document is folded.	Flatten the curl and load the document again. Refer to "Copying Procedure" (P.126)
Unable to copy in color.	[Output Color] is set to [Black & White].	Set [Output Color] to [Auto Detect] or [Color]. Refer to "Output Color (Selecting the Color for Copying)" (P.148).

Symptom	Cause	Remedy
The document edges are missing on the copy.	The document is larger than the printable area.	Adjust [Reduce/Enlarge] to copy the document smaller.
Outputs are not stapled.	The Finisher is not attached.	The Finisher is required to staple. Install the Finisher, or change the print option settings to cancel stapling.
	The number of pages to be stapled exceeds the maximum number for stapling.	Reduce papers to be less than the maximum number for stapling. The maximum number of pages for stapling varies depending on the used finisher.

Trouble during Printing

This section describes how to resolve print problems.

For information on the troubleshooting when printing via Print Server, refer to User Guide attached to Print Server connected to the machine.

Unable to Print

If you cannot print a document, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
Data remains in the printer icon.	The machine is not powered on.	Switch the main power and power on.
	The network cable is disconnected from the computer.	Connect the network cable to the computer.
	The network cable is disconnected from the machine.	Connect the network cable to the machine. Refer to "Interface Cables" (P.68).
	The print mode is [Off-line] on the machine.	Press the <Machine Status> button to check the [Print Mode] on the [Machine Status] screen. If [Print Mode] is set to [Off-line], select [On-line].
	An error occurred in the machine.	Check the error details and take an appropriate action.
	The IP address or SMB network path is not correctly set.	Set the correct IP address or SMB network path. Refer to "Printer Environment Settings" (P.563).
	The network between the computer and machine is abnormal.	Check with your network administrator.
	The port is not enabled.	Enable the port. Refer to "Port Settings" (P.468).
	The hard disk space of the machine is insufficient.	Delete unnecessary data such as stored documents (Charge Print, Private Charge Print, and Secure Print) in folders to increase free space.
	The machine is connected to multiple computers.	Wait for a while, and then try printing again.
Nonsensical characters (symbols) are printed in large numbers.	A print driver provided by other company is used.	Use the appropriate print driver. Check the property screen of the print driver to confirm that Multi-model Print Driver 2 is displayed for the driver name on the [Advanced] tab.

Symptom	Cause	Remedy
The data has been sent to the machine.	The machine is out of paper.	Load paper in the machine.
	No paper is loaded for the specified paper size.	Load paper of the size specified. Refer to "Loading Paper" (P.104).
	Printing is interrupted by a copy operation.	Cancel the interrupting operation.
	An error occurred in the machine.	Check the error details and take an appropriate action.

The Print Result is Not What was Expected

If the print result is not what was expected, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
Cannot print in color.	[Output Color] is set to [Black and White].	Set [Output Color] to [Auto Detect] or [Color].
Outputs are not stapled.	The Finisher is not installed.	The Finisher is required to staple. Install the Finisher, or change the print option settings to cancel stapling.
	The number of pages to be stapled exceeds the maximum number for stapling.	Reduce papers to be less than the maximum number for stapling. The maximum number of pages for stapling varies depending on the used finisher.
Paper is not folded.	The Folder Unit is not installed.	Check the optional components installed on the machine, and reconfigure the printer configuration.
The document is printed on a different paper size than specified.	The document size is different from the paper size loaded in the specified tray.	Change the size of paper in the tray, or change the print option to specify a tray that contains the correct sized paper.
The image on the document edges is missing on the output.	The image is larger than the printable area.	Expand the printable area of the machine, or reduce the image size on the printout.
The printed font differs from the font specified on the computer.	Font replacement is set on the print driver.	Check the font replacement table.
The printout is not offset.	The machine does not offer the Offset feature.	To output offset, the Offset Catch Tray or the Finisher is required.
Printing is slow.	[High Resolution] is selected for [Image Quality].	When image data, such as photos, is printed with the high resolution, the print speed becomes slow. Select [Standard] for [Image Quality].

Symptom	Cause	Remedy
The specified print options are not enabled.	The print driver for another model is used.	Install the print driver for the model.
	The required optional kit is not installed on the machine.	Check the optional components installed on the machine, and set [Installable Options] under [Configuration] in the print driver again.
The document edges are missing on the printout.	The image is larger than the printable area.	Expand the printable area of the machine, or reduce the image size on the printout.
The print color differs from before.	The color calibration is incorrect.	Execute auto calibration. Refer to "Executing Calibration" (P.682).
Black lines are printed.	A print driver for another machine is used.	Install the print driver for your machine.

Trouble during Scanning

This section describes how to resolve scan problems.

Unable to Scan with the Machine

If you cannot scan with the machine, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
The document is not correctly fed from the document feeder.	The document is too small.	The minimum size of the document that can be loaded on the document feeder is 139.7 x 139.7 mm (standard size: A5). Refer to "Scanning Procedure" (P.216).
	The document type is unsuitable.	The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents with sticky tags, paper clips, or adhesive tape. Refer to "Scanning Procedure" (P.216).
	The document guides are set in incorrect positions.	Adjust the document guides to the document. Refer to "Scanning Procedure" (P.216).
	A piece of torn paper remains in the document feeder.	Open the document feeder cover, and remove the piece. Refer to "Document Jams" (P.900).
	Documents of mixed sizes are loaded.	When loading documents of mixed sizes, be sure to set [Mixed Size Originals] to [On]. Otherwise, a paper jam will occur. Refer to "Scanning Procedure" (P.216).

Unable to Import Scanned Documents to the Computer

If you cannot import scanned documents to the computer, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
Unable to find the scanner.	The machine is not turned on.	Switch the main power and power on.
	The network cable is disconnected from the computer.	Connect the network cable to the computer.
	The network cable is disconnected from the machine.	Connect the network cable to the machine. Refer to "Interface Cables" (P.68).
	The network between the computer and machine is abnormal.	Check with your network administrator.

Symptom	Cause	Remedy
Unable to open a folder.	The folder is unregistered.	Register the folder. Refer to "Create Folder" (P.523).
	The folder passcode has been forgotten.	The passcode cannot be retrieved. Set the passcode to [Off], and then set the passcode again. Refer to "Create Folder" (P.523).
Unable to import data from the scanner because of a TWAIN transmission error.	The scan driver is not installed.	Install the scan driver.
Operation terminates during scanning.	The file size is too large.	Lower the resolution, and import again. Refer to "Layout Adjustment" (P.289).

Unable to Send a Scanned Document over the Network (FTP/SMB)

If you cannot send a scanned document over the network, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
A Transmission Report - Job Undelivered is output.	Unable to transmit because of the error.	Check the Transmission Results in the Transmission Report - Job Undelivered. If an error code is displayed, refer to "Error Code" (P.762).
Unable to send data over the network.	The server is not correctly specified.	Correctly specify the server.
	The save destination is not correctly specified.	Correctly specify the save destination.
	When SMB is selected, the shared name is not correctly specified.	Correctly specify the shared name.
	When SMB (UNC Format) is selected, the save destination is not correctly specified.	Correctly specify the save destination.
	The login name is not entered correctly.	Correctly enter the login name.
	The password is not correctly entered.	Correctly enter the password.
	The time set on the machine does not agree with that of Windows, when SMB transmission is performed to Windows Server 2003, Windows Server 2008, Windows Server 2012, Windows Server 2012 R2, Windows 8, or Windows 8.1.	Synchronize the time settings of the machine and Windows.
	On Windows Server 2003, Windows Server 2008, Windows Server 2012, Windows Server 2012 R2, Windows XP, Windows 8, or Windows 8.1 users who do not set a password cannot use SMB transmission.	Follow the steps below to change the settings of network access: 1. Start Windows, and select [Control Panel] > [Administrative Tools] > [Local Security Policy]. 2. Select [Security Settings] > [Local Policies] > [Security Options]. 3. Change [Account: Limit local account use of blank passwords to console logon only] to [Disabled].
	Is the root of the DFS name space (\\Domain name\Shared name) specified with more than three characters?	Specify a DFS name space with a root comprised of less than four characters.
	The access right to the specified storage location is not set correctly.	Set the access right to the specified storage location correctly so that you can read and write the files and folders.

Symptom	Cause	Remedy
Unable to send data over the network. (Continued)	The SMB port number is blocked.	Check the destination server, the router between the machine and the server, virus scanning software on the destination server, and firewall to confirm whether the SMB port is blocked or not.

Unable to Send E-mail

If you cannot send a scanned document using the E-mail feature, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
A Transmission Report - Job Undelivered is output.	Unable to transmit because of an error.	Check the Transmission Results in the Transmission Report - Job Undelivered. If the error code is displayed, refer to "Error Code" (P.762).
Unable to send e-mail.	The mail address is incorrect.	Enter the correct mail address.
	The data size exceeded the maximum e-mail size.	Change the maximum e-mail size, or lower the resolution. Refer to "Maximum Total Data Size" (P.507), or "Layout Adjustment" (P.289).

The Image is not What was Expected

If the image is not what was expected, identify the symptom in the following table to perform the remedy.

Symptom	Cause	Remedy
The image is dirty.	The document glass or the document cover is soiled.	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.679).
	The document is a transparent type such as a transparency film.	If the document is transparent, dirt on the document cover may be copied on the image. Place a white sheet of paper on top of the document when scanning.
	The document is colored, rough, or a blueprint.	Adjust the copy density or image quality when scanning.
	The document is glossy printing paper.	Glossy printing paper easily sticks to the document glass, and shadows are sometimes scanned, soiling the image. Place a transparency film under the document when scanning.
The image is too dark, or too light.	The scan density is set to [Darken] or [Lighten].	Adjust the scan density. Refer to "Advanced Settings" (P.285).
	The setting for [Original Type] is inappropriate for the document.	Select the image quality appropriate for the document. Refer to "Advanced Settings" (P.285).

Symptom	Cause	Remedy
Part of the image is missing.	The document is pasted or folded.	The pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass.
The image is not the desired size.	The document glass or the document cover is dirty.	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.679).
	The document is a transparent type such as a transparency film.	Place a white sheet of paper on top of the document when scanning.
	The document is misaligned.	Load the document correctly. Refer to "Scanning Procedure" (P.216).
	The document guides on the document feeder are not set in the correct positions.	Load the document correctly, and align the document guides to the document. Refer to "Scanning Procedure" (P.216).
	The document is a non-standard size.	Specify the document size. Refer to "Scanning Procedure" (P.216).
	The document is folded.	Flatten the curl and load the document again. Refer to "Scanning Procedure" (P.216).
The image is not scanned in color.	[Color Scanning] is set to [Black & White] or [Grayscale].	Set [Color Scanning] to [Color]. Refer to "E-mail Options/Filing Options" (P.297)"E-mail" (P.231).
The image is coarse.	The resolution is too low.	Set the resolution higher. Refer to "Layout Adjustment" (P.289).
	Image is saved with high compression.	Select a lower compression ratio in [Quality/File Size]. Refer to "E-mail Options/Filing Options" (P.297).
Black-and-white gradation is not reproduced properly.	[Black & White] is selected for [Color Scanning].	Set [Color Scanning] to [Grayscale]. Refer to "E-mail" (P.231).

Network-related Problems

This section describes how to resolve network related problems.

When you cannot communicate with other SMB machines

Cause	Check point	Remedy
If [Auto Master Mode] of SMB is set to [On], the number of machines whose information can be stored is limited. The number depends on the network environment.	The machine or other SMB machines cannot be searched from the Network Computers icon.	Confirm the setting of [Auto Master Mode] of SMB. If the setting is enabled, change it to [Off].

When using TCP/IP

The possible causes, check points, and remedies when using TCP/IP (LPD) are as follows:

Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, or Windows Server 2012 R2

■ When you cannot print

Cause	Check point	Remedy
The IP address is incorrect.	Request your network administrator to check the machine's IP address.	Set a correct IP address on the machine.
The volume of the print data sent in an instruction from a computer exceeded the maximum receivable volume when the LPD spool is set to memory spool.	Confirm the memory amount for the LPD spool and the volume of the print data transmitted by an instruction.	If the one file of print data exceeds the memory amount, divide the file not to exceed the amount.
		If the print data is divided into multiple files and exceeds the memory amount, decrease the number of files not to exceed the amount.
An unrecoverable error occurred during the printing process.	Confirm whether any error messages are displayed on the control panel.	Restart the machine. Wait until the screen completely goes out to switch on the machine power.
The machine is not set to the transport protocol corresponding to the computer.	Confirm the transport protocol selected on the machine.	Select the transport protocol corresponding to the computer.
The machine is trying to process a data format that does not match the data format of the print data transmitted from a computer.	-	Set not to output Ctrl-D.

■ When print result is not what was expected

Cause	Check point	Remedy
Selected printer language on the machine does not match the printer language of the print data.	Confirm the selected printer language on the machine and the printer language of the print data.	Select the printer language on the machine to match the print data.
The computer is not using the print driver supplied with the machine (is using another company's print driver).	Confirm whether the print driver on the computer is the one supplied with the machine.	On the computer, select the print driver supplied with the machine. If the print driver is not listed for selection, install the print driver and then select it. Operation is not guaranteed if another company's print driver is used.

Print Utility for iOS or Print Utility for Android

■ When you cannot print

Cause	Check point	Remedy
The LPD port is not activated.	Confirm whether the LPD port is activated.	When printing with a printer detected by using Bonjour, Select the [Enabled] check box of [LPD] to activate the port.
The Bonjour port is not activated.	Confirm whether the Bonjour port is activated.	Select the [Enabled] check box of [Bonjour] to activate the port.

CentreWare Internet Services Problems

The possible symptoms and remedies for problems when using CentreWare Internet Services are as follows:

Symptom	Remedy
Cannot connect to CentreWare Internet Services.	Is the machine working properly? Check whether the machine is turned on.
	Is the Internet Services (HTTP) port activated? Print a Configuration Report to confirm.
	Is the Internet address correctly entered? Confirm the Internet address again. If the problem persists, enter an IP address to connect to CentreWare Internet Services.
	Is a proxy server being used? Depending on the proxy server, connections may not be possible. Set the browser to [Not using proxy server] or set that particular address to [Not using a proxy server].
The [Please wait] message is continuously displayed.	Wait for a while as instructed. If the status does not change, click the [Refresh] button. If this does not impart any effect, confirm whether the machine is operating correctly.
The [Refresh] button is not functioning.	Are you using a specified browser? Refer to "Installation of CentreWare Internet Services" (P.556) to confirm whether your browser is supported.
Selecting the menu on the left frame does not update the right frame contents.	
The screen display is distorted.	Change the window size for the browser.
The latest information is not displayed.	Click the [Refresh] button.
Characters are not correctly displayed.	Use Western European language command.

Symptom	Remedy
Pressing [Apply] does not apply the new settings.	Are the entered values correct? If a value outside of the permitted range is entered, the update will automatically be made within the range.
	This may occur when the control panel is being operated or the operation has just been completed. When the automatic reset function is set, any setting configure with CentreWare Internet Services is not applied until setting the time set for automatic reset. Wait until then.
	The machine is in the Sleep mode. Press the <Power Saver> button on the control panel of the machine to exit the Power Saver mode.
When you click [Apply], a message such as “The server has returned ineffective or unrecognizable response” or “No data” is displayed on the browser.	Is the password correct? The entries for Password and Confirm Password do not match. Enter the correct password.
	Restart the machine.
Cannot delete jobs.	Wait for a while, and click [Refresh].

E-mail Features Problems

The possible symptoms and remedies for problems when using E-mail Notification Service, the Print E-mail feature, and the E-mail service as follows:

Symptom	Remedy
Cannot receive e-mail (Print E-mail).	Is the e-mail address for the machine configured?
	Is [Receive E-mail] set to [Enabled]?
	Are settings such as the IP addresses for the SMTP server and POP3 server (if POP3 is selected as the incoming mail protocol) configured correctly?
	Are the POP3 user name and password entered correctly?
	Is [Domain Filtering] set? Confirm whether your own domain is set to [Allow Domains], on CentreWare Internet Services.
	Are the SMTP server and/or POP server operating properly? Consult your network administrator.
Cannot transmit e-mail (E-mail Notification Service, and E-mail).	Is the E-mail address for the machine configured?
	Is [E-mail Notification Service] set to [Enabled]? (For E-mail Notification Service)
	Is [Send E-mail] set to [Enabled]?
	Is the IP address for the SMTP server configured correctly?
	Are the settings for notification of transmission configured correctly? (for E-mail Notification Service) Confirm the settings on the [Properties] tab of CentreWare Internet Services.
	Is the destination address entered correctly?
	Is the SMTP server operating properly? Consult your network administrator.

Internet/Intranet Connection Problems

The possible causes and remedies for problems when connecting to the Internet or intranet are as follows:

When connection to the Internet/Intranet fails

Cause	Remedy
The Authentication feature used on the remote server is not supported by the machine.	Only Basic Authentication is supported by the machine. The machine does not support NTLM/digest. For security purposes, change to the Authentication feature using SSL.
The remote linkage services used does not support the model or accessories of the machine.	Purchase products/models/accessories supported by the remote linkage services.
The IP address is incorrect.	Confirm the IP address. If the IP address is incorrect, either set a static IP address or resolve the IP address using DHCP or AutoIP.
The IP gateway address is incorrect.	Set the correct IP gateway address when connecting to the proxy server, or to a Web server via the IP gateway.
The subnet mask is incorrect.	Set the correct subnet mask corresponding to your environment.
The DNS server address is incorrect.	Confirm the DNS server address.
The DNS server selected cannot resolve the address.	Select a DNS server that can resolve the address. <ul style="list-style-type: none"> When connecting via the proxy server Set the IP address of a DNS server that can resolve the address of the proxy server. When not connecting via the proxy server Set the IP address of a DNS server that can resolve the destination address.
The address of the address that does not use a proxy server is incorrect.	Confirm whether only addresses that do not use a proxy server are set. Even if addresses not through a proxy server are specified using the FQDN, if a server is directly accessed using its IP address, the registered server is not excluded. Set the address not to use a proxy server. Likewise, even if you directly specify an address that does not use a proxy server, if a server is accessed with the FQDN, the registered server is not excluded. Set an IP address with the FQDN not to use a proxy server.
The desired server, or the proxy server is down.	Confirm whether the desired server or the proxy server is operating correctly.
The network cable is not connected, or broken.	Confirm whether the network cable is correctly connected. We recommend using a spanning-tree configuration, with which network disconnection rarely occurs.
Cannot communicate because of overloading of the server application.	Wait for a while and try accessing again.
An error occurs that is not displayed on the control panel.	Even though an error occurs during background processing, no message appears on the control panel. Display the [Job Status] screen or print the Job History Report to confirm the result.

Cause	Remedy
Cannot access the proxy server, firewall, or Web server as a result of access control.	<p>The following types of access control are used. Confirm the configured access control.</p> <ul style="list-style-type: none"> • Address (port) restriction • SSL restriction • User access restriction (including access right levels) • Content block • Scheme restriction (cannot use HTTP etc.) • Transfer data size restriction • Method restriction (cannot use POST etc.) • HTTP header restriction (only accepting specified browsers etc.) • Time restriction (only available during a specific period of time etc.)

When connection to a desired Web server fails

Cause	Remedy
The setting to use the proxy server is not configured.	In the environment using the proxy server, you must configure the machine to use the proxy server to connect to a desired Web server. Make sure that you configure the settings to use the proxy server.
The setting to use a proxy server is configured even though the environment does not use a proxy server.	In an environment that does not use a proxy server, such as when connecting to an intranet, do not make the settings to use the proxy server.
The proxy server address is incorrect.	When the settings to use a proxy server are configured, you cannot connect to a desired Web server only if the IP address of the proxy server is correct. Set the correct IP address of the proxy server.
When the proxy server access requires authentication, you cannot connect to the server because the user name or password is incorrect.	Set the user name and password on the machine that allow connection to the proxy server.

IPv4 and IPv6 Connection Problems

The possible causes and remedies for problems when using an IPv4 or IPv6 address are as follows:

Unable to connect using an IPv4 address

Symptom	Remedy
When 0 (zero) is prepended to the head of a value for the IPv4 address (for example: 192.0.2.010), connection fails.	Do not prepend 0 (zero) to each value of an IPv4 address.

Unable to connect using an IPv6 address

Symptom	Remedy
You cannot connect to the machine with the link-local address.	When you specify the machine's link-local address, a scope ID must be appended to the address. For example, when you use Internet Explorer 7 on Windows Vista to access the address "fe80::203:baff:fe48:9010", you must append the Ethernet adapter local area connection number (for example, 8) for Windows Vista to the address as follows: fe80::203:baff:fe48:9010%8
The machine cannot connect to a computer running Windows OS that supports IPv6.	Assign a static IPv6 address to the computer running Windows OS that supports IPv6. Then, register the IPv6 address on the machine as host address to allow communication.
A device outside the router cannot be searched.	When searching for a device outside the router via SMB, directly specify the address. Multicasting is supported only within a local link (FF02::1).
When SSL is enabled on CentreWare Internet Services, even if you specify "http://[IPv6 address]", you are not redirected to "https://[IPv6 address]".	When SSL is enabled, directly specify "https://[IPv6 address]".

Unable to print using an IPv6 address

Symptom	Remedy
On an IPv6 network without a DNS server, a computer running Windows OS that supports IPv6 cannot be connected to a Windows shared printer.	Register the computer name of the machine on the "hosts" file stored on the computer running Windows OS that supports IPv6. For example, register in the following file: C:\Windows\system32\driver\etc\hosts

Unable to scan using an IPv6 address

Symptom	Remedy
When the machine is configured with only a link-local address, file transfer fails.	Assign a global address to the machine.
When you specify the computer name on a storage destination server of the Scan to PC (SMB) service in an IPv6 environment without a DNS server, scan data cannot be transferred.	Scan data cannot be transferred with SMB if a destination server is specified using the computer name. Use the IPv6 format to specify the server.
The machine does not operate correctly if the mail address for the E-mail service is specified in IPv6 address literal format. Example: csw@[ipv6:2001:db8::1]	In an IPv6 environment, use a DNS server and specify an e-mail address using the FQDN.

Other problems on IPv6 addresses

Symptom	Remedy
Unable to search devices with IPv6 addresses in UPnP.	In an IPv6 environment, use Function Discovery of Web Services on Devices (WSD).
In an IPv6 network with no DNS server installed, authentication fails if an SMB authentication server is specified using the computer name.	Directly specify the IPv6 address to specify the computer name of an authentication server.
When the Web Applications service such as DocuShare is used, you cannot correctly specify the destination URL using the IPv6 address. Example: http://[ipv6:2001:db8::1]	In IPv6 environment, use a DNS server and specify a remote service's destination URL using the FQDN.
IPv6 addresses are not correctly recorded on output job logs.	Use an IPv4 network for correct logging.

Media Print - Text Trouble

The possible symptoms, causes, and remedies for problems when using Media Print - Text are as follows:

Symptom	Cause	Remedy
[Media Print - Text] is not displayed on the Services Home screen.	The optional software, USB Memory Kit, is not recognized by the machine.	Properly set the software option, or disconnect the USB cable and then securely insert the USB cable into the connector.
	[Media Print] in CentreWare Internet Services is not checked.	Check [Media Print] in CentreWare Internet Services to enable the service.

Media Print - Photos Trouble

The possible symptoms, causes, and remedies for problems when using Media Print - Photos are as follows:

Symptom	Cause	Remedy
[Media Print - Photos] is not displayed on the Services Home screen.	The optional software, USB Memory Kit, is not recognized by the machine.	Properly set the software option, or disconnect the USB cable and then securely insert the USB cable into the connector.
A blank sheet of paper is output.	Files that cannot be printed (image files other than DCF1.0 format) are included among the files specified for printing.	Files that cannot be printed (image files other than DCF1.0 format) are not printed with index printing. Specify printing again, excluding the images not displayed for index printing. Note <ul style="list-style-type: none"> • Editing or saving DCF 1.0-format image files on a computer makes those files' format other than DCF1.0.

Error Code

This section describes error codes.

An error message and error code (**-**) are displayed on the touch screen if printing terminated abnormally because of an error, or a malfunction occurred in the machine.

Refer to the error codes in the following table to resolve problems.

Important • If an error code is displayed, any print data remaining in the machine and information stored in the machine's memory is not secured.

If an error code is displayed that is not listed in the following table, or if you cannot resolve an error despite following the instructions described in the table, contact our Customer Support Center. The contact number is printed on the label or card attached to the machine.

Error Code	Cause and Remedy
003-311	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
003-318	
003-319	
003-320	
003-321	
003-322	
003-323	
003-324	
003-325	
003-326	
003-327	
003-328	
003-329	
003-330	
003-331	
003-332	
003-333	
003-334	
003-335	
003-336	
003-337	
003-338	
003-339	
003-340	
003-341	
003-342	
003-343	
003-344	
003-345	
003-346	
003-700	[Cause] Too many documents are set in the document feeder after clearing the paper jam. [Remedy] Check the output, and then replace the documents that have not been copied yet.
003-701	[Cause] A digital code is embedded in the document to restrict duplication. [Remedy] Use a document in which no digital code is embedded.

Error Code	Cause and Remedy
003-702	<p>[Cause] You tried to copy sides 1 and 2 of a document simultaneously specifying different Reduce/Enlarge ratio for each side.</p> <p>[Remedy] Specify the same Reduce/Enlarge ratio for both sides.</p>
003-703	<p>[Cause] The Calibration Chart is not detected correctly.</p> <p>[Remedy] Place the Calibration Chart properly.</p>
003-704	<p>[Cause] An error is found in the calibration pattern read, and the machine may be out of order.</p> <p>[Remedy] Execute the calibration again. If the error is not still resolved, contact our Customer Support Center.</p>
003-705	<p>[Cause] Copying is started before the machine exits the Power Saver mode and detects the change for the tray size, when the paper size set in the tray that has been changed during the Power Saver mode.</p> <p>[Remedy] Cancel copying, and perform the operation for copying again.</p>
003-750	<p>[Cause] Unable to store any documents using the 2 Sided Book Copying feature.</p> <p>[Remedy] Check the 2 Sided Book Copying settings. Refer to "Layout Adjustment" (P.160).</p>
003-751	<p>[Cause] Unable to process the document because the specified scan area is too small.</p> <p>[Remedy] Increase the resolution or scan area.</p>
003-752	<p>[Cause] A mix sized document was to be scanned at 600 dpi in Color/2 sided.</p> <p>[Remedy] Set [Resolution] to [400dpi] or lower, and try scanning again.</p>
003-753	<p>[Cause] A mix sized document was to be scanned at high resolution, 2 sided.</p> <p>[Remedy] Set [Resolution] to [200dpi], and scan the document again.</p>
003-754 003-755	<p>[Cause] An error occurred in the document feeder.</p> <p>[Remedy] Execute the job again.</p>
003-757	<p>[Cause] A mix sized document was to be scanned at high resolution, 2 sided.</p> <p>[Remedy] Set [Resolution] to [300dpi] or lower, and scan the document again.</p>
003-760	<p>[Cause] An incompatible combination of feature is specified for document scan conditions.</p> <p>[Remedy] Confirm the selected options.</p>
003-761	<p>[Cause] The paper size of the tray selected for auto tray differs from the paper size of the tray selected for Auto Paper selection.</p> <p>[Remedy] Change the paper size for the tray, or change the [Paper Tray Priority] settings.</p>
003-763	<p>[Cause] An error occurred when reading the Calibration Chart.</p> <p>[Remedy] Place the Calibration Chart correctly on the document glass. Refer to "Executing Calibration" (P.682).</p>
003-795	<p>[Cause] When enlarging/reducing a scanned document to the paper size specified, the reduction/enlargement ratio exceeds the allowed range.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Manually enter a reduction/enlargement ratio. • Change the paper size.

Error Code	Cause and Remedy
005-275 005-280 005-281 005-282 005-283 005-284	[Cause] An error occurred in the document feeder. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
005-500	[Cause] An error occurred in the document feeder. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
011-310	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
012-211 012-212 012-213 012-214 012-215 012-216 012-217 012-218 012-219 012-221 012-222 012-223 012-224	[Cause] Finisher malfunction [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
012-225 012-226 012-227 012-228 012-229 012-230 012-231 012-232 012-233 012-234 012-235 012-236 012-237 012-238 012-239 012-240 012-241 012-243	[Cause] Booklet Unit malfunction [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
012-246	[Cause] The Booklet Maker is not fully inserted completely into the Finisher. [Remedy] Completely insert the Booklet Maker into the Finisher, and turn the machine off and then on.

Error Code	Cause and Remedy
012-247	<p>[Cause] Finisher tray malfunction</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
012-248 021-250 012-251 012-252 012-253	<p>[Cause] Finisher malfunction</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
012-254	<p>[Cause] The sensor was activated because paper output to the finisher was removed before the finisher tray lowered and completely stopped in position. Or, there is a foreign object under the finisher tray.</p> <p>[Remedy] Remove any foreign object under the finisher tray. Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
012-255	<p>[Cause] Finisher tray malfunction</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
012-260 012-263 012-264 012-265 012-266 012-269 012-272 012-273 012-274 012-279	<p>[Cause] Finisher malfunction</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
012-282 012-283 012-284 012-285 012-286 012-287 012-288 012-289	<p>[Cause] Finisher malfunction</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
012-290	<p>[Cause] The finisher front door is open.</p> <p>[Remedy] Close the finisher front door. If the error still is not resolved, contact our Customer Support Center.</p>
012-291 012-292 012-295 012-296	<p>[Cause] Finisher malfunction</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
012-297 012-298 012-299	[Cause] Finisher malfunction [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
012-319 012-326 012-334	[Cause] An error occurred in the finisher. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
013-221 013-222	[Cause] An error occurred in the Square Fold & Trimmer Module. [Remedy] Turn the machine off and then on, and then execute the operation again. If the error still is not resolved, contact our Customer Support Center.
013-223	[Cause] An error occurred in the Square Fold & Trimmer Module. [Remedy] Open and close the Finisher Right Door, and then execute the operation again. If the error still is not resolved, contact our Customer Support Center.
013-224 013-225 013-226 013-227 013-228 013-229 013-230 013-231 013-232 013-233 013-234 013-235 013-236 013-237 013-238 013-239 013-240 013-241 013-242 013-243 013-246	[Cause] An error occurred in the Square Fold & Trimmer Module. [Remedy] Turn the machine off and then on, and then execute the operation again. If the error still is not resolved, contact our Customer Support Center.
016-210 016-211 016-212 016-213 016-214 016-215 016-216 016-217 016-218 016-219	[Cause] An error occurred in the software. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.

Error Code	Cause and Remedy
016-220 016-221 016-222 016-223 016-224 016-225 016-226 016-227 016-228	<p>[Cause] An error occurred in the document feeder.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
016-229 016-230	<p>[Cause] An error occurred in the software.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
016-231	<p>[Cause] The Image Extension Kit may be damaged, or may not be installed correctly.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
016-232	<p>[Cause] An error occurred during initialization of the high compression board. Otherwise, the high compression board is not supported on your machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
016-233	<p>[Cause] An error occurred in the software.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
016-234 016-235 016-236 016-237 016-238 016-239	<p>[Cause] An error occurred in the Authentication feature of the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
016-240	<p>[Cause] An error occurred in the document feeder.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
016-242	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
016-310	
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Error Code	Cause and Remedy
016-360 016-362 016-363 016-364 016-365 016-366 016-367 016-368 016-369 016-370 016-371 016-372 016-373 016-374 016-375 016-376 016-377 016-378 016-379 016-380 016-381 016-382	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
016-400	<p>[Cause] The user name or password for 802.1x authentication does not match in the setting of Ethernet1.</p> <p>[Remedy] Confirm and correctly enter the user name or password in the setting of Ethernet1. If the error still is not resolved, check whether the network environment is set correctly.</p>
016-401	<p>[Cause] The 802.1x authentication method cannot be processed in the setting of Ethernet1.</p> <p>[Remedy] Set the authentication method of the machine to the same method as set for the authentication server in the setting of Ethernet1.</p>
016-402	<p>[Cause] The authentication connection of Ethernet1 timed out.</p> <p>[Remedy] Confirm the network connection of Ethernet1 and switch setting of the authentication device physically connected to the machine via a network, and check whether it is connected to the machine correctly.</p>
016-403 016-404	<p>[Cause] The root certificate of Ethernet1 did not match.</p> <p>[Remedy] Confirm the authentication server and store the root certificate of the server certificate of the authentication server into the machine. If you cannot acquire the root certificate of the server certificate, set [Server Certificate Verification] of [IEEE 802.1X Settings] for Ethernet1 to [Disabled] on the touch screen.</p>
016-405	<p>[Cause] An error occurred in the certificate stored in the machine.</p> <p>[Remedy] Initialize the certificate. For more information on initializing certificates, refer to "Delete All Certificates/Initialize Settings" (P.440).</p>
016-406	<p>[Cause] An error occurred in the SSL client certificate.</p> <p>[Remedy] Take one of the following measures:</p> <ol style="list-style-type: none"> 1) Store an SSL client certificate in the machine to set the SSL client certificate. 2) If an SSL client certificate cannot be set on the machine, select an option other than [EAP-TLS] in [Authentication Method].

Error Code	Cause and Remedy
016-407 016-408 016-409 016-410 016-411 016-412	<p>[Cause] After automatically obtained the IP address, the machine failed to retrieve proxy server settings from the DHCP server.</p> <p>[Remedy] Modify the customized program and install it again.</p>
016-427	<p>[Cause] The user name or password for 802.1x authentication did not match in the setting of Ethernet2.</p> <p>[Remedy] Confirm and correctly enter the user name or password in the setting of Ethernet2. If the error still is not resolved, check whether the network environment is set correctly.</p>
016-428	<p>[Cause] The 802.1x authentication method cannot be processed in the setting of Ethernet2.</p> <p>[Remedy] Set the authentication method of the machine to the same method as set for the authentication server in the setting of Ethernet2.</p>
016-429	<p>[Cause] The authentication connection of Ethernet2 timed out.</p> <p>[Remedy] Confirm the network connection of Ethernet2 and switch setting of the authentication device physically connected to the machine via a network, and check whether it is connected to the machine correctly.</p>
016-430	<p>[Cause] The root certificate of Ethernet2 did not match.</p> <p>[Remedy] Confirm the authentication server and store the root certificate of the server certificate of the authentication server into the machine. If you cannot acquire the root certificate of the server certificate, set [Server Certificate Verification] of [IEEE 802.1X Settings] for Ethernet2 to [Disabled] on the touch screen.</p>
016-431	<p>[Cause] An internal error occurred.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
016-432	<p>[Cause] An error occurred in the SSL client certificate of Ethernet2.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Store an SSL client certificate in the machine to set the SSL client certificate. • If an SSL client certificate cannot be set on the machine, select an option other than [EAP-TLS] in [Authentication Method].
016-450	<p>[Cause] The SMB host name already exists.</p> <p>[Remedy] Change the host name. Refer to "Host Name" (P.477).</p>
016-453	<p>[Cause] Updating of the IPv6 address and host name for the DNS server failed.</p> <p>[Remedy] Check whether the IP address of the DNS server is set correctly.</p>
016-454	<p>[Cause] Unable to retrieve the IP address from DNS.</p> <p>[Remedy] Confirm the DNS configuration and IP address retrieve setting. Refer to "Protocol Settings" (P.473).</p>
016-455	<p>[Cause] Connection to the SNTP server timed out.</p> <p>[Remedy] Confirm the network cable connection and the IP address of the SNTP server are correct. Refer to "Machine Clock/Timers" (P.420).</p>

Error Code	Cause and Remedy
016-456	<p>[Cause] Received a message from the SNTP server stating that the server is not synchronized with the standard time source.</p> <p>[Remedy] Confirm the SNTP server settings. Refer to "Machine Clock/Timers" (P.420).</p>
016-500 016-501 016-502	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
016-503	<p>[Cause] Unable to resolve the SMTP server name when sending e-mail.</p> <p>[Remedy] Check on CentreWare Internet Services whether the SMTP server settings are correct. Also, confirm whether the DNS server settings are correct.</p>
016-504	<p>[Cause] Unable to resolve the POP3 server name when sending e-mail.</p> <p>[Remedy] Check on CentreWare Internet Services whether the POP3 server settings are correct. Also, confirm whether the DNS server settings are correct.</p>
016-505	<p>[Cause] Unable to log into the POP3 server when sending e-mail.</p> <p>[Remedy] Check on CentreWare Internet Services whether the user name and password used on the POP3 server are correct.</p>
016-513	<p>[Cause] An error occurred in connecting to the SMTP server. Probable causes are as follows: 1)The SMTP server or network may be overloaded. 2)The source port number for SMTP is incorrect.</p> <p>[Remedy] For 1), wait for a while, and then execute the operation again. For 2), confirm whether the source port number for SMTP is correct.</p>
016-514	<p>[Cause] An error occurred during processing of an XPS document.</p> <p>[Remedy] If an error occurred while printing from a driver which supports XPS, print from the application using another print driver. If an error occurred while direct printing an XPS document (such as ContentsBridge Utility, E-mail, and Media Print - Text), print using the print driver from XPS Document Viewer.</p> <p>Note • XPS stands for XML Paper Specification.</p>
016-515	<p>[Cause] There was insufficient memory during processing of an XPS document.</p> <p>[Remedy] Take one of the following measures: • Set [Image Quality] to [Standard] • Print using the print driver from XPS Document Viewer.</p> <p>Note • XPS stands for XML Paper Specification. For more information on [Image Options], refer to the help of the print driver.</p>
016-516	<p>[Cause] The Print Ticket included in the XPS document includes an invalid description or a print setting not supported by the machine.</p> <p>[Remedy] Check whether there is a problem with the method of using the application that sent the print job, or with the content of the print instruction. If your application usage and print instruction are correct, check with the application manufacturer that sent the print job for operations of the application, not with Fuji Xerox. If the error still is not resolved, contact our Customer Support Center.</p> <p>Note • XPS stands for XML Paper Specification.</p>

Error Code	Cause and Remedy
016-519	<p>[Cause] The number of pages reached the maximum number of pages specified, and the print job is terminated.</p> <p>[Remedy] Have your system administrator change the maximum limit of printable pages.</p>
016-520	<p>[Cause] An error occurred in the high compression hardware.</p> <p>[Remedy] Execute the operation again. Also change the output file format and color mode.</p> <p>If the problem is not resolved, switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. And then perform the above operation again.</p> <p>If the error still is not resolved, contact our Customer Support Center.</p>
016-521	<p>[Cause] The IC Card Reader (sold separately) is disconnected from the machine while scanning the data with a digital signature.</p> <p>[Remedy] Switch off the machine power and connect the IC Card Reader, and then switch on the machine power.</p>
016-522	<p>[Cause] LDAP server SSL authentication error. Unable to acquire an SSL client certificate.</p> <p>[Remedy] The LDAP server is requesting an SSL client certificate. Set an SSL client certificate on the machine.</p>
016-523	<p>[Cause] LDAP server SSL authentication error. The server certificate data is incorrect.</p> <p>[Remedy] The machine cannot trust the SSL certificate of the LDAP server. Register the root certificate for the LDAP server's SSL certificate to the machine.</p>
016-524	<p>[Cause] LDAP server SSL authentication error. The server certificate will expire soon.</p> <p>[Remedy] Change the SSL certificate of the LDAP server to a valid one. You can clear this error by selecting [Disabled] for [LDAP - SSL/TLS Communication] under [SSL/TLS Settings] on the machine; however, note that selecting this option does not ensure the validity of the LDAP server.</p>
016-525	<p>[Cause] LDAP server SSL authentication error. The server certificate has expired.</p> <p>[Remedy] Change the SSL certificate of the LDAP server to a valid one. You can clear this error by selecting [Disabled] for [LDAP - SSL/TLS Communication] under [SSL/TLS Settings] on the machine; however, note that selecting this option does not ensure the validity of the LDAP server.</p>
016-526	<p>[Cause] LDAP server SSL authentication error. The server name does not match the certificate.</p> <p>[Remedy] Set the same LDAP server address to the machine and to the SSL certificate of the LDAP server. You can clear this error by selecting [Disabled] for [LDAP - SSL/TLS Communication] under [SSL/TLS Settings] on the machine; however, note that selecting this option does not ensure the validity of the LDAP server.</p>
016-527	<p>[Cause] LDAP server SSL authentication error. This is an SSL authentication internal error.</p> <p>[Remedy] An error occurred in the software. Contact our Customer Support Center.</p>
016-528	<p>[Cause] You are logged out of the smart card authentication mode while scanning the data with a digital signature.</p> <p>[Remedy] Log in to the machine with the smart card, and then execute the operation again.</p>
016-529	<p>[Cause] An error occurred when connecting to the Remote Download server. There was no response from the server within the specified time (45 seconds).</p> <p>[Remedy] Confirm the network connection. Check whether the Remote Download server is correctly set on the network.</p>

Error Code	Cause and Remedy
016-533	<p>[Cause] Kerberos server authentication protocol error</p> <p>[Remedy] The time difference between the machine and the Kerberos server exceeded the clock skew limit value set on the Kerberos server. Check whether the clocks on the machine and Kerberos server are correctly set. Also check whether the summer time and the time zone are correctly set on the machine and Kerberos server.</p>
016-534	<p>[Cause] Kerberos server authentication protocol error</p> <p>[Remedy] The domain set on the machine does not exist on the Kerberos server, or the Kerberos server address set on the machine is invalid for connection. Check whether the domain name and the server address have been correctly set on the machine. For connection to Windows 2000 or Windows 2003 Server, specify the domain name in uppercase.</p>
016-535	<p>[Cause] The specified file does not exist on the Remote Download server.</p> <p>[Remedy] Confirm the file.</p>
016-536	<p>[Cause] An error occurred when accessing the DNS prior to connecting to the Remote Download server.</p> <p>[Remedy] Confirm the connection with the DNS. Also check whether the Remote Download server name is registered to the DNS.</p>
016-537	<p>[Cause] Could not connect to the Remote Download server. The port of the destination Remote Download server is not open.</p> <p>[Remedy] Confirm the port in the network settings.</p>
016-538	<p>[Cause] An error occurred when writing the remote download file to the hard disk. The file obtained from the Remote Download server could not be written to the hard disk.</p> <p>[Remedy] Confirm the amount of available space, and delete files that are no longer required. Alternatively, replace the hard disk.</p>
016-539	<p>[Cause] Kerberos server authentication protocol error</p> <p>[Remedy] An error occurred in the software. Contact our Customer Support Center.</p>
016-543	<p>[Cause] The specified domain was deleted from ApeosWare Authentication Management.</p> <p>[Remedy] Select [Refresh] on the [Domain] screen, and update the domain information, or add the domain to ApeosWare Authentication Management.</p>
016-545	<p>[Cause] The specified domain was deleted from ApeosWare Authentication Management.</p> <p>[Remedy] Adjust the times of the computer of the active directory and the computer on which ApeosWare Authentication Management is installed. Also, if the Windows Time Service of the computer on which the Authentication Agent is installed has stopped, start the service.</p> <p>For more information on the process, refer to the manual for the Authentication Agent.</p>
016-546	<p>[Cause] A Local User tried to obtain the information of another user.</p> <p>[Remedy] Contact our Customer Support Center.</p>
016-548	<p>[Cause] The machine is not registered in the ApeosWare Authentication Management.</p> <p>[Remedy] Register the machine in the ApeosWare Authentication Management.</p> <p>For more information on the process, refer to the manual for ApeosWare Authentication Management.</p>
016-553	<p>[Cause] ApeosWare Authentication Management does not support the interface version of the machine.</p> <p>[Remedy] You must upgrade ApeosWare Authentication Management's version. Check whether the machine supports ApeosWare Authentication Management to being upgraded.</p>

Error Code	Cause and Remedy
016-554	<p>[Cause] The login name and password used for domain user authentication of ApeosWare Authentication Management is invalid.</p> <p>[Remedy] Correctly set the login name and password used for domain user authentication of ApeosWare Authentication Management.</p>
016-555	<p>[Cause] Connection to ApeosWare Authentication Management to the database or the active directory timed out.</p> <p>[Remedy] Check whether you can connect from ApeosWare Authentication Management to the database or the active directory.</p> <p>For more information on the process, refer to the manual for ApeosWare Authentication Management.</p>
016-556	<p>[Cause] Connection to ApeosWare Authentication Management to the database timed out because of an overload.</p> <p>[Remedy] Because the service is overloaded, wait for a while, and then execute authentication again.</p> <p>If the error still is not resolved, check ApeosWare Authentication Management.</p> <p>For more information on the process, refer to the manual for ApeosWare Authentication Management.</p>
016-557	<p>[Cause] Authentication Agent internal error occurred.</p> <p>[Remedy] Check ApeosWare Authentication Management.</p> <p>For more information on the process, refer to the manual for ApeosWare Authentication Management.</p>
016-558	<p>[Cause] The machine received an unknown error from ApeosWare Authentication Management.</p> <p>[Remedy] Contact our Customer Support Center.</p>
016-559	<p>[Cause] A remote download parameter error occurred. An invalid value is set for essential system data.</p> <p>[Remedy] Confirm the settings for essential system data.</p>
016-560	<p>[Cause] A communications error occurred between the machine and ApeosWare Authentication Management.</p> <p>[Remedy] Check whether the network cable is connected, and confirm the settings of ApeosWare Authentication Management. Also, print a Configuration Report, and if the DNS address of the server is set to "Server Name / IP Address" for "Authentication Agent", check whether DNS is enabled.</p>
016-562	<p>[Cause] Multiple entries containing the same smart card information were found in the guest database of Active Directory, ApeosWare Authentication Management.</p> <p>[Remedy] Correct the guest database entries of Active Directory or ApeosWare Authentication Management so that they do not contain the same smart card information.</p>
016-563	<p>[Cause] The job cannot continue because there is insufficient memory for the Image Extension Kit.</p> <p>[Remedy] Select Standard for the image quality. If the error still is not resolved, contact our Customer Support Center.</p>
016-564	<p>[Cause] Failed to authenticate the Remote Download server.</p> <p>[Remedy] Confirm the login name and password to access the Remote Download server. If the error still is not resolved, contact the Customer Support Center.</p>
016-569	<p>[Cause] Authentication Agent error</p> <p>[Remedy] Contact our Customer Support Center.</p>

Error Code	Cause and Remedy
016-574	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because the host or server name of the FTP server could not be resolved when accessing the DNS server.</p> <p>[Remedy] Confirm the connection to the DNS server. Check whether the FTP server name is registered correctly on the DNS server.</p>
016-575	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because the DNS server address was not registered on the machine.</p> <p>[Remedy] Specify the correct DNS server address. Or, specify the destination FTP server by using its IP address.</p>
016-576	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because it could not connect to the FTP server.</p> <p>[Remedy] Ensure that both the destination FTP server and the machine are available for network communications, by checking the following conditions:</p> <ul style="list-style-type: none"> • The IP address of the server is set correctly. • The network cables are plugged in securely.
016-577	<p>[Cause] Unable to connect to the FTP service of the destination server.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Check whether the FTP service of the server is activated. • Check whether the FTP port number of the server is correctly registered on the machine.
016-578	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because of unsuccessful login to the FTP server.</p> <p>[Remedy] Check whether the login name (user name) and password are correct.</p>
016-579	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because the scanned image could not be saved in the FTP server after connection.</p> <p>[Remedy] Check whether the FTP server's save location is correct.</p>
016-580	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because the file or folder name on the FTP server could not be retrieved after connection.</p> <p>[Remedy] Confirm the access privilege for the FTP server.</p>
016-581	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because the suffix of the name of the file or folder exceeded the limit value when the machine was connected to the server and the name of a file or folder on the server was determined.</p> <p>[Remedy] Change the file name or forwarding destination folder of the scan server. Also try moving or deleting the files within the forwarding destination folder.</p>
016-582	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because files could not be created on the FTP server after connection.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Check whether the specified file name can be used in the save location. • Check whether enough space is available in the save location.
016-583	<p>[Cause] Failed to create the lock directory in the FTP server while transferring data using FTP of the Scan to PC service.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • If the lock directory (*.LCK) exists in the destination, delete it manually, and then execute the operation again. • Check whether the specified name is available in the save location. • Confirm that the specified name is not duplicated in the save location. • Check whether enough space is available in the save location.

Error Code	Cause and Remedy
016-584	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because folders could not be created on the FTP server after connection.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Check whether the specified folder name can be used in the save location. • Check whether the same folder name exists in the save location. • Check whether enough space is available in the save location.
016-585	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because files could not be deleted on the FTP server after connection.</p> <p>[Remedy] Confirm the access privilege for the FTP server.</p>
016-586	<p>[Cause] The machine failed to delete the lock directory while transferring data using FTP of the Scan to PC service.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Confirm the access privilege for the server. • If the lock directory (*.LCK) exists in the destination, delete it manually, and then execute the operation again.
016-587	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because folders could not be deleted on the FTP server after connection.</p> <p>[Remedy] Confirm the access privilege for the FTP server.</p>
016-588	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because the data could not be written on the FTP server after connection.</p> <p>[Remedy] Check whether enough space is available in the save location.</p>
016-589	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because the data could not be read from the FTP server after connection.</p> <p>[Remedy] Confirm the access privilege for the FTP server.</p>
016-590	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because there are duplicate file names.</p> <p>[Remedy] Set [Do Not Save] for the action for file name conflict.</p>
016-591	<p>[Cause] The machine failed to perform the additional processing for the file name conflict using FTP of the Scan to PC service.</p> <p>[Remedy] If [Add to Existing Folder] is set for the additional processing for file name conflict, confirm that the file format is not multi-page.</p>
016-592	<p>[Cause] The machine failed to access the NEXTNAME.DAT file using FTP of the Scan to PC service.</p> <p>[Remedy] When [Add to Existing Folder] is set as the process to be executed when file names are duplicate, check the NEXTNAME.DAT file is correct.</p>
016-593	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because an internal error occurred after connection to the FTP server.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
016-594 016-595	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because a network error occurred.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
016-596	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because a network error occurred.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
016-597	<p>[Cause] The machine failed to transfer data using FTP of the Scan to PC service because a network error occurred.</p> <p>[Remedy] Stop all accesses from the other devices, and then execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
016-598 016-599	<p>[Cause] The size of an e-mail page exceeds the maximum message size because of page splitting.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Reduce the file size for [Quality/File Size]. • Increase the value for [Maximum Split Count]. <p>For more information on [Quality/File Size], refer to "Quality/File Size (Specifying an Image Compression Ratio When Scanning)" (P.297).</p> <p>For more information on [Maximum Split Count], refer to "Maximum Split Count" (P.507).</p>
016-700	<p>[Cause] The job was suspended because the number of the digits for the Secure Print or Charge Print passcode set on the print driver was less than the value specified in [Minimum Passcode Length for Stored Job] on the machine.</p> <p>[Remedy] On the print driver, set the passcode string equal to or longer than the value specified in [Minimum Passcode Length for Stored Job].</p>
016-701	<p>[Cause] Unable to process print data because of insufficient memory.</p> <p>[Remedy] Stop unnecessary ports or delete unnecessary data to increase memory.</p>
016-702	<p>[Cause] Unable to process print data because of insufficient print page buffer.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Set [Image Quality] to [Standard]. • Increase the print page buffer size. <p>For more information on the [Image Quality], refer to the help of the print driver.</p>
016-703	<p>[Cause] The machine received an e-mail specified with an invalid folder number.</p> <p>[Remedy] For errors occurring during e-mail reception: Take one of the following measures:</p> <ul style="list-style-type: none"> • Register the specified folder number, and request the sender to send the e-mail again. • Request the sender to send to an available folder. <p>If the error still is not resolved, contact our Customer Support Center.</p>
016-704	<p>[Cause] The folder is full, and hard disk capacity is insufficient.</p> <p>[Remedy] Delete unnecessary files from the folder, and save the file. Refer to "Checking/Operating Files in a Folder" (P.309).</p>
016-705	<p>[Cause] You have not used the print driver for the machine.</p> <p>[Remedy] Use the print driver appropriate for the machine. If the error still is not resolved, contact our Customer Support Center.</p>
016-706	<p>[Cause] The hard disk space is insufficient because the number of Secure Print users exceeded the maximum limit.</p> <p>[Remedy] Delete unnecessary files from the machine, and delete unnecessary Secure Print users. For more information on deleting users for Secure Print files, refer to "Printing and Deleting Stored Jobs" (P.362), and on folders, refer to "Checking/Operating Files in a Folder" (P.309).</p>

Error Code	Cause and Remedy
016-707	<p>[Cause] Unable to print with the Sample Set feature because the hard disk is not installed.</p> <p>[Remedy] To use the Sample Set feature, the hard disk must be installed. Contact our Customer Support Center.</p>
016-708	<p>[Cause] Unable to annotate because of insufficient hard disk space.</p> <p>[Remedy] Delete unnecessary data from the hard disk to free up disk space.</p>
016-709	<p>[Cause] An error occurred during print processing.</p> <p>[Remedy] Contact our Customer Support Center.</p>
016-710	<p>[Cause] Unable to register the Delayed Print document because the hard disk is defective.</p> <p>[Remedy] Contact our Customer Support Center.</p>
016-711	<p>[Cause] The upper limit for the e-mail size has been exceeded.</p> <p>[Remedy] Take one of the following measures, and then try sending the mail again.</p> <ul style="list-style-type: none"> • Reduce the number of pages of the document. • Lower the resolution with [Resolution]. • Reduce the magnification with [Reduce/Enlarge]. • Ask your system administrator to increase the value set for [Maximum Total Data Size]. • For color scanning, set [MRC High Compression] to [On] under [File Format].
016-712	<p>[Cause] Unable to process the document because the specified scan area is too small.</p> <p>[Remedy] Increase the resolution or scan area.</p>
016-713	<p>[Cause] The passcode entered does not match the passcode set on the folder.</p> <p>[Remedy] Enter the correct passcode.</p>
016-714	<p>[Cause] The specified folder does not exist.</p> <p>[Remedy] Create a new folder or specify an existing folder.</p>
016-715	<p>[Cause] The machine failed to access the ESCP form because the password of the ESCP form does not match.</p> <p>[Remedy] Enter the correct password of the ESCP form.</p>
016-716	<p>[Cause] Unable to spool TIFF file because of insufficient hard disk space.</p> <p>[Remedy] Delete unnecessary files and users from the machine. Refer to "Printing and Deleting Stored Jobs" (P.362).</p>
016-718	<p>[Cause] Unable to process the PCL print data because of insufficient memory.</p> <p>[Remedy] Reduce the resolution, or cancel 2 sided printing or N up feature, and then print again.</p>
016-719	<p>[Cause] Unable to process the PCL print data because of insufficient print page buffer.</p> <p>[Remedy] Increase the size of the print page buffer.</p>
016-720	<p>[Cause] An invalid command is included in PCL print data.</p> <p>[Remedy] Confirm the print data and try printing again.</p>
016-721	<p>[Cause] An error occurred during print processing. Probable causes are as follows:</p> <ol style="list-style-type: none"> 1) Printing was instructed by the Auto Paper selection when [Paper Tray Priority] is set to [Auto Paper Off] for all paper in the [Common Service Settings]. 2) ESC/P-K command error occurred. <p>[Remedy] For 1), when printing by the Auto Paper selection, set one of the paper types to other than [Auto Paper Off] in [Paper Tray Priority].</p> <p>For 2), confirm the print data.</p> <p>Refer to "Paper Tray Priority" (P.433).</p>

Error Code	Cause and Remedy
016-722	<p>[Cause] The staple position specified is not supported by the machine, or the paper size specified is not supported by the finisher.</p> <p>[Remedy] Confirm the staple position and the paper size, and try printing again.</p>
016-723	<p>[Cause] The punch position specified is not supported by the machine, or the paper size specified is not supported by the finisher.</p> <p>[Remedy] Confirm the punch position and the paper size, and try printing again.</p>
016-724	<p>[Cause] The specified staple and punch position combination is unsupported.</p> <p>[Remedy] Specify the staple and punch positions on the same side, and try printing again.</p>
016-726	<p>[Cause] Unable to automatically select a printer language.</p> <p>[Remedy] Contact our Customer Support Center.</p>
016-727	<p>[Cause] A print job was cancelled without storing a file into a folder because the file was determined as not containing any pages.</p> <p>[Remedy] The file could not be stored into the folder because the machine determined the print file as not containing any pages. Disable [Skip Blank Pages] on the [Advanced] tab on the print driver, or add text to the file if the file is blank.</p>
016-728	<p>[Cause] An unsupported tag is included in the TIFF file.</p> <p>[Remedy] Confirm the print data.</p>
016-729	<p>[Cause] Unable to print because the number of colors or the resolution of the TIFF file exceeds the allowed range.</p> <p>[Remedy] Change the number of colors or resolution for the TIFF file, and execute the operation again.</p>
016-731	<p>[Cause] Unable to print TIFF data because it was interrupted.</p> <p>[Remedy] Retry printing.</p>
016-732	<p>[Cause] The form specified by emulation has not been registered at the host side.</p> <p>[Remedy] Resend the form data.</p>
016-733	<p>[Cause] Probable causes are as follows:</p> <ol style="list-style-type: none"> 1) Unable to obtain the IP address (the string after "@" in the destination e-mail address) when e-mail is sent. 2) DNS server was unable to resolve the Internet address (the string after "@") by the DNS server when e-mail is sent. <p>[Remedy] For 1), confirm the e-mail address.</p> <p>For 2), confirm the DNS server address.</p>
016-735	<p>[Cause] Attempted to print [Job Template List] while updating the job template.</p> <p>[Remedy] Retry printing after waiting for a while.</p>
016-741 016-742 016-743 016-744 016-745	<p>[Cause] An error occurred during the update process of the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
016-746	<p>[Cause] An unsupported feature is included in the received PDF.</p> <p>[Remedy] Print using a print driver.</p>

Error Code	Cause and Remedy
016-747	<p>[Cause] The memory became insufficient when using the Repeat Image feature and the Annotations features simultaneously.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Increase the annotation image size. • Reduce the usage of Repeat Image.
016-748	<p>[Cause] Unable to print because of insufficient hard disk space.</p> <p>[Remedy] Reduce the number of print pages by dividing the print data or by printing one copy at a time when printing multiple copies.</p>
016-749	<p>[Cause] The printer language received from the print driver is unsupported by this machine.</p> <p>[Remedy] Use the machine's print driver for printing. If the error still is not resolved, contact our Customer Support Center.</p>
016-750	<p>[Cause] The machine received a printing job ticket with a PDF, an XPS from an application (such as ContentsBridge) that allows direct transmissions of files, but the printing job ticket data had a grammar or print instruction unsupported by the machine.</p> <p>[Remedy] Check whether you are correctly using the application (such as ContentsBridge) and whether the print instruction was correct.</p> <p>If your application usage and print instruction are correct, check with the application manufacturer that sent the print job for operations of the application.</p> <p>If the error still is not resolved, have the Configuration Report, the Job History Report, and the print data with the printing job ticket ready, and contact our Customer Support Center.</p> <p>Note • XPS stands for XML Paper Specification.</p>
016-751	<p>[Cause] During the PDF Bridge processing, a syntax or parameter error occurred, an undefined command was used, and a PDF file was damaged.</p> <p>[Remedy] Use the print driver to print the document.</p>
016-752	<p>[Cause] Unable to process for PDF Bridge because of insufficient memory space.</p> <p>[Remedy] Change the [Image Quality] setting from [High Resolution] to [High Quality], or from [High Quality] to [Standard].</p>
016-753	<p>[Cause] The password entered does not match that of the PDF file.</p> <p>[Remedy] Set the correct password on ContentsBridge.</p>
016-755	<p>[Cause] Attempted to process a print-protected PDF file.</p> <p>[Remedy] Cancel the print protection using Adobe Acrobat®, and try printing again.</p>
016-756	<p>[Cause] Do not have permission to use the service.</p> <p>[Remedy] Consult your system administrator.</p>
016-757	<p>[Cause] The passcode is incorrect.</p> <p>[Remedy] Enter the correct passcode.</p>
016-758	<p>[Cause] The division does not have permission to use the service.</p> <p>[Remedy] Consult your system administrator.</p>
016-759	<p>[Cause] The number of pages reached the maximum number of pages for this service.</p> <p>[Remedy] Consult your system administrator.</p>
016-761	<p>[Cause] An error occurred during image processing.</p> <p>[Remedy] Set [Image Quality] to [Standard] and execute the operation again. If the error still is not resolved, set [Print Page Mode] to [On].</p>

Error Code	Cause and Remedy
016-762	[Cause] The specified printer language is not installed on the machine. [Remedy] For [Parallel] and [USB] in [Print Mode] under [Port Settings], specify correct printer language.
016-763	[Cause] Unable to connect to the POP server. [Remedy] Confirm the POP server IP address set on the machine.
016-764	[Cause] Unable to connect to the SMTP server. [Remedy] Consult the SMTP server administrator.
016-765	[Cause] Unable to send the e-mail because the hard disk on the SMTP server is full. [Remedy] Consult the SMTP server administrator.
016-766	[Cause] An error occurred on the SMTP server. [Remedy] Consult the SMTP server administrator.
016-767	[Cause] Unable to send the e-mail because the address is not correct. [Remedy] Confirm the address, and try sending again.
016-768	[Cause] Unable to connect to the SMTP server because the machine's mail address is incorrect. [Remedy] Confirm the machine's mail address.
016-769	[Cause] The SMTP server does not support delivery receipts (DSN). [Remedy] Send e-mail without setting delivery receipts (DSN).
016-772	[Cause] The DNS server address is not set. [Remedy] Set the DNS server address.
016-774	[Cause] Unable to process compression conversion because of insufficient hard disk space. [Remedy] Delete unnecessary data from the hard disk to free up disk space.
016-775	[Cause] Unable to process image conversion because of insufficient hard disk space. [Remedy] Delete unnecessary data from the hard disk to free up disk space.
016-776	[Cause] An error occurred during image conversion processing. [Remedy] For errors occurring when forwarding with Store to Folder: The image conversion processing for the part of the data may be completed. Retrieve each converted page from the folder using CentreWare Internet Services. For more information, refer to "Configuring Machine Settings Using CentreWare Internet Services" (P.558). For errors occurring after instructing encryption or signature using a certificate: Take one of the following measures: <ul style="list-style-type: none"> • Check whether the certificate is valid. • Set the correct date and time on the machine. For errors occurring when [Microsoft® Word] or [Microsoft® Excel®] is selected for [File Format]: There are too many images in the document. Select [Single File for Each Page] for [File Format], or select [Picture Object] for [Image Area Format].
016-777	[Cause] A hard disk error occurred during image processing. [Remedy] The hard disk may be defective. To replace the hard disk, contact our Customer Support Center.
016-778	[Cause] The conversion processing of the scanned image was interrupted because of insufficient disk space. [Remedy] Delete unnecessary data from the hard disk to free up disk space.

Error Code	Cause and Remedy
016-779	<p>[Cause] An error occurred during scanned image conversion processing.</p> <p>[Remedy] Retry scanning. If using large-size paper such as A3 with [Resolution] set to [600 dpi], specify [Resolution] to [400 dpi] or lower in [Layout Adjustment]. If the error still is not resolved, contact our Customer Support Center.</p>
016-780	<p>[Cause] A hard disk error occurred during scanned image conversion processing.</p> <p>[Remedy] The hard disk may be defective. To replace the hard disk, contact our Customer Support Center.</p>
016-781	<p>[Cause] Probable causes are as follows: 1)The mail server cannot be found during e-mail sending (TCP/IP session establishment failed). 2)The machine received an SMTP server error from the mail server during e-mail sending.</p> <p>[Remedy] 1)Take one of the following measures: - Check whether the network cables are plugged in securely. - Check whether the IP address of the SMTP server when an IP address is used for server specification.</p> <p>2)Enter the host name of the machine using ASCII characters. Available ASCII characters are follows: - alphabets - numerals Check whether or not ASCII characters are used in [Tools] > [System Settings] > [Connectivity & Network Setup] > [Machine's E-mail Address/Host Name].</p>
016-786	<p>[Cause] When using the Scan feature, the machine could not write the file to the hard disk.</p> <p>[Remedy] Take one of the following measures: • Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. • Load paper on the paper tray as necessary. • If the error occurs when sending an e-mail, take one of the following measures: - Lower the resolution. - Reduce the size. - Reduce the number of pages, and divide the job into several e-mails to send. - Send the job by setting [Color Scanning] to [Black & White].</p>
016-788	<p>[Cause] Failed to retrieve a file from the Web browser.</p> <p>[Remedy] Take one of the following measures, and then execute the operation again: • Reload the browser page. • Restart the browser. • Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power.</p>
016-790	<p>[Cause] Unable to send an e-mail with Split Send because of exceeding the maximum number of splits allowed.</p> <p>[Remedy] Take one of the following measures: • Reduce the file size for [Quality/File Size]. • Increase the value for [Maximum Split Count].</p> <p>For more information on [Quality/File Size], refer to "Quality/File Size (Specifying an Image Compression Ratio When Scanning)" (P.297). For more information on [Maximum Split Count], refer to "Maximum Split Count" (P.507).</p>
016-792	<p>[Cause] Failed to acquire the specified job history when printing a Job Report.</p> <p>[Remedy] The specified job history does not exist.</p>

Error Code	Cause and Remedy
016-794	[Cause] Media is not inserted correctly. [Remedy] Check whether the media is inserted correctly.
016-795 016-796 016-797	[Cause] An error occurred when reading the data on the media. [Remedy] On a computer, confirm the content recorded on the media.
016-798	[Cause] Unable to print a document because the hard disk is not installed. [Remedy] Install the hard disk, and try printing again. Contact our Customer Support Center.
016-799	[Cause] An invalid print parameter is included in the print data of the application, or the print data and the Print Setup settings may not match. [Remedy] Check the print data of the application and the Print Setup settings, and try printing again.
017-700	[Cause] ThinPrint .print connection timed out. [Remedy] Confirm the connection to the ThinPrint .print.
017-701	[Cause] An error occurred while connecting to ThinPrint .print. [Remedy] Confirm the connection to the ThinPrint .print.
017-702	[Cause] The data sent to ThinPrint .print is invalid. [Remedy] Confirm the connection to the ThinPrint .print.
017-703	[Cause] The print data sent from ThinPrint .print exceeded the maximum size of the machine. [Remedy] Split the job, and try printing again.
017-704	[Cause] An internal error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. Send the job again.
017-705 017-706 017-707 017-708	[Cause] ThinPrint .print SSL authentication error. [Remedy] Check the server certificate information (expiry date and address) that is registered to ThinPrint .print.
017-709	[Cause] An SSL communication error occurred between ThinPrint .print and the machine. [Remedy] Check the settings of the machine.
017-713	[Cause] The SMTP server does not support STARTTLS. [Remedy] Change SSL/TLS communication setting to other than [STARTTLS].
017-714	[Cause] SSL connection to the SMTP server failed. [Remedy] Confirm whether the SMTP server supports SSL connection. If the server supports it, check the port number of the SMTP server. If the error still is not resolved, contact our Customer Support Center.
017-715	[Cause] SMTP server SSL server authentication error. The server certificate is invalid. [Remedy] Use the valid SSL server certificate of the SMTP server. You can avoid this error by setting [SMTP-SSL/TLS Communication] in [SSL/TLS Settings] to [Disabled], however the validity of the server cannot be warranted.
017-716	[Cause] SMTP server SSL server authentication error. It is before the valid period of the server certificate. [Remedy] Use the valid SSL server certificate of the SMTP server. You can avoid this error by setting [SMTP-SSL/TLS Communication] in [SSL/TLS Settings] to [Disabled], however the validity of the server cannot be warranted.

Error Code	Cause and Remedy
017-717	<p>[Cause] SMTP server SSL server authentication error. The server certificate expired.</p> <p>[Remedy] Use the valid SSL server certificate of the SMTP server. You can avoid this error by setting [SMTP-SSL/TLS Communication] in [SSL/TLS Settings] to [Disabled], however the validity of the server cannot be warranted.</p>
017-718	<p>[Cause] SMTP server SSL server authentication error. The server name and certificate do not match.</p> <p>[Remedy] Use the valid SSL server certificate of the SMTP server. You can avoid this error by setting [SMTP-SSL/TLS Communication] in [SSL/TLS Settings] to [Disabled], however the validity of the server cannot be warranted.</p>
017-719	<p>[Cause] SMTP server SSL server authentication error. SSL authentication internal error.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
017-723	<p>[Cause] Character strings the DocuWorks Direct Print feature does not support are used.</p> <p>[Remedy] Print the file from DocuWorks Viewer via the print driver.</p>
017-725	<p>[Cause] An error occurred while receiving a print job when the Force Annotation is enabled.</p> <p>[Remedy] Incorrect name is set for the template of the Force Annotation. Confirm the name of the template registered in the machine.</p>
017-729	<p>[Cause] When the machine is used as a print job storage device, print job sending was stopped temporarily because the number of jobs in the machine exceeded the maximum receivable volume or the space for spool data was insufficient.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Set to spool data to the hard disk from the setting of the storage destination machine. • Set [IPP] under [Properties] > [General Setup] > [Memory Settings] to [Spool to Hard Disk] by CentreWare Internet Services. • Wait for a while and send the job again.
017-730	<p>[Cause] When the machine is used as a print job storage device, the computer failed to send a job to the machine because a network error occurred.</p> <p>[Remedy] Confirm the followings:</p> <ul style="list-style-type: none"> • The network cable is connected properly. • The storage destination machine is powered on. • The IPP port of the storage destination machine is enabled. <p>If the error still is not resolved, contact our Customer Support Center.</p>
017-731	<p>[Cause] Unable to connect to the POP server.</p> <p>[Remedy] Confirm the followings:</p> <ul style="list-style-type: none"> • The IP address of the POP server is set on the machine. • The network cable is connected properly.
017-732	<p>[Cause] When the machine is used as a print job storage device, the computer failed to send a job because the machine is off-line.</p> <p>[Remedy] Press the <Machine Status> button of the storage destination machine, and set [Print Mode] to [On-line] on the [Machine Information] screen . If the error still is not resolved, contact our Customer Support Center.</p>
017-733	<p>[Cause] When the machine is used as a print job storage device, an internal error in the software is occurred while the job sending to the machine.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
017-735	<p>[Cause] Device usage is prohibited.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
017-737	<p>[Cause] Data could not be sent due to memory capacity shortage.</p> <p>[Remedy] Have your system administrator stop or delete the unnecessary plug-ins.</p> <p>If the error still is not resolved, switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power.</p> <p>If the same message is displayed again, contact our Customer Support Center.</p>
017-738	<p>[Cause] Data could not be sent due to an internal error.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
017-739	<p>[Cause] Data could not be sent due to an internal error.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
017-740	<p>[Cause] Data could not be sent due to a plug-in activation failure.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
017-741	<p>[Cause] The job flow cannot be activated.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Install the latest plug-in. • Confirm the job flow settings.
017-742	<p>[Cause] An error occurred while connecting to the forwarding server.</p> <p>[Remedy] Check the network connection and the address of the forwarding server.</p>
017-743	<p>[Cause] Cannot login to the forwarding server.</p> <p>[Remedy] Confirm the user ID and the password.</p>
017-744	<p>[Cause] An error occurred while connecting to the forwarding server.</p> <p>[Remedy] Confirm the following:</p> <ul style="list-style-type: none"> • You can access to the same path using a computer. • There is enough memory capacity left in the storage destination.
017-745	<p>[Cause] Data could not be sent due to the lack of hard disk memory capacity.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Send with lower resolution. • Send in smaller size. • Send with fewer pages by dividing the job. • Send with [Black & White] set as the [Output Color].
017-746	<p>[Cause] A hard disk error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
017-747	<p>[Cause] Connection to the database timed out because of an overload.</p> <p>[Remedy] Wait for a while, and then execute the operation again. If the same message is displayed again, contact our Customer Support Center.</p>
017-748	<p>[Cause] Data could not be sent due to the incorrect machine setting.</p> <p>[Remedy] Confirm the network setting of the machine.</p>
017-749	<p>[Cause] An error occurred.</p> <p>[Remedy] Confirm the job flow settings.</p>
017-750	<p>[Cause] A plug-in error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, reinstall the plug-in.</p>
017-751	<p>[Cause] A plug-in error occurred.</p> <p>[Remedy] Confirm the detail from [Transmission Report - Job Undelivered].</p>
017-754	<p>[Cause] Scan is attempted while a print job specified for heavyweight paper is being processed.</p> <p>[Remedy] Scan is disabled while a print job for heavyweight paper is being processed. Perform a scan after a print job is completed.</p>
017-755	<p>[Cause] Cannot download a software.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Confirm that [Enabled] is checked in CentreWare Internet Services under [Properties] > [Services] > [Machine Software]> [Upgrades]. • Download the software through USB connection.
017-759	<p>[Cause] An error occurred during firmware update in the machine.</p> <p>[Remedy] Contact our Customer Support Center.</p>
017-760	<p>[Cause] An error occurred in connecting to the POP3 server. Probable causes are follows.</p> <ol style="list-style-type: none"> 1) When connecting to the POP3 server by the TLS communication, the port number is incorrect. 2) When connecting to the POP3 server by the SSL communication, an internal error occurred. <p>[Remedy] For 1), set the correct port number for the POP3 server.</p> <p>For 2), switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
017-761	<p>[Cause] A SSL server authentication error occurred because the server certificate for the POP3 server is invalid.</p> <p>[Remedy] Use the valid server certificate for the POP3 server.</p>
017-762	<p>[Cause] The server certificate for the POP3 server is before the valid period.</p> <p>[Remedy] Be sure to match the time set on the POP3 server and the machine. If the time matches, use the valid server certificate.</p>
017-763	<p>[Cause] The server certificate for the POP3 server is expired.</p> <p>[Remedy] Be sure to match the time set on the POP3 server and the machine. If the time matches, use the valid server certificate.</p>
017-764	<p>[Cause] The server addresses of the POP3 server and the server certificate are not same.</p> <p>[Remedy] Use the valid server certificate in which the correct server address is written.</p>

Error Code	Cause and Remedy
017-765	<p>[Cause] An error occurred in connecting to the POP3 server.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
017-766	<p>[Cause] An error occurred in connecting to the POP3 server. Probable causes are follows.</p> <p>1)When connecting to the POP3 server by the TLS communication, the port number is incorrect.</p> <p>2)When connecting to the POP3 server by the SSL communication, an internal error occurred.</p> <p>[Remedy] For 1, set the correct port number for the POP3 server.</p> <p>For 2, switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
017-767	<p>[Cause] A SSL server authentication error occurred because the server certificate for the POP3 server is invalid.</p> <p>[Remedy] Use the valid server certificate for the POP3 server.</p>
017-768	<p>[Cause] The server certificate for the POP3 server is before the valid period.</p> <p>[Remedy] Be sure to match the time set on the POP3 server and the machine. If the time matches, use the valid server certificate.</p>
017-769	<p>[Cause] The server certificate for the POP3 server is expired.</p> <p>[Remedy] Be sure to match the time set on the POP3 server and the machine. If the time matches, use the valid server certificate.</p>
017-770	<p>[Cause] The server addresses of the POP3 server and the server certificate are not same.</p> <p>[Remedy] Use the valid server certificate in which the correct server address is written.</p>
017-771	<p>[Cause] An error occurred.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
017-772	<p>[Cause] The scanned documents is completely blank.</p> <p>[Remedy] Take one of the following measures.</p> <ul style="list-style-type: none"> • Check whether the document is blank or whether the document to be scanned is loaded correctly. • Select [Image option] in the [Advanced Settings] screen and set the scan density to be [Darken]. <p>If the error still is not resolved, contact our Customer Support Center.</p>
017-780	<p>[Cause] When [Enabled] is set to [Auto Job Promotion], a bypassed job is automatically deleted after a certain period of time.</p> <p>[Remedy] No measure is required.</p> <p>Note</p> <ul style="list-style-type: none"> • If necessary, change the setting by set [Disabled] or specify the period of time until a bypassed job is deleted between 1 minute and 120 hours.
017-782	<p>[Cause] An internal error occurred during image processing.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
017-783	<p>[Cause] The memory became insufficient during image processing.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Transmit data with lower resolution. • Transmit data in the setting [Output Color] to [Black & White].

Error Code	Cause and Remedy
017-784 017-785 017-786	[Cause] An internal error occurred during image processing. [Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.
018-400	[Cause] Although IPsec is enabled, the IPsec settings are inconsistent. <ul style="list-style-type: none"> Although [Authenticated by Preshared Key] is set in [IKE Authentication Method], a passcode is not set. Although [Authenticated by Digital Signature] is set in [IKE Authentication Method], an IPsec certificate is not set. [Remedy] Remove the inconsistency of the IPsec settings, and enable IPsec again. <ul style="list-style-type: none"> When [Authenticated by Preshared Key] is set in [IKE Authentication Method], set the passcode. When [Authenticated by Digital Signature] is set in [IKE Authentication Method], set an IPsec certificate.
018-405	[Cause] An error occurred during LDAP authentication. [Remedy] The account is disabled in the active directory of the authentication server, or the access is set to disabled. Consult your network administrator.
018-406 018-407	[Cause] The machine detects the identical IPv4 addresses when Ethernet1 and Ethernet2 are connected to different network and the setting of identical addresses is prohibited. [Remedy] Set different IP addresses to each Ethernet. When setting the same IP address to each Ethernet, contact our Customer Support Center.
018-408	[Cause] The IPv4 address already exists in the network of Ethernet2. [Remedy] Change the IPv4 address of Ethernet2.
018-409	[Cause] The IPv6 address already exists in the network of Ethernet2. [Remedy] Change the IPv6 address of the network in which the address already exists.
018-410	[Cause] Updating of the IPv4 address and host name for the DNS server failed on the network of Ethernet2. [Remedy] Check whether the IP address of the DNS server is set correctly.
018-411	[Cause] Updating of the IPv6 address and host name for the DNS server failed on the network of Ethernet2. [Remedy] Check whether the IP address of the DNS server is set correctly.
018-412 018-413	[Cause] The IPv6 address already exists in the network of Ethernet2. [Remedy] Change the IPv6 address of the network in which the address already exists.
018-414	[Cause] IP address for IPv6 set manually in Ethernet2 is incorrect. [Remedy] Set the IP address correctly.
018-415	[Cause] IP address for IPv6 set manually in Ethernet2 is incorrect. [Remedy] Change the [Manually Configured IPv6 Address] on the machine, or the IP address of IPv6 on the network device, to remove the duplication of addresses.
018-416	[Cause] The IPv6 address already exists in the network of Ethernet2. [Remedy] Change the IPv6 address of the network in which the address already exists.
018-500	[Cause] The certificate does not exist in the authentication server. [Remedy] Configure the server certificate. Or, cancel authentication.
018-501	[Cause] Communications with the CA server set in the machine failed. [Remedy] Check the network connection and the address of the CA server.

Error Code	Cause and Remedy
018-502	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because computers allowed to login are restricted.</p> <p>[Remedy] Confirm the property information for the specified user, and check whether the computers allowed to login to the server are restricted.</p>
018-503 018-504	<p>[Cause] Communications with the CA server set in the machine failed.</p> <p>[Remedy] Execute the authentication operation again.</p>
018-505	<p>[Cause] Failed to log into the destination computer while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] Check whether the user name and password of the SMTP server registered in the machine is correct.</p> <p>Important</p> <ul style="list-style-type: none"> • The password cannot be confirmed. If you have forgotten the password, reset the password. Consult your system administrator for the password reset procedure. • When using Windows Server 2003, be sure to match the time set on the SMB server and the machine. • When the destination computer is Macintosh, you need to change the account settings of the shared folder so that file sharing with Windows users becomes available. For information about necessary accounting settings, consult your system administrator. <p>The following is an example of a procedure for Mac OS X 10.6.</p> <p>Note</p> <ul style="list-style-type: none"> • It is recommended that users create a dedicated account for data transfer. You can create and set the account on the dialog box that appears by choosing Apple menu > [System Preferences] and then clicking [Accounts] icon. <ol style="list-style-type: none"> 1) From Apple menu, choose [System Preferences], and then click [Sharing]. 2) Make sure that [File Sharing] check box is selected, and then click [Options]. 3) Select [Share files and folders using SMB]. 4) Check the user accounts to enable for file sharing. Enter the user's password, then click [OK]. 5) Click [Done]. <p>Note</p> <ul style="list-style-type: none"> • For information on how to change the account settings on other version of Mac OS, consult your system administrator or the official website of Apple Inc.
018-506	<p>[Cause] Communications with the CA server set in the machine failed.</p> <p>[Remedy] Execute the authentication operation again.</p>
018-507	<p>[Cause] The authentication failed because the user name or password entered is not correct.</p> <p>[Remedy] Enter the correct user name or password.</p>
018-508	<p>[Cause] A server error occurred during authentication.</p> <p>[Remedy] Check the status of the authentication server.</p>

Error Code	Cause and Remedy
018-543	<p>[Cause] Probable causes are as follows:</p> <ol style="list-style-type: none"> 1)The machine failed to transfer data using SMB of the Scan to PC service because the specified shared name does not exist. 2)The machine failed to transfer data using SMB of the Scan to PC service because Invalid characters are used in the specified shared name. 3)The machine failed to transfer data using SMB of the Scan to PC service because access privilege does not set on the specified shared name when the server is Macintosh. <p>[Remedy] 1)Confirm that the specified shared name exists in the destination PC.</p> <p>2)Take one of the following measures:</p> <ul style="list-style-type: none"> - Check whether the following invalid characters are included in the shared name set in the machine: " / : < > ; , * ? \ [] + = - Check whether a space character is included at the top or end of the shared name set in the machine. - Check whether the shared name set in the machine is specified only by a period. <p>3)When the destination computer is Macintosh, you need to change the access privileges for the user for shared folder. For information about necessary accounting settings, consult your system administrator.</p> <p>The following is an example of a procedure for Mac OS X 10.6.</p> <p>Note</p> <ul style="list-style-type: none"> • It is recommended to create a dedicated account for data transfer. You can create and set the account on the dialog box that appears by choosing Apple menu > [System Preferences] and then clicking [Accounts] icon. <ol style="list-style-type: none"> 1)From Apple menu, choose [System Preferences], and then click [Sharing]. 2)Make sure that [File Sharing] check box is selected. 3)Select the folder being shared from folders listed in the [Shared Folders] field. 4)Choose [Read & Write] as privilege option for the user listed in the [Users] field. <p>Note</p> <ul style="list-style-type: none"> • For information on how to change the access privilege settings on other version of Mac OS, consult your system administrator or the official website of Apple Inc.
018-547	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because the number of users logging into the SMB server exceeded the limit when logging in to the SMB server.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Confirm how many users can access the shared folder. • Check whether the number of login users have exceeded the limit.
018-556	<p>[Cause] Received the "XRERROR" error detection code from the HTTP server.</p> <p>[Remedy] 1)Check whether the specified drive and directory is available on the destination HTTP server for the scanned document.</p> <p>2)Perform the same operation again. If the problem persists, contact our Customer Support Center.</p>
018-557	<p>[Cause] The specified file name contains invalid characters.</p> <p>[Remedy] Modify the file name. Make sure that invalid characters are not contained in the destination file name for the scanned document.</p>
018-558	<p>[Cause] Received an error code from HTTP server.</p> <p>[Remedy] 1)Check whether the specified directory exists on the destination HTTP server for the scanned document.</p> <p>2)Check whether the specified file exists on the HTTP server.</p>
018-559	<p>[Cause] The same file name already exists.</p> <p>[Do Not Save] is selected when duplicate file name exists.</p> <p>[Remedy] Select any option other than [Do Not Save] in [File Name Conflict].</p>

Error Code	Cause and Remedy
018-560	<p>[Cause] A user authentication error occurred. (Received HTTP Status 401).</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The destination HTTP server for the scanned document is accessible by PC. • Login name • Login password • The HTTP server name • The HTTP server path name
018-561	<p>[Cause] The hostname or the script storage location is not correct. (Received HTTP Status 404).</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The destination HTTP server for the scanned document is accessible by PC. • The HTTP server name • The HTTP server path name
018-562	<p>[Cause] A client-side error occurred. (Received HTTP Status 4xx other than 401 and 404).</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The destination HTTP server for the scanned document is accessible by PC. • The server settings
018-563	<p>[Cause] A server-side error occurred. (Received HTTP Status 5xx).</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The destination HTTP server for the scanned document is accessible by PC. • The server settings
018-564	<p>[Cause] DNS resolution for the specified hostname failed.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The destination HTTP server for the scanned document is registered on the DNS server. • The machine is connected to the DNS server. • The address of the DNS server is set on the machine.
018-565	<p>[Cause] DNS resolution for the proxy server name set on the machine failed.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The proxy server name set on the machine is registered on the DNS server. • The machine is connected to the DNS server. • The address of the DNS server is set on the machine.
018-566	<p>[Cause] Unable to connect to the HTTP server.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The network cable connection on the machine • The destination HTTP server for the scanned document is accessible by PC.
018-567	<p>[Cause] The followings may be the cause:</p> <ul style="list-style-type: none"> • The communication is disconnected while reading or writing due to some reason. • Close process of the file failed due to some reason <p>[Remedy] Check whether the destination HTTP server for the scanned document is accessible by PC.</p>

Error Code	Cause and Remedy
018-568	<p>[Cause] An SSL/TLS connection error occurred.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The destination HTTP server for the scanned document is accessible by PC. • SSL settings for the HTTP server is correct. • The HTTP server name • The HTTP server path name
018-569	<p>[Cause] The SSL server certificate may have a problem.</p> <p>[Remedy] 1)Check whether the destination HTTP server for the scanned document is accessible by PC.</p> <p>2)Check whether the SSL server certificate is registered on the HTTP server.</p> <p>3)Check whether the SSL server certificate is valid.</p> <p>Check the followings:</p> <ul style="list-style-type: none"> - the certificate is unexpired - the time set on the machine is correct - the certificate is not on the discard list <p>4)Check the certificate path to the SSL server certificate, and import the required CA certificate.</p> <p>5)If the SSL server certificated is not registered on the HTTP server, disable the [Verify Remote Server Certificate] setting.</p>
018-570	<p>[Cause] A client certificate authentication error occurred on the HTTP server.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The destination HTTP server for the scanned document is accessible by PC. • The SSL client certificate is registered on the machine. • The device certificate is correctly registered on the HTTP server.
018-571	<p>[Cause] An internal error occurred.</p> <p>[Remedy] Perform the same operation again. If the problem persists, contact our Customer Support Center.</p>
018-572	<p>[Cause] The specified context name contains invalid characters.</p> <p>[Remedy] Check whether the specified context name is correct.</p>
018-573	<p>[Cause] The specified connection name contains invalid characters.</p> <p>[Remedy] Check whether the specified connection name is correct.</p>
018-574	<p>[Cause] The specified volume name contains invalid characters.</p> <p>[Remedy] Check whether the specified volume name is correct.</p>
018-575	<p>[Cause] The specified user name or password contains invalid characters.</p> <p>[Remedy] Check whether the specified user name or password is correct.</p>
018-576	<p>[Cause] The specified path name contains invalid characters.</p> <p>[Remedy] Check whether the specified path name is correct.</p>
018-577	<p>[Cause] The specified file name contains invalid characters.</p> <p>[Remedy] Check whether the specified file name is correct.</p>
018-578	<p>[Cause] The specified server or tree name does not exist.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The network cable connection on the machine • The NetWare server is accessible by PC • The NetWare server or tree name <p>Run DSREPAIR at the server console on the NetWare server.</p>

Error Code	Cause and Remedy
018-579	<p>[Cause] The hard disk on the NetWare server may be full.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The NetWare server is accessible by PC • The free space of the server to store data <p>Run DSREPAIR at the server console on the NetWare server.</p>
018-580	<p>[Cause] The specified volume name does not exist on the NetWare server.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The NetWare server is accessible by PC • The volume name <p>Run DSREPAIR at the server console on the NetWare server.</p>
018-581	<p>[Cause] The specified directory path does not exist on the NetWare server.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The NetWare server is accessible by PC • The directory path name <p>Run DSREPAIR at the server console on the NetWare server.</p>
018-582	<p>[Cause] The followings may be the cause:</p> <ul style="list-style-type: none"> • The login user does not have Open rights to the file. • The login user does not have Create rights to create a file. • The login user does not have Access rights to the directory. • The login user does not have Read rights to the file. • The login user does not have Write rights to the file. • The login user does not have Delete rights of the directory or file. • Made a delete request to the directories or files but all of them are read-only. • Made a delete request to the directories or files but some of them are read-only. <p>[Remedy] 1)Check whether the NetWare server is accessible by PC. 2)Check the user has the following rights.</p> <ul style="list-style-type: none"> - Open rights to the file - Create rights to a file - Access rights to the directory - Read rights to the file - Write rights to the file - Delete rights to the directory or file <p>3)Run DSREPAIR at the server console on the NetWare server.</p>
018-583	<p>[Cause] A hard disk error occurred on the NetWare server.</p> <p>[Remedy] 1)Check the status of the HDD on the NetWare server. 2)Check whether the NetWare server is accessible by PC. 3)Run DSREPAIR at the server console on the NetWare server.</p>
018-584	<p>[Cause] The followings may be the cause:</p> <ul style="list-style-type: none"> • The communication is disconnected while reading or writing due to some reason. • Close process of the file failed due to some reason <p>[Remedy] 1)Check whether the NetWare server is accessible by PC. 2)Run DSREPAIR at the server console on the NetWare server.</p>

Error Code	Cause and Remedy
018-585	<p>[Cause] The followings may be the cause:</p> <ul style="list-style-type: none"> • The specified folder or file is in use by another user. • Made a delete request to the directories or files though some of them are in use by another user. • Made a delete request to the directories or files though all of them are in use by another user. <p>[Remedy] 1)Check whether the NetWare server is accessible by PC. 2)Check the status of use of the other users. 3)Run DSREPAIR at the server console on the NetWare server.</p>
018-586	<p>[Cause] Login to the NetWare server was denied.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The NetWare server is accessible by PC • Login user name • Login password • Volume name • Server or tree name • Context name <p>Run DSREPAIR at the server console on the NetWare server.</p>
018-587	<p>[Cause] There are duplicate file names.</p> <p>[Do Not Save] is set as a handling method when names are duplicated for scanned files.</p> <p>[Remedy] Set the process to be executed when file names are duplicate to other than [Do Not Save].</p>
018-588	<p>[Cause] Detected an incorrect filing policy (when add was selected) after connecting to the server.</p> <p>[Remedy] When [Rename New File] is set as the process to be executed when file names are duplicate, confirm that the file format is not multi-page.</p>
018-589	<p>[Cause] Failed to access the NEXTNAME.DAT file.</p> <p>[Remedy] When [Rename New File] is set as the process to be executed when file names are duplicate, check the NEXTNAME.DAT file is correct.</p>
018-590	<p>[Cause] A file or folder of the same name was detected on the server.</p> <p>[Remedy] Take one of the following measures:</p> <ol style="list-style-type: none"> 1)Execute the operation again by not accessing the same folder or the same server from multiple machines. 2)If the error still is not resolved, contact our Customer Support Center.
018-591	<p>[Cause] When the machine was connected to the server and the name of a file or folder on the server was determined, the suffix of the name of the file or folder exceeded the limit value.</p> <p>[Remedy] Change the file name or forwarding destination folder of the scan server. Also try moving or deleting the files within the forwarding destination folder.</p>
018-592	<p>[Cause] Failed to delete a scan lock folder.</p> <p>[Remedy] Take one of the following measures:</p> <ol style="list-style-type: none"> 1)If an existing lock directory (*.LCK) remains in the forwarding destination, delete it manually, and then execute the job again. 2)Confirm that there is a folder with the name specified.
018-593	<p>[Cause] Failed to create the scan lock folder.</p> <p>[Remedy] If an existing lock directory (*.LCK) remains in the forwarding destination, delete it manually, and then execute the job again.</p>

Error Code	Cause and Remedy
018-595	<p>[Cause] Multiple entries containing the same smart card information were detected in the database of the LDAP server.</p> <p>[Remedy] Correct the temporary user entries of the LDAP server so that they do not contain the same smart card information.</p>
018-596	<p>[Cause] An error occurred during LDAP server authentication.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
018-700	<p>[Cause] The network for Web Applications is being initialized.</p> <p>[Remedy] Wait for a while, and then execute the operation again.</p>
018-701	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "1" (operations error) for Address Book query.</p> <p>[Remedy] Check whether [LDAP Server/Directory Service Settings] under [Remote Authentication/Directory Service] has been set correctly. Or, the server may have a problem. Consult your network administrator.</p>
018-702	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "2" (protocol error) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server settings, and execute the operation again.</p>
018-703	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "3" (time limit exceeded) for Address Book query.</p> <p>[Remedy] Change the search conditions/start position to narrow the search range, and execute the operation again. If the error still is not resolved, consult your network administrator.</p>
018-704	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "4" (size limit exceeded) for Address Book query.</p> <p>[Remedy] Change the search conditions/start position to narrow the search range, and execute the operation again. If the error still is not resolved, consult your network administrator.</p>
018-705	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "5" (compare false) for Address Book query.</p> <p>[Remedy] The result may differ from the specified content. Have your network administrator confirm the LDAP server status.</p>
018-706	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "6" (compare true) for Address Book query.</p> <p>[Remedy] The desired result has been achieved. No problem occurred.</p>
018-707	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "7" (specified authentication method not supported) for Address Book query.</p> <p>[Remedy] The LDAP server does not support the specified authentication method. Change the authentication method. Consult your system administrator for another method.</p>
018-708	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "8" (strong authentication required) for Address Book query.</p> <p>[Remedy] Check whether the authentication settings are correct. Consult your system administrator about the authentication, and execute the operation again.</p>

Error Code	Cause and Remedy
018-709	<p>[Cause] An error occurred for external access (Web Applications).</p> <p>[Remedy] Take one of the following measures depending on the setting:</p> <p>For IPv4 environment</p> <ul style="list-style-type: none"> • Check the IPv4 address of the machine. • Confirm whether the network cable is connected correctly. • Check the address of the DHCP server. <p>For IPv6 environment</p> <ul style="list-style-type: none"> • Confirm whether the global address distributed from an IPv6 router is assigned to the IPv6 address of the machine. • Confirm whether the network cable is connected correctly. • Confirm whether the IPv6 router is set correctly.
018-710	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "10" (referral) for Address Book query.</p> <p>[Remedy] No registered items were found in the specified retrieval range. Have your network administrator confirm the authentication settings.</p>
018-711	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "11" (admin limit exceeded) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the operational status of the server.</p>
018-712	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "12" (unavailable extension) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the operational status of the server.</p>
018-713	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "13" (confidentiality required) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the operational status of the server.</p>
018-714	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "14" (SASL bind in progress) for Address Book query.</p> <p>[Remedy] Retry after waiting for a while. If the error still is not resolved, consult your network administrator.</p>
018-715	<p>[Cause] Kerberos server authentication protocol error. There is no authentication method which supports both the machine authentication and Kerberos server authentication.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> - Set the appropriate authentication method in the Kerberos server. - Disable the FIPS140 validation mode of the machine. <p>If the error still is not resolved, contact our Customer Support Center.</p>
018-716	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "16" (no such attribute) for Address Book query.</p> <p>[Remedy] The LDAP server has an attribute problem. Have your network administrator confirm the LDAP server status.</p>
018-717	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "17" (undefined type) for Address Book query.</p> <p>[Remedy] The LDAP server has an attribute problem. Have your network administrator confirm the LDAP server status.</p>

Error Code	Cause and Remedy
018-718	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "18" (inappropriate matching) for Address Book query.</p> <p>[Remedy] The LDAP server has an attribute problem. Have your network administrator confirm the LDAP server status.</p>
018-719	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "19" (constraint violation) for Address Book query.</p> <p>[Remedy] The LDAP server has an attribute problem. Have your network administrator confirm the LDAP server status.</p>
018-720	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "20" (attribute exists) for Address Book query.</p> <p>[Remedy] The LDAP server has an attribute problem. Have your network administrator confirm the LDAP server status.</p>
018-721	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "21" (invalid syntax) for Address Book query.</p> <p>[Remedy] The LDAP server has an attribute problem. Have your network administrator confirm the LDAP server status.</p>
018-722	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a network error.</p> <p>[Remedy] Check that the network cable is connected properly. Also check that the environmental settings are adequate.</p>
018-723	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a certificate error.</p> <p>[Remedy] Check that the root CA certificate registered to the machine and the certificate verification settings are correct.</p>
018-724	<p>[Cause] The machine cannot connect to Google Cloud Print, because of an SSL communication error.</p> <p>[Remedy] Check the SSL settings.</p>
018-725	<p>[Cause] The user password set in the Kerberos server expired.</p> <p>[Remedy] Extend the expiration date of the password.</p>
018-726	<p>[Cause] The root (or intermediate) CA certificate on the smart card is not registered on the machine.</p> <p>[Remedy] Register the root (or intermediate) CA certificate on the smart card on the machine.</p>
018-727	<p>[Cause] Authentication by the Kerberos server failed.</p> <p>[Remedy] Check the certificate on the smart card, and then update the certificate if it is invalid or revoked. Also, check whether the certificate is enabled in the server.</p>
018-728	<p>[Cause] Authentication by the Kerberos server failed.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • When the root CA certificate of the KDC certificate is not registered, register the root CA certificate. • When the KDC certificate is revoked, update the KDC certificate of the server. • Confirm that the address of the Kerberos server set in the machine and the address on the KDC certificate of the server match.

Error Code	Cause and Remedy
018-729	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a time out error.</p> <p>[Remedy] Wait for a while, and then execute the procedure again. If the problem still exists even after the remedy, check that the network cable is connected properly. Also check that the environmental settings are adequate.</p>
018-730	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a network error.</p> <p>[Remedy] Check that the network cable is connected properly. Also check that the environmental settings are adequate. If the problem still remains even when there is nothing wrong, contact our Customer Support Center.</p>
018-731	<p>[Cause] The printing job was canceled due to insufficient memory capacity for the hard disk.</p> <p>[Remedy] Check the hard disk capacity, and delete unnecessary data. Complete all the active jobs, and then execute the operation again.</p>
018-732	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "32" (no such object) for Address Book query.</p> <p>[Remedy] The specified e-mail address does not exist. Confirm the e-mail address you entered or the e-mail address registered on the LDAP server.</p>
018-733	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "33" (incorrect alias) for Address Book query.</p> <p>[Remedy] The LDAP server has a name problem. Have your network administrator confirm the LDAP server status.</p>
018-734	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "34" (invalid DN syntax) for Address Book query.</p> <p>[Remedy] The LDAP server has a name problem. Confirm the user name and password to cancel an incorrect password. If the error still is not resolved, have your network administrator confirm the authentication settings and status of the LDAP server.</p>
018-735	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "35" (object is leaf) for Address Book query.</p> <p>[Remedy] The LDAP server has a name problem. Have your network administrator confirm the LDAP server status.</p>
018-736	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "36" (alias differencing problem) for Address Book query.</p> <p>[Remedy] The LDAP server has a name problem. Have your network administrator confirm the LDAP server status.</p>
018-737	<p>[Cause] An internal error occurred.</p> <p>[Remedy] Execute the operation again. If the problem still exists even after the remedy, contact our Customer Support Center.</p>
018-738	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a network error.</p> <p>[Remedy] Check that the network cable is connected properly. Also check that the environmental settings are adequate.</p>
018-739	<p>[Cause] An internal error occurred.</p> <p>[Remedy] Execute the operation again. If the problem still exists even after the remedy, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
018-740	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a certificate error.</p> <p>[Remedy] Check that the root CA certificate registered to the machine and the certificate verification settings are correct.</p>
018-741	<p>[Cause] An internal error occurred.</p> <p>[Remedy] Execute the operation again. If the problem still exists even after the remedy, contact our Customer Support Center..</p>
018-743	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a proxy connection error.</p> <p>[Remedy] Check that the proxy server settings are adequate.</p>
018-744	<p>[Cause] The machine cannot connect to Google Cloud Print, because DNS failed to resolve the name.</p> <p>[Remedy] Check that the DNS settings are adequate.</p>
018-745	<p>[Cause] The machine cannot connect to Google Cloud Print, because of a proxy connection error.</p> <p>[Remedy] Check that the proxy server settings are adequate.</p>
018-746	<p>[Cause] The machine cannot connect to Google Cloud Print, because DNS failed to resolve the name.</p> <p>[Remedy] Check that the DNS settings are adequate.</p>
018-747	<p>[Cause] The SMB server of the destination computer cannot be found while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] Take one of the following measures.</p> <ul style="list-style-type: none"> • Confirm the connection of the network cable. • Check whether the IP address is correct when an IP address is used for the transferring destination address. • For communications over subnet, confirm the WINS server settings, and check whether the server address can be resolved correctly. • Confirm the file Sharing service (communicating via port 137(UDP), port 138 (UDP), and port 139 (TCP)) is authorized for the transferring destination server, router between the machine and server, and virus security software or firewall software on the forwarding destination server.
018-748	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "48" (inappropriate authentication) for Address Book query.</p> <p>[Remedy] The LDAP server has a security problem. Have your network administrator confirm the authentication settings on the LDAP server.</p>
018-749	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "49" (invalid credentials) for Address Book query. The address search was performed with an incorrect authentication user name and password.</p> <p>[Remedy] The LDAP server has a security problem. Confirm your authentication user name and password to cancel an incorrect login name. If the error still is not resolved, have your network administrator confirm the authentication settings on the LDAP server.</p>
018-750	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "50" (insufficient access) for Address Book query.</p> <p>[Remedy] The LDAP server has a security problem. Have your network administrator confirm the access rights for the LDAP server.</p>

Error Code	Cause and Remedy
018-751	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "51" (busy) for Address Book query.</p> <p>[Remedy] The service has a problem. Retry after waiting for a while. If the error still is not resolved, consult your network administrator.</p>
018-752	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "52" (unavailable) for Address Book query.</p> <p>[Remedy] The LDAP server has a service problem. Retry after waiting for a while. If the error still is not resolved, consult your network administrator.</p>
018-753	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "53" (unwilling to perform) for Address Book query.</p> <p>[Remedy] The LDAP server has a service problem. Retry after waiting for a while. If the error still is not resolved, consult your network administrator.</p>
018-754	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "54" (loop detected) for Address Book query.</p> <p>[Remedy] The LDAP server has a service problem. Have your network administrator confirm the operational status of the service on the LDAP server.</p>
018-755	<p>[Cause] The SMB server specified as the destination does not respond to the machine while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] Confirm the file Sharing service (communicating via port 139 (TCP), and port 445 (TCP)) is authorized for the transferring destination server, router between the machine and server, and virus security software or firewall software on the forwarding destination server.</p>
018-756	<p>[Cause] A response from the server are not received within the specified time while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] When the transferring destination server belongs to the ActiveDirectory domain, check whether the communication between the destination server and domain controller is delayed or not by accessing the destination server from the PC client. If it takes time, consult your System Administrator.</p>
018-757	<p>[Cause] Failed to name resolution of the SMB server specified as destination to transfer data using SMB of the Scan to PC service.</p> <p>[Remedy] Take one of the following measures.</p> <ul style="list-style-type: none"> • Confirm the DNS server address is correctly set. • If the connection with the DNS server is appropriate, confirm the transferring destination server name is registered to the DNS server.
018-758	<p>[Cause] The save location or file name of a scanned image has a problem while transferring data using SMB of the Scan to PC service. Probable cause is that the specified save location does not exist on the server.</p> <p>[Remedy] Take one of the following measures.</p> <ul style="list-style-type: none"> • Check whether the save location is correct. • Check whether the specified folder name can be used in the SMB server.

Error Code	Cause and Remedy
018-759	<p>[Cause] Invalid characters are used for the save location or file name of a scanned image while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] Check the followings for the save location or file name of a scanned image set to the machine.</p> <ul style="list-style-type: none"> • Confirm the save location name does not include the following 10 invalid characters: “ / : < > ; , * ? . • Confirm the file name does not include the following 11 invalid characters: “ / : < > ; , * ? \. • Confirm there is no space in the head and end of a string of characters. • Confirm there is no period in the head and end of a string of characters.
018-760	<p>[Cause] Because the specified save location has the Distributed File System (DFS) settings, it is linked to another shared folder while transferring data using SMB of the Scan to PC service</p> <p>[Remedy] 1) Select [Start] > [Programs] > [Administrative Tools] > [Distributed File System] on the SMB server. 2) Select the specified save location from the left side frame of the [Distributed File System] window, and then confirm the target information displayed on the right side frame of the window. 3) Specify the SMB server, shared name, and save location based on the information you confirmed in step 2.</p>
018-761	<p>[Cause] The memory stored in the saving destination PC is insufficient while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] Check the usage condition of the memory. If the remaining capacity of the machine's memory is low, exit out of the applications which are not used.</p>
018-762	<p>[Cause] A time out error occurred because it takes time to receive a response from the saving destination PC while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] Check whether the virus security software is working on the saving destination PC. Some software takes time to receive a response from the PC. If the software is working, reduce the number of document pages to scale down the file size.</p>
018-763	<p>[Cause] The character code conversion is failed in the machine while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] Confirm the server name, share name, and pass name does not include the letters unique to the machine model. If the letters are included, change the name not to include the letters.</p>
018-764	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "64" (naming violation) for Address Book query.</p> <p>[Remedy] The LDAP server has an update problem. Have your network administrator confirm the LDAP server status.</p>
018-765	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "65" (object class violation) for Address Book query.</p> <p>[Remedy] The LDAP server has an update problem. Have your network administrator confirm the LDAP server status.</p>
018-766	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "66" (not allowed on nonleaf) for Address Book query.</p> <p>[Remedy] The LDAP server has an update problem. Have your network administrator confirm the LDAP server status.</p>

Error Code	Cause and Remedy
018-767	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "67" (not allowed on RDN) for Address Book query.</p> <p>[Remedy] The LDAP server has an update problem. Have your network administrator confirm the LDAP server status.</p>
018-768	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "68" (already exists) for Address Book query.</p> <p>[Remedy] The LDAP server has an update problem. Have your network administrator confirm the LDAP server status.</p>
018-769	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "69" (no object class modifications) for Address Book query.</p> <p>[Remedy] The LDAP server has an update problem. Have your network administrator confirm the LDAP server status.</p>
018-770	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "70" (results too large) for Address Book query.</p> <p>[Remedy] Change the search conditions/start position to narrow the search range, and execute the operation again. If the error still is not resolved, consult your network administrator.</p>
018-771	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "71" (affecting multiple DSAs) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-772	<p>[Cause] Failed to transfer data using SMB of the Scan to PC service because the specified shared name does not exist.</p> <p>[Remedy] Confirm that the specified shared name exists in the destination PC.</p>

Error Code	Cause and Remedy
018-773	<p>[Cause] Probable causes are as follows:</p> <ol style="list-style-type: none"> 1)The machine failed to transfer data using SMB of the Scan to PC service because Invalid characters are used in the specified shared name. 2)The machine failed to transfer data using SMB of the Scan to PC service because access privilege does not set on the specified shared name when the server is Macintosh. <p>[Remedy] For 1), take one of the following measures:</p> <ul style="list-style-type: none"> - Check whether the following invalid characters are included in the shared name set in the machine: " / : < > , * ? \ [] + = - Check whether a space character is included at the top or end of the shared name set in the machine. - Check whether the shared name set in the machine is specified only by a period. <p>For 2), when the destination computer is Macintosh, you need to change the access privileges for the user for shared folder. For information about necessary accounting settings, consult your system administrator. The following is an example of a procedure for Mac OS X 10.6.</p> <p>Note</p> <ul style="list-style-type: none"> • It is recommended to create a dedicated account for data transfer. You can create and set the account on the dialog box that appears by choosing Apple menu > [System Preferences] and then clicking [Accounts] icon. <ol style="list-style-type: none"> 1)From Apple menu, choose [System Preferences], and then click [Sharing]. 2)Make sure that [File Sharing] check box is selected. 3)Select the folder being shared from folders listed in the [Shared Folders] field. 4)Choose [Read & Write] as privilege option for the user listed in the [Users] field. <p>Note</p> <ul style="list-style-type: none"> • For information on how to change the access privilege settings on other version of Mac OS, consult your system administrator or the official website of Apple Inc.
018-780	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "80" (unknown error) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-781	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. Connection to the server cannot be established for the Address Book query.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Confirm the network cable connection. • If the network cable connection has no problem, confirm the active status of the target server. • Check whether the server name has been correctly set for [LDAP Server/Directory Service Settings] under [Remote Authentication/Directory Service].
018-782	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "82" (program error or SASL authentication error) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-783	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "83" (encoding error) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-784	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "84" (decoding error) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>

Error Code	Cause and Remedy
018-785	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "85" (timeout) for Address Book query.</p> <p>[Remedy] Change the search conditions/start position to narrow the search range, and execute the operation again. If the error still is not resolved, consult your network administrator.</p>
018-786	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "86" (unknown authentication method) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-787	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "87" (search filter error) for Address Book query.</p> <p>[Remedy] Confirm the search conditions set on Address Book. If the error still is not resolved, consult your network administrator.</p>
018-788	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "88" (user cancelled operation) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-789	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "89" (incorrect parameter) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-790	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "90" (no memory) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-791	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "91" (server connection error) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-792	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "92" (unsupported feature) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-793	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "93" (no results returned) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-794	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "94" (no more results) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-795	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "95" (results remaining) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>

Error Code	Cause and Remedy
018-796	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "96" (client loop detected) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
018-797	<p>[Cause] An LDAP server protocol error occurred as a result of the Address Book operation. The server returned RFC2251 Result Message No "97" (referral limit exceeded) for Address Book query.</p> <p>[Remedy] Have your network administrator confirm the LDAP server status.</p>
021-210 021-211 021-212	<p>[Cause] An error occurred in the USB IC card reader.</p> <p>[Remedy] Check the connection between the USB IC card reader and the machine. Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, the USB IC card reader may be defective. Connect an unbroken USB IC card reader and execute the operation again.</p>
021-213	<p>[Cause] There is a problem with the unit price table settings for the accessories which use the Internet.</p> <p>[Remedy] The system administrator should exports the unit price table and modify it using CentreWare Internet Services. Set a number from 1 to 9,999,999 and import the table modified to the machine.</p>
021-214	<p>[Cause] An error occurred during encrypted communication between the machine and the USB memory device.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
021-215	<p>[Cause] The accounting/billing device connected does not match the device set on the machine.</p> <p>[Remedy] Change the setting on the machine or connect the correct accounting/billing device, and switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power.</p>
021-360 021-361	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
021-401	<p>[Cause] The number of authentication devices such as IC Card Reader (sold separately) connected exceeds the setting value.</p> <p>[Remedy] Disconnect the authentication device connected.</p>
021-402	<p>[Cause] The address of the proxy server name is incorrect.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-403	<p>[Cause] Failed to resolve the address of the EP center of Fuji Xerox or EP communication aggregate server.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-404	<p>[Cause] Failed to connect the server or the proxy server. One of the probable cause is that the power of these servers is switched off.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting • EP proxy server setting (For BB-Direct configuration) <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p> <p>Also, when FQDN of the EP communication aggregate server is changed for the EP communication aggregate server configuration, contact our Customer Support Center.</p>
021-405	<p>[Cause] An error occurred in the SSL communication with the external server.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
021-406	<p>[Cause] The SSL certificate of the external server is not correct.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
021-407	<p>[Cause] Failed to authorize the proxy server while connecting to the EP system via the Internet. (Receiving HTTP status code 407)</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The login user of the EP proxy server • The password of the EP proxy server <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-408	<p>[Cause] A time out error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting • EP proxy server setting (For BB-Direct configuration) <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p> <p>Also, when FQDN of the EP communication aggregate server is changed for the EP communication aggregate server configuration, contact our Customer Support Center.</p>
021-409	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
021-410 021-411	<p>[Cause] A communication error occurred while connecting (acquiring the EP certificate) to CA via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting • EP proxy server setting (For BB-Direct configuration) <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-412	<p>[Cause] An error occurred while connecting to the EP system via the Internet. There is a problem with the address of the EP proxy server name.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The DNS server address settings • The default gateway setting • The subnet mask setting • The EP proxy server URL setting <p>If the error still is not resolved after checking the above settings, there may be a network failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-413 021-416	<p>[Cause] An error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The DNS server address settings • The default gateway setting • The subnet mask setting <p>If the error still is not resolved after checking the above settings, there may be a network failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-414	<p>[Cause] An error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The DNS server address settings • The default gateway setting • The subnet mask setting • The EP proxy server setting <p>If the error still is not resolved after checking the above settings, there may be a network failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-415	<p>[Cause] An error occurred while the SSL/TLS communication to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The DNS server address settings • The default gateway setting • The subnet mask setting • The EP proxy server setting <p>If the error still is not resolved after checking the above settings, there may be a network failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-417	<p>[Cause] Failed to authorize the proxy server while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The EP proxy server URL setting • The login user of the EP proxy server • The password of the EP proxy server <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator. If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-418 021-419	<p>[Cause] There is a problem with the format of the proxy setting file.</p> <p>[Remedy] The format of the proxy setting file registered in the HTTP server may be incorrect. Consult your system administrator.</p> <p>If the proxy setting file works normally but the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-420	<p>[Cause] A time out error occurred while connecting to the EP system via the Internet Failed to obtain the proxy setting.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The default gateway setting • The subnet mask setting • The EP proxy server setting screen on CentreWare Internet Services • The working condition of the HTTP proxy server in which the proxy setting file is registered <p>If the error still is not resolved after checking the above settings, there may be a network failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-421	<p>[Cause] A time out error occurred while connecting to the EP system via the Internet Failed to obtain the proxy setting.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The default gateway setting • The subnet mask setting • The EP proxy server setting screen on CentreWare Internet Services • The working condition of the HTTP proxy server in which the proxy setting file is registered <p>If the error still is not resolved after checking the above settings, there may be a network failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-422	<p>[Cause] The proxy setting file is not found while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the EP proxy server setting screen on CentreWare Internet Services.</p> <p>If the error still is not resolved after checking the setting, the proxy setting file may not be registered. Consult your system administrator.</p> <p>If the proxy setting file works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-423	<p>[Cause] The size of the proxy setting file is too large. Failed to obtain the proxy setting file.</p> <p>[Remedy] Check the EP proxy server setting screen on CentreWare Internet Services.</p> <p>If the error still is not resolved after checking the setting, check the proxy setting file size. When the size exceeds 64 KB, keep the file size down.</p> <p>If the proxy setting file works normally but the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-424	<p>[Cause] The URL of the proxy setting file to connect with the proxy server is incorrect while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the EP proxy server setting screen on CentreWare Internet Services.</p> <p>If the error still is not resolved after checking the setting, consult your system administrator about the URL of the proxy setting file.</p> <p>Otherwise, check the URL of proxy setting file of the DHCP or DNS server as follows:</p> <ul style="list-style-type: none"> • The DHCP option is "252". • The SRV record of the host "wpad.(domain name)" is correct. <p>If the error still is not resolved, contact our Customer Support Center.</p>
021-425	<p>[Cause] A time out error occurred while connecting to the DHCP or DNS server via the Internet to obtain the URL (CURL) of the proxy setting file.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The DNS server address settings • The default gateway setting • The EP proxy server setting (CURL) • The working condition of the DHCP or DNS server in which the proxy setting file is registered <p>If the error still is not resolved after checking the above settings, there may be a network failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-426	<p>[Cause] The URL (CURL) of the proxy setting file is not found on the DHCP or DNS server while connecting to the EP system via the Internet to obtain the URL (CURL) of the proxy setting file.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The EP proxy server setting • The URL of the proxy setting file is registered on the DHCP or DNS server correctly
021-501	<p>[Cause] The communication with the EP system via the internet failed.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
021-502	<p>[Cause] An error occurred while connecting to the EP system via the Internet. There is a problem with the address of the EP proxy server name.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-503	<p>[Cause] An error occurred while connecting to the EP system via the Internet. There is a problem with the address of the EP proxy server name.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-504	<p>[Cause] An error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-505	<p>[Cause] The SSL/TLS communication with the EP server failed.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
021-506	<p>[Cause] The SSL Certificate for the EP server is incorrect.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
021-507	<p>[Cause] An error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The login user of the EP proxy server • The password of the EP proxy server <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-508	<p>[Cause] An error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • LAN cable connection • DNS server address setting • The default gateway setting • The subnet mask setting <p>If the error still is not resolved after checking the above settings, there may be a network failure or the proxy server settings may be changed or failed. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-509	<p>[Cause] An error occurred while communicating with the EP server.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
021-510	<p>[Cause] An error occurred while connecting to EP system via the Internet.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
021-511 021-512 021-513 021-514	<p>[Cause] The machine has already been specified with the EP server.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
021-515 021-516	<p>[Cause] The settings of the machine on the EP server are incorrect.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
021-517 021-518 021-519	<p>[Cause] An error occurred while the machine is connected to the EP system via the Internet.</p> <p>[Remedy] Wait for a while, and then execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
021-520 021-521 021-522	<p>[Cause] An error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Check the followings:</p> <ul style="list-style-type: none"> • The LAN cable connection • The DNS server address setting • The default gateway setting • The subnet mask setting <p>Check the following for BB-Direct configuration:</p> <ul style="list-style-type: none"> • EP proxy server setting <p>If the error still is not resolved after checking the above settings, there may be a network failure or the DNS server failure. Consult your system administrator.</p> <p>If the network works normally but the error still is not resolved, contact our Customer Support Center.</p>
021-523	<p>[Cause] An error occurred while communicating with the EP server.</p> <p>[Remedy] Enable the SOAP port, switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
021-524 021-525 021-526 021-527 021-528	[Cause] An error occurred while communicating with the EP server. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
021-529	[Cause] The machine attempted to upgrade the software of EP system via the Internet, but the latest software version is already installed. [Remedy] Contact our Customer Support Center.
021-530 021-531	[Cause] An error occurred while connecting to EP system via the Internet. [Remedy] Wait for a while, and then execute the operation again. If the error still is not resolved, contact our Customer Support Center.
021-532 021-533 021-534 021-535	[Cause] The machine attempted to upgrade the software of EP system via the Internet, but the software upgrade failed. [Remedy] Contact our Customer Support Center.
021-536	[Cause] The latest software version is not installed. [Remedy] Reboot the machine and update the software to the latest version. (The machine automatically reboots again.) Then, execute the operation again.
021-538	[Cause] The software upgrade was canceled since the machine was in use at the reserved time. [Remedy] Check with your system administrators. If the system administrators have not reserved the update, contact our Customer Support Center.
021-539	[Cause] The software upgrade was canceled since the machine power was off at the reserved time. [Remedy] Check with your system administrators. If the system administrators have not reserved the update, contact our Customer Support Center.
021-540	[Cause] The SW upgrade was canceled since the machine power was turned off while downloading the update file. [Remedy] If necessary, execute the operation again.
021-541	[Cause] The SW upgrade cannot be started since an incorrect setting is done to the machine. [Remedy] Contact our Customer Support Center.
021-542 021-543	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
021-545	[Cause] An error occurred while connecting to the EP system via the Internet. [Remedy] Confirm the contract period of the EP system. When the error is displayed during the contract period, contact our Customer Support Center.
021-700	[Cause] The USB cable is unplugged or the USB interface may be out of order. [Remedy] Confirm that the USB cable is connected and switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
021-701	[Cause] The USB interface error occurred. [Remedy] Retry after waiting for a while or confirm that the USB cable is connected and switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.

Error Code	Cause and Remedy
021-731	<p>[Cause] While the accessories are available, you attempted to make color copies when the use of color is restricted.</p> <p>[Remedy] Contact our Customer Support Center.</p>
021-732	<p>[Cause] Probable causes are as follows:</p> <ol style="list-style-type: none"> 1)The IC card is not inserted. 2)The charge amount, the balance of electronic money, or the number of points of the prepaid card is insufficient. 3)You are not authenticated. <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • For 1), insert the IC card. • For 2), prepare the enough amount of charge. • For 3), log in to the machine with the smart card or on the control panel.
021-733	<p>[Cause] The use of color is restricted or the number of color pages reached the maximum.</p> <p>[Remedy] Contact our Customer Support Center.</p>
021-750 021-751 021-770 021-771 021-772	<p>[Cause] An error occurred during maintenance or repair request and our Customer Support Center failed.</p> <p>[Remedy] Check whether the phone line is connected correctly and wait for a while, and then execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
024-340 024-341 024-342 024-343 024-345 024-346 024-347 024-348 024-349 024-350 024-351 024-352 024-353 024-354 024-355 024-356 024-357 024-358 024-359 024-360 024-361 024-362 024-363 024-364 024-365 024-366 024-367 024-368 024-370 024-371 024-372 024-373 024-375 024-376	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
024-700	<p>[Cause] The memory capacity or hard disk required to use the optional feature is not installed.</p> <p>[Remedy] Switch off the machine power, and then switch it on again after the touch screen goes out. If the error still is not resolved, contact our Customer Support Center.</p>
024-701	<p>[Cause] The specified paper type is not compatible with the Face Up/Down Output setting selected.</p> <p>[Remedy] Specify a paper type that is compatible with the Face Up/Down setting.</p>
024-702	<p>[Cause] Paper jam occurred while [When Paper Jam Occurs] is set to [Delete Job] in [Print Service Settings].</p> <p>[Remedy] Remove the jammed paper, and then try printing again.</p>
024-703	<p>[Cause] Unable to print because the number of booklet pages exceeds the maximum number allowed.</p> <p>[Remedy] Use paper of less weight. Or, cancel the booklet creation.</p>

Error Code	Cause and Remedy
024-705	<p>[Cause] The template of the specified force annotation was not found in the machine.</p> <p>[Remedy] Delete the document in the folder of the machine, and then select [Store to Folder] again from the print driver to store the document.</p>
024-742	<p>[Cause] Booklet printing was specified for printer properties, but the number of print pages for the job exceeded the maximum number allowed for booklet creation.</p> <p>[Remedy] Change the printer properties setting to split the pages appropriately to create separate volumes, or to cancel the booklet creation setting.</p>
024-746	<p>[Cause] The specified paper type is not compatible with the specified paper size, paper tray, output tray, or 2 sided printing.</p> <p>[Remedy] Confirm the print data.</p>
024-747	<p>[Cause] Incompatible print parameters are used. The combination of the specified features such as Document Size, Paper Size, Paper Tray, 2 sided printing, and Output Tray is incompatible.</p> <p>[Remedy] Confirm the print data, and try printing again.</p>
024-748	<p>[Cause] The number of digits specified in [Bates Stamp - Number of Digits] screen does not match the value specified in [Starting Number].</p> <p>[Remedy] Set [Bates Stamp - Number of Digits] to the value specified in [Starting Number] or to [Auto Assign].</p>
024-775	<p>[Cause] Booklet printing was specified for printer properties, but the number of print pages for the job exceeded the maximum number allowed for booklet creation.</p> <p>[Remedy] Change the printer properties setting to split the pages appropriately to create separate volumes, or to cancel the booklet creation setting.</p>
025-596 025-597	<p>[Cause] An error occurred with the hard disk.</p> <p>[Remedy] Replace the hard disk.</p>
026-400	<p>[Cause] More than two devices are connected to the USB host port.</p> <p>[Remedy] Disconnect the third or more devices so that the number of connected devices becomes two. If the error still is not resolved, switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power.</p>
026-401	<p>[Cause] The image may be misaligned during processing the print job.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. When the misalignment is large, contact our Customer Support Center.</p>
026-700	<p>[Cause] By Address Book operation, the machine received an unsupported protocol from the LDAP server.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
026-701	<p>[Cause] The number of queries submitted to the Address Book exceeded the machine's processing capability.</p> <p>[Remedy] Wait for a while and execute the operation again. If the only one query is being submitted to the Address Book, the machine's software may be defective. Contact our Customer Support Center.</p>
026-702	<p>[Cause] The number of accesses from the LDAP server to the machine by Address Book operation exceeded the machine's processing capability.</p> <p>[Remedy] Wait for a while and execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
026-703	[Cause] Authentication is canceled when adding documents during scanning. [Remedy] Authenticate when adding documents.
026-704	[Cause] An error occurred during processing DocuWorks documents. [Remedy] Print using the print driver from DocuWorks Viewer.
026-705	[Cause] Unable to process for DocuWorks documents because of insufficient memory space. [Remedy] Change the [Image Quality] setting from [High Resolution] to [High Quality]. If the error still is not resolved, print using the print driver from DocuWorks Viewer.
026-706	[Cause] Attempted to print a DocuWorks document of which printing is prohibited. [Remedy] Release the print prohibited settings using DocuWorks Viewer, and then execute the operation again.
026-707	[Cause] When processing password-protected DocuWorks documents, the password entered does not match that of the DocuWorks document. [Remedy] Set the correct password on ContentsBridge.
026-708	[Cause] Exceeded the maximum limit for the scan data size that can be stored for one job with Store & Send Link. [Remedy] Take one of the following measures: 1)Reduce the resolution (scan quality) of the scan parameters and execute the operation again. 2)Reduce the image with magnification of the scan parameters (such as A3 > A4) and then execute the operation again. 3)If [Store & Send Link - Maximum File Size] is set to a small value, increase the value.
026-709	[Cause] The capacity of the hard disk that can be used to store scan data with Store & Send Link is insufficient. [Remedy] Wait around one day, and when capacity becomes available as a result of the automatic deletion of files, execute the operation again.
026-710	[Cause] The machine has received an e-mail encrypted by S/MIME, but does not support the encryption method. [Remedy] Take one of the following measures: • Ask the sender to send the e-mail encrypted by 3DES. • Disable the FIPS140 validation mode of the machine.
026-711	[Cause] Exceeded the maximum size allowed for a multi-page file when scanning. [Remedy] Take one of the following measures: 1)Reduce the resolution (scan quality) of the scan parameters and execute the operation again. 2)Reduce the number of document pages and then execute the operation again. The maximum size is 2 GB for TIFF, XPS, and PDF, and 1 GB for XDW. Note • XPS stands for XML Paper Specification.
026-712	[Cause] An error occurred while operating from CentreWare Internet Services. [Remedy] Retry after waiting for a while.
026-718	[Cause] Incompatible print parameters are used. The combination of the specified features such as Document Size, Paper Size, Paper Tray, 2 sided printing, and Output Tray is incompatible. [Remedy] Confirm the print data, and try printing again.

Error Code	Cause and Remedy
026-719	<p>[Cause] An error occurred while operating the Store to USB service.</p> <p>[Remedy] Wait for a while and execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
026-720	<p>[Cause] The capacity of the USB memory device of the recipient is insufficient while performing the Store to USB service.</p> <p>[Remedy] Confirm the amount of available space.</p>
026-721	<p>[Cause] An error occurred while operating the Store to USB service.</p> <p>[Remedy] Check the following conditions:</p> <ul style="list-style-type: none"> • The USB memory device is inserted into the USB memory slot. • The USB memory device is accessible from your computer. • The unencrypted USB memory device is used.
026-722	<p>[Cause] The USB memory device is not initialized.</p> <p>[Remedy] Initialize the USB memory device on a computer with the following file format, and then execute the operation again.</p> <ul style="list-style-type: none"> • Supported file formats: FAT12, FAT16 (FAT), FAT32 <p>Note</p> <ul style="list-style-type: none"> • NTFS is not supported. • A software-encrypted USB memory device is not supported. <p>If the error still is not resolved, contact our Customer Support Center.</p>
026-724 026-725	<p>[Cause] An error occurred while connecting to the EP system via the Internet.</p> <p>[Remedy] Contact our Customer Support Center.</p>
026-726	<p>[Cause] The machine configuration information at a print job specification does not match the actual machine configuration.</p> <p>[Remedy] Modify the machine configuration information in the print driver screen to match the actual machine configuration.</p>
026-727	<p>[Cause] Probable causes are as follows:</p> <ol style="list-style-type: none"> 1) Unusable characters are included in the path name of the file location. 2) The length of the path name of the file location (including extension) exceeds the number of characters available. <p>[Remedy] Take one of the following measures:</p> <ol style="list-style-type: none"> 1) Change the path name of the file location. 2) Set the path in the range of 1 to 255 bytes.
026-730	<p>[Cause] The size of paper loaded in the specified tray is unknown.</p> <p>[Remedy] Check whether the paper guides are correctly positioned in the tray, and then try again.</p>
026-736	<p>[Cause] An internal error occurred while sending the scanned document to the HTTP server.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
026-737	<p>[Cause] Unable to send the scanned document to the HTTP server because a network error occurred.</p> <p>[Remedy] Consult your network administrator whether the network or the server have any problem.</p>
026-738	<p>[Cause] The machine failed to send scanned document data to the HTTP server because Web application is closed during it.</p> <p>[Remedy] Execute the operation again.</p>

Error Code	Cause and Remedy
026-739	[Cause] When authentication succeeds, due to that there are pending scan job, either of these jobs is canceled. [Remedy] No measure is required.
027-442	[Cause] The IP address of IPv6 on the Ethernet2 already network exists. [Remedy] Change the [Auto Stateless Address 1] for IPv6 on the machine, or the IP address of IPv6 on the network device, to remove the duplication of addresses.
027-443	[Cause] The IP address of IPv6 on the Ethernet2 already exists. [Remedy] Change the [Auto Stateless Address 2] for IPv6 on the machine, or the IP address of IPv6 on the network device, to remove the duplication of addresses.
027-444	[Cause] The IP address of IPv6 on the Ethernet2 already exists. [Remedy] Change the [Auto Stateless Address 3] for IPv6 on the machine, or the IP address of IPv6 on the network device, to remove the duplication of addresses.
027-445	[Cause] IP address for IPv6 set manually is incorrect. [Remedy] Set the IP address correctly.
027-446	[Cause] The IP address of IPv6 set manually already exists. [Remedy] Change the [Manually Configured IPv6 Address] on the machine, or the IP address of IPv6 on the network device, to remove the duplication of addresses.
027-447	[Cause] The IP address of IPv6 on the Ethernet2 network already exists. [Remedy] Change the [Link-local Address] for IPv6 on the machine, or the IP address of IPv6 on the network device, to remove the duplication of addresses.
027-452	[Cause] IP address of IPv4 already exists. [Remedy] Change the IP address of IPv4 set on the machine or the IP address of IPv4 on the network device.
027-500	[Cause] Unable to connect to the SMTP server. [Remedy] Specify the SMTP server name correctly or specify the server by using its IP address.
027-501	[Cause] A POP server error occurred. [Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.
027-502	[Cause] Failed to log into the POP3 server when using the POP3 protocol. [Remedy] Confirm whether the user name and password used in the POP3 server are correct on CentreWare Internet Services.
027-503	[Cause] A POP server error occurred. [Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.
027-504	[Cause] An SMTP server error occurred. [Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.
027-513	[Cause] The machine failed to transfer data using SMB of the Scan to PC service because access to the SMB server was not permitted. [Remedy] Consult your system administrator for settings.

Error Code	Cause and Remedy
027-514	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because an error has been occurred between the SMB server and the DNS server.</p> <p>[Remedy] Check the following conditions:</p> <ul style="list-style-type: none"> • The SMB server is connected to the DNS server. • The SMB server name is registered on the DNS server.
027-515	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because an error has been occurred.</p> <p>[Remedy] Take the following measures:</p> <ul style="list-style-type: none"> • Set the DNS server address. • Set the target SMB server address using IP address.
027-516	<p>[Cause] Probable causes are as follows:</p> <ol style="list-style-type: none"> 1)The SMB server of the destination computer cannot be found while transferring data using SMB of the Scan to PC service (TCP/IP session establishment failed). 2)The SMB server specified as the destination does not respond to the machine while transferring data using SMB of the Scan to PC service. 3)Failed to name resolution of the SMB server specified as destination to transfer data using SMB of the Scan to PC service. <p>[Remedy] 1)Take one of the following measures:</p> <ul style="list-style-type: none"> - Confirm the connection of the network cable. - For communications over subnet, confirm the WINS server settings, and check whether the server address can be resolved correctly. - File Sharing service (communicating via port 137 (UDP), port 138 (UDP), and port 139 (TCP)) is authorized for the Firewall settings of the destination SMB server. <p>2)Check whether the file sharing service is enabled on the destination SMB server.</p> <ul style="list-style-type: none"> - The file sharing service of Microsoft Network[®] is enabled. <p>If the error still is not resolved, check the following setting.</p> <ul style="list-style-type: none"> - NetBIOS over TCP/IP for TCP/IP is activated. <p>3)Take one of the following measures:</p> <ul style="list-style-type: none"> - When the destination SMB server name is specified using the FQDN (example: mypc01.fuji0.co.jp), confirm that the DNS server address is set correctly in the Connectivity & Network Setup of the machine. - If the connection with the DNS server has any problem, check whether the destination server name set in the machine is registered on the DNS server.
027-518	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because the specified password was incorrect.</p> <p>When the server is Macintosh, the specified user may not have been registered as a user who is permitted to use File Sharing.</p> <p>[Remedy] Confirm the password for the shared folder.</p> <p>When the server is Macintosh, specify a user who is permitted to use File Sharing.</p>
027-520	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because the file name or folder name could not be retrieved.</p> <p>[Remedy] Confirm the access privilege to the SMB server.</p>
027-521	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because the suffix of the name of the file or folder exceeded the limit value.</p> <p>[Remedy] Change the file name or forwarding destination folder of the scan server. Or, try moving or deleting the files within the forwarding destination folder.</p>

Error Code	Cause and Remedy
027-522	<p>[Cause] During forwarding using SMB of the Scan to PC service, the scanned image file could not be created on the SMB server because of one of the following reasons:</p> <ul style="list-style-type: none"> • The specified file name already exists. • The specified file name has already been used. • The specified file name exists as a directory. • Invalid characters are used in the file name. <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Check whether the specified file name can be used in the save location. • Check whether the specified file name has been used by another user. • Check whether the specified file name has been used for another file or folder.
027-523	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because a folder could not be created on the SMB server. The specified folder already exists.</p> <p>[Remedy] Check whether the specified name is being used for another file or folder on the SMB server.</p>
027-524	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because a folder could not be created on the SMB server. The specified folder already exists.</p> <p>[Remedy] Check whether the specified name is being used for another file or folder on the SMB server.</p>
027-525	<p>[Cause] During forwarding using SMB of the Scan to PC service, a file could not be deleted from the SMB server because of one of the following reasons:</p> <ul style="list-style-type: none"> • The file does not exist. • The file is opened. • The specified file name is being used as a directory. <p>[Remedy] Check whether the file is not being used by another user at the specified save location.</p>
027-526	<p>[Cause] The machine failed to delete the lock directory on the SMB server while transferring data using SMB of the Scan to PC service.</p> <p>[Remedy] If the lock directory (*.LCK) exists in the destination, delete it manually, and then execute the operation again.</p>
027-527	<p>[Cause] During forwarding using SMB of the Scan to PC service, a folder could not be deleted from the SMB server because of one of the following reasons:</p> <ul style="list-style-type: none"> • The file does not exist. • The directory is not empty. • The specified directory name does not exist. <p>[Remedy] Check whether the file is not being used by another user at the specified save location.</p>
027-528	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because no space is available at the save location on the SMB server.</p> <p>[Remedy] Check whether the save location has free space.</p>
027-529	<p>[Cause] The machine failed to transfer data using SMB of the Scan to PC service because an unexpected error has been received from the SMB server, or an unexpected internal error has occurred on the machine.</p> <p>[Remedy] Contact our Customer Support Center.</p>
027-530	<p>[Cause] There are duplicate file names.</p> <p>[Do Not Save] is set as a handling method when names are duplicated for scanned files.</p> <p>[Remedy] Set the process to be executed when file names are duplicate to other than [Do Not Save].</p>

Error Code	Cause and Remedy
027-531	<p>[Cause] Detected an incorrect filing policy (when add was selected) after connecting to the server.</p> <p>[Remedy] When [Rename New File] is set as the process to be executed when file names are duplicate, confirm that the file format is not multi-page.</p>
027-532	<p>[Cause] Failed to access the NEXTNAME.DAT file.</p> <p>[Remedy] When [Rename New File] is set as the process to be executed when file names are duplicate, check the NEXTNAME.DAT file is correct.</p>
027-533	<p>[Cause] An internal error occurred.</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
027-543	<p>[Cause] The SMB server (NetBIOS) name is invalid.</p> <p>[Remedy] Check whether the server name of the SMB server is correct.</p>
027-547	<p>[Cause] SMB protocol error. An invalid character was detected in the specified domain name.</p> <p>[Remedy] If the error occurred during SMB authentication:</p> <p>Consult your network administrator for the domain name, and then set it correctly.</p> <p>Also, check whether the domain name set on the machine is correct.</p> <p>To confirm the settings, execute the following procedures:</p> <ol style="list-style-type: none"> 1) Enter the System Administration mode, and select [Tools] > [System Settings] > [Connectivity & Network Setup] > [Remote Authentication/Directory Service] > [SMB Server Settings]. 2) Select the SMB server to confirm the domain name. <p>If the error occurred during transferring using SMB of the Scan to PC service:</p> <p>Consult your network administrator whether the domain name specified when entering login name is correct.</p> <p>To confirm the domain name on the server, execute the following procedures:</p> <ol style="list-style-type: none"> 1) Select [Start] > [Programs] > [Administrative Tools] > [Active Directory Domains and Trusts] on the Active Directory domain controller. 2) From the left side frame of the [Active Directory Domains and Trusts] window, select [Active Directory Domains and Trusts] > [Domains]. Right-click [Domains] to select [Properties]. 3) Select [General] tab in the domain properties window, and confirm the domain name (prior to Windows 2000).
027-548	<p>[Cause] SMB protocol error. An invalid character has been detected in the specified user name.</p> <p>[Remedy] Have your network administrator set the user name on the server authorized characters.</p> <p>To confirm the user name on the server, execute the following procedures:</p> <ol style="list-style-type: none"> 1) Select [Start] > [Programs] > [Administrative Tools] > [Active Directory Users and Computers] on the Active Directory domain controller where the user information is set. 2) Select [Active Directory Users and Computers] > [Server] > [Domains] > [Users] from the left side frame of the [Active Directory Users and Computers] window, to display the user information. 3) Right-click the target user from the right side frame of the [Active Directory Domains and Trusts] window to select [Properties]. 4) Select the [Account] tab in the [User Properties] window, and confirm the user name of [User Log On Name (Prior to Windows 2000)].

Error Code	Cause and Remedy
027-549	<p>[Cause] SMB protocol error</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
027-564	<p>[Cause] SMB protocol error. The SMB server was not found.</p> <p>[Remedy] Check whether the connection between the authentication server and the machine has been established via a network.</p> <p>For example, confirm the following conditions:</p> <ul style="list-style-type: none"> • Network cable connection • TCP/IP settings • Connection via Port 137 (UDP), Port 138 (UDP), and Port 139 (TCP)
027-565	<p>[Cause] SMB protocol error</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
027-566	<p>[Cause] SMB protocol error. SMB (TCP/IP) is not active.</p> <p>[Remedy] Enter the System Administration mode, and select [Tools] > [Connectivity & Network Setup] > [Port Settings]. On this screen, confirm the SMB client is set to [Enabled].</p>
027-569	<p>[Cause] The SMB (TCP/IP) port is not activated.</p> <p>[Remedy] Enter the System Administration mode, and select [Tools] > [Connectivity & Network Setup] > [Port Settings]. On this screen, confirm the SMB client is set to [Enabled].</p>
027-572 027-573 027-574 027-576 027-578	<p>[Cause] SMB protocol error</p> <p>[Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
027-584	<p>[Cause] SMB protocol error. The SMB server is in shared security mode.</p> <p>[Remedy] The SMB server may be set on Windows 95, Windows 98, or Windows Me OS. Set the SMB server on an OS other than Windows 95, Windows 98, or Windows Me OS.</p>
027-585	<p>[Cause] SMB protocol error. Login is disabled at this time.</p> <p>[Remedy] Confirm the period login permitted with your system administrator.</p>
027-586	<p>[Cause] SMB protocol error. The password has expired.</p> <p>[Remedy] Obtain a valid password from your system administrator.</p>
027-587	<p>[Cause] SMB protocol error. The password must be changed.</p> <p>[Remedy] Log into Windows, and change the password. Ask your system administrator to change the setting so that you do not need to change the login password next time.</p>
027-588	<p>[Cause] SMB protocol error. The user is invalid.</p> <p>[Remedy] Ask your system administrator to validate the user.</p>
027-589	<p>[Cause] SMB protocol error. The user was locked out.</p> <p>[Remedy] Ask your system administrator to cancel the lockout status.</p>
027-590	<p>[Cause] SMB protocol error. The user account has expired.</p> <p>[Remedy] Obtain a valid user account from your system administrator. Or, ask your system administrator to extend the account expiration date.</p>
027-591	<p>[Cause] SMB protocol error. Users are restricted. A blank password is invalid.</p> <p>[Remedy] Set the password for the user.</p>

Error Code	Cause and Remedy
027-700	[Cause] The domain section of the recipient's e-mail address is a prohibited domain. [Remedy] Specify a domain that is not prohibited for the domain section of the recipient's e-mail address.
027-701	[Cause] The network cable is disconnected from the machine. [Remedy] Connect the network cable securely if the cable is disconnected.
027-702	[Cause] The specified recipient's certificate does not exist. [Remedy] Register the certificate for the recipient on the machine.
027-703	[Cause] The specified recipient's certificate has expired. [Remedy] Register a valid certificate for the recipient on the machine.
027-704	[Cause] The CA certificate of the specified recipient's certificate does not exist. [Remedy] Confirm the path to the recipient's certificate, and register the required CA certificate on the machine.
027-705	[Cause] The specified recipient's certificate has been revoked. [Remedy] Specify a valid certificate for the recipient.
027-706	[Cause] Unable to find the S/MIME certificate associated with the machine's e-mail address when sending e-mail. [Remedy] Import the S/MIME certificate corresponding to the mail address to the machine.
027-707	[Cause] The S/MIME certificate associated with the machine's e-mail address has expired when sending e-mail. [Remedy] Ask the sender to issue a new S/MIME certificate, and then import the certificate to the machine.
027-708	[Cause] The S/MIME certificate associated with the machine's e-mail address is not reliable when sending e-mail. [Remedy] Import a reliable S/MIME certificate to the machine.
027-709	[Cause] The S/MIME certificate associated with the machine's e-mail address has been discarded when sending e-mail. [Remedy] Import a new S/MIME certificate to the machine.
027-710	[Cause] No S/MIME certificate is attached to the received e-mail. [Remedy] Ask the sender to send the e-mail with an S/MIME certificate attached.
027-711	[Cause] No S/MIME certificate can be obtained from the received e-mail. [Remedy] Import the sender's S/MIME certificate to the machine, or ask the sender to send S/MIME signature mail with an S/MIME certificate attached.
027-712	[Cause] The received S/MIME certificate has expired, or is an unreliable certificate. [Remedy] Ask the sender to send the e-mail with a valid S/MIME certificate attached.
027-713	[Cause] The received e-mail has been discarded because it may have been altered on its transmission route. [Remedy] Inform this error to the sender, and ask the sender to send the e-mail again.
027-714	[Cause] The received e-mail has been discarded because the address in its From field is different from the mail address in the S/MIME signature mail. [Remedy] Inform the sender that the mail addresses differ, and ask the sender to send the e-mail again.

Error Code	Cause and Remedy
027-715	<p>[Cause] The received S/MIME certificate has not been registered on the machine, or has not been set for use on the machine.</p> <p>[Remedy] Import the sender's S/MIME certificate to the machine, or change settings to use the S/MIME certificate on the machine if the S/MIME certificate has already been registered.</p>
027-716	<p>[Cause] The received S/MIME certificate has been discarded because the certificate was unreliable.</p> <p>[Remedy] Ask the sender to send the e-mail with a reliable S/MIME certificate attached.</p>
027-717	<p>[Cause] Unable to obtain SMTP server address for e-mail transmissions from the DNS server.</p> <p>[Remedy] Check whether the DNS server is set correctly.</p>
027-720	<p>[Cause] Unable to find the server of an application interface destination.</p> <p>[Remedy] Confirm the DNS server address. Or, check whether the computer on which the application (ApeosWare Flow Service) is installed has been registered on the DNS server.</p>
027-721	<p>[Cause] An application interface destination does not exist.</p> <p>[Remedy] Check whether the application linked (ApeosWare Flow Service) is operating correctly.</p>
027-722	<p>[Cause] The jobs timed out during connection with an application interface destination.</p> <p>[Remedy] Try processing the job flow again.</p>
027-723	<p>[Cause] Authentication at the application interface destination (ApeosWare Flow Service) failed.</p> <p>[Remedy] Confirm the user name and password that is used when creating a job flow.</p>
027-724	<p>[Cause] An application interface destination (ApeosWare Flow Service) could not be accessed.</p> <p>[Remedy] Check whether ApeosWare Flow Service is operating correctly. If it is operating correctly, confirm the log.</p>
027-725	<p>[Cause] A job operation failed using an application interface.</p> <p>[Remedy] Check whether the application linked (ApeosWare Flow Service) is operating correctly. If it is operating correctly, confirm the log. If it is not operating, confirm the network environment.</p>
027-726	<p>[Cause] The status of the application interface destination (ApeosWare Flow Service) is unknown.</p> <p>[Remedy] Check whether ApeosWare Flow Service is operating correctly. If it is operating correctly, confirm the log.</p>
027-727	<p>[Cause] A parameter is illegal during an application interface.</p> <p>[Remedy] Try processing the job flow again.</p>
027-728	<p>[Cause] The number of files that are to be sent to external services exceeded the maximum number.</p> <p>[Remedy] Reduce the number of files, and send them again.</p>
027-730	<p>[Cause] The number of the document pages attached to the SMTP mail exceeds the maximum number of pages allowed for the Split Send feature.</p> <p>[Remedy] Increase the number of pages allowed for the Split Send feature, or reduce the number of the document pages.</p>
027-735	<p>[Cause] The data transfer using SSL is specified, but the SSL setting of the machine is disabled.</p> <p>[Remedy] Enable the SSL setting, or specify HTTP for the transfer protocol.</p>

Error Code	Cause and Remedy
027-736	<p>[Cause] The server certificate verification feature of the machine is disabled when the server certificate verification is required.</p> <p>[Remedy] Enable the server certificate validation. Or, disable the server certificate validation for data transfer.</p>
027-750	<p>[Cause] Attempted to execute a print transmission to the scanned document.</p> <p>[Remedy] The Print feature is unavailable for scanned documents. Set the job flow correctly.</p>
027-751	<p>[Cause] An error occurred during job flow processing.</p> <p>[Remedy] Confirm the settings of the job flow.</p>
027-752	<p>[Cause] A mandatory entry field is blank in the job flow.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Do not link folders to job flows that have mandatory entry fields. • Set the default values to the mandatory fields of the job flow.
027-753	<p>[Cause] 1) Attempted to execute the service while the port necessary for the job flow is either deactivated or disabled. 2) Attempted to execute a job flow to send e-mail using the Encryption or Digital Signature feature while S/MIME communication is disabled.</p> <p>[Remedy] For 1), have your system administrator confirm the port status. For 2), enable S/MIME communication, or modify the job flow so that e-mail is sent by not using the Encryption or Digital Signature feature.</p>
027-754	<p>[Cause] [DocuWorks Signature] or [PDF Signature] is set inconsistency in the job flow.</p> <p>[Remedy] Check the DocuWorks and PDF signatures for both the system data settings (machine's current settings) and the executed job flow settings. If these settings differ, coordinate them.</p>
027-757	<p>[Cause] Probable causes are as follows: 1) An error occurred while connecting the server. 2) The reliable certificate has not been registered on the machine. 3) The server addresses of the SSL server and the destination server are not same. 4) The machine tries to communicate with the server using the encryption method which is not supported on the machine. 5) The SSL client certificate has not been registered on the machine. 6) The server certificate has been expired or will be expired soon.</p> <p>[Remedy] For 1), Check connection between the machine and the server, or the machine and the DNS server using ping or trace route. For 2), Import the CA certificate and intermediate certificate reliable to the SSL server to the machine. For 3), Check whether or not the machine communicates via the SSL proxy server which enables you to confirm the SSL communication. When the machine uses the server, set the machine not to use the SSL proxy server. For 4), Check the encryption method supported on the machine. Set the available encryption method to the SSL server setting. For 5), Import the SSL client certificate and configure the setting to use the certificate. For 6), Check the date and time registered on the machine is precise. If they are not, adjust the gap.</p>
027-760	<p>[Cause] An invalid parameter is specified by XJT command.</p> <p>[Remedy] Confirm the specified parameter.</p>

Error Code	Cause and Remedy
027-761	<p>[Cause] An on-demand print job was sent to the machine using the Web Applications feature, but the time interval from receiving the print job until starting the print processing exceeded the time limit specified on the machine.</p> <p>[Remedy] When multiple documents are to be printed, reduce the number of documents, and then execute the operation again. If the error still is not resolved, enter the System Administration mode, and then select [Tools] > [System Settings] > [Common Service Settings] > [Machine Clock/Timers] > [Print-On-Demand Duration], and specify a larger value or "0".</p> <p>When on-demand printing is executed using the Web Application feature, the print processing time is limited. Consequently if many documents are to be printed or if print processing takes time, a timeout may occur before all the data are received. To resolve this problem, change the time limit value according to the document volume and type. If the error still is not resolved, contact our Customer Support Center.</p>
027-762	<p>[Cause] An on-demand print job is sent to the machine using the Web Applications feature, however, the specified job ticket is invalid because of one of the following causes:</p> <ul style="list-style-type: none"> • Abnormal change to the job ticket because of the machine software failure • Abnormal change to the job ticket because of a bug on the sender's remote server • Abnormal change to the job ticket because of network trouble • Intentional alteration to the job ticket <p>[Remedy] Execute the print job again. If the error still is not resolved, contact our Customer Support Center.</p>
027-763	<p>[Cause] The user information does not match between the external accounting server and remote authentication server.</p> <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • Check whether the external accounting server and the remote authentication server is working appropriately. • Confirm the network has no problem. • Connect the network cable appropriately. • Check the setting of the machine.
027-770	<p>[Cause] The print job has a problem.</p> <p>[Remedy] Submit the print job again.</p>
027-771	<p>[Cause] The hard disk of the server connected to the machine is full.</p> <p>[Remedy] Delete unnecessary data from the server.</p>
027-772	<p>[Cause] An error occurred during communication with the SMTP server.</p> <p>[Remedy] Use ASCII characters to modify the host name that has been specified under [Tools] > [System Settings] > [Connectivity & Network Setup] > [Machine's E-mail Address/Host Name]. If the error still is not resolved, confirm with your network administrator whether the SMTP server supports the HELO command.</p>
027-773	<p>[Cause] An error occurred during communication with the SMTP server.</p> <p>[Remedy] Wait for a while, and then execute the operation again.</p>
027-774	<p>[Cause] The specified e-mail address contains unsupported characters.</p> <p>[Remedy] Specify the e-mail address using only ASCII characters.</p>
027-775	<p>[Cause] Too many destination addresses have been specified.</p> <p>[Remedy] Reduce the number of destination addresses. If the error still is not resolved, confirm with your network administrator whether the SMTP server supports the EHLO command.</p>

Error Code	Cause and Remedy
027-776	<p>[Cause] An error occurred during communication with the SMTP server.</p> <p>[Remedy] Use ASCII characters to modify the host name that has been specified under [Tools] > [System Settings] > [Connectivity & Network Setup] > [Machine's E-mail Address/Host Name]. If the error still is not resolved, confirm with your network administrator whether the SMTP server supports the EHLO command.</p>
027-777	<p>[Cause] The destination SMTP server does not support SMTP-AUTH.</p> <p>[Remedy] Set [E-mail Send Authentication] to [Off] under [Tools] > [System Settings] > [Connectivity & Network Setup] > [Outgoing/Incoming E-mail Settings] > [SMTP Server Settings].</p>
027-778	<p>[Cause] The destination SMTP server does not support the SMTP-AUTH system set on the machine.</p> <p>[Remedy] Confirm the authentication type supported by the SMTP server with your network administrator. The machine supports the following authentication types: AUTH GSSAPI (only for Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH LOGIN, AUTH CRAM-MD5.</p>
027-779	<p>[Cause] Failed to authenticate the SMTP server.</p> <p>[Remedy] Confirm the login name and password set to SMTP-AUTH.</p>
027-796	<p>[Cause] The received e-mail was discarded because no documents were attached to it. (The machine is set to print attached documents only.)</p> <p>[Remedy] To print the mail body or header information also, change settings in the [Properties] screen of CentreWare Internet Services.</p> <p>Refer to "E-mail Printing" (P.389).</p>
027-797	<p>[Cause] The output destination of the received e-mail is invalid.</p> <p>[Remedy] Specify a correct output destination, and send the e-mail again.</p>
027-798	<p>[Cause] The specified document did not exist.</p> <p>[Remedy] Check the job flow setting.</p>
041-227 041-228	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, turn the power of both of the external controller and the machine off and on. If the same message is displayed again, contact our Customer Support Center.</p>
041-310 041-388	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
042-313	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
042-317	
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042-399	

Error Code	Cause and Remedy
043-310 043-311 043-312 043-313 043-314 043-317 043-324 043-325 043-332 043-333 043-334 043-335 043-336 043-337 043-339	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
044-310 044-311 044-312 044-313 044-314 044-315 044-316 044-317 044-318 044-319 044-320 044-321 044-322 044-323 044-324 044-325 044-326	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
044-327 044-328 044-329 044-330 044-370 044-371 044-373 044-374 044-375 044-379 044-380 044-381 044-382 044-383 044-384 044-385 044-386 044-387 044-390 044-391 044-392 044-393 044-394 044-395	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
044-396 044-397	<p>[Cause] A cable is not connected correctly.</p> <p>[Remedy] Switch off the machine power, make sure that the cable is connected correctly, and then switch on the machine power.</p>
044-398 044-399	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
045-310 045-311	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
045-390 045-391	<p>[Cause] An error occurred in the cooling fan.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
045-392 045-393 045-394 045-395 045-396	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
046-310	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
047-210	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
047-311	<p>[Cause] A communication error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
047-312 047-313	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
048-310 048-311 048-312 048-313 048-314 048-315 048-316 048-317 048-318 048-319 048-320 048-321 048-322 048-323 048-324	<p>[Cause] An error occurred in the interface module.</p> <p>[Remedy] Turn the machine off and then on, and execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
048-326	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
049-210	<p>[Cause] A hardware malfunction occurred in the High Capacity Stacker.</p> <p>[Remedy] Turn the machine off and then on, and execute the operation again. If the error still is not resolved, contact our Customer Support Center.</p>
049-211	
049-212	
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049-310	

Error Code	Cause and Remedy
049-700	<p>[Cause] Probable causes are as follows:</p> <p>1)The output destination was changed to the Stacker Output Tray although you selected the Stacker Tray, because the tab paper cannot be output to the stacker.</p> <p>2)The output destination was changed to the Stacker Output Tray although you selected the Stacker Tray, because the loaded paper is smaller than the supported paper size for outputting to the stacker.</p> <p>3)The stacker is not connected correctly or it is defective.</p> <p>[Remedy] For 1), use other paper than tab paper.</p> <p>For 2), use the paper whose size is supported by the stacker.</p> <p>For 3), confirm that the stacker is connected correctly. If the same message is displayed again, contact our Customer Support Center.</p>
059-335 059-399	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
060-325 060-326 060-328 060-330 060-331 060-332 060-333 060-334 060-339 060-340	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
061-310 061-311 061-313 061-315 061-317 061-319 061-321 061-323 061-325 061-326 061-327 061-328 061-329 061-338 061-339 061-340 061-341 061-342 061-343 061-349 061-380 061-381 061-382 061-383	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
062-277	<p>[Cause] A communication error occurred between the document scanning unit and the document feeder.</p> <p>[Remedy] Contact our Customer Support Center.</p>
062-311 062-328 062-329 062-330 062-345 062-357 062-360 062-362 062-371 062-380 062-386 062-389 062-393 062-395 062-396 062-397 062-398	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
062-399	<p>[Cause] An error occurred in the document feeder.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
062-500	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
062-790	<p>[Cause] Copying of the scanned document is prohibited.</p> <p>[Remedy] Refer to Legal Notice in the Safety Notes .</p>
063-210	<p>[Cause] An error occurred in the document feeder.</p> <p>[Remedy] Contact our Customer Support Center.</p>
065-210	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Contact our Customer Support Center.</p>
065-221 065-222 065-223 065-224 065-225	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
071-210	<p>[Cause] Tray 1 malfunction</p> <p>[Remedy] Confirm the paper loading condition for the tray, and then switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center. You can use a tray other than Tray 1.</p>
071-212	<p>[Cause] Tray 1 malfunction</p> <p>[Remedy] Contact our Customer Support Center. You can use a tray other than Tray 1.</p>

Error Code	Cause and Remedy
072-210	<p>[Cause] Tray 2 malfunction</p> <p>[Remedy] Confirm the paper loading condition for Tray 2, and then switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center. You can use a tray other than Tray 2.</p>
072-212	<p>[Cause] Tray 2 malfunctioned</p> <p>[Remedy] Contact our Customer Support Center. You can use a tray other than Tray 2.</p>
073-210	<p>[Cause] Tray 3 malfunction</p> <p>[Remedy] Confirm the paper loading condition for the tray, and then switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center. You can use a tray other than Tray 3.</p>
073-212	<p>[Cause] Tray 3 malfunction</p> <p>[Remedy] Contact our Customer Support Center. You can use a tray other than Tray 3.</p>
075-210 075-211	<p>[Cause] Tray 5 malfunction</p> <p>[Remedy] Confirm the paper loading condition for the tray, and then switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
077-311 077-312 077-320	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
077-325 077-326 077-332 077-333	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
077-344 077-345 077-348 077-349 077-350 077-351	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
078-215	<p>[Cause] An error occurred in Tray 6.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
078-219	<p>[Cause] An error occurred in Tray 6.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
078-222 078-223	<p>[Cause] An error occurred in HCF.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
078-224 078-225 078-226 078-227 078-228 078-229 078-230 078-232	[Cause] An error occurred in Tray 7 (HCF). [Remedy] Confirm the paper loading condition for Tray 7 (HCF), and switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
078-233 078-234 078-235	[Cause] An error occurred in HCF. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
078-245 078-246 078-247	[Cause] An error occurred in HCF. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
078-250	[Cause] An error occurred in Tray 6 (HCF). [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
078-251	[Cause] An error occurred in Tray 6 (HCF). [Remedy] Confirm the paper loading condition for Tray 6 (HCF), and then turn the machine off and then on.
078-260 078-261 078-262 078-263 078-264 078-265 078-266 078-267 078-268 078-269 078-270 078-271	[Cause] Tray 6 (HCF) malfunction [Remedy] Confirm the paper loading condition for Tray 6 (HCF), and then turn the machine off and then on. If the error still is not resolved, contact our Customer Support Center.
078-272 078-273 078-274 078-275 078-276 078-277 078-278 078-279 078-280 078-281	[Cause] HCF malfunction [Remedy] Contact our Customer Support Center.

Error Code	Cause and Remedy
078-282 078-283	[Cause] Tray 5 malfunction [Remedy] Confirm the paper loading condition for Tray 5, and then turn the machine off and then on. If the error still is not resolved, contact our Customer Support Center.
078-285 078-286 078-287 078-288 078-289 078-290 078-291	[Cause] HCF malfunction [Remedy] Contact our Customer Support Center.
078-293 078-294	[Cause] An error occurred in HCF. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
078-298	[Cause] HCF malfunction [Remedy] Contact our Customer Support Center.
089-313 089-314 089-316 089-317	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
091-313	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
091-318 091-319 091-321 091-322 091-323	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
091-324 091-325 091-326 091-327	[Cause] An error occurred in the drum cartridge. [Remedy] Contact our Customer Support Center.
091-407	[Cause] An error occurred in the drum cartridge [R1]. [Remedy] Contact our Customer Support Center.
091-417	[Cause] An error occurred in the drum cartridge [R4]. [Remedy] Contact our Customer Support Center.
091-427	[Cause] An error occurred in the drum cartridge [R3]. [Remedy] Contact our Customer Support Center.
091-437	[Cause] An error occurred in the drum cartridge [R2]. [Remedy] Contact our Customer Support Center.

Error Code	Cause and Remedy
092-324 092-325 092-326 092-327	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
092-329 092-330 092-331 092-332 092-333	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
093-314 093-315 093-316 093-317	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
093-331	[Cause] The toner cartridge [Y] (yellow) is not finished with replacement. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
093-332	[Cause] The toner cartridge [M] (magenta) is not finished with replacement. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
093-333	[Cause] The toner cartridge [C] (cyan) is not finished with replacement. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
093-334	[Cause] The toner cartridge [K] (black) is not finished with replacement. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
094-312 094-318	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.

Error Code	Cause and Remedy
099-335	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
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Error Code	Cause and Remedy
099-374 099-375 099-376 099-377 099-378 099-379 099-380 099-381 099-382 099-383 099-384 099-385 099-386 099-387 099-388 099-389 099-390 099-391 099-392 099-393 099-394	<p>[Cause] An error occurred in the fusing unit during warm-up.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
099-395	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
102-356	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
103-310 103-311 103-312 103-313	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
103-314	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
112-700	<p>[Cause] The finisher's punch waste container is full.</p> <p>[Remedy] Empty the punch waste container.</p> <p>For more information on how to empty the punch waste container, refer to "Emptying the Hole Punch Waste Container" (P.675) or "Emptying the Trimmer Waste Container" (P.676).</p>
116-210	<p>[Cause] An error occurred in the USB memory device or media reader.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
116-211 116-212	[Cause] An error occurred in the USB memory device. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and that the USB cable is connected correctly, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
116-220	[Cause] Failed to enter the Download mode. [Remedy] Contact our Customer Support Center.
116-310 116-311 116-312 116-313 116-314 116-315 116-316 116-317 116-318 116-319 116-321 116-322 116-323	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
116-324	[Cause] An error occurred. [Remedy] If an error occurred while printing, turn off the machine once, then turn the machine on holding down both the <Start> and <Stop> buttons simultaneously for six seconds. This deletes the print data that caused the error. If the error was caused by another reason, switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
116-325 116-328 116-329 116-330 116-331 116-332 116-333 116-334 116-336 116-337 116-338	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
116-339	[Cause] Job Based Accounting system started with no hard disk installed. [Remedy] To use the Job Based Accounting system, the hard disk is required. Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power to reset the operation.
116-340 116-341	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
116-342	[Cause] An error occurred. [Remedy] Contact our Customer Support Center.

Error Code	Cause and Remedy
116-343 116-345 116-346 116-347 116-348 116-349 116-350 116-351 116-352 116-353 116-354 116-355 116-356 116-357 116-358 116-359 116-360 116-361 116-362 116-363 116-364 116-365 116-366 116-367 116-368 116-370 116-371 116-372 116-373 116-374 116-375 116-376 116-377 116-378 116-379 116-380 116-381 116-382 116-383 116-384 116-385	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
116-387	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
116-388	<p>[Cause] The hard disk is not installed.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
116-389	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
116-390	[Cause] An error occurred in the machine. [Remedy] Follow the message displayed on the touch screen and initialize the memory of the machine.
116-391 116-392 116-393 116-394 116-395 116-396 116-397 116-399	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
116-700	[Cause] Memory is insufficient for Image Extension Kit. [Remedy] Select Standard for the image quality.
116-701	[Cause] Unable to use the 2 Sided Printing feature because of insufficient memory. [Remedy] Set [Image Quality] to [Standard] using the print driver.
116-702	[Cause] A print job was processed using a substitute font. [Remedy] Check the print data.
116-704 116-705 116-706 116-707 116-708 116-709	[Cause] An error occurred when reading data on the media. [Remedy] Use a computer to confirm the content recorded on the media.
116-710	[Cause] The correct document size could not be judged because the receive data exceeded the HP-GL/2 spool size. [Remedy] Increase the size assigned to HP-GL/2 auto layout memory.
116-711	[Cause] The size and orientation of the form specified are not matched with the paper to be printed. [Remedy] Match the size and orientation of the paper with the form specified, and print again.
116-713	[Cause] The job was divided to be printed because of insufficient disk space. [Remedy] Delete unnecessary data from the hard disk to free up disk space.
116-714	[Cause] An HP-GL/2 command error occurred. [Remedy] Check the print data.
116-716 116-717	[Cause] An error occurred when reading the data on the media. [Remedy] On a computer, confirm the content recorded on the media.
116-720	[Cause] An error occurred during print processing because of insufficient memory. [Remedy] Stop unnecessary ports or delete unnecessary data to free up disk space.

Error Code	Cause and Remedy
116-738	[Cause] The size and orientation of the form specified are not matched with the paper to be printed. [Remedy] Match the size and orientation of the paper with the form specified, and print again.
116-739	[Cause] The form or logo data cannot be registered because memory for the form and logo data or memory capacity for the hard disk are insufficient. [Remedy] Delete unnecessary data, or free up the space for the form memory.
116-740	[Cause] A numerical value operation error occurred because a value exceeding the value limit of the machine was used in the print data. [Remedy] Check the print data.
116-741	[Cause] The form cannot be registered because the number of the form registration exceeds the maximum number allowed. [Remedy] Delete unnecessary form. The maximum number allowed is 2048.
116-742	[Cause] The logo data cannot be registered because the number of the logo data registration exceeds the maximum number allowed. [Remedy] Delete unnecessary logo data.
116-743	[Cause] The logo data or form cannot be registered because the memory for the form and logo data are insufficient. [Remedy] Increase memory.
116-746	[Cause] The form specified is not registered. [Remedy] Use the form registered, or register the form.
116-747	[Cause] The paper margin value is too large for the HP-GL/2 active coordinates area. [Remedy] Decrease the paper margin value, and then execute the operation again.
116-748	[Cause] There is no plot data in the HP-GL/2 print data. [Remedy] Check the print data.
116-749	[Cause] The job was cancelled because the specified font does not exist. [Remedy] Install the font, or set the print driver to replace the font.
116-750	[Cause] Banner sheet tray malfunction [Remedy] Restore the tray to normal condition or change the Banner sheet tray.
116-751	[Cause] The process has been canceled because the hard disk is full. [Remedy] Delete stored data in the hard disk. If the error still is not resolved, split the file and send the job again.
116-752	[Cause] The descriptions of the PDF or XPS printing job ticket have a problem. [Remedy] Execute the operation again. If the error still is not resolved, contact our Customer Support Center. Note • XPS stands for XML Paper Specification.
116-771 116-772 116-773 116-774 116-775 116-776 116-777 116-778	[Cause] The data was automatically modified because it included an invalid parameter. [Remedy] The printed image may be incomplete. Confirm with the sender whether the image has a problem, or ask the sender to send the data again.

Error Code	Cause and Remedy
116-780	[Cause] There is a problem with the document attached to the received e-mail. [Remedy] Check the attached document.
116-790	[Cause] No set of the document is stapled. [Remedy] Check whether the staple position has been correctly specified, and try printing again.
117-310	[Cause] An error occurred while scanning a document via WSD. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. Execute the same operation again. Note • WSD stands for Web Services on Devices.
117-311	[Cause] The data security feature has a problem. [Remedy] Contact our Customer Support Center.
117-312 117-319 117-320 117-321 117-322 117-323 117-324 117-326 117-327 117-329 117-330 117-331 117-332 117-333	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
117-345	[Cause] An error occurred between the machine and the related device. [Remedy] Disconnect the related device from the machine, and then restart the machine. Select an option other than [Login to Remote Accounts] under [Tools] > [Authentication/Security Settings] > [Authentication] > [Login Type].
117-347	[Cause] The life of the component which cannot be replaced is expired. The machine itself needs to be replaced. [Remedy] Contact our Customer Support Center.
117-348	[Cause] The unformatted SD card used in the other machine is installed. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the error still is not resolved, contact our Customer Support Center.
118-310	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
118-311	[Cause] An error occurred during software processing. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.

Error Code	Cause and Remedy
121-310	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
121-311	<p>[Cause] An error occurred between the machine and the device connected.</p> <p>[Remedy] Once IC Card Reader is connected to the machine, the machine automatically changes the [Smart Card Link Mode] setting to [Type Password] under [Tools] > [Authentication/Security Settings] > [Authentication] > [User Details Setup]. Change the setting as required.</p>
121-312 121-313	<p>[Cause] An error occurred between the machine and the device connected.</p> <p>[Remedy] Switch on the machine power without connecting the device for EP system, and then set [Login Type] to any option other than [Login to Remote Accounts] under [Tools] > [Authentication/Security Settings] > [Authentication].</p>
121-314 121-316 121-318 121-319 121-320 121-321 121-322 121-323	<p>[Cause] An error occurred between the machine and the device connected.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
121-325	<p>[Cause] The machine detects unacceptable combination.</p> <p>The unacceptable combination are as follows:</p> <ul style="list-style-type: none"> • Both the USB IC card reader and the EP related equipment are used • [Login to Local Accounts] is set to [Login Type] • [Smart Card or Control Panel Login] is set to [When Smart Card Reader is Connected] <p>[Remedy] Take one of the following measures:</p> <ul style="list-style-type: none"> • When both Smart Card and Control Panel Login are not used, the setting of [When Smart Card Reader is Connected] will be automatically changed to [Smart Card Login]. No measure is required. • When only the USB IC card reader is connected to the machine and both Smart Card and Control Panel Login are used, contact our Customer Support Center.
121-333	<p>[Cause] An error occurred between the machine and the device connected.</p> <p>[Remedy] Confirm that the device is switched on, and then switch off the machine power, make sure that the touch screen is blank, and switch on the machine power. If the error still is not resolved, contact our Customer Support Center.</p>
121-334 121-335 121-336 121-337 121-338	<p>[Cause] An error occurred between the machine and the device connected.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
121-340 121-350 121-370	<p>[Cause] An error occurred between the machine and the device connected.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>

Error Code	Cause and Remedy
123-310	[Cause] An error occurred in the machine.
123-311	[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
123-312	
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Error Code	Cause and Remedy
124-310	[Cause] An error occurred in the machine. [Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
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Error Code	Cause and Remedy
124-383 124-390 124-391 124-392 124-393	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
124-700	<p>[Cause] Printed without trimming because the finishing size after specified trimming exceeded the range allowed for trimming.</p> <p>[Remedy] Specify a finishing size allowable for trimming, and then try printing again.</p>
124-701	<p>[Cause] The output destination was changed because of the malfunction of the specified output tray (Side Tray).</p> <p>[Remedy] Contact our Customer Support Center. You can use any output trays other than the defective output tray.</p>
124-705	<p>[Cause] The punch setting was cancelled.</p> <p>[Remedy] Confirm the punch position, and then execute the operation again.</p>
124-706	<p>[Cause] The folding setting was cancelled.</p> <p>[Remedy] Confirm the folding setting, and then execute the operation again.</p>
124-708	<p>[Cause] The output destination has been changed to the Center Tray or the Finisher Tray.</p> <p>The probable causes are as follows:</p> <ol style="list-style-type: none"> 1) Paper of a different size from the specified is loaded for 2 sided copying. 2) The Punching feature of the Finisher has malfunctioned. <p>[Remedy] For 1), check whether the specified size paper is loaded in the tray.</p> <p>For 2), confirm whether the error code 012-231, 012-232, 012-233, or 012-234 is displayed on the touch screen, and contact our Customer Support Center.</p>
124-709	<p>[Cause] The document exceeded the maximum number of pages that can be stapled.</p> <p>[Remedy] Reduce the number of pages, or cancel the stapling setting, then try printing again.</p>
124-710	<p>[Cause] The machine cannot output to the output destination specified. A paper size or a paper type that cannot be output is specified or the output destination fails.</p> <p>[Remedy] No measure is required. The machine automatically selects the available output destination. If the paper is not still output from the specified output destination even after the correct paper size and type is selected, contact our Customer Support Center.</p>
125-311	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
127-210 127-211 127-212	<p>[Cause] A communication error occurred between the machine and the Print Server.</p> <p>[Remedy] Disconnect the print server cable, and then securely insert the cable into the connector. Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power.</p>
127-213	<p>[Cause] A communication error occurred between the machine and the Print Server.</p> <p>[Remedy] Update the machine and the Print Server software to the latest versions.</p>
127-220 127-221	<p>[Cause] A communication error occurred between the machine and the Print Server.</p> <p>[Remedy] Disconnect the print server cable, and then securely insert the cable into the connector. Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power.</p>

Error Code	Cause and Remedy
127-310 127-311 127-312 127-313 127-314 127-315 127-320 127-353 127-354 127-396 127-398	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
127-399	<p>[Cause] An error occurred in the machine.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch on the machine power. If the same message is displayed again, turn off the machine once, then turn the machine on holding down both the <Start> and <Stop> buttons simultaneously for six seconds. This deletes the print data that caused the error. If the error still is not resolved, contact our Customer Support Center.</p>

- Note**
- If you cannot resolve an error despite following the instructions described in the table, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Other Errors

This section describes the remedies when the following messages are displayed.

Error Message	Cause and Remedy
A fault has occurred. Switch off the machine. (xxx-yyy)	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the touch screen is blank, and then switch the machine power on again.</p> <p>If the message persists, record the content displayed for [(xxx-yyy)]. Then immediately switch the main power and power off, make sure that the touch screen is blank, and then contact our Customer Support Center.</p>
Completed with an error. (xxx-yyy)	<p>[Cause] An error occurred, and the operation terminated abnormally.</p> <p>[Remedy] Execute the operation again.</p>
A fault has occurred. The machine has rebooted. Select [Close]. If the problem persists, call for service. (xxx-yyy)	<p>[Cause] An auto-recoverable internal error occurred, and the machine restarted automatically.</p> <p>[Remedy] Select [Close] to use the machine normally. If the error still is not resolved, contact our Customer Support Center.</p>

Paper Jams

If paper jams inside the machine, the machine stops and an alarm sounds. A message is also displayed on the touch screen. Follow the instructions displayed to remove the jammed paper.

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces and make sure that none remain inside the machine.

If a paper jam message displays again after you have cleared the paper jam, paper is probably jammed at another location. Clear this by following the message.

When you have finished clearing the paper jam, printing automatically resumes from the state before the paper jam occurred.

If a paper jam occurs during copying, press the <Start> button. Copying resumes from the state before the paper jam occurred.

WARNING

If you need to pull out a tray to remove paper jam, contact your local Fuji Xerox representative. Do not pull out a tray, otherwise it may cause injuries.

CAUTION

Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.

This section describes how to clear paper jams in the following locations. The following shows the reference section for the procedures.

Paper Jams in the Main Unit.....	853
Paper Jams in the HCF B1.....	859
Paper Jams in the HCF B1-S/High Capacity Feeder C3-DS.....	861
Paper Jams in the Inserter.....	865
Paper Jams in the Offset Catch Tray.....	866
Paper Jams in the Transport Unit V1.....	866
Paper Jams in C3 Finisher or C3 Finisher with Booklet Maker.....	868
Paper Jams in the Finisher D4, the Finisher D4 with Booklet, or the Finisher D5.....	873
Paper Jams in the Interface Module.....	885
Paper Jams in the High Capacity Stacker.....	887
Paper Jams in the Squarefold Trimmer Module.....	894
Paper Jams in the Finishing Transport Module.....	896

- Important**
- When a paper jam occurs, paper is sometimes torn and remains inside the machine. Pulling out the paper tray without checking the location of the paper jam may cause the machine to malfunction. So always check where the paper jam occurred first.
 - If a piece of jammed paper remains inside the machine, the paper jam message will not disappear from the touch screen.
 - Clear the paper jams while the machine is on. When the power is turned off, all information stored in the machine's memory will be erased.
 - Do not touch the components inside the machine. It may cause print defects.

Paper Jams in the Main Unit

The following describes how to clear paper jams in the main unit of the machine.

The following shows the reference for the procedure.

Paper Jams in Trays 1 to 3	853
Paper Jams in Tray 5 (Bypass)	854
Paper Jams in the Transfer Module	854
Paper Jams in the Bottom Left Door	856
Paper Jams in the Bottom Right Door	858
Paper Jams in the Bottom Right Door	858
Paper Jams (long length paper)	859

Note • The procedure differs depending on where a paper jam occurs. Follow the message to remove the paper jam.

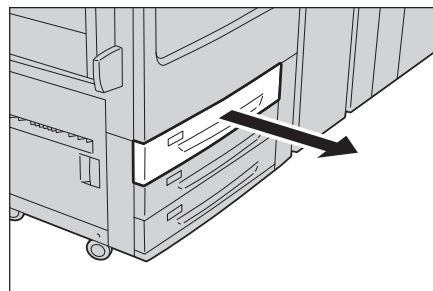
Paper Jams in Trays 1 to 3

The following describes how to clear paper jams in Tray 1 as an example.

- 1 Pull out the tray where the paper jam occurred.

⚠ CAUTION

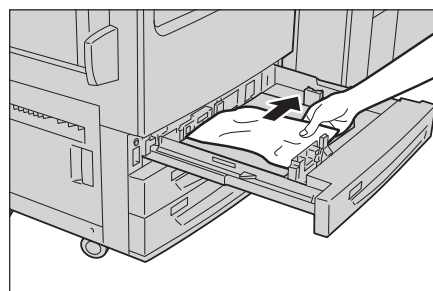
When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



Important • Paper is sometimes torn and remains inside the machine. Pulling out the paper tray without checking the location of the paper jam may cause the machine to malfunction. So always check where the paper jam occurred first.

- 2 Remove the jammed paper.

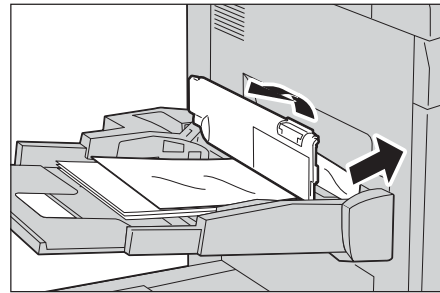
Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 3 Push the tray in until it stops.

Paper Jams in Tray 5 (Bypass)

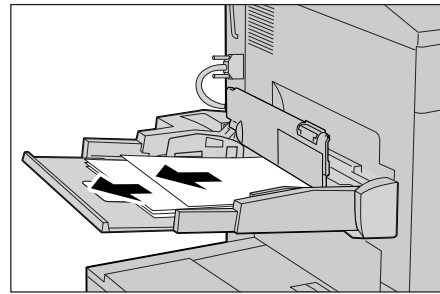
- 1 Open Tray 5 (Bypass) top cover to remove the jammed paper.



- 2 Remove all paper loaded in Tray 5 (Bypass).

Important • When two or more sheets of paper are loaded, remove all sheets from the tray.

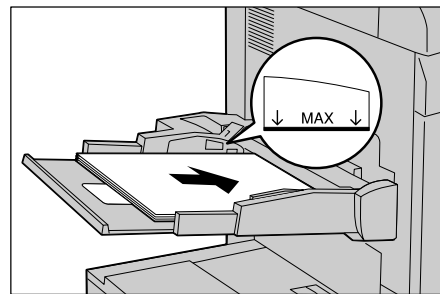
Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 3 Close the top cover.
- 4 Align all four corners of the removed paper neatly.

- 5 Insert the paper into the tray with the printing side facing up and place the leading edge of the paper against the paper feed entrance.

Note • Do not load paper exceeding the maximum fill line ("MAX" in the right figure). It may cause paper jams or machine malfunctions.



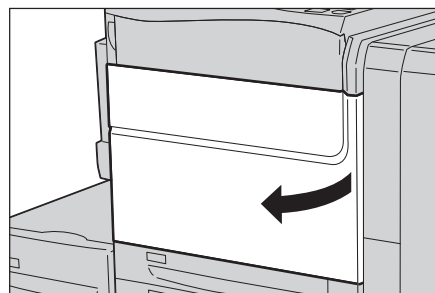
Paper Jams in the Transfer Module

- Important** • Before pulling out the transfer module, check the touch screen to make sure that no paper remains in the left/right cover of the machine, Tray 5 (Bypass), the output exit, the optional high capacity feeder or finisher. Paper may be torn if paper remains in these locations when the transfer module is pulled out.
- Be sure to remove the jammed paper in the areas [2a] and [2c] first, and then remove the paper at the handles [2b], [2d] and [2e].

⚠ CAUTION

Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.

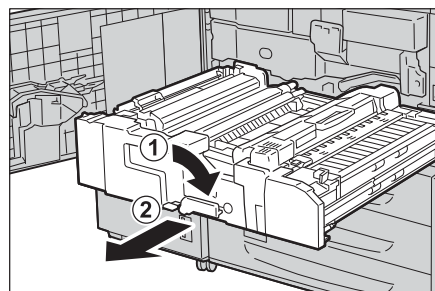
- 1 Make sure that the machine has stopped, and open the machine front door.



- 2 Turn the green handle [2] at the center of the transfer module to the right until it is in the horizontal position (1) and then pull the transfer module out until it stops (2).

Note

- When you see the paper jammed inside the transfer unit, stop pulling the unit, and then gently pull the unit while holding down the paper on the unit.



- 3 Remove the visible jammed paper.

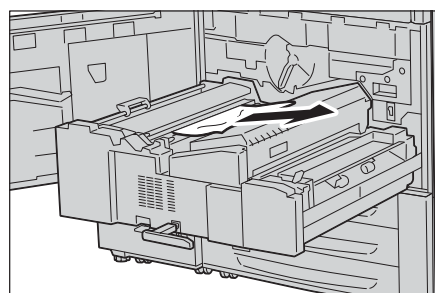
- 1) If the paper is jammed in the area [2a], remove it in the arrow direction.

Important

- If the paper is removed in the opposite direction, toner on the paper may be attached to the unit.

Note

- If paper is torn, check for any torn pieces of paper inside the machine.



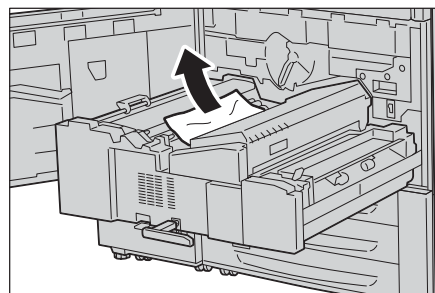
- 2) If the paper is jammed in the area [2c], remove it in the arrow direction.

Important

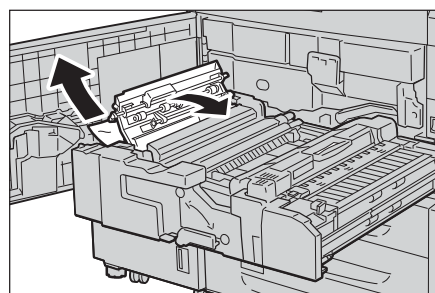
- If the paper is removed in the opposite direction, toner on the paper may be attached to the unit.

Note

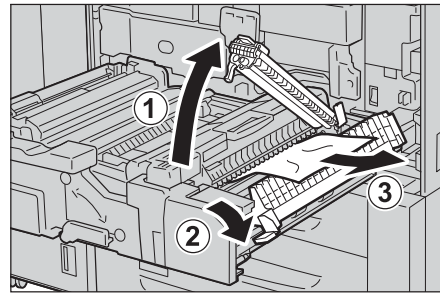
- If paper is torn, check for any torn pieces of paper inside the machine.



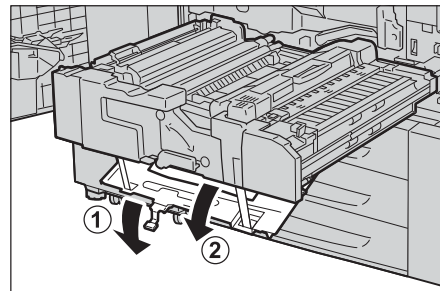
- 4 If the paper is jammed at the handle [2b], remove the jammed paper while opening the handle [2b] to the right.



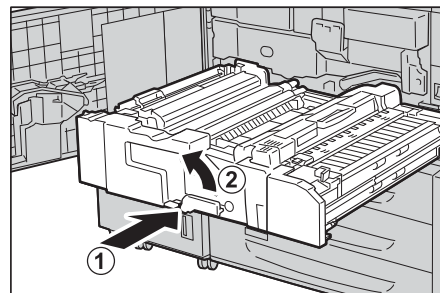
- 5** If the paper is jammed at the handle [2d] or [2e], lift up the handle [2d] (1), open the handle [2e] to the right (2), and remove the jammed paper (3).



- 6** If the paper is jammed at the handle [2f], pull down the handle [2f] (1), and remove the jammed paper (2).



- 7** Return the handles [2b], [2d], [2e] and [2f] to their original position.
- 8** Insert the transfer module completely (1) and turn the green handle [2] to the left (2).



- 9** Close the machine front door.

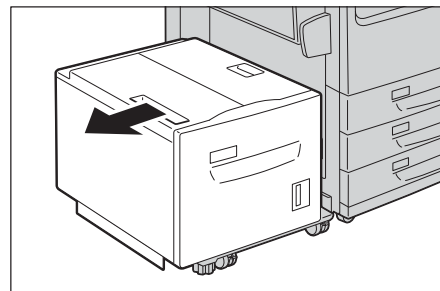
Note • A message will be displayed and the machine will not operate if the machine front door is even slightly open.

Paper Jams in the Bottom Left Door

- 1** When the following option is installed, perform the following procedure. If not, proceed to step 2.

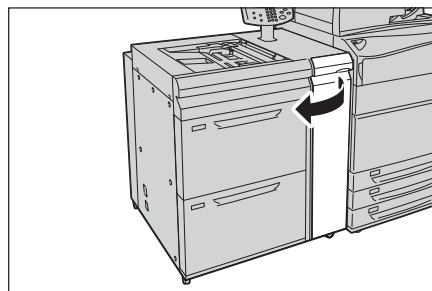
■ **When the HCF B1 is installed**

- 1) Grasp the handle on the top left side of Tray 6 (HCF B1) and pull the tray outwards until it stops.

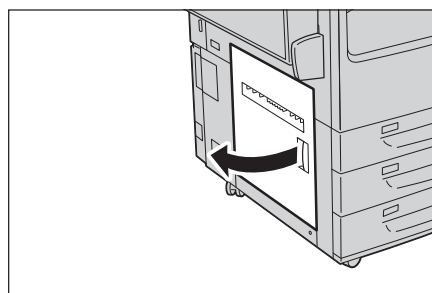


■ **When the HCF B1-S or the High Capacity Feeder C3-DS is installed**

- 1) Open the front door of the High Capacity Feeder.

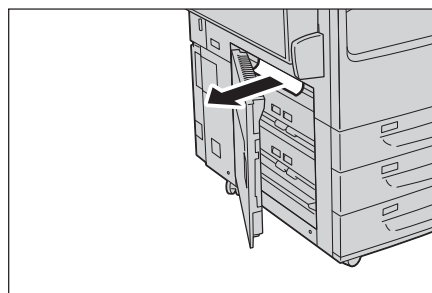


- 2 Open the bottom left door while gripping the release handle.



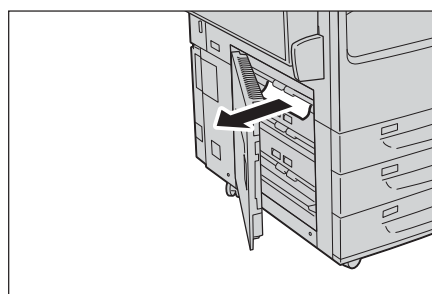
- 3 Remove the jammed paper at the top.

Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 4 Remove the lower jammed paper if there is.

Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 5 Close the bottom left door.

Note • A message will be displayed and the machine will not operate if the bottom left door is even slightly open.

- 6 When the following option is installed, perform the following.

■ **When the HCF B1 is installed**

- 1) Slowly return the HCF B1 to its original position.

■ **When the HCF B1-S or the High Capacity Feeder C3-DS is installed**

- 1) Close the front door of the High Capacity Feeder.

Note

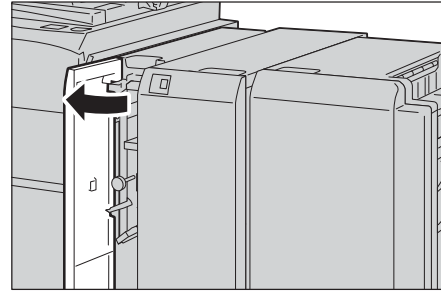
- A message will be displayed and the machine will not operate if the HCF B1 is not returned to its original position or the front door of the High Capacity Feeder is even slightly open.

Paper Jams in the Bottom Right Door

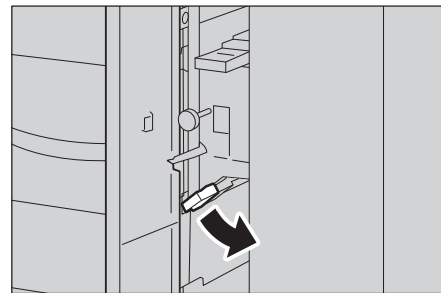
- 1 When the following option is installed, perform the following procedure before opening the bottom right door. If not, proceed to step 2.

■ **When the C3 Finisher or the C3 Finisher with Booklet Maker is installed**

- 1) Make sure that the machine has stopped, and open the front door of the Transport Unit V1.

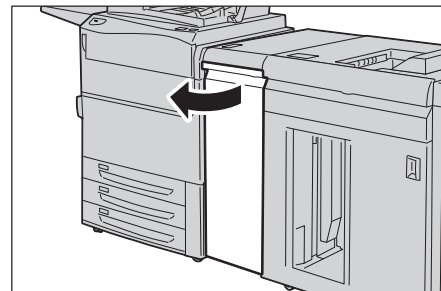


- 2) Pull the handle [1a] to the right.

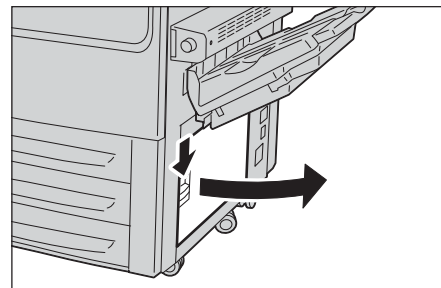


■ **When the Interface Module is installed**

- 1) Make sure that the machine has stopped, and open the front door of the Interface Module.

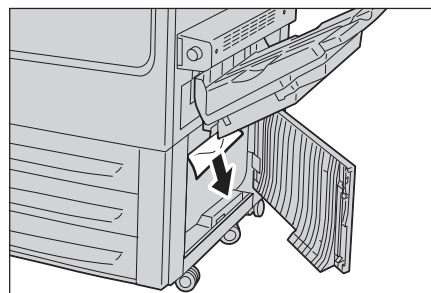


- 2 Open the bottom right door while sliding the door latch downwards.



3 Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.

**4** Close the bottom right door.

- Note**
- A message will be displayed and the machine will not operate if the bottom right cover is even slightly open.

5 When the following option is installed, perform the following procedure.

■ **When the C3 Finisher or the C3 Finisher with Booklet Maker is installed**

- 1) Return the handle [1a] to its original position, and close the front door of the Transport Unit V1.

■ **When the Interface Module is installed**

- 1) Close the front door of the Interface Module.

- Note**
- A message will be displayed and the machine will not operate if the door is even slightly open.

Paper Jams (long length paper)

If you open a cover of the machine while printing with a long length paper, the paper may be jammed inside the machine.

Remove the jammed paper with the following procedure.

1 Close the machine cover.**2** Wait until the paper is moved to the transfer unit automatically.

- Note**
- After the paper is moved to the transfer unit, a new message appears on the screen.

3 Pull the transfer unit, and remove the paper.

- Note**
- To prevent the paper from tearing, when you find the paper jammed inside the transfer unit, stop pulling the unit and then gently pull the unit while holding down the paper on the unit.

Refer to "Paper Jams in the Transfer Module" (P.854).

Paper Jams in the HCF B1

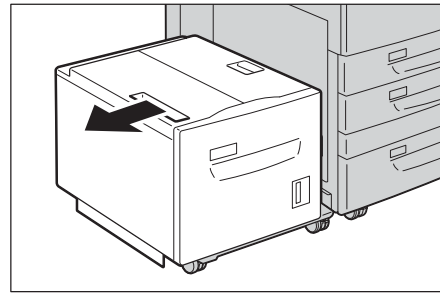
The following describes how to clear paper jams in the HCF B1 (optional). The following shows the reference section for the procedure.

Paper Jams in Tray 6 Exit	860
Paper Jams in Tray 6 Top Cover.....	860
Paper Jams in Tray 6	861

- Note**
- A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

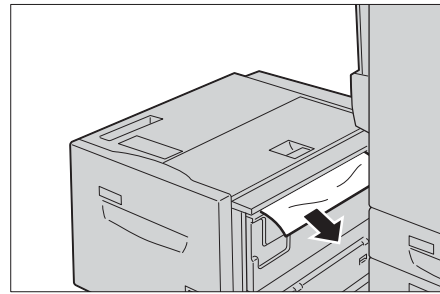
Paper Jams in Tray 6 Exit

- 1 Gently move Tray 6 to the left until it stops by gripping the handle on the top left side of Tray 6.



- 2 Remove the jammed paper.

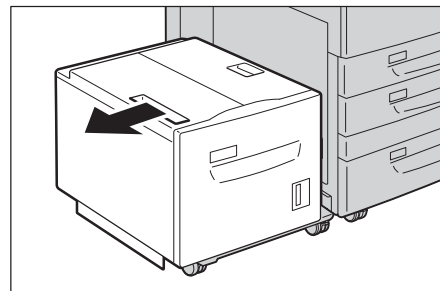
Note • If paper is torn, check for any torn pieces of paper inside the machine.



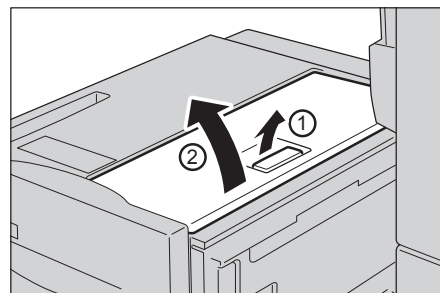
- 3 Gently put Tray 6 back into position.

Paper Jams in Tray 6 Top Cover

- 1 Gently move Tray 6 to the left until it stops by gripping the handle on the top left side of Tray 6.

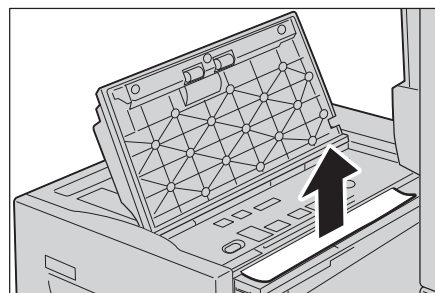


- 2 Pull up the handle (1), and open Tray 6 top cover (2).

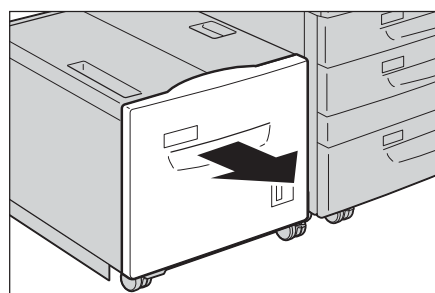


3 Remove the jammed paper.

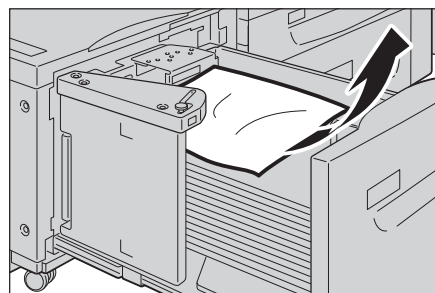
- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.

**4** Close the top cover.**5** Gently put Tray 6 back into position.**Paper Jams in Tray 6****1** Pull out Tray 6.**⚠ CAUTION**

When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray might hit and injure your knees.

**2** Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.

**3** Push the tray in gently until it stops.**Paper Jams in the HCF B1-S/High Capacity Feeder C3-DS**

The following describes how to clear paper jams in the optional HCF B1-S (Tray 6) or High Capacity Feeder C3-DS (Trays 6 and 7).

The following shows the reference for the procedure.

Paper Jams in Tray 5 (Bypass)	862
Paper Jams in Trays 6 and 7	862
Paper Jams at the Handle [1a] and the Knob [1c]	863
Paper Jams at the Handle [1b] and the Knob [1c]	864
Paper Jams at the Handle [1d] and the Knob [1c]	864

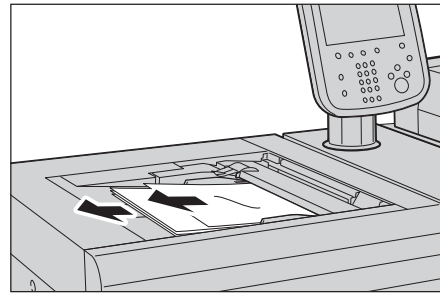
- Note**
- A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams in Tray 5 (Bypass)

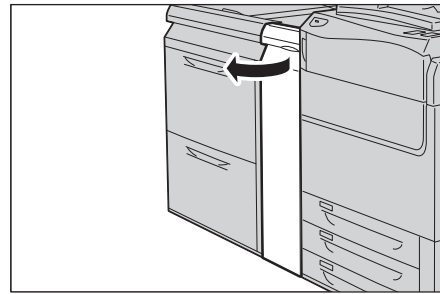
- 1 Remove the jammed paper and all paper loaded in Tray 5 (Bypass).

Important • When two or more sheets of paper are loaded, remove all the sheets from the tray.

Note • If paper is torn, check for any torn pieces of paper in the tray.

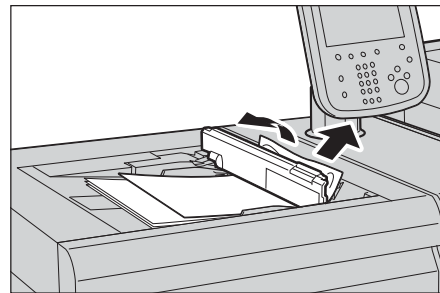


- 2 If the paper cannot be removed in step 1, clear the paper jam by opening the front door of the High Capacity Feeder.



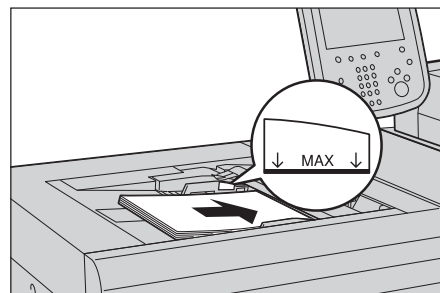
- 3 If the paper cannot be removed in steps 1 and 2, open the top cover of Tray 5 (Bypass) and remove the jammed paper and all paper loaded in the tray.

Note • If paper is torn, check for any torn pieces in the tray.



- 4 Close the top cover of Tray 5 (Bypass).
- 5 Align all four corners of the removed paper neatly.
- 6 Insert the paper into the tray with the printing side facing up and place the leading edge of the paper against the paper feed entrance.

Note • Do not load paper exceeding the maximum fill line ("MAX" in the right figure). It might cause paper jams or machine malfunctions.



Paper Jams in Trays 6 and 7

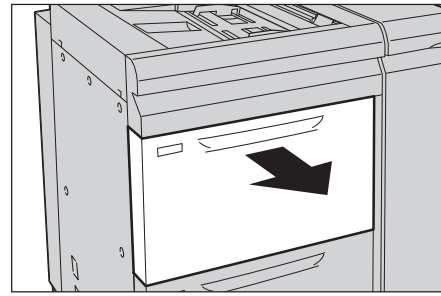
The following describes how to clear paper jams in the High Capacity Feeder C3-DS (Tray 6) as an example.

The procedure is the same as for the HCF B1-S (Tray 6) and the High Capacity Feeder C3-DS (Tray 7).

- 1 Pull out the tray until it stops.

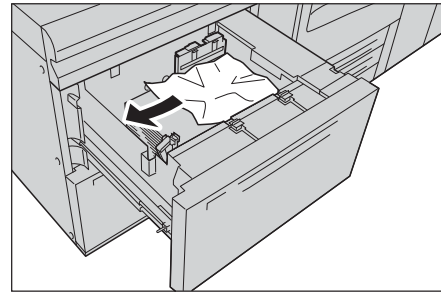
⚠ CAUTION

When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



- 2 Remove the jammed paper.

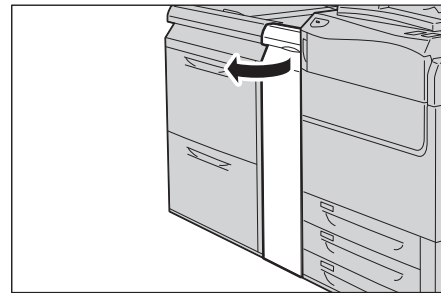
Note • If paper is torn, check for any torn pieces of paper in the tray.



- 3 Push the tray in until it stops.

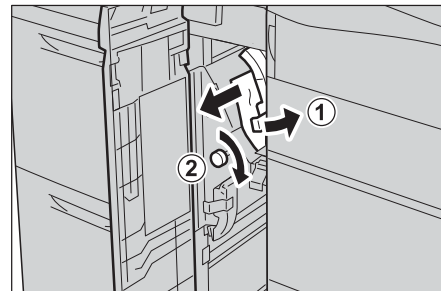
Paper Jams at the Handle [1a] and the Knob [1c]

- 1 Open the front door of the High Capacity Feeder.

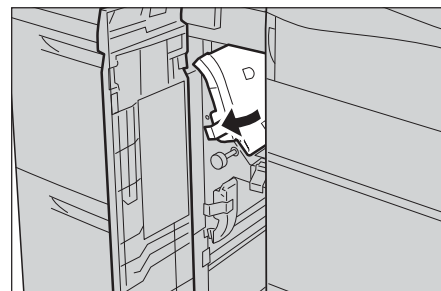


- 2 Move the handle [1a] to the right (1) and turn the knob [1c] to the right (2). Remove the jammed paper.

Note • If paper is torn, check for any torn pieces of paper in the tray.



- 3 Return the handle [1a] to its original position.

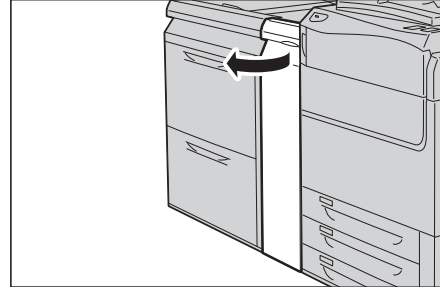


4 Close the front door of the High Capacity Feeder.

Note • If the front door of the High Capacity Feeder is not completely closed, a message will appear and the machine will not operate.

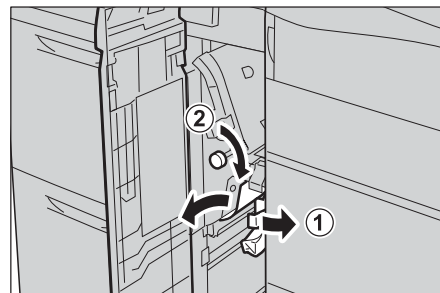
Paper Jams at the Handle [1b] and the Knob [1c]

1 Open the front door of the High Capacity Feeder.

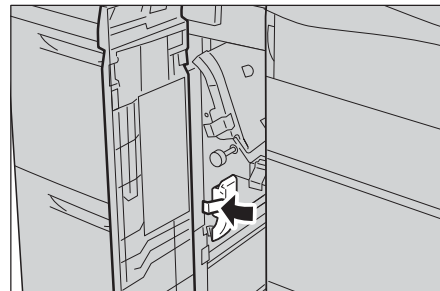


2 Move the handle [1b] to the right (1) and turn the knob [1c] to the right (2). Remove the jammed paper.

Note • If paper is torn, check for any torn pieces of paper in the tray.



3 Return the handle [1b] to its original position.

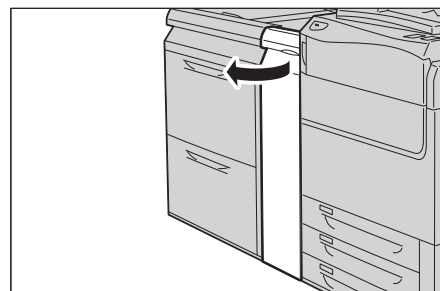


4 Close the front door of the High Capacity Feeder.

Note • If the front door of the High Capacity Feeder is not completely closed, a message will appear and the machine will not operate.

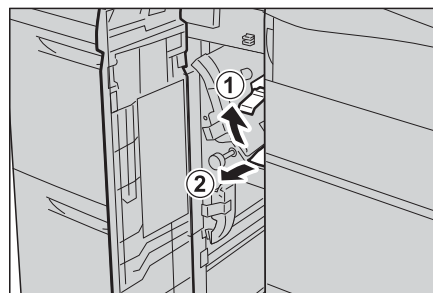
Paper Jams at the Handle [1d] and the Knob [1c]

1 Open the front door of the High Capacity Feeder.



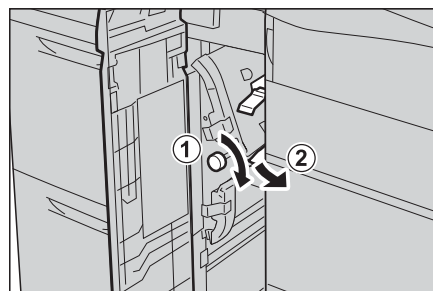
- 2** Open the handle [1b] to the right (1) and turn the knob [1c] counterclockwise (2). Remove jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper in the tray.
 - When the D4/D5 Folder Unit is installed, check the handle [2b] as well.

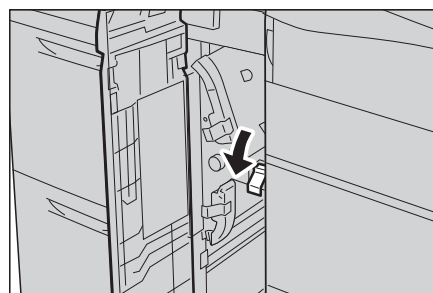


- 3** If the paper cannot be removed in step 2, turn the knob [1c] to the right (1) and remove the jammed paper (2).

- Note**
- If paper is torn, check for any torn pieces of paper in the tray.



- 4** Return the handle [1d] to its original position.



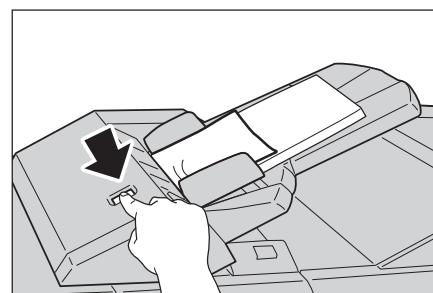
- 5** Close the front door of the High Capacity Feeder.

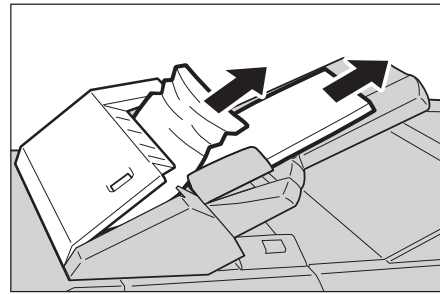
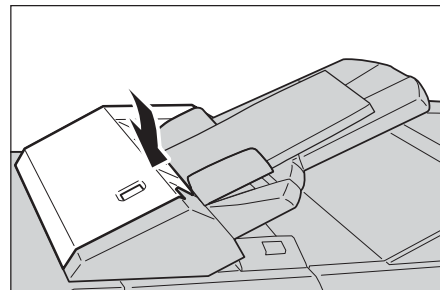
- Note**
- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the machine will not operate.

Paper Jams in the Inserter

The following describes how to clear paper jams in Tray T1 (Inserter).

- 1** Press the cover button [1e].

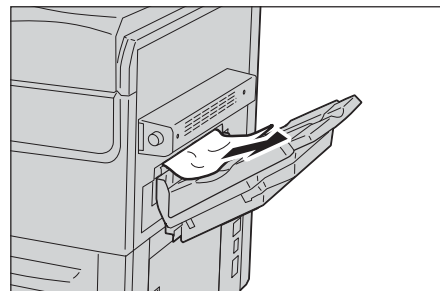


2 Open the cover [1e], and remove the jammed paper and all paper loaded in the Inserter.**Important** • When two or more sheets of paper are loaded, remove all of the sheets from the tray.**Note** • If paper is torn, check for any torn pieces of paper inside the machine.**3** Align all four corners of the removed paper neatly, and then reload the paper.**4** Push the cover [1e] until it clicks into place and close it.**Note** • A message will be displayed and the machine will not operate if the cover is even slightly open.**Paper Jams in the Offset Catch Tray**

The following describes how to clear paper jams in the exit of the Offset Catch Tray (optional).

1 Remove jammed paper from the exit of the Offset Catch Tray.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If a paper jam occurs frequently, reduce the air volume of the Catch Tray Fan (optional). When you use paper of 80 gsm or less, for example, set the volume at the “Zero” (turning fully the knob to the left) or at the “Low” (turning the knob from the “Zero” to the right by 90 degrees).
 - When you use coated or heavyweight paper, printed sheets output into the tray are more prone to stick together in environments with high temperatures or when a large number of sheets are output. Adjusting the air volume of the Catch Tray Fan (optional) prevents paper from sticking together. For information on how to adjust air volume, refer to the user documentation attached to the Catch Tray Fan.

**Paper Jams in the Transport Unit V1**

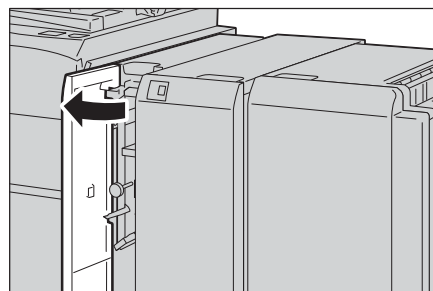
The following describes how to clear paper jams inside the Transport Unit V1 when the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed.

Paper Jams at the Handle [1c]	867
Paper Jams at the Handle [1a]	867

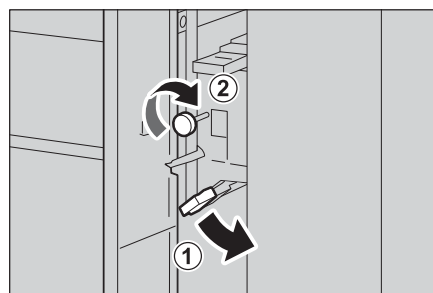
- Note** • A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams at the Handle [1c]

- 1 Make sure that the machine has stopped, and open the Transport Unit V1 front door.

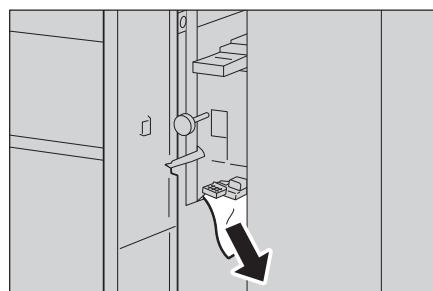


- 2 Move the handle [1c] to the right (1), and turn the knob [1b] to the right (2).



- 3 Remove the jammed paper.

- Note** • If paper is torn, check for any torn pieces of paper inside the machine.



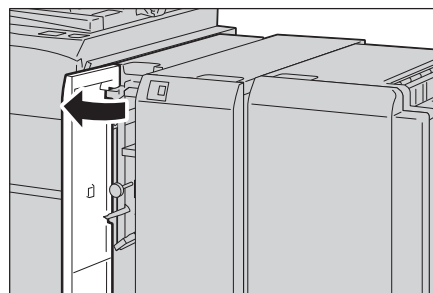
- 4 Return the handle [1c] to its original position.

- 5 Close the Transport Unit V1 front door.

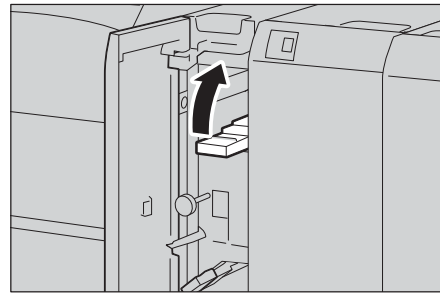
- Note** • A message will be displayed and the machine will not operate if the Transport Unit V1 front door is even slightly open.

Paper Jams at the Handle [1a]

- 1 Make sure that the machine has stopped, and open the Transport Unit V1 front door.

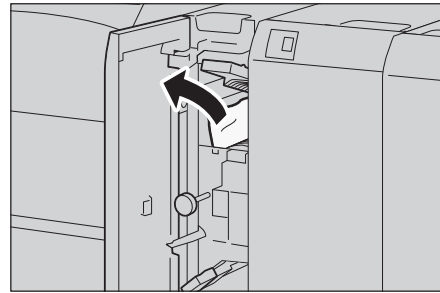


- 2** Move the handle [1a] to the upper direction.



- 3** Remove the jammed paper.

Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 4** Return the handle [1a] to its original position.

- 5** Close the Transport Unit V1 front door.

Note • A message will be displayed and the machine will not operate if the Transport Unit V1 front door is even slightly open.

Paper Jams in C3 Finisher or C3 Finisher with Booklet Maker

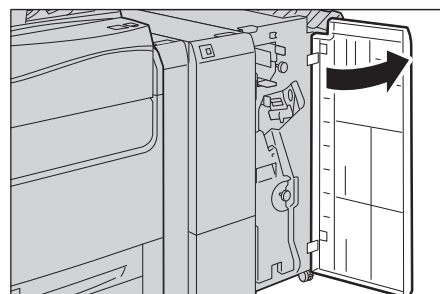
The following describes how to clear staple jams inside the finisher when the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed.

Paper Jams at the Handle [3a].....	868
Paper Jams at the Handle [3a] (Using the Knob [3b]).....	869
Paper Jams at the Handle [3c]	870
Paper Jams at the Handle [3d].....	871
Paper Jams at the Handle [3d] (when the paper is ejected at the output area)	872
Paper Jams at the Booklet Unit [4] (For C3 Finisher with Booklet Maker)	872
Paper Jams at the Booklet Tray [4a] (For C3 Finisher with Booklet Maker).....	873

Note • A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

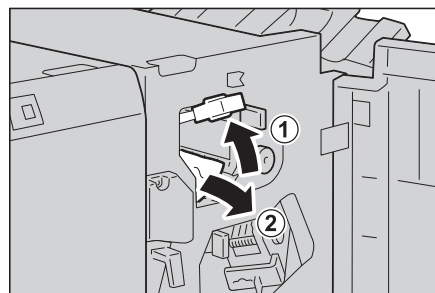
Paper Jams at the Handle [3a]

- 1** Open the finisher front door.



- 2 Move the handle [3a] upward (1), and remove the jammed paper (2).

Note • If paper is torn, check for any torn pieces of paper inside the machine.



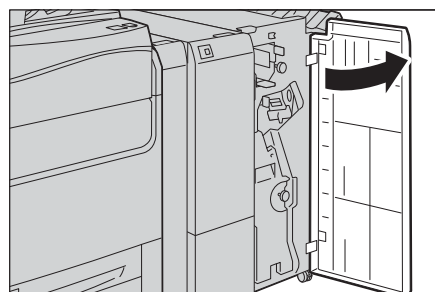
- 3 Return the handle [3a] to its original position.

- 4 Close the finisher front door.

Note • If the finisher front door is not completely closed, a message will appear and the machine remains paused.

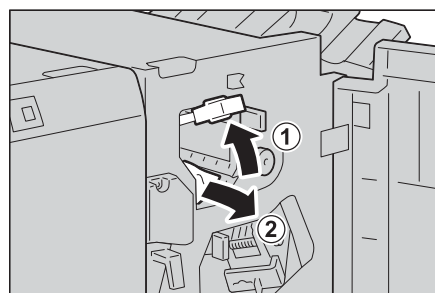
Paper Jams at the Handle [3a] (Using the Knob [3b])

- 1 Open the finisher front door.

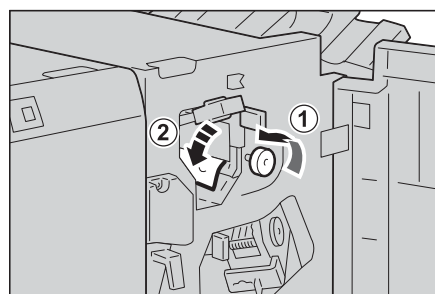


- 2 Move the handle [3a] upward (1), and remove the jammed paper.

Note • If paper is torn, check for any torn pieces of paper inside the machine.

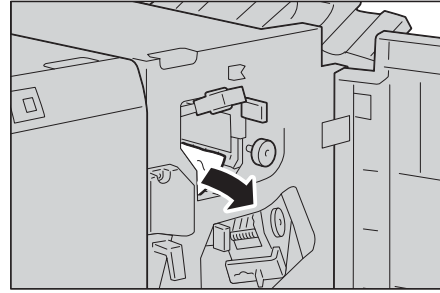


- 3 Turn the knob [3b] to the left (1), and eject the jammed paper (2).



4 Gently pull the paper to remove.**Note**

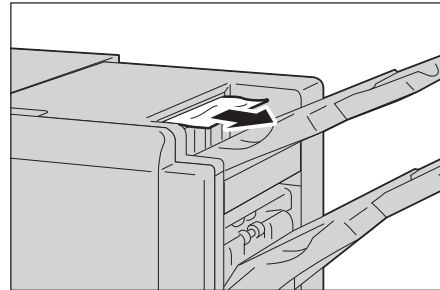
- If paper is torn, check for any torn pieces of paper inside the machine.

**5** Return the handle [3a] to its original position.**6** Close the finisher front door.**Note**

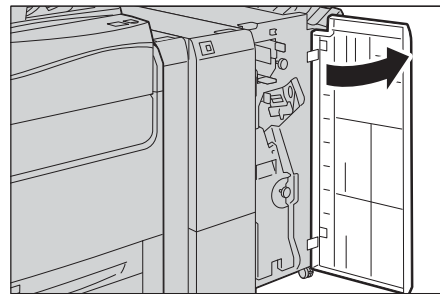
- If the finisher front door is not completely closed, a message will appear and the machine remains paused.

Paper Jams at the Handle [3c]

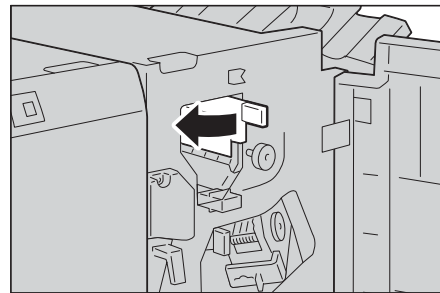
- 1** If you can see the edge of the jammed paper on the output tray, gently pull the paper straight from the exit area to remove. If the paper cannot be removed, or the paper is not ejected at the output area, proceed to step 2.



- 2** Open the finisher front door.

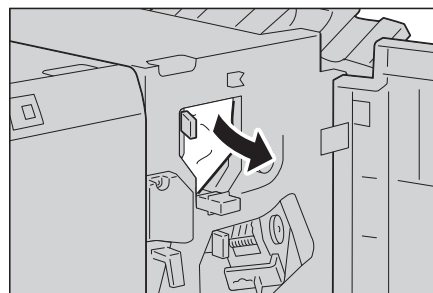


- 3** Move the handle [3c] to the left.

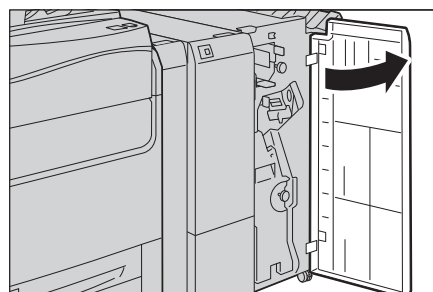
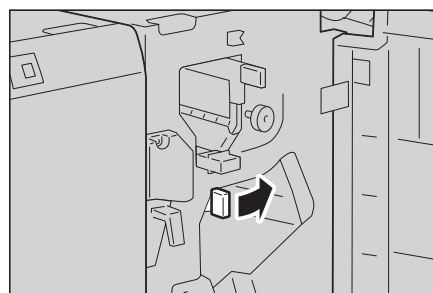


4 Remove the jammed paper.

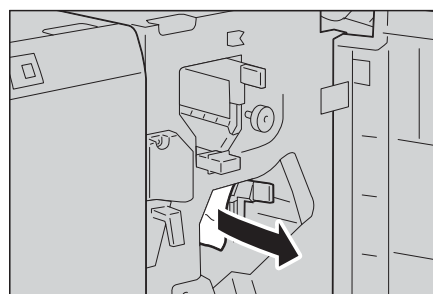
- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.

**5** Return the handle [3c] to its original position.**6** Close the finisher front door.

- Note**
- If the finisher front door is not completely closed, a message will appear and the machine remains paused.

Paper Jams at the Handle [3d]**1** Open the finisher front door.**2** Move the handle [3d] to the right.**3** Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.

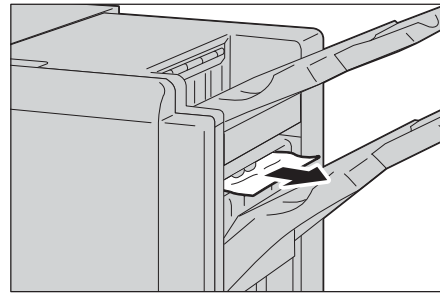
**4** Return the handle [3d] to its original position.**5** Close the finisher front door.

- Note**
- If the finisher front door is not completely closed, a message will appear and the machine remains paused.

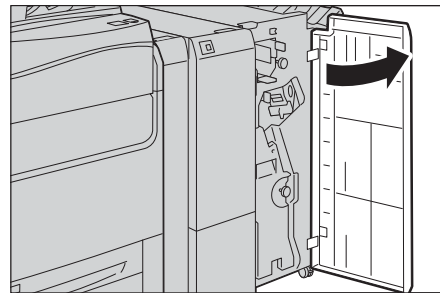
Paper Jams at the Handle [3d] (when the paper is ejected at the output area)

- 1** Gently pull the jammed paper to the right to remove.

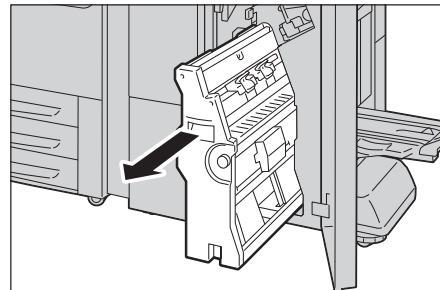
Note • If paper is torn, check for any torn pieces of paper inside the machine.

**Paper Jams at the Booklet Unit [4] (For C3 Finisher with Booklet Maker)**

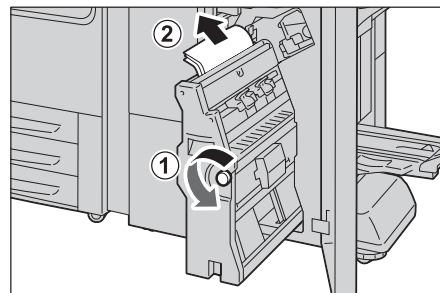
- 1** Open the finisher front door.



- 2** Pull out the booklet unit [4].



- 3** Turn the knob [4a] to the left (1), and remove all the jammed paper (2).



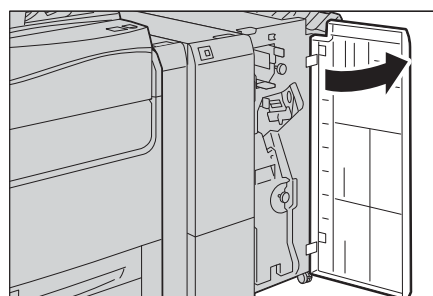
- 4** Return the booklet unit [4] to its original position.

- 5** Close the finisher front door.

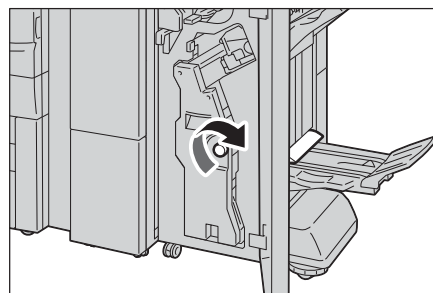
Note • If the finisher front door is not completely closed, a message will appear and the machine remains paused.

Paper Jams at the Booklet Tray [4a] (For C3 Finisher with Booklet Maker)

- 1 Open the finisher front door.

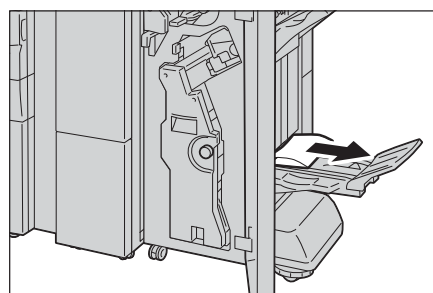


- 2 Turn the knob [4a] to the right to eject the paper onto the booklet tray.



- 3 Remove the jammed paper.

Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 4 Close the finisher front door.

Note • If the finisher front door is not completely closed, a message will appear and the machine remains paused.

Paper Jams in the Finisher D4, the Finisher D4 with Booklet, or the Finisher D5

The following describes how to clear paper jams at the following in the finisher when the Finisher D4 (optional), the Finisher D4 with Booklet (optional), or the Finisher D5 (optional) is installed. Furthermore, the following describes how to clear paper jams in the D4/D5 Folder Unit. The following describes how to clear paper jams in the Finisher D4 with Booklet as an example. The procedure is the same as for the Finisher D4 or the Finisher D5.

The following shows the reference for the procedure.

Paper Jams at the Handle [1a] and the Knob [1c]	874
Paper Jams at the Handle [1d], Knob [3a]	875
Paper Jams at the Handle [1b], knob [1c]	875
Paper Jams at the Handles [3b], [3d], and Knob [3a]	876
Paper Jams at the Handle [3e] and the Knob [3c]	877
Paper Jams at the Handle [3g] and the Knob [3f]	877
Paper Jams at the Unit [3g] and the Knob [3c]	878
Paper Jams at the Handle [4b] and the Knob [3a]	879

Paper Jams at the Output Tray	880
Paper Jams at the Finisher Tray	880
Paper Jams at the Booklet Output Tray	880

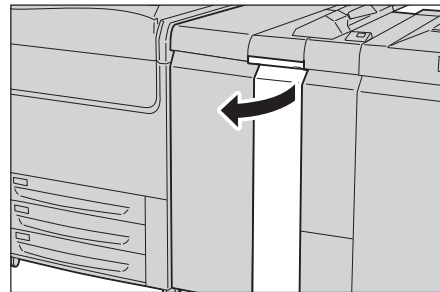
■ When the D4/D5 Folder Unit is installed

Paper Jams at the Handle [2a] and the Knob [3a]	881
Paper Jams at the Handle [2a] and the Knob [1c]	881
Paper Jams at the Handle [2b]	882
Paper Jams at the Knob [2c], the Handles [2e]/[2f], and the Tri-fold Output Tray [2d]	883
Paper Jams at the Tri-fold Output Tray [2d] and the Handle [2g]	884
Paper Jams at the Unit [4] and the Knob [4a]	884

Note • A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams at the Handle [1a] and the Knob [1c]

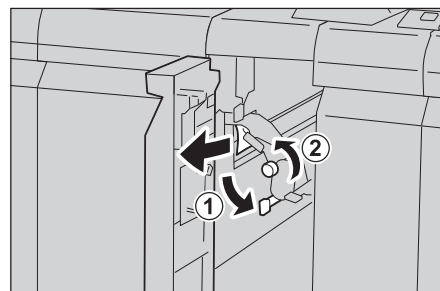
- 1 Make sure that the machine has stopped, and open the finisher left door.



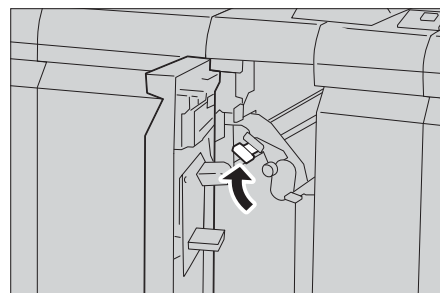
- 2 Move the handle [1a] downwards (1) and turn the knob [1c] to the left (2). Remove the jammed paper.

Note

- If paper is torn, check for any torn pieces inside the machine.
- If you cannot see jammed paper, check handle [1d] as well.



- 3 Return the handle [1a] to its original position.

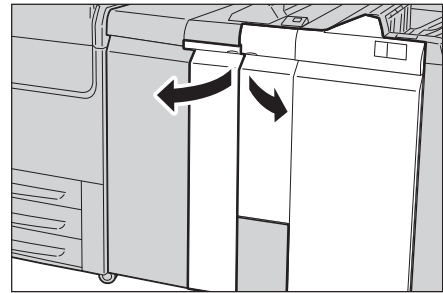


- 4 Close the finisher left door.

Note • A message will be displayed and the machine will not operate if the finisher left door is even slightly open.

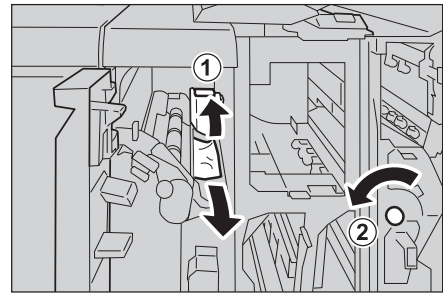
Paper Jams at the Handle [1d], Knob [3a]

- 1 Make sure that the machine has stopped, and open the finisher left door and right door.

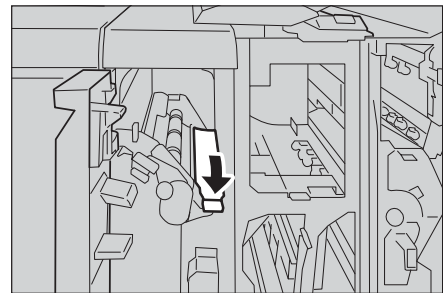


- 2 Move the handle [1d] upwards (1), turn the knob [3a] to the left (2), and remove the jammed paper.

Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 3 Return the handle [1d] to its original position.

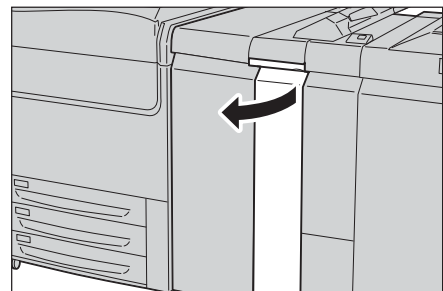


- 4 Close the finisher door.

Note • A message will be displayed and the machine will not operate if the finisher left door is even slightly open.

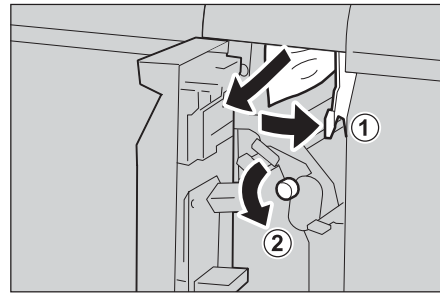
Paper Jams at the Handle [1b], knob [1c]

- 1 Make sure that the machine has stopped, and open the finisher left door.

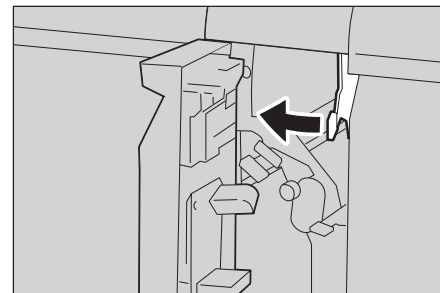


- 2 Move the handle [1b] to the right (1), turn the knob [1c] to the left (2), and remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If you cannot see jammed paper, check handle [1d] as well.
 - When the D4/D5 Folder Unit is installed, check the handle [2a] as well.



- 3 Return the handle [1b] to its original position.

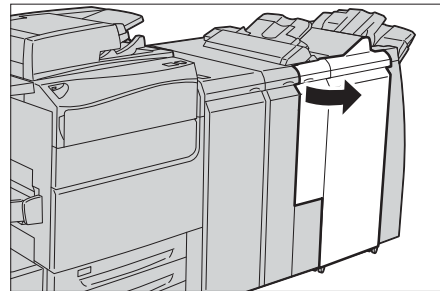


- 4 Close the finisher left door.

- Note**
- A message will be displayed and the machine will not operate if the finisher left door is even slightly open.

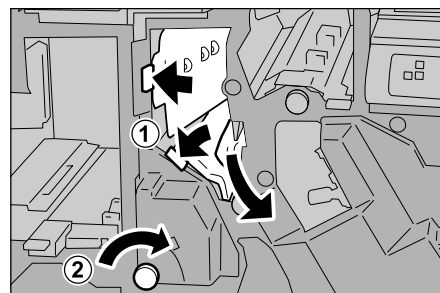
Paper Jams at the Handles [3b], [3d], and Knob [3a]

- 1 Make sure that the machine has stopped, and open the finisher right door.

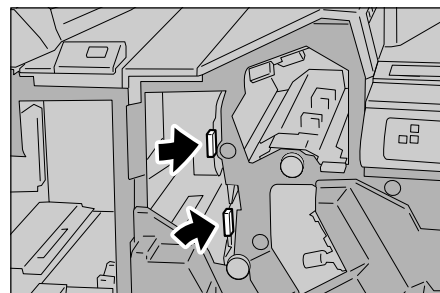


- 2 Move the handles [3b] and [3d] (1), turn the Knob [3a] to the right (2), and remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If you cannot see jammed paper, check handle [1d] as well.
 - When the D4/D5 Folder Unit is installed, check the handle [2a] as well.



- 3 Return the handles [3b] and [3d] to their original position.

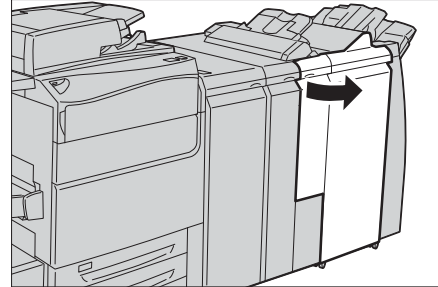


4 Close the finisher right door.

- Note**
- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

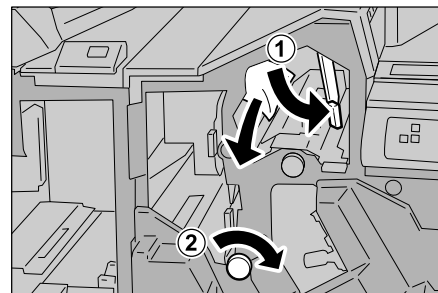
Paper Jams at the Handle [3e] and the Knob [3c]

1 Make sure that the machine has stopped, and open the finisher right door.

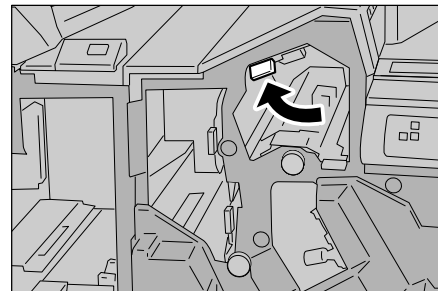


2 Move the handle [3e] (1) and turn the knob [3c] to the right (2). Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If you cannot see jammed paper, check handle [1d], and [3b]/[3d] as well.
 - When the D4/D5 Folder Unit is installed, check the handle [2a] as well.



3 Return the handle [3e] to its original position.

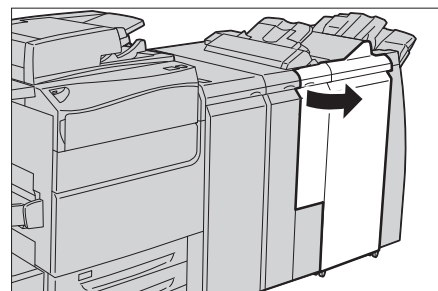


4 Close the finisher right door.

- Note**
- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

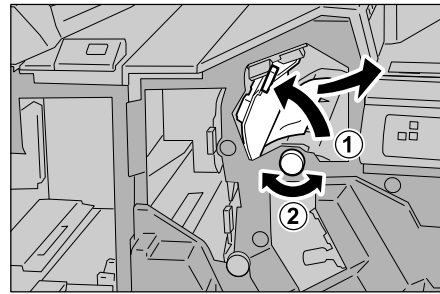
Paper Jams at the Handle [3g] and the Knob [3f]

1 Make sure that the machine has stopped, and open the finisher right door.

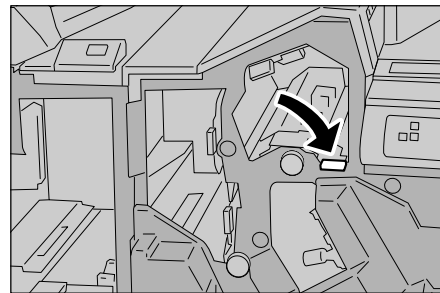


- 2** Move the handle [3g] (1) and turn the knob [3f] (2). Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - The direction to turn the knob depends on where the paper jam occurs. Follow the instruction displayed on the screen.
 - If you cannot see jammed paper, check handle [3b]/[3d] as well.



- 3** Return the handle [3g] to its original position.

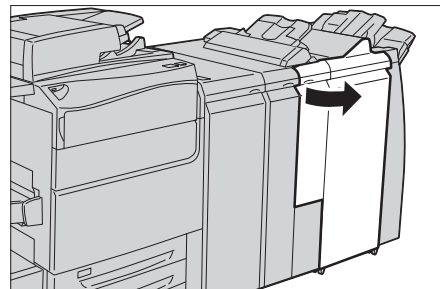


- 4** Close the finisher right door.

- Note**
- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

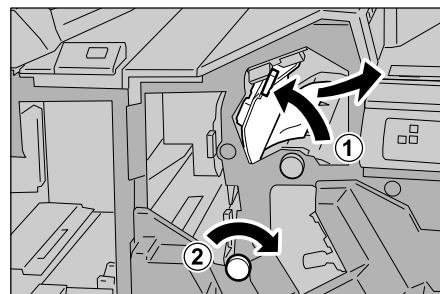
Paper Jams at the Unit [3g] and the Knob [3c]

- 1** Make sure that the machine has stopped, and open the finisher right door.

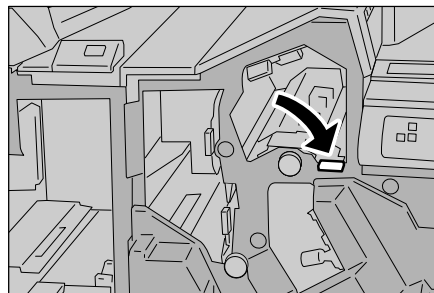


- 2** Move the handle [3g] (1) and turn the knob [3c] to the right (2). Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If you cannot see jammed paper, check handle [1d], and [3b]/[3d] as well.
 - When the D4/D5 Folder Unit is installed, check the handle [2a] as well.



- 3** Return the handle [3g] to its original position.

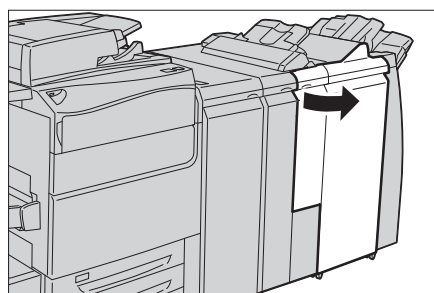


- 4** Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Paper Jams at the Handle [4b] and the Knob [3a]

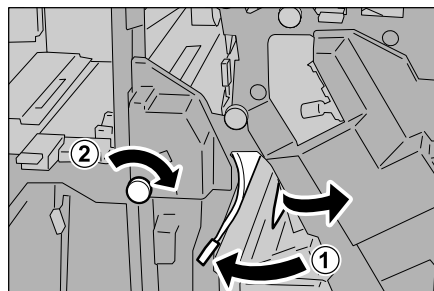
- 1** Make sure that the machine has stopped, and open the finisher right door.



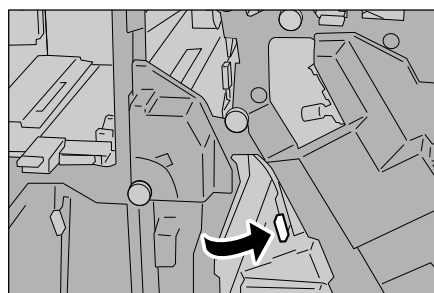
- 2** Move the handle [4b] (1) and turn the knob [3a] to the right (2). Remove the jammed paper.

Note

- If paper is torn, check for any torn pieces of paper inside the machine.
- If you cannot see jammed paper, check handle [1d] and Unit [4] as well.
- When the D4/D5 Folder Unit is installed, check the handle [2a] as well.



- 3** Return the handle [4b] to its original position.



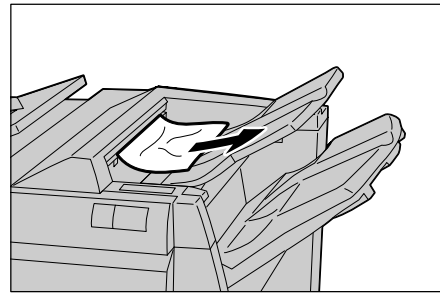
- 4** Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Paper Jams at the Output Tray

- 1 Remove jammed paper from the output tray.

Note • If paper is torn, check for any torn pieces of paper inside the machine.



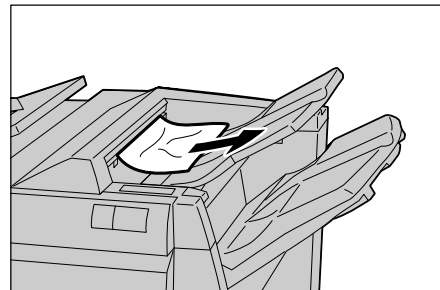
- 2 Open and close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Paper Jams at the Finisher Tray

- 1 Remove jammed paper from the finisher tray.

Note • If paper is torn, check for any torn pieces of paper inside the machine.

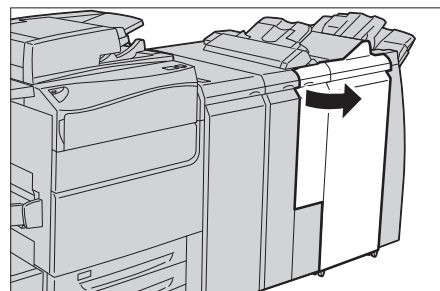


- 2 Open and close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

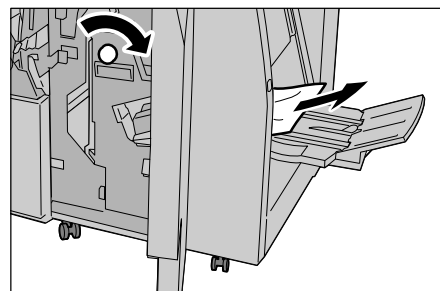
Paper Jams at the Booklet Output Tray

- 1 Make sure that the machine has stopped, and open the finisher right door.



- 2 Turn the knob [4a] to the right to remove the jammed paper at the booklet output tray.

Note • If paper is torn, check for any torn pieces of paper inside the machine.

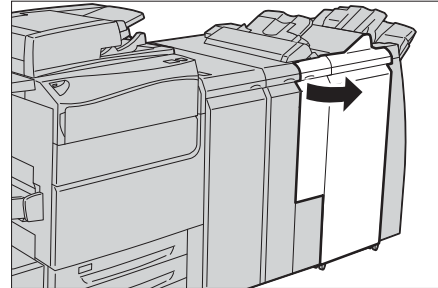


3 Close the finisher right door.

- Note**
- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

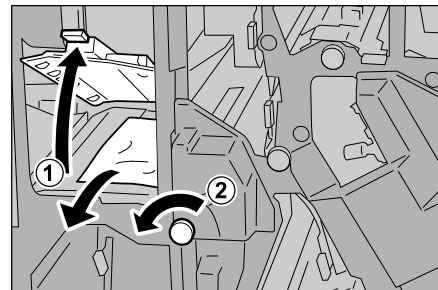
Paper Jams at the Handle [2a] and the Knob [3a]

1 Make sure that the machine has stopped, and open the finisher right door.

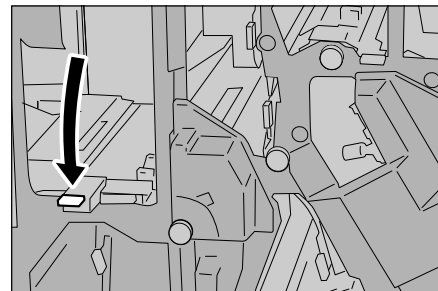


2 Move the handle [2a] (1) and turn the knob [3a] to the left (2). Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If you cannot see jammed paper, check handle [2g] as well.



3 Return the handle [2a] to its original position.

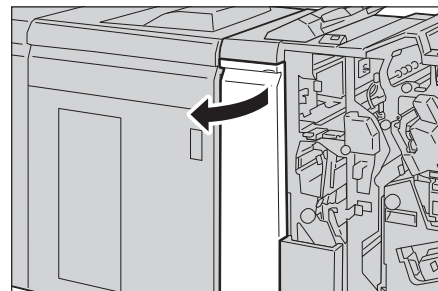


4 Close the finisher right door.

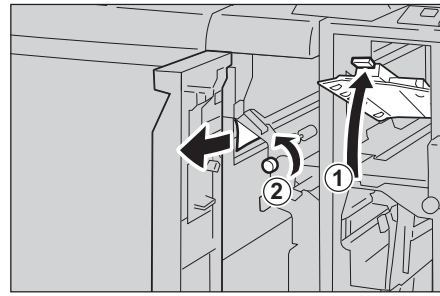
- Note**
- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Paper Jams at the Handle [2a] and the Knob [1c]

1 Open the left cover of the Finisher.

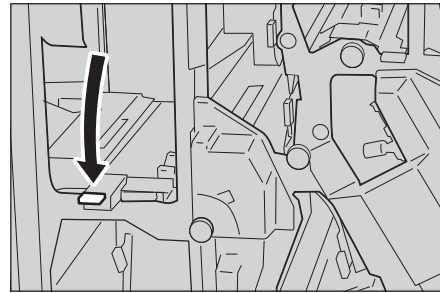


- 2** Open handle [2a] upward (1) and turn knob [1c] clockwise (2). Remove jammed paper.



- 3** Return handle [2a] to its original position.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If you cannot see jammed paper, check lever [1d] as well.

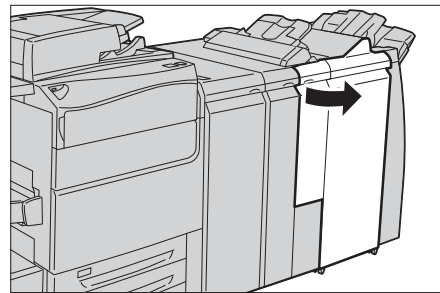


- 4** Close the left cover of the Finisher.

- Note**
- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

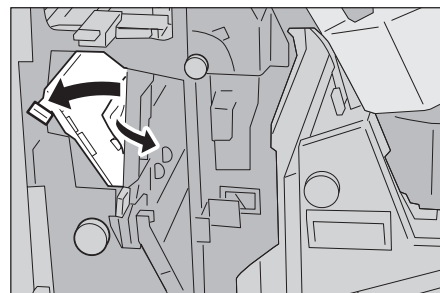
Paper Jams at the Handle [2b]

- 1** Make sure that the machine has stopped, and open the finisher right door.

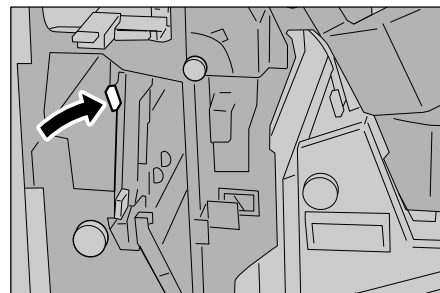


- 2** Move the handle [2b]. Remove the jammed paper.

- Note**
- If paper is torn, check for any torn pieces of paper inside the machine.
 - If you cannot see jammed paper, check handle [2a] and [1b] as well.



- 3** Return the handle [2b] to its original position.

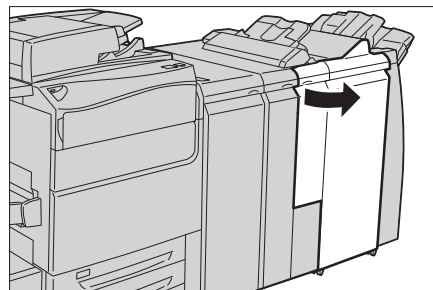


4 Close the finisher right door.

- Note** • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

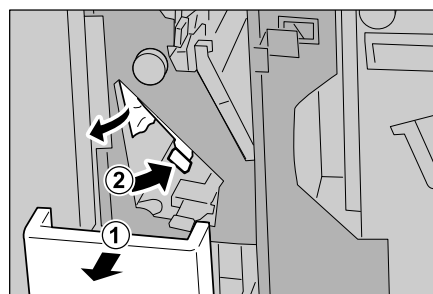
Paper Jams at the Knob [2c], the Handles [2e]/[2f], and the Tri-fold Output Tray [2d]

- 1 Make sure that the machine has stopped, and open the finisher right door.



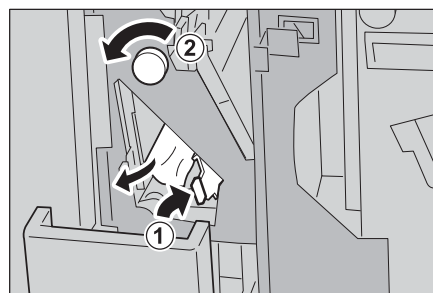
- 2 Pull out the tri-fold output tray [2d] (1), open the handle [2e] (2), and then remove the jammed paper.

- Note** • If paper is torn, check for any torn pieces of paper inside the machine.

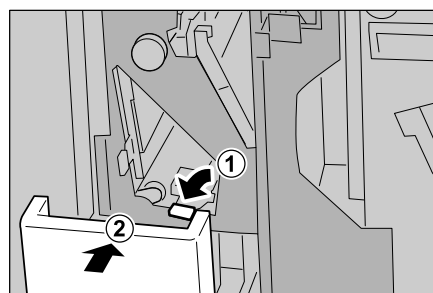


- 3 If you cannot remove the paper in step 2, return the handle [2e] to the original position, and then move the handle [2f] (1). Turn the knob [2c] to the left (2), and remove the jammed paper.

- Note** • If paper is torn, check for any torn pieces of paper inside the machine.



- 4 Return the opened handle ([2f] or [2e]) to the original position (1) and push back the tri-fold output tray [2d] (2).

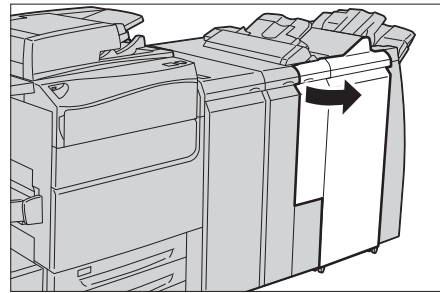


- 5 Close the finisher right door.

- Note** • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Paper Jams at the Tri-fold Output Tray [2d] and the Handle [2g]

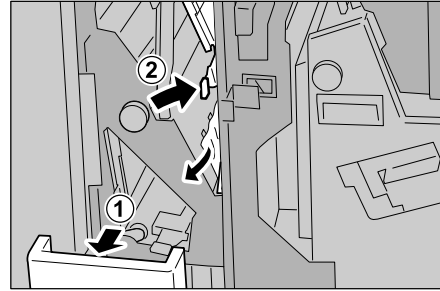
- 1 Make sure that the machine has stopped before opening the right cover of the finisher, and open the finisher right door.



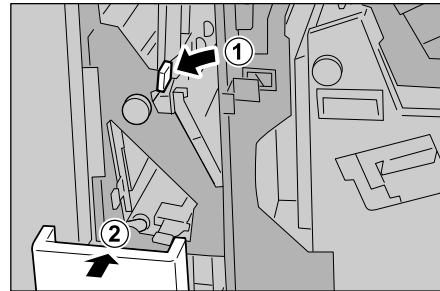
- 2 Pull out the tri-fold output tray [2d] (1), open the handle [2g] (2), and remove the jammed paper.

Note

- If paper is torn, check for any torn pieces of paper inside the machine.
- If you cannot see jammed paper, check handle [2f] as well.



- 3 Return the handle [2g] to its original position (1) and push back the tri-fold output tray [2d] (2).



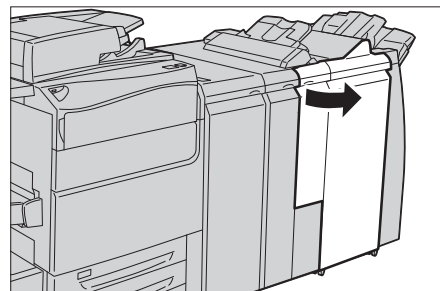
- 4 Close the finisher right door.

Note

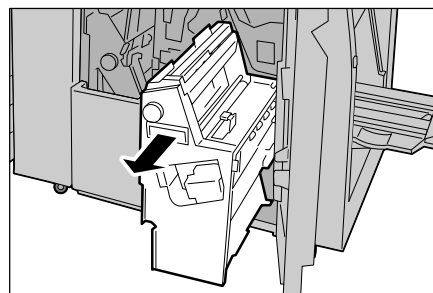
- A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Paper Jams at the Unit [4] and the Knob [4a]

- 1 Make sure that the machine has stopped, and open the finisher right door.

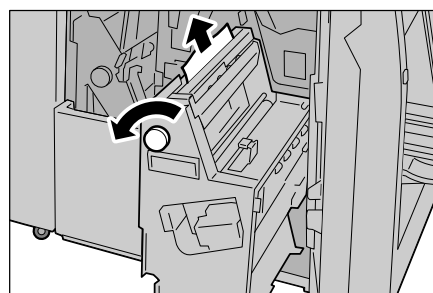


- 2** Pull out the unit [4].



- 3** Turn the knob [4a] to the left to remove all the jammed paper from the left side of the unit [4].

Note • If paper is torn, check for any torn pieces of paper inside the machine.



- 4** Return the unit [4] to its original position.

- 5** Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Paper Jams in the Interface Module

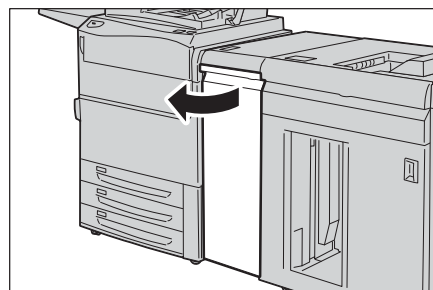
The following describes how to replace paper jams in the Interface Module when the Finisher D4 (optional), the Finisher D4 with Booklet (optional), the Finisher D5 (optional) or the High Capacity Stacker (optional) is installed.

Paper Jams at the Handle [1a]	885
Paper Jams at the Handle [2b]	886
Paper Jams at the Handle [2a]	887

Note • A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams at the Handle [1a]

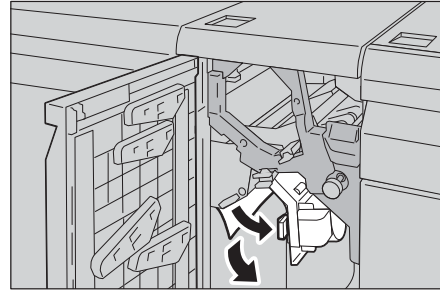
- 1** Open the front door of the Interface Module.



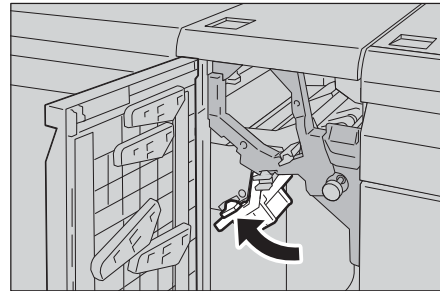
- 2 Move the handle [1a] downwards and remove the jammed paper.

Note

- If the paper is not removed easily, pull down the handle [2b] downwards and turn the knob [2c] to the left.



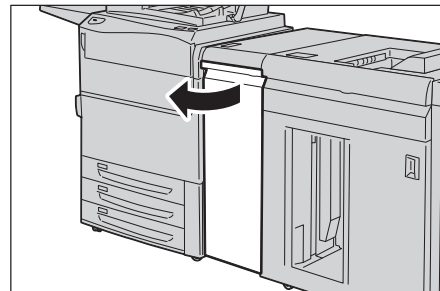
- 3 Return the handle [1a] to its original position.



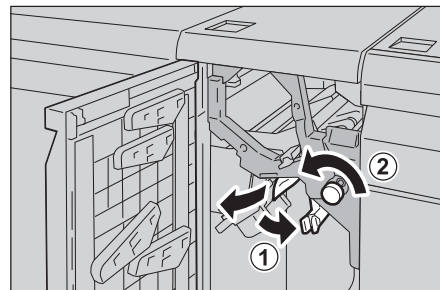
- 4 Close the front door of the Interface Module.

Paper Jams at the Handle [2b]

- 1 Open the front door of the Interface Module.



- 2 Pull down the handle [2b] (1), turn the knob [2c] to the left (2), and then remove the jammed paper.



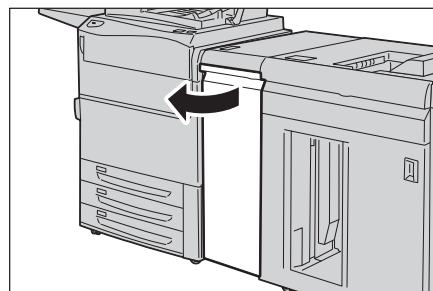
- 3 Return the handle [2b] to its original position.



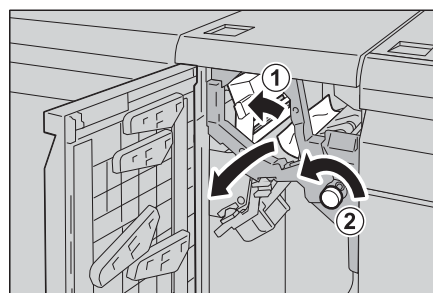
- 4 Close the front door of the Interface Module.

Paper Jams at the Handle [2a]

- 1 Open the front door of the Interface Module.



- 2 Move the handle [2a] upwards (1), turn the knob [2c] to the left (2), and remove the jammed paper.



- 3 Return the handle [2a] to its original position.



- 4 Close the front door of the Interface Module.

Paper Jams in the High Capacity Stacker

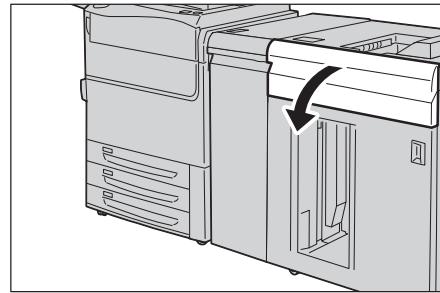
If paper jams inside the High Capacity Stacker (optional), the lamp of the jammed position lights up. Follow the paper jam procedure corresponding to the lighting lamp.

When the Lamp [E1] is Lit	888
When the Lamp [E2] is Lit	888
When the Lamp [E3] is Lit	889
When the Lamp [E4] is Lit	890
When the Lamp [E5] is Lit	891
When the Lamp [E6] is Lit	891
When the Lamp [E7] is Lit	892
When the Lamp [E8] is Lit	893

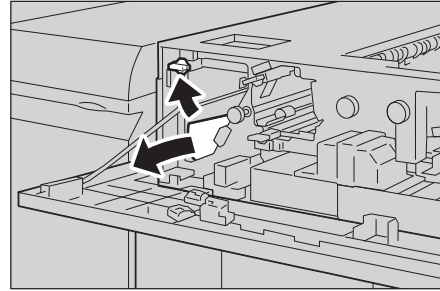
Note • A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

When the Lamp [E1] is Lit

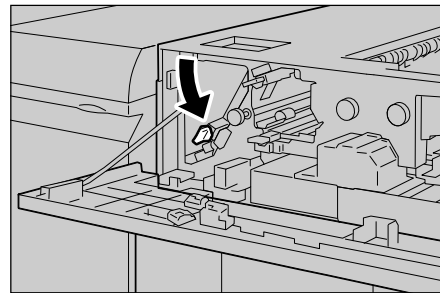
- 1 Open the front top cover of the High Capacity Stacker.



- 2 Move the handle [1b] upwards and remove the jammed paper.



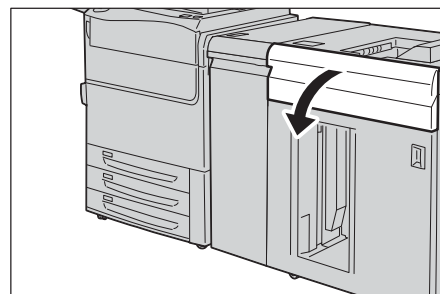
- 3 Return the handle [1b] to its original position.



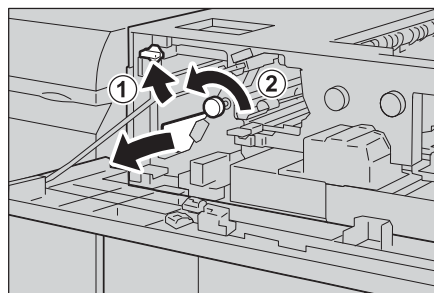
- 4 Close the front top cover of the High Capacity Stacker.

When the Lamp [E2] is Lit

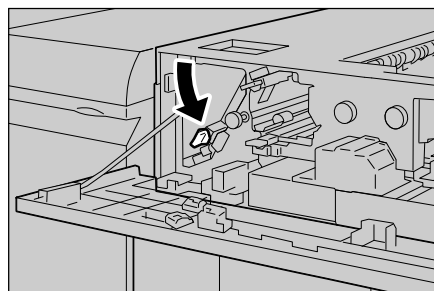
- 1 Open the front top cover of the High Capacity Stacker.



- 2 Move the handle [1b] upwards, turn the knob [1a] to the left, and remove the jammed paper.



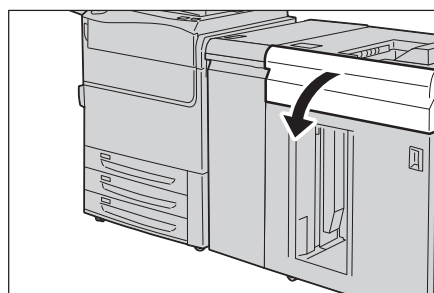
- 3 Return the handle [1b] to its original position.



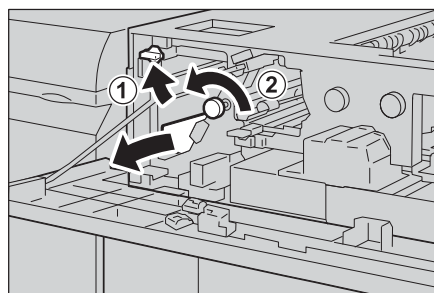
- 4 Close the front top cover of the High Capacity Stacker.

When the Lamp [E3] is Lit

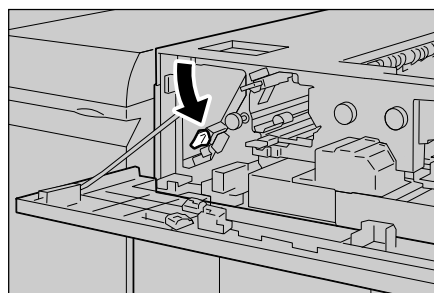
- 1 Open the front top cover of the High Capacity Stacker.



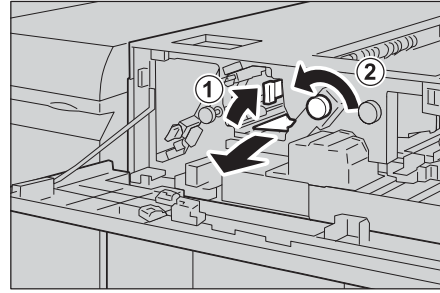
- 2 Move the handle [1b] upwards (1), turn the knob [1a] to the left (2), and remove the jammed paper.



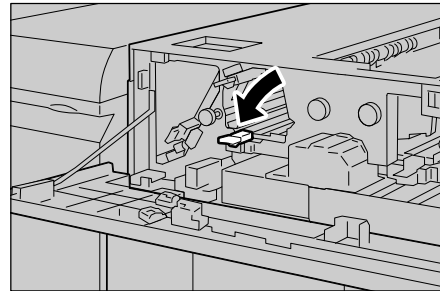
- 3 Return the handle [1b] to its original position.



- 4** Move the handle [2b] upwards (1), turn the knob [2c] to the left (2), and remove the jammed paper.



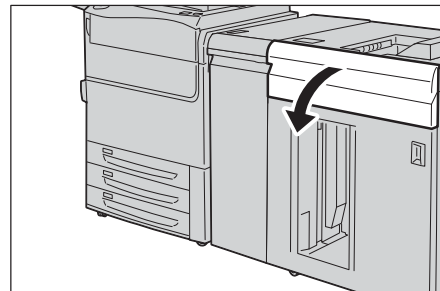
- 5** Return the handle [2b] to its original position.



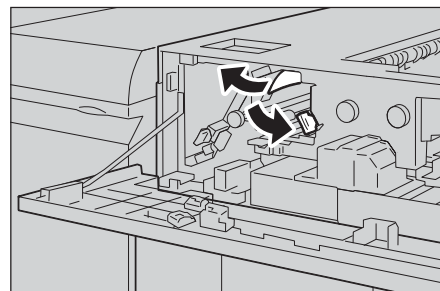
- 6** Close the front top cover of the High Capacity Stacker.

When the Lamp [E4] is Lit

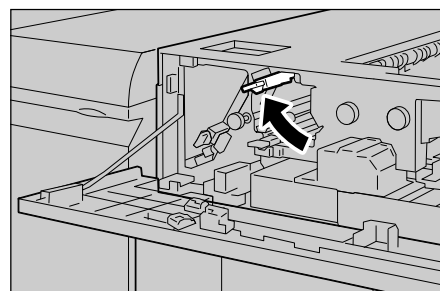
- 1** Open the front top cover of the High Capacity Stacker.



- 2** Move the handle [2a] downwards and remove the jammed paper.



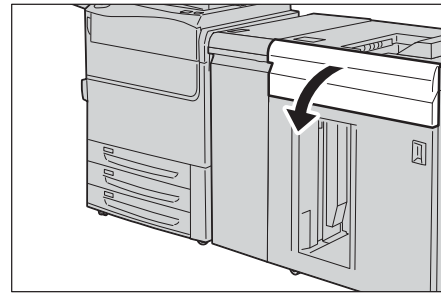
- 3** Return the handle [2a] to its original position.



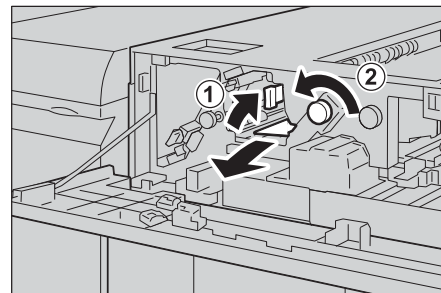
- 4 Close the front top cover of the High Capacity Stacker.

When the Lamp [E5] is Lit

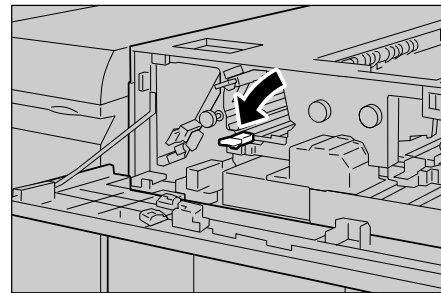
- 1 Open the front top cover of the High Capacity Stacker.



- 2 Move the handle [2b] upwards (1), turn the knob [2c] to the left (2), and remove the jammed paper.



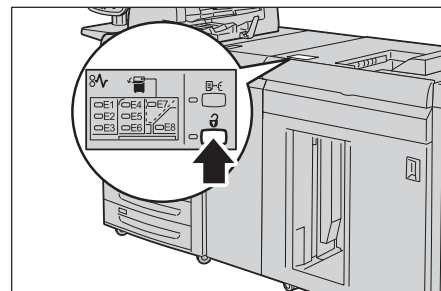
- 3 Return the handle [2b] to its original position.



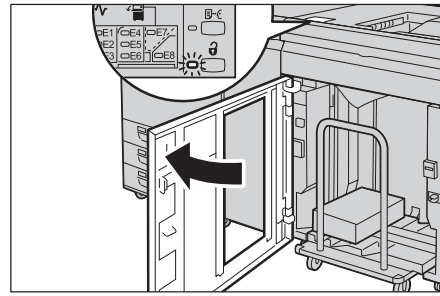
- 4 Close the front top cover of the High Capacity Stacker.

When the Lamp [E6] is Lit

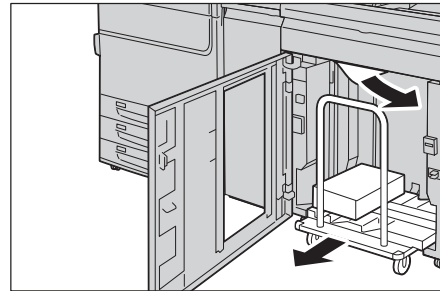
- 1 Press the paper eject button.



- 2 Check that the stacker front door is unlocked and then open it.



- 3 Pull out the stacker cart gently and remove the jammed paper.

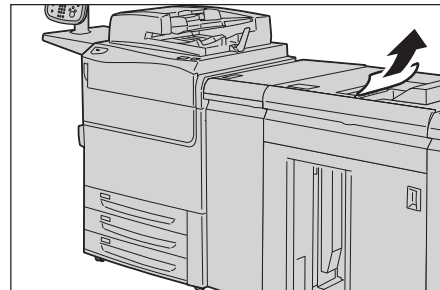


- 4 Push the stacker cart back into its original position.

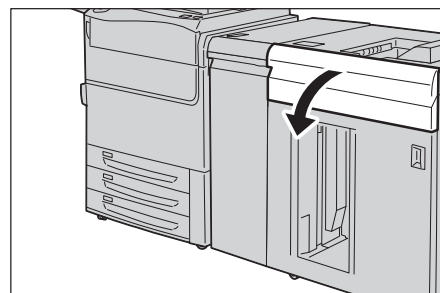
- 5 Close the stacker front door.

When the Lamp [E7] is Lit

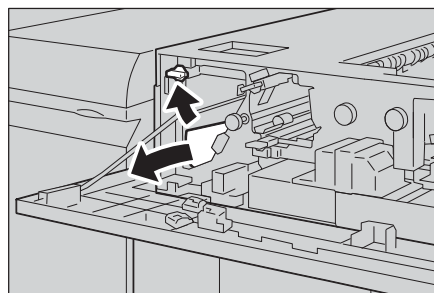
- 1 Remove any paper delivered to the stacker's output tray.



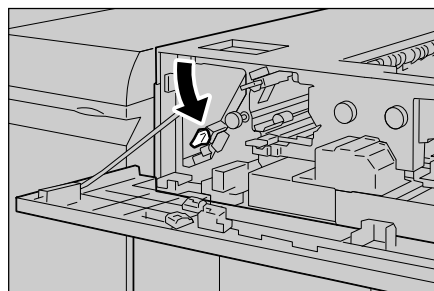
- 2 Open the front top cover of the High Capacity Stacker.



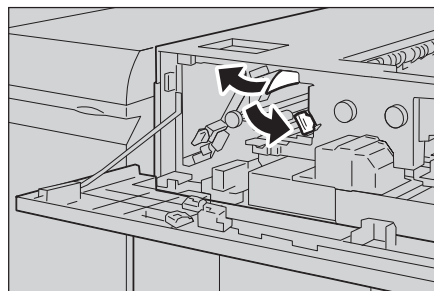
- 3** Move the handle [1b] upwards and remove the jammed paper.



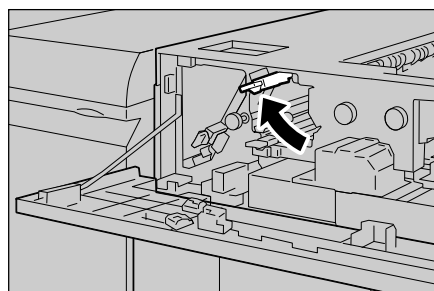
- 4** Return the handle [1b] to its original position.



- 5** Move the handle [2a] downwards and remove the jammed paper.



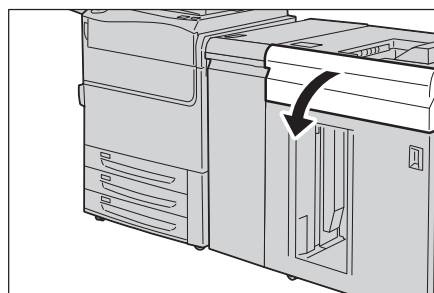
- 6** Return the handle [2a] to its original position.



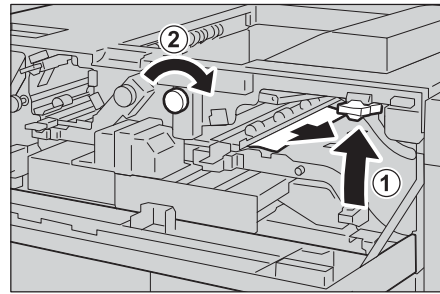
- 7** Close the front top cover of the High Capacity Stacker.

When the Lamp [E8] is Lit

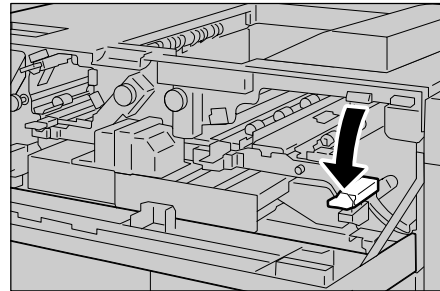
- 1** Open the front top cover of the High Capacity Stacker.



- 2** Move the handle [3b] upwards (1), turn the knob [3a] to the right (2), and then remove the jammed paper.



- 3** Return the handle [3b] to its original position.



- 4** Close the front top cover of the High Capacity Stacker.

Paper Jams in the Squarefold Trimmer Module

If paper jams inside the Squarefold Trimmer Module (optional), the lamp of the jammed position lights up. Follow the paper jam clearance procedure corresponding to the lighting lamp.

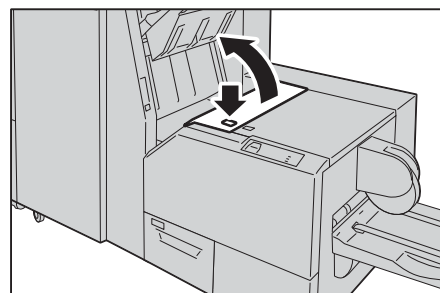
When the Lamp [E1] or [E2] is Lit 894

When the Lamp [E3] is Lit 896

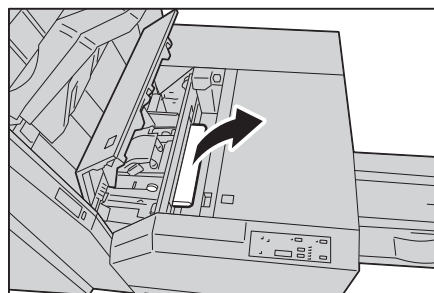
Note • A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

When the Lamp [E1] or [E2] is Lit

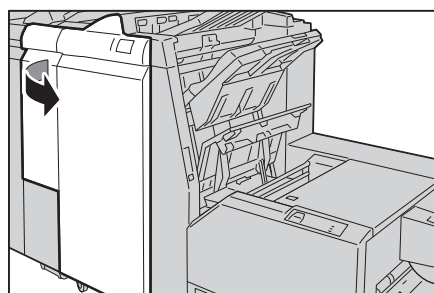
- 1** Make sure that the machine has stopped, and press the button on the left cover of the Trimmer unit, and open the cover.



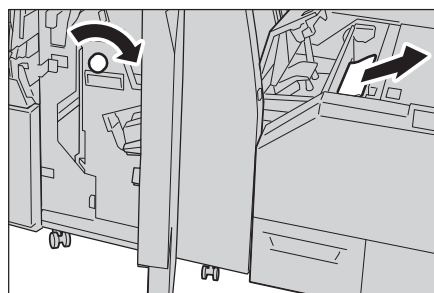
- 2 Remove the jammed paper.



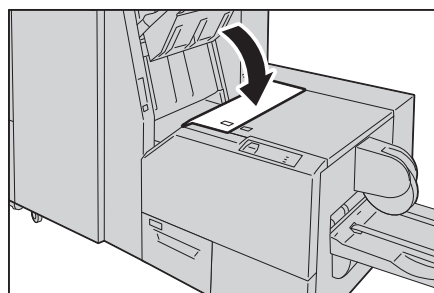
- 3 If you cannot easily remove the paper in step 2, open the finisher right door.



- 4 Turn the knob [4a] to the right, and then remove the jammed paper.



- 5 Close the left cover of the Trimmer unit.

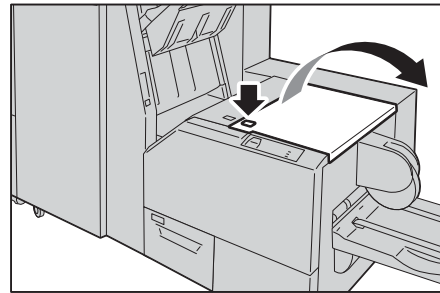


- 6 If you opened the finisher right door in step 3, close the finisher right door.

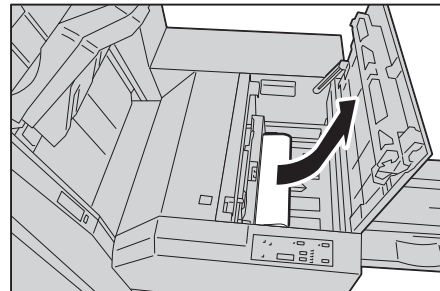
Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

When the Lamp [E3] is Lit

- 1 Make sure that the machine has stopped, and press the button on the right cover of the Trimmer unit to open the cover.

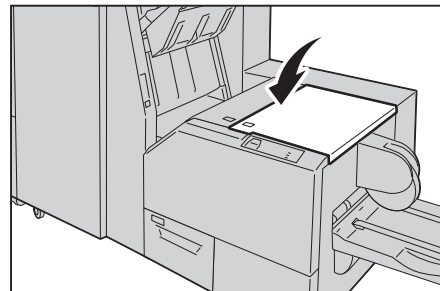


- 2 Remove the jammed paper.



- 3 Close the right cover of the Trimmer unit.

Note • A message will be displayed and the machine will not operate if the right cover of the Trimmer unit is even slightly open.



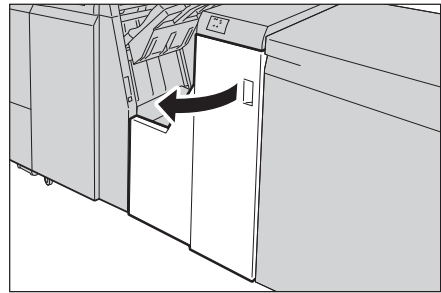
Paper Jams in the Finishing Transport Module

If paper jams inside the Finishing Transport Module (Optional), the lamp of the jammed position lights up. Follow the paper jam clearance procedure corresponding to the lighting lamp.

When the Lamp 1 is Lit	897
When the Lamp 2 is Lit	897
When the Lamp 3 is Lit	898
When the Lamp 4 is Lit	899

When the Lamp 1 is Lit

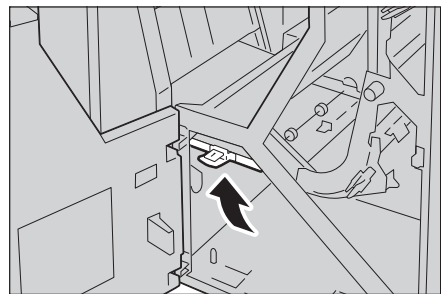
- 1 Open the cover of the Finishing Transport Module.



- 2 Open lever [1] downward and remove jammed paper.



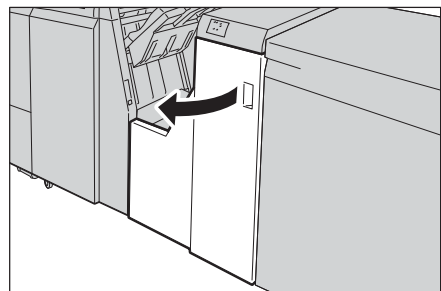
- 3 Return lever [1] to its original position.



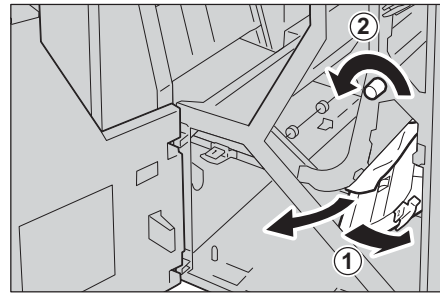
- 4 Close the Cover.

When the Lamp 2 is Lit

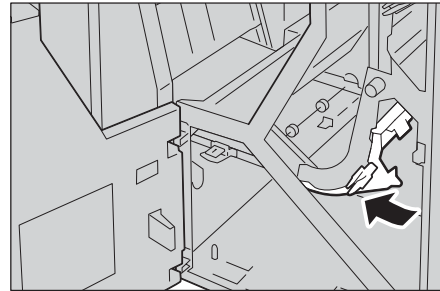
- 1 Open the cover of the Finishing Transport Module.



- 2** Open lever [2] to the right (1) and turn the knob counterclockwise (1). Remove jammed paper.



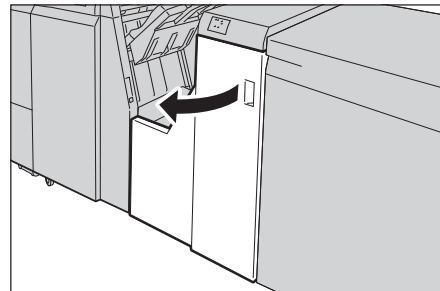
- 3** Return lever [2] to its original position.



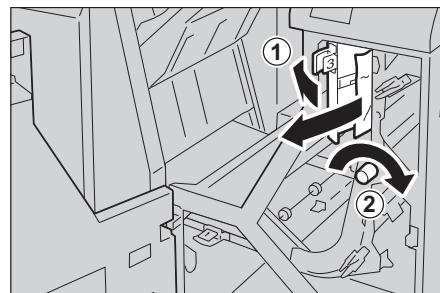
- 4** Close the Cover.

When the Lamp 3 is Lit

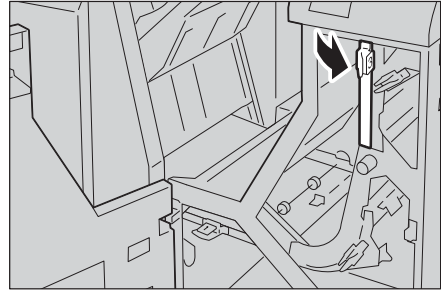
- 1** Open the cover of the Finishing Transport Module.



- 2** Open lever [3] to the left (1) and turn the knob clockwise (2). Remove jammed paper.



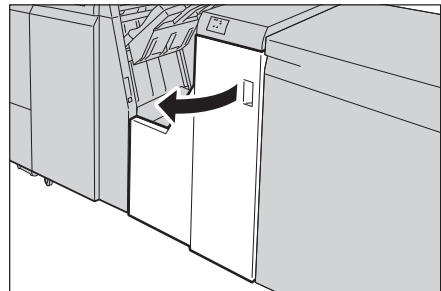
- 3** Return lever [3] to its original position.



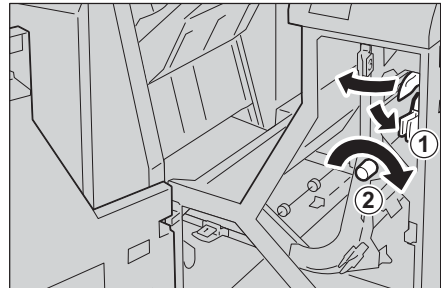
- 4** Close the Cover.

When the Lamp 4 is Lit

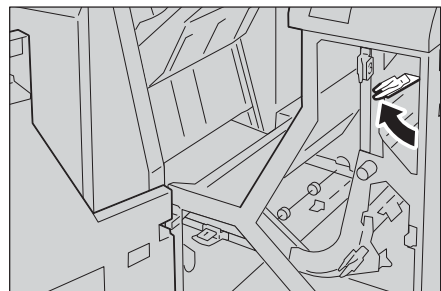
- 1** Open the cover of the Finishing Transport Module.



- 2** Open lever [4] downward (1) and turn the knob clockwise (2). Remove jammed paper.



- 3** Return lever [4] to its original position.



- 4** Close the Cover.

Document Jams

If a document jams in the document feeder, the machine stops, and an error message appears on the touch screen. Clear the document jam according to the instructions displayed, and then load the document in the document feeder again.

The following describes how to clear document jams in the following locations.

Document Jams at the Covers 900

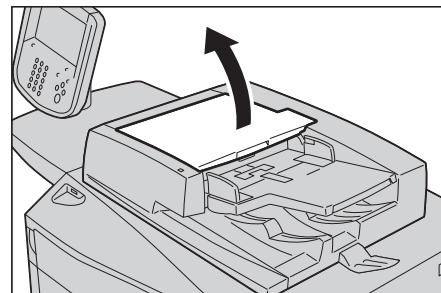
Document Jams at the Narrow Glass Strip 901

Note • A remedy differs depending on where the document jam occurs. Follow the instructions displayed and remove the jammed paper.

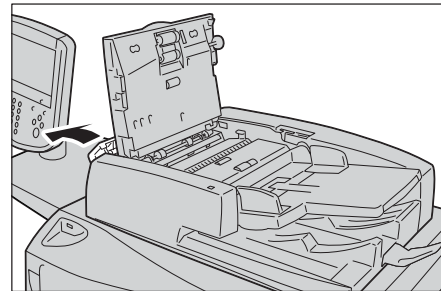
Document Jams at the Covers

- 1 Pull up to open the document feeder top cover until it stops.

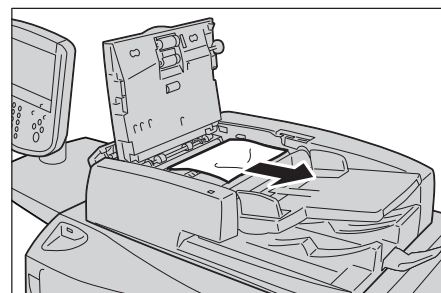
Note • When you fully open the cover, it enters a fixed position. Open the cover gently.



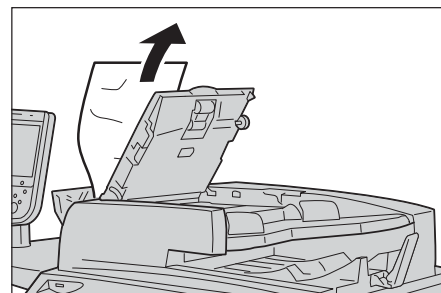
- 2 Open the document feeder left cover until it stops.



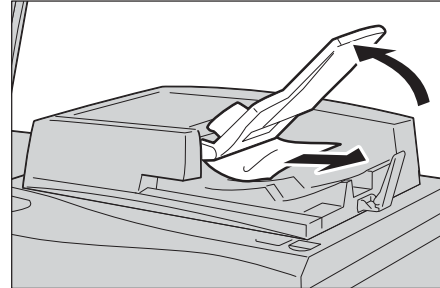
- 3 If the document is not caught in the entry of the document feeder, pull out the document.



- 4 If the message indicates that the jam occurred inside the document feeder left cover, remove the jammed document from the document feeder left cover.



- 5 Close the document feeder top cover until it clicks into place.
- 6 Close the document feeder left cover until it clicks into place.
- 7 If the document cannot be found, lift the document feeder slowly, and remove the document if it is there, and then lower the document feeder.
- 8 If the document is not found in step 7, then pick up the document feeder tray and remove the document.

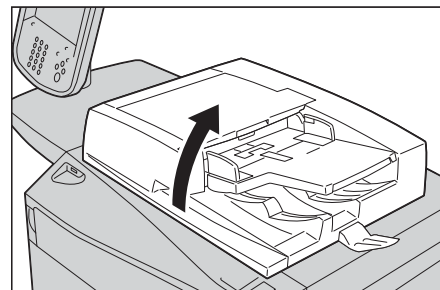


- 9 Gently return the document feeder tray.
- 10 Make sure that the document is not torn, wrinkled or folded, and load the document again following the instructions displayed on the touch screen.

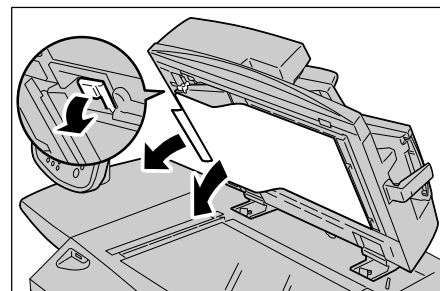
- Note**
- After removing the jammed document, reload the entire document including the pages already scanned. The machine will automatically skip the scanned pages and start scanning unscanned pages.
 - Torn, wrinkled or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass to make copies.

Document Jams at the Narrow Glass Strip

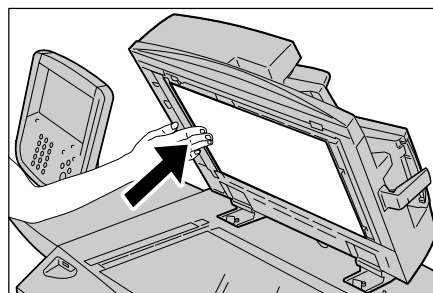
- 1 Open the document cover.



- 2 Open the chute part while gripping the handle, and remove the jammed document.



- 3** Gently return the chute part to its original position.



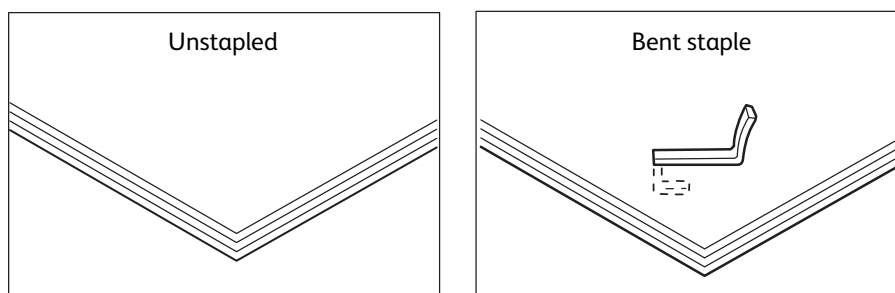
- 4** Put the document feeder back in place.
- 5** Make sure that the document is not torn, wrinkled or folded, and load the document again following the instructions displayed on the touch screen.

Note

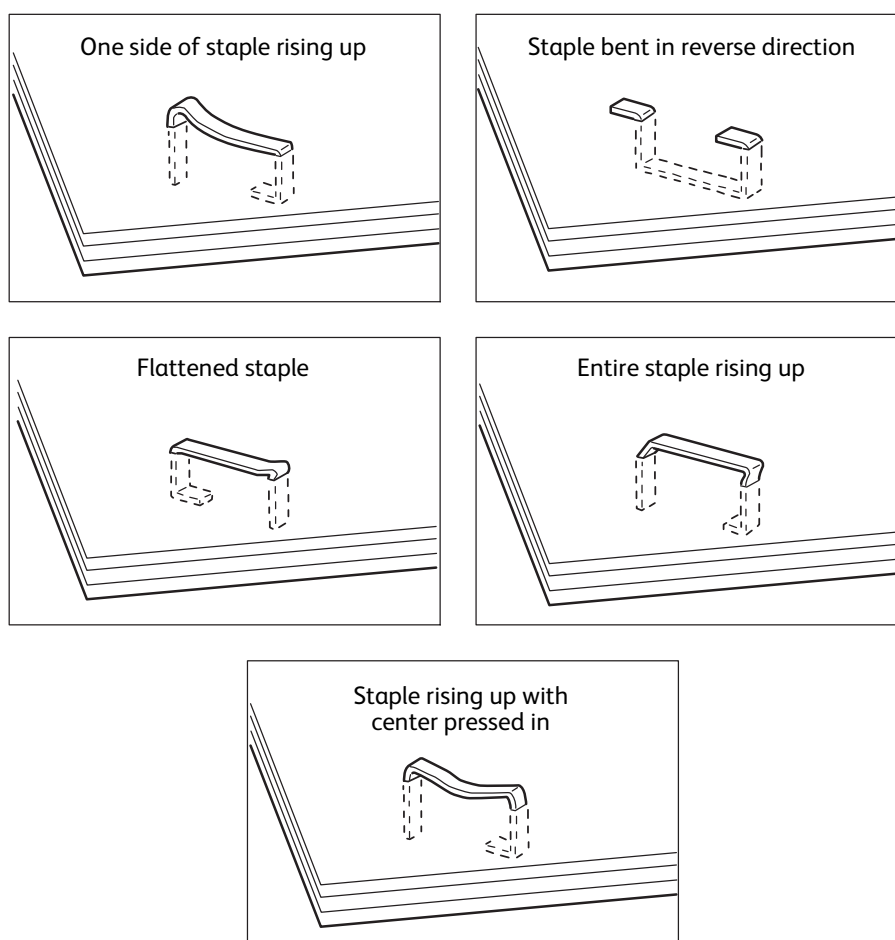
- Torn, wrinkled or folded documents may cause document jams and damage. To scan such documents, Torn, wrinkled or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass to make copies.

Stapler Faults

The following describes how to clear stapler troubles when the finisher (optional) is installed. Follow the procedures on the following pages when outputs are not stapled or staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions.



If outputs are stapled as shown in the figures below, contact our Customer Support Center.



- Important**
- Depending on the type of paper that is being stapled, the stapled nails may be bent. If the bent nails are stuck inside the machine, they may eventually cause paper jams.
 - Remove the bent staple when opening the staple cartridge cover. If you do not remove the bent staple, a staple jam may occur as a result. Open the staple cartridge cover only when removing the bent staple.

Staple Jams in the Staple Cartridge

The following describes how to clear staple jams in the staple cartridge.

The following shows the reference for the procedure.

When the C3 Finisher or the C3 Finisher with Booklet Maker is installed 904

When the Finisher D4, Finisher D4 with Booklet, or Finisher D5 is installed 905

CAUTION

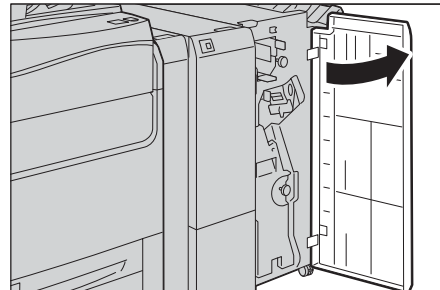
Be careful in removing jammed staples.

When the C3 Finisher or the C3 Finisher with Booklet Maker is installed

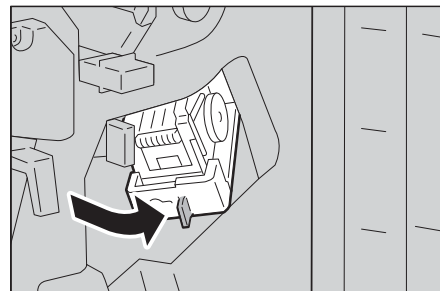
This section describes how to clear staple jam occurred in the staple cartridge of the C3 Finisher (optional) and the C3 Finisher with Booklet Maker (optional).

The following describes how to clear paper jams in the C3 Finisher with Booklet Maker as an example. The procedure is the same as for the C3 Finisher .

- 1 Make sure that the machine has stopped, and open the finisher front door.



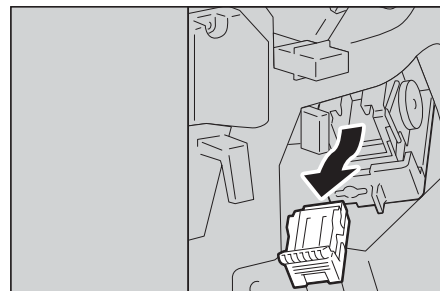
- 2 With grasping the lever [R1] of the staple cartridge holder, pull the staple cartridge holder to the right, towards you.



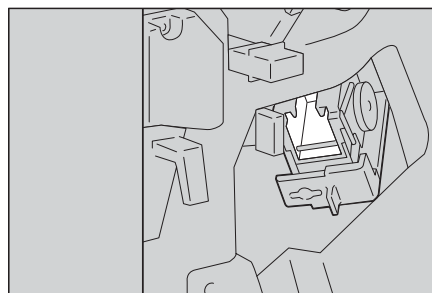
- 3 With grasping the orange lever, pull out the staple cartridge.

Note

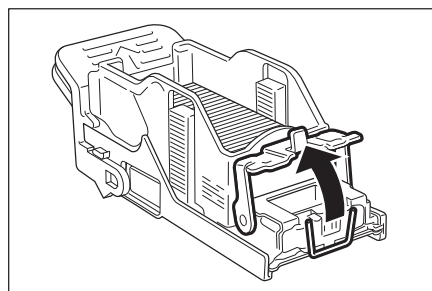
- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.



- 4 After removing the staple cartridge, check the inside of the finisher for any remaining staples.



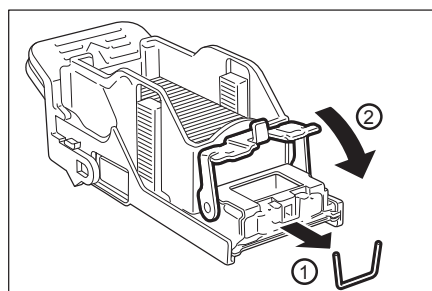
- 5 Push the metal part of the staple cartridge upward.



- 6 Remove the jammed staples (1), and return the metal part pushed upward in step 5 to its original position (2).

CAUTION

Be careful in removing jammed staples.



- 7 With grasping the orange lever of the staple cartridge, push the staple cartridge into its original position until it clicks into place.



- 8 Close the finisher front door.

Note • If the finisher front door is not completely closed, a message will appear and the machine remains paused.

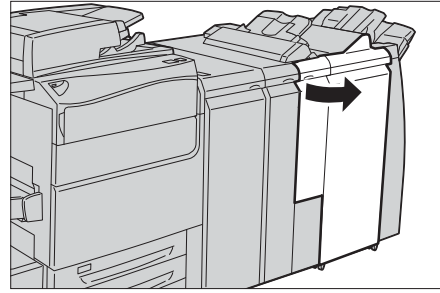
If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

When the Finisher D4, Finisher D4 with Booklet, or Finisher D5 is installed

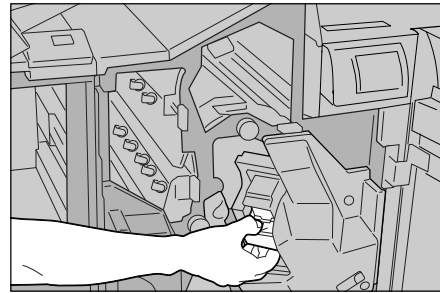
The following describes how to clear staple jams in the Finisher D4 with Booklet as an example. The procedure is the same as for the Finisher D4 and the Finisher D5.

For remedies if the staple cartridge happened to come off the holder, refer to "Re-inserting the Staple Cartridge into the Cartridge Unit" (P.911).

- 1 Make sure that the machine has stopped, and open the finisher right door.

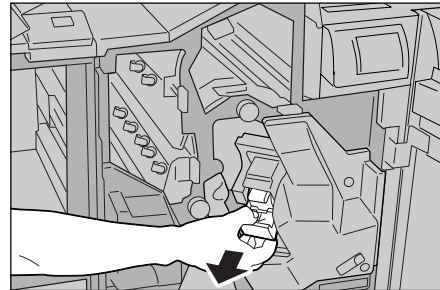


- 2 Hold [R1] at the position shown in the figure.



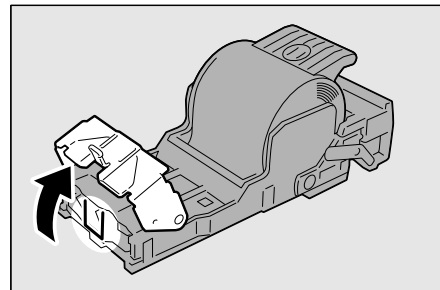
- 3 Pull out the unit.

Note • After removing the unit, check the inside of the finisher for any remaining staples.

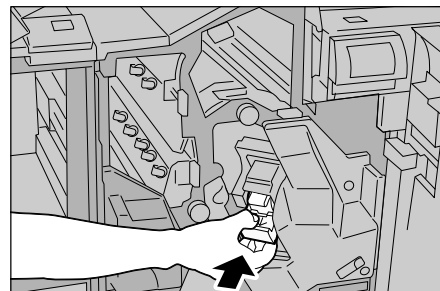


- 4 Open the cover of the unit as shown in the figure and remove the jammed staples.

CAUTION
Be careful in removing jammed staples.



- 5 Push the removed staple cartridge back to its original position.



- 6 Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

If the staples cannot be removed after carrying out the above procedures, contact our Customer Support Center.

Staple Jams in the Booklet Staple Cartridge

The following describes how to clear staple jams in the booklet staple cartridge.

The following shows the reference for the procedure.

When the C3 Finisher with Booklet Maker is installed907

When the Finisher D4 with Booklet is installed.....908

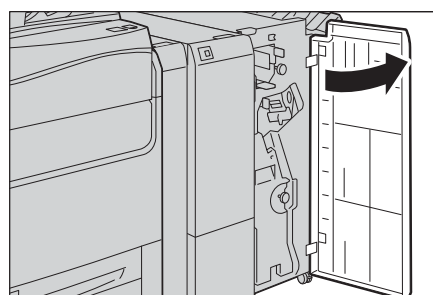
CAUTION

Be careful in removing jammed staples.

When the C3 Finisher with Booklet Maker is installed

The following describes how to clear staple jam occurred in the booklet staple cartridge of the C3 Finisher with Booklet Maker (optional).

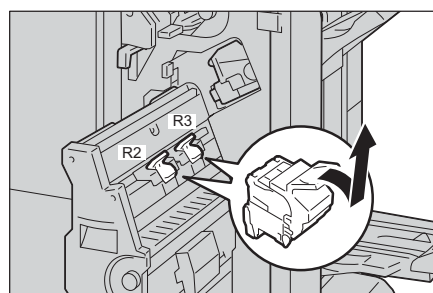
- 1 Make sure that the machine is not operating, and open the finisher front door.



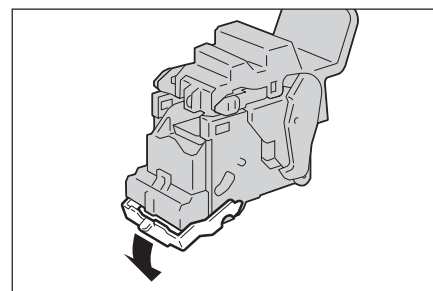
- 2 Pull out the booklet unit.



- 3 With grasping the lever of the booklet staple cartridge, push the booklet staple cartridge downward. Then, pull out the booklet staple cartridge upward.



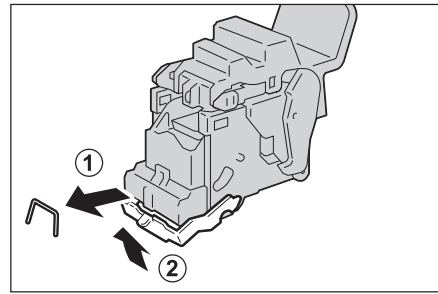
- 4 Push down the metal part of the staple cartridge.



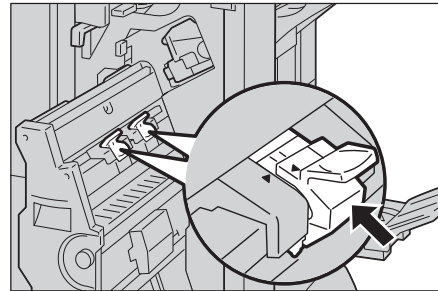
- 5** Remove the jammed staples (1), and return the metal part pushed down in step 4 to its original position (2).

⚠ CAUTION

Be careful in removing jammed staples.



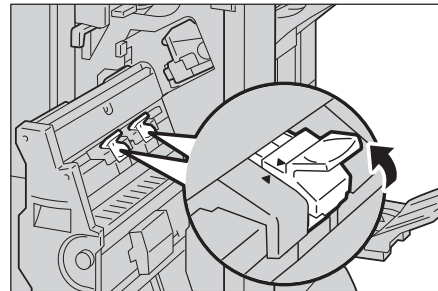
- 6** Return the booklet staple cartridge to its original position.



- 7** Slightly push the booklet staple cartridge upward, and make sure that it clicks into place.

Note

- Return the booklet staple cartridge until (▶) of the booklet staple cartridge is fitted in (◀) of the booklet unit.



- 8** Return the booklet unit to its original position.



- 9** Close the finisher front door.

Note

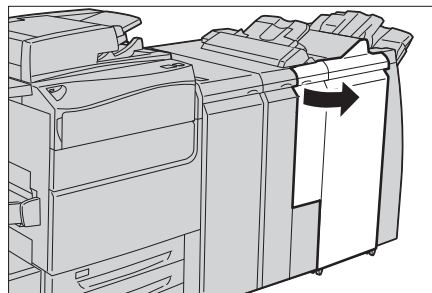
- If the door is not closed completely, a message appears and the machine will remain paused.

If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

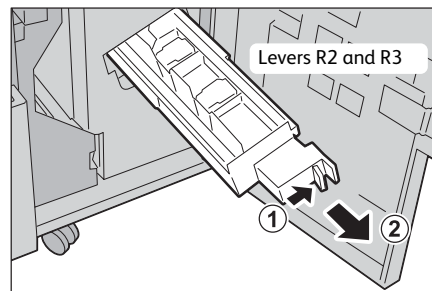
When the Finisher D4 with Booklet is installed

The following describes how to clear staple jams in the booklet staple cartridge when the Finisher D4 with Booklet (optional) is installed.

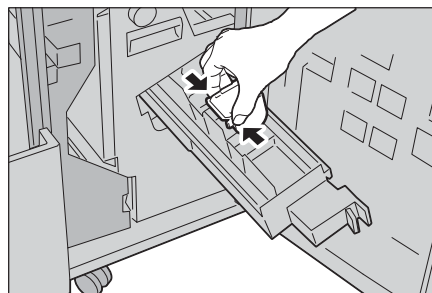
- 1 Make sure that the machine has stopped, and open the finisher right door.



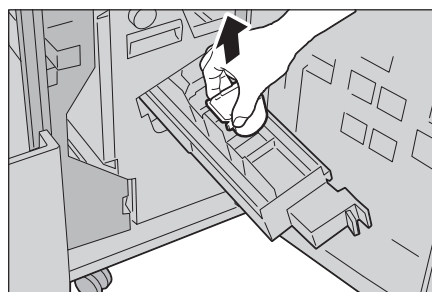
- 2 Press the levers R2 and R3 to the right (1), and pull out the unit (2).



- 3 Hold the tabs of the staple cartridge, and then lift to remove it.



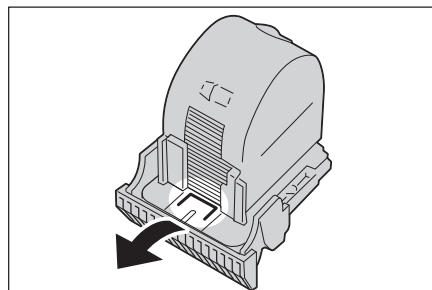
- 4 Pull out the cartridge.



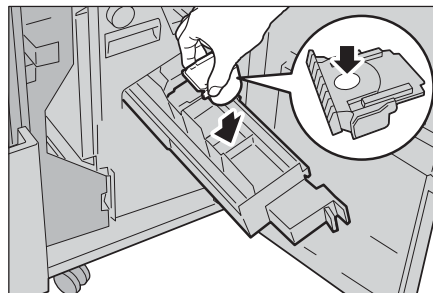
- 5 Remove the jammed staples as shown in the figure.

⚠ CAUTION

Be careful in removing jammed staples.



- 6** Holding the tabs of the removed staple cartridge, return the cartridge to the original position and gently push it until it clicks into place.



- 7** Return the unit to its original position.

- 8** Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

If the staples cannot be removed after carrying out the above procedures, contact our Customer Support Center.

Re-inserting the Staple Cartridge into the Cartridge Unit

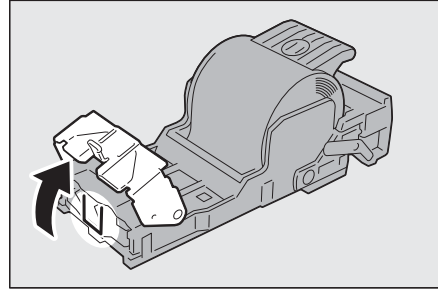
The following describes how to re-insert the staple cartridge to the unit when it has been fallen off from its unit accidentally when the Finisher D4 or the Finisher D4 with Booklet or the Finisher D5 is installed.

Note • The procedure is the same as when the staple cartridge is removed from the unit.

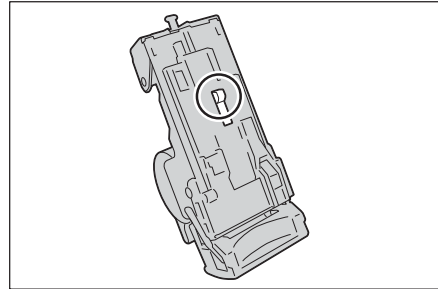
- 1 Open the cover of the unit as shown in the figure, and remove the jammed staple.

CAUTION

Be careful in removing jammed staples.

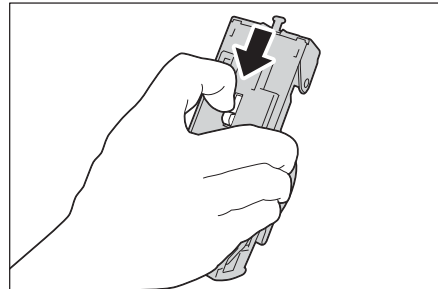


- 2 See a lever on the rear side of the unit.

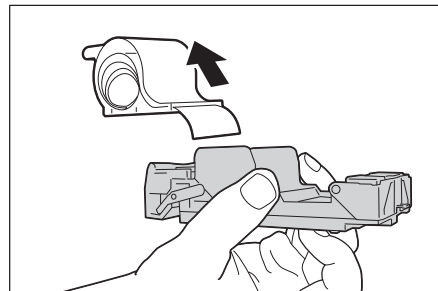


- 3 Move the lever in the direction of the arrow shown in the figure.

Important • Be careful when removing jammed staples to avoid hurting your fingers and nails.

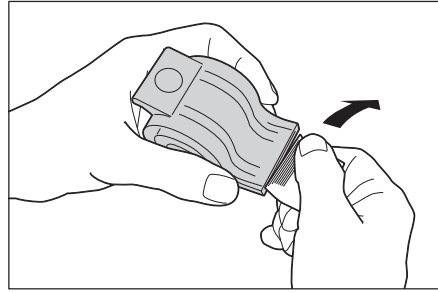


- 4 Turn the unit upside down while holding the lever, and then take off the staple cartridge from its unit.

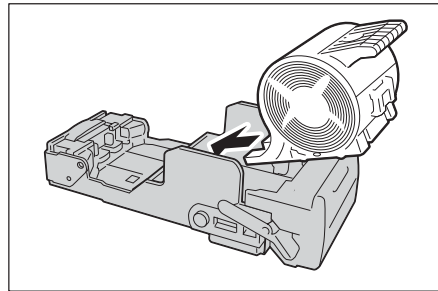


- 5** Tear the outside staples along the line as shown in the figure.

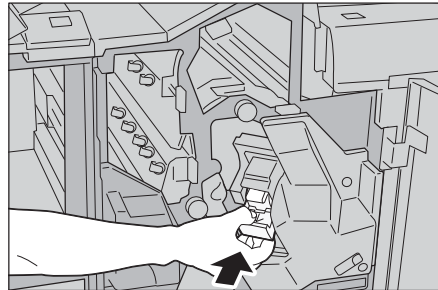
Important • Be careful when removing jammed staples to avoid hurting your fingers.



- 6** Push the staple cartridge in the unit.



- 7** Return the unit to its original position.



- 8** Close the finisher right door.

Note • A message will be displayed and the machine will not operate if the finisher right door is even slightly open.

Correcting the Curl of Outputs

When the optional Finisher D4, Finisher D4 with Booklet Maker, Finisher D5, or High Capacity Stacker is installed, outputs may be curled. In such case, you can correct the curling of the output by pressing the De-Curl button.

The De-curl button functions when the machine is in operation or idle as long as its power is on.

The following shows the reference for the procedure.

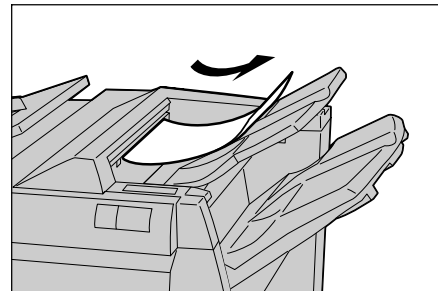
When the Finisher D4, the Finisher D4 with Booklet or the Finisher D5 is Installed913

When the High Capacity Stacker Is Installed915

- Note**
- To change the curling correction mode while the machine is in operation, press the De-curl button and then the change will be applied to the output immediately after the De-curl button is pressed.
 - Pressing the <Clear All> button on the control panel cannot change the curling correction mode.
 - The machine comes equipped with the Paper Curl Adjustment feature, allowing you to register Paper Curl Adjustment types on the control panel then assign them to a custom paper or a paper tray. The Paper Curl Adjustment feature can be used in conjunction with the hardware buttons described in this section. For details on the Paper Curl Adjustment feature, refer to "Adjust Paper Curl" (P.717).

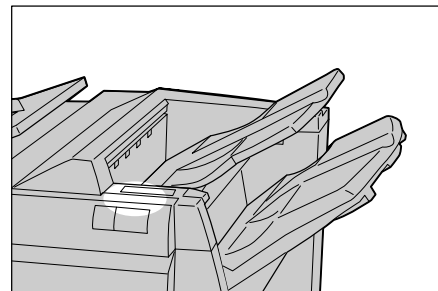
When the Finisher D4, the Finisher D4 with Booklet or the Finisher D5 is Installed

- 1** Check the direction of the curl of the output copy.

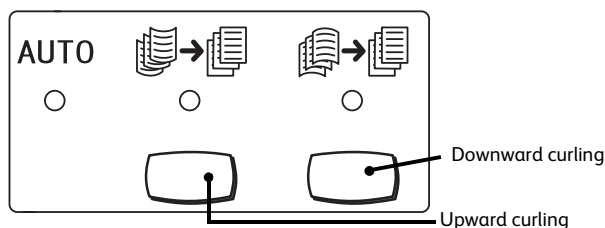


- 2** Check that the De-curl button is lit.

- Note**
- When the machine is switched on, the curl correction mode is set to Auto.
 - When the Power Saver mode is canceled, the curl correction mode is set to Auto.



- 3** Press the De-curl button.



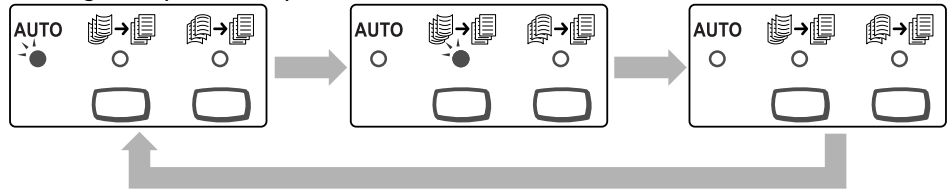
- Note**
- Pressing the De-curl button switches between the AUTO, ON, and OFF modes.

For more information, refer to "Mode and Function of the <De-curl> Button" (P.914).

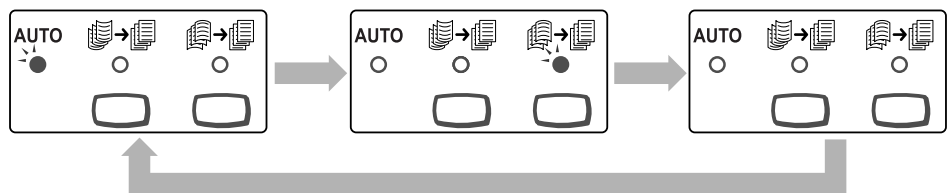
Mode and Function of the <De-curl> Button

The following describes the mode and function of the <De-curl> button.

Pressing the up-curl compensation button switches modes as follows.



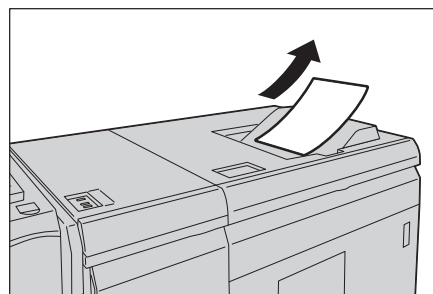
Pressing the down-curl compensation button switches modes as follows.



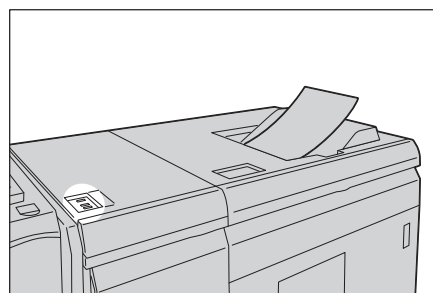
Indicator	Mode	Functions
	<AUTO>	Automatically performs appropriate curl correction depending on the sizes and orientations of documents. The button should be set to Auto in most situations. The button automatically switches to the Auto mode when: <ul style="list-style-type: none">the machine is switched onthe machine exits the Power Saver mode
	Upward Curling <ON>	Performs upward curl correction on all paper. If your output is curled upward, press this button to prevent upward curls.
	Downward Curling <ON>	Performs downward curl correction on all paper. If your output curled downward, press this button to prevent downward curls.
	<OFF>	When no indicator is lit, the machine does not perform the curling correction to straighten the curled output.

When the High Capacity Stacker Is Installed

- 1 Check the direction of the curl of the output copy.



- 2 Check that the De-curl button is lit.



- 3 Press the De-curl button.

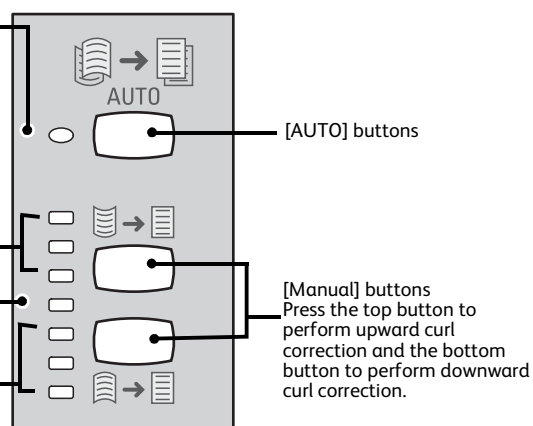
Note • When feeding paper in Auto mode, the indicators for the current direction and degree of correction light briefly as curl correction is performed. Use these indicators as a guide when performing curl correction manually.

This indicator lights up when you press the [AUTO] button.
Curling is corrected automatically when this indicator is lit.

These indicators light up during upward curl correction.
The degree of upward correction is indicated by the lit position, with the top being the strongest.

This indicator lights up when the [Manual] button is pressed during Auto mode.
Curl correction is not active while this button is lit.

These indicators light up during downward curl correction.
The degree of downward correction is indicated by the lit position, with the bottom being the strongest.



23 Appendix

This chapter describes the machine specifications, notes and restrictions, optional components, and printer emulation languages.

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Specifications


This section lists the main specifications of the machine. Note that the specifications and the appearance of the product may change without prior notice.

■ Basic function/Print function



Type	Console
Color Capability	Full Color
Printing Resolution	2,400 × 2,400 dpi
Halftone/Printable Colors	256 color graduation for each color (16,700,000 colors)
Warm-up Time	300 seconds or less (at 20 °C room temperature)
Continuous Print Speed	<ul style="list-style-type: none"> • A4: 80 pages/minute • A3: 44 pages/minute <p>Important • The speed may become slower depending on the data type and features being used.</p> <ul style="list-style-type: none"> • Continuous 1-sided printing with 52 - 220 gsm paper
Output Paper Size	<p>[Tray 1 - 3] Standard Size: Maximum A3, 11 x 17", Minimum A5 Non-standard Size: 140 × 182 mm - 330 × 488 mm</p> <p>[Tray 5 (Bypass)] Standard Size: Maximum A3, 11 x 17", Minimum Postcard Non-standard Size: 98 × 148 mm - 330 × 660* mm</p> <p>* : Printing with long length paper of 52 - 220 gsm is available. The continuous print speed becomes slower. Some paper trays and output trays do not support long length paper.</p> <p>Important • Image loss width: lead edge 4 mm; trail edge 2 mm; left and right edges 2 mm.</p> <ul style="list-style-type: none"> • For Multi-model Print Driver 2, the non-standard size available for Trays 1 - 3 and Tray 5 is 148 x 210 mm - 297 x 432 mm.
Output Paper Weight	<p>Tray 1 - 3: 64 - 256 gsm Tray 5 (Bypass): 52 - 300 gsm</p> <p>Important • It is recommended to use papers recommended by Fuji Xerox. For using paper manufactured other than by Fuji Xerox, contact our Customer Support Center.</p>
Paper Feed Method/Paper Tray Capacity	<p>Standard Tray 1: 570 sheets Tray 2: 570 sheets Tray 3: 570 sheets Tray 5 (Bypass): 250 sheets Maximum Paper capacity: 6,160 sheets (Standard + High Capacity Feeder C3-DS)</p> <p>Note • When using FX J Paper.</p>
Output Tray Capacity	<p>500 sheets</p> <p>Note • When using FX J Paper. • When using Offset Catch Tray.</p>
Power Supply	AC 220 - 240V±10 %, 20A for both 50/60Hz±3 %
Power Consumption	<p>Maximum power consumption: 4.8kW or less Low Power mode: 192W or less Sleep mode: 1.4W or less</p>

Dimensions	Width 1,163 × Depth 831 × Height 1,450 mm Note • When the Large Size UI is installed and Tray 5 (bypass) is closed.
Space Requirement	Width 2,914 × Depth 3,431 mm (Main unit + Offset Catch Tray)
Weight	295kg (Main unit + Large Size UI)

■ Scan Function

Type	Color scanner
Original Paper Size	Same as the Copy Function
Scanning Resolution	600 × 600 dpi, 400 × 400 dpi, 300 × 300 dpi, 200 × 200 dpi
Scanning Speed	Monochrome: 100 sheets/minute Color: 100 sheets/minute (Monochrome, 2 sided: 200 pages/minute, Color, 2 sided: 200 pages/minute) (For ITU-T No.1 Chart A4  200 dpi, Store to Folder) Note • The scanning speed varies depending on documents.
Scanning Method	E-mail, Scan to PC, Store to Folder (TWAIN), Store to print server (TWAIN)

■ Copy function

Scanning Resolution	600 × 600 dpi
Printing Resolution	2,400 × 2,400 dpi (multicolored photo) 600 × 600 dpi (text/text photo/photo/maps)
Halftone/Printable Colors	256 color graduation for each color (16,700,000 colors)
Output Paper Size	Standard Size: Maximum A3, Minimum Postcard Non-standard Size: 98 × 148 mm - 330 × 488 mm Important • Image loss width: lead edge 4 mm; trail edge 2 mm; left and right edges 2 mm.
First Copy Output Time	Monochrome: 5.2 seconds or less (A4  monochrome priority mode) Color: 9.0 seconds or less (A4  color priority mode)

■ Offset Catch Tray (optional)





Paper Size	Standard Size: Maximum A3, 11 × 17" Minimum: Postcard Non-standard Size: 98 × 148 mm - 330 × 660 mm
Paper Weight	52 - 350 gsm Note • It is recommended to use papers recommended by Fuji Xerox. For using paper manufactured other than by Fuji Xerox, contact our Customer Support Center.
Paper Capacity	500 Sheets Note • When using FX J Paper.
Dimensions	Width 405 × Depth 393 × Height 184 mm
Weight	6 kg

■ C3 Finisher (optional)








Type	Output tray x 1 : Collate Stack Finisher tray x 1 : Collate (offset stacking available)/ Stack (offset stacking available)
Paper Size	Output tray Standard Size: Maximum: A3, 11 x 17" Minimum: Postcard Non-standard Size: Maximum: 330 x 660 mm Minimum: 98 x 148 mm Finisher tray Standard Size: Maximum: A3, 11 x 17" Minimum: B5 Non-standard Size: Maximum: 330 x 488 mm Minimum: 203 x 182 mm
Paper Weight	Output tray 52 - 350 gsm Finisher tray 52 - 350 gsm
Stacker Capacity	Output tray 500 sheets (A4) Finisher tray (not stapled) A4 : 3,000 sheets B4 or larger : 1,500 sheets Mixed stack* : 300 sheets or more Z-fold stack : 30 sheets or more (A3, 11 x 17") Finisher tray (stapled) A4 : 200 sets (1 staple), 100 sets (2/4 staples), or 3,000 sheets B4 or larger : 100 sets or 1,500 sheets Mixed stack* : 70 sets or 200 sheets or more Z-fold stack : 30 sheets or more (A3, 11 x 17") * : Larger size paper is stacked on top of smaller size paper. Important • When using FX P paper.
Staple	Capability : 50 sheets (90 gsm or less) Paper Size : Maximum: A3, 11 x 17", Minimum: B5□ Position : 1 place (angled: front/back, parallel: back), 2/4 places (parallel)
Punch	Number of Holes : 2/4 holes or 3 holes Paper Size : Maximum: A3, 11 x 17", Minimum: B5□ (2 holes), A4□, 8.5 x 11"□ (4 holes) Paper Weight : 52 - 200 gsm
Dimensions	Width 840 x Depth 589 x Height 1,056 mm
Weight	47 kg

■ C3 Finisher with Booklet Maker (optional)

Type	Output tray x 1 : Collate Stack Finisher tray x 1 : Collate (offset stacking available)/ Stack (offset stacking available) Booklet tray x 1 : Collate Stack
------	--

Paper Size	<p>Output tray Standard Size: Maximum: A3, 11 x 17" Minimum: Postcards Non-standard Size: Maximum: 330 x 660 mm Minimum: 98 x 148 mm</p> <p>Finisher tray Standard Size: Maximum: A3, 11 x 17" Minimum: B5 Non-standard Size: Maximum: 330 x 488 mm Minimum: 203 x 182 mm</p> <p>Booklet tray Standard Size: Maximum: A3, 11 x 17" Minimum: B5 Non-standard Size: Maximum: 330 x 457 mm Minimum: 182 x 257 mm</p>
Paper Weight	<p>Output tray 52 - 350 gsm</p> <p>Finisher tray 52 - 350 gsm</p> <p>Booklet tray 60 - 300 gsm</p>
Stacker Capacity	<p>Output tray 500 sheets (A4)</p> <p>Finisher tray (not stapled) A4: 1,500 sheets B4 or larger: 1,500 sheets Mixed stack^{*1}: 300 sheets or more Z-fold stack : 30 sheets or more (A3, 11 x 17")</p> <p>Finisher tray (stapled) A4 : 200 sets (1 staple), 100 sets (2/4 staples), or 1,500 sheets B4 or larger: 100 sets or 1,500 sheets Mixed stack^{*1}: 70 sets or 200 sheets or more Z-fold stack : 30 sheets or more (A3, 11 x 17")</p> <p>Booklet tray 20 sets^{*2*3}</p> <p>^{*1} : Larger size paper is stacked on top of smaller size paper. ^{*2} : Paper of the same size ^{*3} : For 16 or more sheets/set, up to 15 sets</p> <p>Important • When using FX P paper.</p>
Staple	<p>Capability : 50 sheets (90 gsm or less)</p> <p>Paper Size : Maximum: A3, 11 x 17", Minimum: B5 </p> <p>Position : 1 place (angled: front/back, parallel: back), 2/4 places (parallel)</p>
Punch	<p>Number of Holes : 2/4 holes or 3 holes</p> <p>Paper Size : Maximum: A3, 11 x 17", Minimum: B5 , A4 , 8.5 x 11"  (4 holes)</p> <p>Paper Weight : 52 - 200 gsm</p>
Booklet Finishing	<p>Maximum number of sheets : 16 sheets* (center binding), 5 sheets (center folding), 1 sheet (single folding)</p> <p>Paper size : Standard Size: Maximum: A3, 11 x 17" Minimum: B5 Non-standard Size: Maximum: 330 x 457 mm Minimum: 182 x 257 mm</p> <p>Paper weight : 60 - 300 gsm (center binding, center folding), 60 - 220 gsm (single folding)</p> <p>* : The maximum number of sheets may vary depending on the paper type of the cover. The booklet may open depending on the size and type of the sheets.</p>
Dimensions	Width 900 x Depth 589 x Height 1,056 mm
Weight	64 kg

■ Finisher D4 (optional) / Finisher D5 (optional)

Type	Output Tray	Collate / Stack
	Finisher Tray	Collate / Stack (offset stacking available)
Paper Size	Output Tray	Standard size: Maximum: A3, 11 x 17" mm Minimum: Postcard Non-standard size: Maximum: 330 x 488 mm Minimum: 98 x 148 mm
	Finisher Tray	Standard size: Maximum: A3, 11 x 17" Minimum: B5 Non-standard size: Maximum: 330 x 488 mm Minimum: 182 x 182 mm
Paper Weight	Output Tray	52 - 350 gsm
	Finisher Tray	52 - 300 gsm
Stacker Capacity Note • When using FX P Paper.	Output Tray	500 sheets
	Finisher Tray (with no staple)	A4  Finisher D4: 3,000 sheets, Finisher D5: 2,000 sheets B4 or larger: 1,500 sheets Mix stack: 350 sheets* * : When using FX P Paper. Important • * When larger size papers are loaded on smaller size papers.
	Finisher Tray (with staple)	A4  Finisher D4: 200 sets or 3,000 sheets Finisher D5: 200 sets or 2,000 sheets B4 or larger: 100 sets or 1,500 sheets
Staple	Capacity	100 sheets Important • When using FX P Paper. • 65 sheets when using paper larger than A4 / 8.5 x 11". Staples may be bent depending on the deployment conditions such as Paper Weight.
	Paper Size	Standard Size: Maximum: A3, 11 x 17" Minimum: B5 
	Position	<1 place> Front: Angled stapling Center: Parallel stapling Rear: Parallel stapling Angled stapling (A3 and A4  only) <2 places> Parallel stapling <4 places> Parallel stapling
Punch	Number of Holes	2 or 4, 3 (optional)
	Paper Size	Maximum: A3, 11 x 17" Minimum: B5  (2 holes), A4  , 8.5 x 11"  (4 holes)
	Paper Weight	52 - 220 gsm

Folding Important • When the D4/D5 Folder Unit is installed.		• Z-Fold Paper Size: A3, B4, 11 × 17" Paper Weight: 64 - 90 gsm
		• C-Fold Paper Size: A4, Letter Paper Weight: 64 - 90 gsm
Inserter	Paper Size	Maximum: A3, 11 × 17" Minimum: B5 Important • You cannot print on the paper loaded in the Inserter.
	Paper Weight	64 - 220 gsm
	Capacity	200 sheets Important • When using FX P Paper.
Power Supply		AC 100 - 240V±10 %, 1.65 A - 0.70 A (without D4/D5 Folder Unit) for both 50/60 Hz ± 3 %
Maximum Power consumption		170 W or less (without D4/D5 Folder Unit)
Dimensions		Width 1,050 × Depth 727 × Height 1,165 mm When D4/D5 Folder Unit is installed: Width 1,250 × Depth 727 × Height 1,165 mm
Weight		Finisher D4 115 kg When D4 /D5 Folder Unit is installed: 155 kg Finisher D5 120 kg When D4/D5 Folder Unit is installed: 160 kg

■ Finisher D4 with Booklet (optional)

Type	Output Tray	Collate / Stack
	Finisher Tray	Collate / Stack (offset stacking available)
	Booklet Tray	Collate / Stack
Paper Size	Output Tray	Standard size: Maximum: A3, 11 × 17" Minimum: Postcard Non-standard size: Maximum: 330 × 488 mm Minimum: 98 × 148 mm
	Finisher Tray	Standard size: Maximum: A3, 11 × 17" Minimum: B5 Non-standard size: Maximum: 330 × 488 mm Minimum: 182 × 182 mm
	Booklet Tray	Standard size: Maximum: A3, 11 × 17" Minimum: A4, Letter Non-standard size: Maximum: 330 × 457 mm Minimum: 210 × 279 mm
Paper Weight	Output Tray	52 - 350 gsm
	Finisher Tray	52 - 300 gsm
	Booklet Tray	64 - 300 gsm

Stacker Capacity Note <ul style="list-style-type: none"> When using FX P Paper. 	Output Tray	500 sheets
	Finisher Tray (with no staple)	A4☐: 2,000 sheets B4 or larger: 1,500 sheets Mix stack: 350 sheets* Important • * When larger size papers are loaded on smaller size papers.
	Finisher Tray (with staple)	A4☐: 200 sets or 2,000 sheets B4 or larger: 100 sets or 1,500 sheets
	Booklet Tray	20 sets Important • In case of center binding, 15 sheets/set <ul style="list-style-type: none"> For 16 sheets/set, up to 15 sets. Some papers may not be placed into tray depending on the Paper Weight.
Staple	Capacity	100 sheets Important • When using FX P Paper <ul style="list-style-type: none"> 65 sheets when using paper larger than A4 / 8.5 × 11". Staples may be bent depending on the deployment conditions such as Paper Weight.
	Paper Size	Standard Size: Maximum: A3, 11 × 17" Minimum: B5☐
	Position	<1 place> Front: Angled stapling Center: Parallel stapling Rear : Parallel stapling Angled stapling (A3 and A4☐ only) <2 places> Parallel stapling <4 places> Parallel stapling
Punch	Number of Holes	2 or 4, 3 (optional)
	Paper Size	Maximum: A3, 11 × 17" Minimum: B5☐ (2 holes), A4☐, 8.5 × 11"☐ (4 holes)
	Paper Weight	52 - 220 gsm
Booklet Finishing	Capacity	Center binding: 20 sheets Center folding: 5 sheets Note <ul style="list-style-type: none"> When a cover is attached, the maximum number of sheets decreases depending on the paper weight. Our customer engineers can change maximum number of sheets for center-binding (up to 25 sheets).
	Paper Size	Standard size: Maximum: A3, 11 × 17" Minimum: A4, 8.5 × 11" Non-standard size: Maximum: 330 × 457 mm Minimum: 210 × 279 mm

	Paper Weight	64 - 300 gsm Note • 221 - 300 gsm size paper can be used as white cover sheets for center binding/center folding only when printing (White cover sheets cannot be used when copying).
Folding	Important • When the D4/D5 Folder Unit is installed. • Z-Fold Paper Size: A3, B4, 11 × 17" Paper Weight: 64 - 90 gsm • C-Fold Paper Size: A4, Letter Paper Weight: 64 - 90 gsm	
Inserters	Paper Size	Maximum: A3, 11 × 17" Minimum: B5 Important • You cannot print on the paper loaded in the Inserters.
	Paper Weight	64 - 220 gsm
	Capacity	200 sheets Important • When using FX P Paper.
Power Supply		AC 100 - 240V ± 10 %, 2.03 A - 0.85 A (with Folder Unit) for both 50/60 Hz ± 3 %
Maximum Power Consumption		203 W or less (with Folder Unit)
Dimensions		Width 1,055 × Depth 727 × Height 1,165 mm When Folder Unit is installed: Width 1,255 × Depth 727 × Height 1,165 mm
Weight		150 kg (When Folder Unit is installed:190 kg)

■ HCF B1 (optional)

Paper Size	• Standard Size Maximum: A4, Letter Minimum: B5
Paper Weight	64 - 220 gsm Note • It is recommended to use papers recommended by Fuji Xerox.
Paper Capacity / Number of Trays	2,100 sheets × 1 tray Note • When using FX J Paper.
Dimensions	Width 389 × Depth 610 × Height 377 mm
Weight	29 kg

■ HCF B1-S (optional)

Paper Size	• Standard Size Maximum: A3, 11 × 17" Minimum: Postcard • Non-Standard Size 100 (Y direction) × 148 (X direction) mm - 330 (Y direction) × 488 mm (X direction) Note • The Post Card Kit is required to load postcards or non-standard size paper whose length is 100 - 181 mm (Y direction).
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Paper Weight	52 - 300 gsm Note • It is recommended to use papers recommended by Fuji Xerox. For using paper manufactured other than by Fuji Xerox, contact our Customer Support Center.
Paper Capacity / Number of Trays	2,100 sheets × 1 tray Important • When using FX J Paper.
Power Supply	AC 220 - 240V±10 % / 100-120V±10 %, 1.5A/2.5A for both 50/60Hz±3 %
Maximum Power Consumption	360 W or less
Dimensions	Width 988 × Depth 762 × Height 992 mm
Weight	190 kg Note • When Tray 5 (Bypass) and the Large Size Color Panel are installed.

■ High Capacity Feeder C3-DS (optional)

Paper Size	<ul style="list-style-type: none"> Standard Size Maximum: A3, 11 × 17" Minimum: Postcard Non-standard Size 98 (Y direction) × 148 (X direction) mm - 330 (Y direction) × 488 (X direction) mm Note • The Post Card Kit is required to load postcards or non-standard size paper whose length is 98 - 181 mm (Y direction).
Paper Weight	52 - 350 gsm Note • It is recommended to use papers recommended by Fuji Xerox. For using paper manufactured other than by Fuji Xerox, contact our Customer Support Center.
Paper Capacity / Number of Trays	2,100 sheets × 2 trays Note • When using FX J Paper.
Power Supply	AC 200 - 240V±10 % / 100-120V±10 %, 4A/6A for both 50/60Hz
Maximum Power Consumption	800 W or less
Dimensions	Width 988 × Depth 762 × Height 992 mm
Weight	245 kg Note • When Tray 5 (Bypass) and the Large Size Color Panel are installed.

■ Interface Module (optional)

Power Supply	AC 100 - 240V±10 %, 2.5 - 1.5 A for both 50/60Hz ±3 %
Maximum Power Consumption	360W or less
Dimensions	Width 345 × Depth 725 × Height 992 mm
Weight	50 kg

■ High Capacity Stacker (optional)

Stacker Capacity	Stacker Output Tray: 500 sheets Stacker Tray: 5,000 sheets Note • When using FX P Paper.
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Paper Size	Stacker Output Tray Standard size: Maximum: A3, 11 x 17" Minimum: Postcard Non-standard size: Maximum: 330 x 488 mm Minimum: 98 x 148 mm
	Stacker Tray Standard size: Maximum: A3, 11 x 17" Minimum: B5 Non-standard size: Maximum: 330 x 488 mm Minimum: 203 x 182 mm
Paper Weight	Stacker Output Tray: 52 - 350 gsm Stacker Tray: 52 - 300 gsm
Power Supply	AC 100 - 240V±10 %, 1.5 - 0.8A for both 50/60Hz±3 %
Power Consumption	192 W or less
Dimensions	Width 805 × Depth 725 × Height 1,042 mm
Weight	155kg

■ Squarefold Trimmer Module (optional)

Important • The Finisher D4 with Booklet is required to install the Squarefold Trimmer Module.

Paper Size	Standard size: Maximum: A3, 13 x 18" Minimum: A4, 8.5 x 11" Non-standard size: Maximum: 330 x 457 mm Minimum: 210 x 279 mm
Paper Weight	60 - 300 gsm
Capacity	Center binding: 20 sheets Center folding: 5 sheets Note • Square back binding is not supported for center folding or center binding of less than 5 sheets.
Trimming Size	2 - 20 mm
Booklet Tray Capacity	20 sets (folding 15 sheets or less), 15 sets (folding 16 sheets or more)
Power Supply	AC 100 - 240V±10 %, 0.8 - 0.4A for both 50/60Hz±3 %
Power Consumption	96 W or less
Dimensions	Width 1,072 × Depth 725 × Height 552 mm Note • The above is the external dimension when the device is attached to the machine. The width of the device only is 1,278 mm.
Weight	100 kg

■ Finishing Transport Module (optional)

Power supply Power consumption	Power supply: AC 100 - 240V±10 %, 5-2A for both 50/60Hz±3 % Power consumption : Maximum 500 W or less
Dimensions	Width 593 x Depth 652 x Height 1,004 mm
Weight	64.5 kg

Note

- FX J Paper: 82 gsm
- FX P Paper: 64 gsm

Printable Area

The printable area is an area on paper excluding the 4.0 mm margins on top edge of paper, and the 2.0 mm margins on bottom, left, and right edges of paper.

For printing, the printable area can be extended to $323.0^{*1} \times 482.0^{*2}$ mm, and the print assured area can be extended to 317.0×482.0 mm at a maximum. For copying, both the printable area and the print assured area can be extended to 293.0×426.0 mm at a maximum.

The un-printable area, however, may vary depending on the size of paper.

*1 : 326mm when the HCF B1-S or the High Capacity Feeder C3-DS is used and the tray position is adjusted.

*2 : For long length printing, 654.0 mm.

Internal Fonts

This section lists the fonts pre-installed on the machine.

For more information on the optional HP-GL/2 and PCL fonts, refer to "PCL Emulation" (P.952) and "HP-GL/2 Emulation" (P.959).

Stroke fonts (for PCL5 and HP-GL/2)			European Stroke fonts	
Outline fonts	Euro- pean	ESC/P-K	Arial Arial Italic Arial Bold Arial Bold Italic Courier Courier Italic Courier Bold Courier Bold Italic Roman	Sans Serif Symbol Times New Roman Times New Roman Bold Times New Roman Italic Times New Roman Bold Italic ITC Zapf Dingbats GoldSEMM GoldSAMM
		PDF	Arial Arial Italic Arial Bold Arial Bold Italic Courier Courier Italic Courier Bold Courier Bold Italic	Symbol Times New Roman Times New Roman Bold Times New Roman Italic Times New Roman Bold Italic ITC Zapf Dingbats GoldSEMM GoldSAMM

		PCL	CG Times CG Times Italic CG Times Bold CG Times Bold Italic Univers Medium Univers Medium Italic Univers Bold Univers Bold Italic Univers Medium Condensed Univers Medium Condensed Italic Univers Bold Condensed Univers Bold Condensed Italic Antique Olive Antique Olive Italic Antique Olive Bold CG Omega CG Omega Italic CG Omega Bold CG Omega Bold Italic Garamond Antiqua Garamond Kursiv Garamond Halbfett Garamond Kursiv Halbfett (Default): Courier Courier Italic Courier Bold Courier Bold Italic Letter Gothic Letter Gothic Italic Letter Gothic Bold Albertus Medium Albertus Extra Bold Clarendon Condensed Coronet Marigold Arial Arial Italic Arial Bold Arial Bold Italic Times New Times New Italic	Times New Bold Times New Bold Italic Symbol Wingdings Line Printer Times Roman Times Italic Times Bold Times Bold Italic Helvetica Helvetica Oblique Helvetica Bold Helvetica Bold Oblique CourierPS CourierPS Oblique CourierPS Bold CourierPS Bold Oblique SymbolPS Palatino Roman Palatino Italic Palatino Bold Palatino Bold Italic ITC Bookman Light ITC Bookman Light Italic ITC Bookman Demi ITC Bookman Demi Italic Helvetica Narrow Helvetica Narrow Oblique Helvetica Narrow Bold Helvetica Narrow Bold Oblique New Century Schoolbook Roman New Century Schoolbook Italic New Century Schoolbook Bold New Century Schoolbook Bold Italic ITC Avant Garde Book ITC Avant Garde Book Oblique ITC Avant Garde Demi ITC Avant Garde Demi Oblique ITC Zapf Chancery Medium Italic ITC Zapf Dingbats OCR-B
	KO	PCL5	Myungio Gothic R- Gothic	Graphic Kungso Saemmul
		KS	Myungio Gothic R- Gothic Graphic Kungso Saemmul	T-Myungio T-Gothic TR-Gothic T-Graphic T-Kungso T-Saemmul
	TC	PCL5	ShuSong	
	SC	PCL5 ESC/P-K	ShuSong	

Note • The fonts provided will vary depending on the region of use.

Optional Components

The following table shows the optional components available. To purchase these options, contact our Customer Support Center.

Product Name	Description
Offset Catch Tray	Allows to eject paper with an offset.
Large Size UI Installation Kit	A kit to set the Large Size UI Kit to the machine.
Large Size UI Installation Kit 2	A kit to set the Large Size UI Kit to the machine with HCF B1-S or High Capacity Feeder C3-DS.
C3 Finisher	Staples output.
C3 Finisher with Booklet Maker	Staples output. It also folds output in half or staples folded output.
Punch Unit 2/4H CD1	2/4 hole-punches output sheets. Note <ul style="list-style-type: none"> This kit is available only when the C3 Finisher or C3 Finisher with Booklet Maker is installed.
Punch Unit US 2/3H CD1	2/3 hole-punches output sheets. Note <ul style="list-style-type: none"> This kit is available only when the C3 Finisher or C3 Finisher with Booklet Maker is installed.
Finisher D4	Staples or hole-punches output. Inserter is installed for loading paper to be used as separators and covers. Note <ul style="list-style-type: none"> The Finisher D5 is required to connect a 3rd vendor finisher.
Finisher D5	
Finisher D4 with Booklet	Staples or hole-punches output. It also folds output in half or staples folded output. Inserter is installed for loading paper to be used as separators and covers to bind booklets.
Finishing Transport Module	Connects a 3rd vendor finisher to the Finisher D5.
D4/D5 Folder Unit	Used to fold sheets in Z-folded or C-folded form. Note <ul style="list-style-type: none"> This is available only when the Finisher D4, the Finisher D4 with Booklet, or Finisher D5 is installed.
2/3 Hole Punch Kit for Finisher D4	The number of punching holes can be changed to 3. Note <ul style="list-style-type: none"> 2 and 4 punching cannot be used when this option is installed. This is available only when the Finisher D4, the Finisher D4 with Booklet, or the Finisher D5 is installed.
Squarefold Trimmer Module	Presses the spine of a booklet to form the square-shaped spine like a book. It also trims the fore edge, which is opposite of the spine, to finish the edge neatly. Note <ul style="list-style-type: none"> This option is available only when the Finisher D4 with Booklet is installed.
High Capacity Stacker	Allows you to output up to 5,000 sheets of paper (when using FX P Paper).
Stacker Cart	A cart for carrying paper output from the High Capacity Stacker.
Interface Module	Used when installing the Finisher D4, Finisher D4 with Booklet, Finisher D5, or High Capacity Stacker to the machine. Note <ul style="list-style-type: none"> For GBC® AdvancedPunch™, refer to the manual supplied with the device.

Product Name	Description
HCF B1	Allows you to load 2,100 sheets of paper (when using FX J Paper).
HCF B1-S	Allows you to load 2,100 sheets of paper (when using FX J Paper) in Tray 6.
High Capacity Feeder C3-DS	Allows you to load 2,100 sheets of paper (when using FX J Paper) in Trays 6 and 7.
Advanced Scan Kit	Allows you to select the Microsoft Word and Microsoft Excel formats when using E-mail, Scan to PC, and Store to USB feature. Also, allows you to use optical character recognition (OCR) when scanning.
USB Memory Kit	Allows you to print image data taken with a digital camera as well as data stored with the text format, using the control panel.
Server-less On-Demand Print Kit	A print job sent from a computer will be temporarily stored in the machine. Even if the machine is busy, you can call and execute the job on another machine on the network. No server is required to store the jobs.
Network Accounting Kit	Allows you to keep track of user accounts via an external authentication server.
Gigabit Ethernet Board	Allows you to connect 1000 BASE-T Ethernet.
Secondary Ethernet Kit	Adds an Ethernet port to the machine.
Wing Table	A kit to load the related equipment such as IC Card Reader (sold separately), or to secure work space. When the Offset Catch Tray is installed, the table can be installed on the right side of the document feeder.
USB Hub	Adds USB ports to equip the Memory Card Reader to the machine.
Anti Earthquake Kit	Prevents the machine from being moved by an earthquake.
TC/SC Additional Font Kit	Additional fonts of Traditional and Simplified Chinese
Mobility Plate	Reinforcement plates when the machine is installed on an uneven surface or on a floor with low withstand load.

- Note**
- The optional components are subject to change without notice.
 - For the latest information, contact our Customer Support Center.

ESC/P-K Emulation

This section describes how to use ESC/P-K emulation.

Emulation

This section describes the printer language emulations available on the machine.

Print data conforms to certain rules (grammars). These rules (grammars) are called printer languages.

The machine supports two types of printer languages: a page description language, which is used to create images on a page-by-page basis, and an emulation, which is used to achieve the print results similar to those of other printers. To "emulate" means to imitate the print results of other printers.

Emulation Mode

When printing data written in a language other than a page description language supported by the machine, switch the machine to the emulation mode. The relationships between the emulation mode and the printer to be emulated are as follows:

Emulation Mode	Printer to be Emulated
ESC/P-K emulation mode (ESC/P-K mode)	LQ1900K II+

Host Interfaces and Emulation

Different host interfaces support different printer languages. The host interfaces that support printer languages are as follows:

- USB port
- LPD port
- IPP port
- Port9100 port
- WSD port

Note • WSD stands for Web Services on Devices.

Switching between Printer Languages

The machine provides the Multi-emulation feature that allows switching between different printer languages.

The methods of switching between printer languages are as follows:

■ Switching by Commands

Commands for switching between printer languages are provided. Upon receipt of a command, the machine switches to the relevant printer language.

■ Automatic Switching

The machine analyzes the data received by a host interface, and automatically identifies the printer language to be used. It then switches to the identified printer language.

■ Interface-dependent

You can set a printer language for each host interface by using CentreWare Internet Services. The machine switches to a printer language corresponding to the host interface that received data.

Fonts

This section explains the fonts used for emulation.

Available fonts

The following fonts can be used for ESC/P-K emulation:

■ ESC/P-K Emulation

Available outline fonts are as follows:

- Roman
- Sans serif
- ShuSong
- OCR-B

User-defined Characters

On the machine, you can use user-defined characters.

The total capacity of memory for storing user-defined characters and other user-defined data can be set on the control panel. This value is deleted after the machine is turned off.

User-defined characters are registered as bitmap fonts, and cannot be shared among different printer languages.

Font Caching

To ensure hi-speed printing, outline fonts of up to a certain size are cached. Outline fonts are converted into bitmap data temporarily and then printed. To minimize this processing time, the processed bitmap data is saved in the memory. This process is called font caching.

The saved bitmap data is deleted when you turn the machine off or reset it.

Output Feature

This section describes the machine's output feature.

Outputting a Pending Print Job

The printing of jobs already received by the machine can be prioritized over other jobs.

For information on prioritizing the printing of jobs already received by the machine, refer to "Printing Pending Jobs" (P.380).

ESC/P-K Emulation Print Features

Pages per Side

The Pages per Side feature reduces the size of multiple-sheet documents and prints them on a single sheet of paper.

The Pages per Side feature can be used in the ESC/P-K emulation mode. In the ESC/P-K mode, 2 Up can be used.

Form Overlay

In the ESC/P-K mode, you can register an original form on the machine, and overprint the form on a printout.

The form to be used for overlaying can be specified on the control panel.

For more information on registering forms, contact our Customer Support Center.

Barcodes

In the ESC/P-K mode, you can use barcodes. The barcodes that can be used are as follows:

- EAN-13
- EAN-8
- Interleaved 2 of 5
- UPC-A
- UPC-E
- CODE39
- CODE128
- POSTNET

Forms

You can use ESC/P-K to register forms on the machine. Up to 64 forms can be registered.

For more information on registering forms, contact our Customer Support Center.

ESC/P-K Emulation Settings

The following tables show the basic and extended settings that can be configured on the ESC/P-K emulation mode menu.

Basic Settings

Setting Item	Item Number	Value
Output color	5	Sets the output color. [0] (Default) : Color [1] : Monochrome

Setting Item	Item Number	Value
Paper tray	3	<p>Sets the paper tray to be used for printing.</p> <p>[0] : Auto [1] (Default) : Tray 1 [2] : Tray 2 [3] : Tray 3 [5] : Tray 5 [6] : Tray 6 (High Capacity Feeder) [7] : Tray 7 (High Capacity Feeder)</p> <p>If printing from Tray 5, instruct printing and then operate the machine to start printing. To cancel the setting, change the setting for "Tray 5 Confirmation".</p> <p>Important • When Trays 1 to 3, Tray 6, or Tray 7 is selected, the paper size is determined by the size of paper loaded in the tray, and thus [Paper Size] cannot be set.</p> <p>Note • When [Auto] is selected and paper of the same size in the same orientation in multiple trays is loaded, paper will be fed in the order of Tray 1 → Tray 2 → Tray 3 → Tray 6 → Tray 7. If paper of the same size is loaded in multiple trays but in different orientations, feeding of the paper loaded in the landscape orientation is prioritized.</p>
Document size	1	<p>Sets the client-created document size.</p> <p>[99] (Default) : Paper [100] : Continuous form paper (10 x 12) [101] : Continuous form paper (10 x 11) [102] : Continuous form paper (15 x 12) [103] : Continuous form paper (15 x 11) [3] : A3 [4] : A4 [5] : A5 [14] : B4 [15] : B5 [21] : 8.5 x 14 [22] : 8.5 x 13 [23] : 8.5 x 11 [24] : 11 x 17 [0] : Postcard</p> <p>The number of characters printed is: 80 characters/72 rows for continuous form paper (10 x 12), 80 characters/66 rows for continuous form paper (10 x 11), 136 characters/72 rows for continuous form paper (15 x 12), and 136 characters/66 rows for continuous form paper (15 x 11).</p> <p>Note</p> <ul style="list-style-type: none"> • When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set. • When [Preset %] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the machine automatically calculates the magnification based on a combination of [Original Size] and [Paper Size]. If the ratio, however, is outside the range of 45-210 %, the document will not be reduced/enlarged, and will be printed at a scale of 100 %. When [2 Up] is selected, the machine automatically calculates the magnification based on a combination of [Original Size] and 1/2 of [Paper Size]. • The orientation set here is that of the document. It is not affected by the orientation of paper loaded in the paper trays.
Orientation	19	<p>Sets the orientation of paper.</p> <p>[0] (Default) : Portrait [1] : Landscape</p>

Setting Item	Item Number	Value
Paper size	2	<p>Sets the size of paper to be printed. This setting can be made only when [Paper Tray] is set to [Auto] or [Tray 5]. This setting can be configured only for cut sheets.</p> <p>[3] : A3 [4] : A4 [5] : A5 [14] : B4 [15] : B5 [21] : 8.5 x 14 [22] : 8.5 x 13 [23] : 8.5 x 11 [24] : 11 x 17 [0] : Postcard</p> <p>Important • If [Paper Tray] is set to Trays 1 to 3, Trays 6 to 7, [Paper Size] cannot be set.</p> <p>Note • When [Preset %] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the machine automatically calculates the magnification based on a combination of [Original Size] and [Paper Size]. If the magnification, however, is outside the range of 45-210 %, the document will not be reduced/enlarged, and will be printed at a scale of 100 %.</p> <p>When [2 Up] is selected, the machine automatically calculates the magnification based on a combination of [Original Size] and 1/2 of [Paper Size].</p>

Extended Settings

Setting Item	Item Number	Value
Paper position	20	<p>Sets the paper position.</p> <p>[0] (Default) : Without cut sheet feeder (left) [1] : With cut sheet feeder (center)</p> <p>Note • When [Without cut sheet feeder (left)] is specified and FF (line feed command) is received, the machine skips the number of lines specified in VFU. When [With cut sheet feeder (center)] is specified, the machine inserts a page break.</p> <p>• When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set.</p>
Output quantity	8	<p>Sets the number of copies to be printed.</p> <p>[1 to 250] (Default: 1): 1-250 copies</p> <p>Important • When the output quantity is specified by a client, that number of copies is printed. After printing, the number set on the control panel is overwritten with the number newly specified. However, the number of copies specified from the lpd port will not overwrite the number set on the control panel.</p>

Setting Item	Item Number	Value
Reduce/enlarge	54 (Reduce/enlarge mode)	<p>Sets the print magnification.</p> <p>[0] (Default) : Preset % [1] : Variable % [2] : Fit to Cut Sheet</p> <p>[Preset %] is a magnification automatically calculated based on [Original Size] and [Paper Size], and reduces/enlarges the printable area of the document to fit in the printable area of the output paper. Therefore, if the size of the document and of the output paper are identical, the ratio will be 100 %. Also, if [2 Up] is selected, the document will be reduced to the size at which two pages fit onto one sheet of paper.</p> <p>[Variable %] is a magnification set in [Variable %] under [Reduce/Enlarge]. A reference point for scaling (reducing/enlarging) is the upper left corner of the printable area. This reference point applies to all text, images, and graphics.</p> <p>[Fit to Cut Sheet] prints the entire cut sheet area onto the printable area of the output paper. It is a magnification automatically calculated based on [Original Size] and [Paper Size], and reduces/enlarges the entire document (including the area outside of the printable area) to fit onto the printable area of the output paper.</p>
	17 (Variable % / vertical magnification)	<p>Sets the magnification for the vertical or horizontal direction.</p> <p>[45 to 210] (Default:100): 45-210 %</p> <p>Note • When a continuous form paper is selected for [Original Size], print result is identical for [Preset %] and [Fit to Cut Sheet].</p>
	18 (Variable % / horizontal magnification)	
2 Up mode	21	<p>Sets whether to print with the 2 Up or page by page. 2 Up is a feature that prints two pages onto one sheet of paper. Depending on the paper orientation, the two pages are printed side by side, or one above the other.</p> <p>[0] (Default) : Off [1] : Forward [2] : Reverse</p> <p>Important • When [Landscape] is selected for [Original Size], print result is identical for [Forward] and [Reverse].</p>
Output destination	9	<p>Sets the output tray for the printouts.</p> <p>[0] (Default) : Right Top Tray [68] : Stacker - Tray (optional) [69] : Stacker - Top Tray (optional) [80] : Right Middle Tray (optional) [81] : Right Top Tray (optional)</p>
Tray 5 confirmation	67	<p>Prints from Tray 5, after you instruct to print and then operate the machine to start printing.</p> <p>[0] (Default) : Off [1] : On</p>
Grid lines	22	<p>Sets the method for printing double-byte grid lines. The options are as follows.</p> <p>[0] (Default) : Image [1] : Font</p>

Setting Item	Item Number	Value
2 Sided printing	12	<p>Sets the 2 sided printing.</p> <p>[0] (Default) : Off [1] : Head to Head [2] : Head to Toe</p> <p>Important • When [Postcard] is selected for [Paper Size], [Head to Head] and [Head to Toe] cannot be selected.</p>
Font	14 (Alphanumeric fonts)	<p>Sets the font for single-byte characters.</p> <p>[0] (Default) : Roman [[1] : Sanserif</p> <p>Important • Since this feature selects the default value, its setting will not be affected when an extended command is received.</p>
Print control	51 (Blank sheet output)	<p>Sets whether to print blank pages if included in the document.</p> <p>[0] (Default) : Off [1] : On</p> <p>Note • Even when [Off] is selected, blank pages are printed if they are spaces created with user-defined characters or images in white color. • When [Off] is selected for this feature and 2 Up or 2 sided printing is specified, blank pages are not printed.</p>
	52 (Character print area)	<p>Extends the position of the right margin.</p> <p>[0] (Default) : Standard [1] : Extended</p> <p>Important • Changing the character print area from [Extended] to [Standard] restores the left and right margins to the default values. • When the position of the right margin is set here, that position becomes the right edge of the character print area.</p>
	53 (Image enhancement)	<p>Sets whether or not to enable the Image Enhancement feature. Image Enhancement smoothens the border between black and white, reducing rough edges, and thus seemingly increasing the resolution.</p> <p>[0] : Off [1] (Default) : On</p>
ESCP switch	55 (Text quality)	<p>Sets the Text Quality mode to high quality or draft.</p> <p>[0] (Default) : High Quality [1] : Draft</p> <p>Important • Since the default value is selected for the [Text Quality], [Reduced Characters], [Character Code Table], [Page Length], and [1-inch Perforation Skip] features, their settings will not be affected when an extended command is received.</p> <p>Note • Changing settings does not change actual printing quality. • This setting affect the Text Quality selection commands. For more information on the Text Quality selection commands, contact our Customer Support Center.</p>
	56 (Reduced characters)	<p>Reduces the size of single-byte alphanumeric characters when printing. Sets whether to reduce their sizes or to print them at a scale of 100 %.</p> <p>[0] (Default) : Off [1] : On</p>
	58 (Page length)	<p>Sets the length of a page (printable area) to 11 inches or 12 inches.</p> <p>[0] (Default) : 11 inches [1] : 12 inches</p>
	59 (1-Inch perforation skip)	<p>Sets whether or not to leave a 1-inch space between pages.</p> <p>[0] (Default) : Off [1] : On</p> <p>Important • This is effective only when CSF under [Paper Position] is set to [Off].</p>

Setting Item	Item Number	Value
	60 (Paper feed position)	Sets the position to start printing at 8.5 mm or 22 mm below the top edge of paper. [0] (Default) : 8.5 mm [1] : 22 mm
	61 (CR feature)	Sets the action to be executed when a CR command is received. [0] (Default) : Carriage return [1] : Carriage return and linefeed
Position adjustment	15 (Vertical position adjustment)	Adjusts the printing position vertically or horizontally, and changes the positions of the margins. [0] (Default) : Off [1-250] : -1 to -250 mm [251-500] : +1 to +250 mm
	16 (Horizontal position adjustment)	Important • Data outside the printable area is not printed regardless of the adjustment of the print position. In addition, data moved outside the printable area as a result of adjusting the print position is not printed.
Escape sequence	62 (Escape sequence)	A normal extended command is specified starting with hexadecimal 1BH ESC as the escape sequence identifying the command, followed by ; (3BH). When you cannot use a semicolon or ESC code with the host computer, you can use a special string instead as an escape sequence. This setting specifies whether or not to enable the escape sequence replacement feature. When enabling, specify the escape sequence with item 63. [0] (Default) : Disabled [1] : Enabled For more information on extended commands, contact our Customer Support Center.
	63 (Escape sequence character)	To control an extended command with a text code, you must specify an escape sequence (the first two bytes) of the extended command. Enter two characters using the keyboard displayed on the screen. [&%] (Default) : 0x21 - 0x7e
Form overlay	64	Constantly performs Form Overlay by selecting a form name (No. 01-64) registered on the machine. [0] (Default) : Off [1-64] : No. 1 - No. 64 Important • Since the default value is selected for this feature, this setting is not affected when an extended command is received. • Once a form name is selected, it continues to be displayed even if the form is deleted. When a form name is selected using the up and down arrow keys, it is not displayed. In this case, the setting is set to "Off".
Stapling	66	Sets the stapling position. [0] (Default) : Off [1] : Top left [2] : Top Double [3] : Top Right [4] : Left Double [5] : Right Double [6] : Bottom Left [7] : Bottom Double [8] : Bottom Right
Bypass Tray - Wait User	67	Sets whether to suspend the print processing when feeding paper from the Bypass Tray. Processing is resumed by a user operation on the machine. [0] : Off [1] (Default) : On

Setting Item	Item Number	Value
Form Type	68	Sets the form type. [0] (Default) : ESC/P-K
Punching	69	Select the position for punching holes. [0] (Default) : Off [1] : Top [2] : Bottom [3] : Left [4] : Right
Number of holes	70	Select the number of punch holes. [0] (Default) : 2 holes [1] : 3 holes [2] : 4 holes
Binary character strings	72	Sets the character strings to be specified when entering commands in hexadecimal format. [0] (Default) : Off [1] : &\$%\$ [2] : \$?!#
0 Style	73	Sets the typeface for "0". [0] (Default) : 0 [1] : Ø
Number of sets	74	Sets the method of specifying the number of print sets. [0] : Protocol [1] : Panel [2] (Default) : Command

Magnification Table

Preset %

Document Size	Paper Size	A3	A4	A5	B4	B5	11 x 17"	8.5 x 14"	8.5 x 13"	8.5 x 11"	Postcard
A3	Long edge	100	70	49	86	60	103	84	78	66	100
	Short edge	100	70	48	86	60	94	72	72	72	100
A4	Long edge	143	100	70	123	86	147	120	112	94	48
	Short edge	143	100	69	123	86	135	103	103	103	45
A5	Long edge	204	143	100	177	123	210	172	160	135	69
	Short edge	207	145	100	178	124	195	149	149	149	65
B4	Long edge	116	81	57	100	70	119	98	90	76	100
	Short edge	116	81	56	100	70	109	83	83	83	100
B5	Long edge	164	116	81	143	100	171	140	130	109	56
	Short edge	164	116	81	143	100	156	120	120	120	53
11 x 17"	Long edge	97	68	48	84	59	100	82	76	64	100
	Short edge	106	74	51	92	64	100	77	77	77	100
8.5 x 14"	Long edge	119	83	58	102	72	122	100	93	78	100
	Short edge	139	97	67	120	84	131	100	100	100	100

8.5 x 13"	Long edge	128	90	63	111	77	132	108	100	84	100
	Short edge	139	97	67	120	84	131	100	100	100	100
8.5 x 11"	Long edge	152	106	74	131	92	156	128	119	100	100
	Short edge	139	97	67	120	84	131	100	100	100	100
Postcard	Long edge	100	100	145	100	178	100	100	100	100	100
	Short edge	100	100	153	100	190	100	100	100	100	100
15 x 11"	Long edge	119	83	58	103	72	122	100	93	78	100
	Short edge	103	72	50	89	62	97	74	74	74	100
15 x 12"	Long edge	119	83	58	103	72	122	100	93	78	100
	Short edge	95	66	46	81	57	89	68	68	68	100
10 x 11"	Long edge	147	103	72	127	89	151	124	115	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 12"	Long edge	135	95	66	117	81	139	114	105	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45

Unit: %

Note • If the magnification for either the long edge or short edge is outside the range of 45 - 210 %, the magnifications for both the long edge and short edge becomes 100 %.

Preset % (2-Up Printing)

Document Size	Paper Size	A3/2	A4/2	A5/2	B4/2	B5/2	11 x 17" /2	8.5 x 14" /2	8.5 x 13" /2	8.5 x 11" /2	Postcard /2
A3	Long edge	70	49	100	60	100	66	50	50	50	100
	Short edge	70	48	100	60	100	72	59	54	45	100
A4	Long edge	100	70	48	86	60	94	72	72	72	100
	Short edge	100	69	48	86	59	103	84	78	65	100
A5	Long edge	143	100	69	123	86	135	103	103	103	45
	Short edge	145	100	69	124	86	149	121	112	94	47
B4	Long edge	81	57	100	70	49	76	58	58	58	100
	Short edge	81	56	100	70	48	83	68	63	53	100
B5	Long edge	116	81	56	100	70	109	83	83	83	100
	Short edge	116	80	55	100	69	120	98	90	76	100
11 x 17"	Long edge	68	48	100	59	100	64	49	49	49	100
	Short edge	74	51	100	64	100	77	62	58	48	100
8.5 x 14"	Long edge	83	58	100	72	50	78	60	60	60	100
	Short edge	97	67	100	84	57	100	82	75	63	100
8.5 x 13"	Long edge	90	63	100	77	54	84	64	64	64	100
	Short edge	97	67	100	84	57	100	82	75	63	100
8.5 x 11"	Long edge	106	74	51	92	64	100	77	77	77	100
	Short edge	97	67	46	84	57	100	82	75	63	100
Postcard	Long edge	100	145	100	178	124	100	149	149	149	65
	Short edge	100	153	105	190	131	100	185	172	144	71
15 x 11"	Long edge	83	58	100	72	100	78	60	60	60	100
	Short edge	72	50	100	62	100	74	60	56	47	100
15 x 12"	Long edge	83	58	100	72	100	78	60	60	100	100
	Short edge	66	46	100	57	100	68	55	51	100	100
10 x 11"	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 12"	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100

Unit: %

Note

- If the magnification for either the long edge or short edge is outside the range of 45 - 210%, the magnifications for both the long edge and short edge becomes 100%.

Fit to Cut Sheet

Document Size	Paper Size	A3	A4	A5	B4	B5	11 x 17"	8.5 x 14"	8.5 x 13"	8.5 x 11"	Postcard
A3	Long edge	98	69	48	85	59	101	83	77	64	100
	Short edge	97	68	47	84	58	91	70	70	70	100
A4	Long edge	138	97	68	120	84	142	117	108	91	100
	Short edge	137	96	66	118	82	129	99	99	99	100
A5	Long edge	196	137	96	169	118	201	165	153	129	66
	Short edge	195	136	94	168	117	183	140	140	140	62
B4	Long edge	113	79	55	98	68	116	95	88	74	100
	Short edge	112	78	54	97	67	105	81	81	81	100
B5	Long edge	160	112	78	138	97	165	135	125	105	54
	Short edge	158	110	76	136	95	149	114	114	114	50
11 x 17"	Long edge	95	67	47	82	57	98	80	74	63	100
	Short edge	103	72	50	89	62	97	74	74	74	100
8.5 x 14"	Long edge	116	81	57	100	70	119	98	90	76	100
	Short edge	133	93	64	115	80	125	96	96	96	100
8.5 x 13"	Long edge	125	87	61	108	75	128	105	97	82	100
	Short edge	133	93	64	115	80	125	96	96	96	100
8.5 x 11"	Long edge	147	103	72	127	89	151	124	115	97	100
	Short edge	133	93	64	115	80	125	96	96	96	100
Postcard	Long edge	100	195	136	100	168	100	100	100	183	94
	Short edge	100	201	139	100	173	100	100	100	207	91
15 x 11"	Long edge	135	95	66	117	81	139	105	114	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45
15 x 12"	Long edge	135	95	66	117	81	139	105	114	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 11"	Long edge	147	103	72	127	89	151	115	124	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 12"	Long edge	147	103	72	127	89	151	124	115	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45

Unit: %

Note

- If the magnification for either the long edge or short edge is outside the range of 45 - 210 %, the magnifications for both the long edge and short edge becomes 100 %.

Fit to Cut Sheet (When 2 Up is specified)

Document Size	Paper Size	A3/2	A4/2	A5/2	B4/2	B5/2	11 x 17" /2	8.5 x 14" /2	8.5 x 13" /2	8.5 x 11" /2	Postcard /2
A3	Long edge	69	48	100	59	100	64	49	49	100	100
	Short edge	68	47	100	58	100	70	57	53	100	100
A4	Long edge	97	68	47	84	58	91	70	70	70	100
	Short edge	96	66	46	82	57	99	80	74	62	100
A5	Long edge	137	96	66	118	82	129	99	99	99	100
	Short edge	136	84	65	117	80	140	114	106	88	100
B4	Long edge	79	55	100	68	48	74	57	57	57	100
	Short edge	78	54	100	67	46	81	66	61	51	100
B5	Long edge	112	78	54	97	67	105	81	81	81	100
	Short edge	110	76	53	95	65	114	93	86	72	100
11 x 17"	Long edge	67	47	100	57	100	63	48	48	48	100
	Short edge	72	50	100	62	100	74	60	56	47	100
8.5 x 14"	Long edge	81	47	100	70	49	76	58	58	58	100
	Short edge	93	50	100	80	55	96	78	72	61	100
8.5 x 13"	Long edge	87	61	100	75	52	82	63	63	63	100
	Short edge	93	64	100	80	55	96	78	72	61	100
8.5 x 11"	Long edge	103	89	100	89	72	97	74	74	74	100
	Short edge	93	80	100	80	55	96	78	72	61	100
Postcard	Long edge	195	136	94	168	117	183	140	140	140	62
	Short edge	201	139	96	173	119	207	169	156	131	65
15 x 11"	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100
15 x 12"	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 11"	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 12"	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100

Unit: %

Note

- If the magnification for either the long edge or short edge is outside the range of 45 - 210%, the magnifications for both the long edge and short edge becomes 100%.

Paper Size and Number of Printable Characters

When the paper feed position is 22 mm

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
A3	113	92	161	63
B4	97	78	139	53
A4	79	63	113	42
B5	68	53	97	35
A5	54	42	79	27
Postcard	35	30	54	19
11 x 17"	106	94	166	58
8.5 x 14"	81	76	136	43
8.5 x 13"	81	70	126	43
8.5 x 11"	81	58	106	43

When the paper feed position is 8.5 mm

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
A3	113	95	161	66
B4	97	82	139	56
A4	79	66	113	45
B5	68	56	97	39
A5	54	45	79	31
Postcard	35	30	54	19
11 x 17"	106	98	166	62
8.5 x 14"	81	80	136	47
8.5 x 13"	81	74	126	47
8.5 x 11"	81	62	106	47

- Note
- The values are based on 10-cpi character pitch and 6-lpi line pitch.
 - The magnification for both the long edge and short edge is 100%.
 - Some paper sizes may not be available depending on your hardware configuration.

Fit to Cut Sheet

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
A3	116	99	165	70
B4	101	85	143	60
A4	82	70	116	49
B5	71	60	101	42
A5	58	49	82	34
Postcard	39	34	58	23
11 x 17"	110	102	170	66
8.5 x 14"	85	84	140	51
8.5 x 13"	85	78	130	51
8.5 x 11"	85	66	110	51

- Note**
- The values are based on 10-cpi character pitch and 6-lpi line pitch.
 - Some paper sizes may not be available depending on your hardware configuration.

15-inch Continuous Form Mode (When Aligned at Left in Landscape Orientation)

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
All supported paper sizes	136	66	136	72

- Note**
- The values are based on 10-cpi character pitch and 6-lpi line pitch.

10-inch Continuous Form Mode

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
All supported paper sizes	80	66	80	72

PDF Direct Print

PDF Direct Print is a feature that prints PDF files by directly using the lpr command instead of a print driver. When this feature is used, the following items will be printed based on the settings of [PDF] under [Print Mode].

- Output Quantity
- 2 Sided Printing
- Print Mode
- Collate
- Layout
- Paper Size
- Output Color
- Process Mode

- Note**
- When you use the lpr command to print, specify the number of copies to be printed in the lpr command. The copy quantity setting made on [Output Quantity] under [PDF] becomes invalid. If the copy quantity is not specified in the lpr command, only one copy is printed.
 - Before you print PDF file using the lpr command, the LPD protocol of the machine must be started with the control panel or CentreWare Internet Services.
 - PDF Direct Print supports PDF version 1.6.

PDF Direct Print Settings

This section describes the available settings with the PDF Direct Print feature.

The settings configured here are valid when printing PDF files without using "ContentsBridge" provided by Fuji Xerox.

Setting Item	Item Number	Value
Output quantity	401	Sets the number of copies to be printed. [1-999] (Default: 1): 1-999 sheets
2 sided printing	402	Sets the 2 sided printing option. [0] (Default) : 1 Sided [1] : 2 Sided, Flip on Long Edge [2] : 2 Sided, Flip on Short Edge [2 Sided Print] prints 2 sided in the orientation so that pages can be bound along the long edge. [2 Sided Print] prints 2 sided in the orientation so that pages can be bound along the short edge.
Print mode	403	Selects which you prioritize: image quality or print speed. [0] (Default) : Standard [1] : High Speed [2] : Fine The [Standard] setting prints in a standard speed and quality. The [High Speed] setting prioritize the print speed. The [Fine] quality setting prints in high quality but in a slower speed.
Collate	404	Selects whether to print multiple-sheet documents as collated sets (1, 2, 3...1, 2, 3...). [0] (Default) : Off [1] : On

Setting Item	Item Number	Value
Layout	405	<p>Sets the layout for printing.</p> <p>[0] (Default) : Auto % [1] : Booklet [2] : 2-up [3] : 4-up [4] : 100 % (size-by-size)</p> <p>The [Auto %] setting automatically calculates the largest magnification possible to fit to the output paper size.</p> <p>The [Booklet] setting prints the images side by side, on both sides of each page, in the correct order to make a booklet based on the layout of the original PDF file. Some documents may not be printed in a booklet fashion depending on the structure of their pages. In this case, they will be printed with the [Auto %] setting.</p> <p>Note</p> <ul style="list-style-type: none"> • When [A4] is selected for [Paper Size], documents will be printed on A4 size paper. • When [Paper Size] is set to [Auto], documents will be printed on A3 or A4 size paper. <p>The [2-up] setting prints two pages onto one sheet of paper. When [2-Up] is selected, the paper size is fixed at A4.</p> <p>The [4-up] setting prints four pages on each sheet of paper. When [4-Up] is selected, the paper size is fixed at A4.</p>
Paper size	406	<p>Sets the size of the paper to be printed.</p> <p>[0] (Default) : Auto [1] : A4</p> <p>The [Auto] setting automatically determines the paper size, based on the size and settings of a PDF file to be printed.</p>
Output color	407	<p>Sets whether to print in color or monochrome.</p> <p>[0] (Default) : Auto [1] : Black</p> <p>The [Auto] setting automatically determines the output color: color or monochrome for each page. If colors other than black and white are used on the original, the machine prints the document in color, and if only black and white are used on the original, the machine prints in monochrome.</p>
Process mode	408	<p>Sets the process mode when you use the PDF Direct Print feature.</p> <p>[0] (Default) : PDF Bridge [1] : PS</p> <p>[0] is always valid on this machine.</p>

DocuWorks Direct Print

DocuWorks Direct Print is a feature that prints DocuWorks files by using the lpr command directly instead of a print driver. When this feature is used, the following items will be printed based on the settings of [DocuWorks] under [Print Mode].

- Output Quantity
- 2 Sided Printing
- Print Mode
- Collate
- Layout
- Paper Size
- Output Color

Important • You cannot print DocuWorks files with Japanese fonts used.

- Note**
- When you use the lpr command to print, specify the number of copies to be printed in the lpr command. The copy quantity setting made on [Output Quantity] under [DocuWorks] becomes invalid. If the copy quantity is not specified in the lpr command, only one copy is printed.
 - Before you print DocuWorks file using the lpr command, the LPD protocol of the machine must be started with the control panel or CentreWare Internet Services.

DocuWorks Direct Print Settings

This section describes the available settings with the DocuWorks Direct Print feature.

The settings configured here are valid when printing DocuWorks files without using "ContentsBridge" provided by Fuji Xerox.

Setting Item	Item Number	Value
Output quantity	501	Sets the number of copies to be printed. [1-999] (Default: 1): 1-999 sheets
2 sided printing	502	Sets the 2 sided printing option. [0] (Default) : 1 Sided [1] : 2 Sided, Flip on Long Edge [2] : 2 Sided, Flip on Short Edge [2 Sided Print] prints 2 sided in the orientation so that pages can be bound along the long edge. [2 Sided Print] prints 2 sided in the orientation so that pages can be bound along the short edge.
Print mode	503	Selects which you prioritize: image quality or print speed. [0] (Default) : Standard [1] : High Speed [2] : Fine The [Standard] setting prints in a standard speed and quality. The [High Speed] setting prioritize the print speed. The [Fine] quality setting prints in high quality but in a slower speed.
Collate	504	Selects whether to print multiple-sheet documents as collated sets (1, 2, 3...1, 2, 3...). [0] (Default) : Off [1] : On

Setting Item	Item Number	Value
Layout	505	<p>Sets the layout for printing.</p> <p>[0] (Default) : Auto % [2] : 2-up [3] : 4-up [4] : 100 % (size-by-size)</p> <p>The [Auto %] setting automatically calculates the largest magnification possible to fit to the output paper size. The [2-up] setting prints two pages onto one sheet of paper. When [2-Up] is selected, the paper size is fixed at A4. The [4-up] setting prints four pages on each sheet of paper. When [4-Up] is selected, the paper size is fixed at A4.</p>
Paper size	506	<p>Sets the size of the paper to be printed.</p> <p>[0] (Default) : Auto [1] : A4</p> <p>The [Auto] setting automatically determines the paper size, based on the size and settings of a DocuWorks file to be printed.</p>
Output color	507	<p>Sets whether to print in color or monochrome.</p> <p>[0] (Default) : Auto [1] : Black</p> <p>The [Auto] setting automatically determines the output color: color or monochrome for each page. If colors other than black and white are used on the original, the machine prints the document in color, and if only black and white are used on the original, the machine prints in monochrome.</p>

PCL Emulation

Emulation

This section describes the printer language emulations available on the machine.

Print data conforms to certain rules (grammars). These rules (grammars) are called printer languages.

The machine supports two types of printer languages: a page description language, which is used to create images on a page-by-page basis, and an emulation, which is used to achieve the print results similar to those of other printers. To "emulate" means to imitate the print results of other printers.

Emulation Mode

When printing data written in a language other than a page description language supported by the machine, switch the machine to the emulation mode. The relationships between the emulation mode and the printer to be emulated are as follows:

Emulation Mode	Printer to be Emulated
PCL emulation mode (PCL mode)	CLJ5500

Switching between Printer Languages

The machine provides the Multi-emulation feature that allows switching between different printer languages.

The methods of switching between printer languages are as follows:

- **Switching by Commands**

Commands for switching between printer languages are provided. Upon receipt of a command, the machine switches to the relevant printer language.

- **Automatic Switching**

The machine analyzes the data received by a host interface, and automatically identifies the printer language to be used. It then switches to the identified printer language.

- **Interface-dependent**

You can set a printer language for each host interface by using CentreWare Internet Services. The machine switches to a printer language corresponding to the host interface that received data.

Fonts

Available fonts

The following fonts can be used for PCL emulation:

■ Alphanumeric fonts

- CG Times
- CG Times Italic
- CG Times Bold
- CG Times Bold Italic
- Univers Medium
- Univers Medium Italic
- Univers Bold
- Univers Bold Italic
- Univers Medium Condensed
- Univers Medium Condensed Italic
- Garamond Kursiv
- Garamond Halbfett
- Garamond Kursiv Halbfett
- Courier
- Courier Italic
- Courier Bold
- Courier Bold Italic
- Letter Gothic
- Letter Gothic Italic
- Letter Gothic Bold
- Albertus Medium
- Albertus Extra Bold
- Clarendon Condensed
- Coronet
- Marigold
- Arial
- Arial Italic
- Arial Bold
- Arial Bold Italic
- Times New
- Times New Italic
- Times New Bold
- Times New Bold Italic
- Symbol
- Wingdings
- Univers Bold Condensed
- Univers Bold Condensed Italic
- Antique Olive
- Antique Olive Italic
- Antique Olive Bold
- CG Omega
- CG Omega Italic
- CG Omega Bold
- CG Omega Bold Italic
- Garamond Antiqua
- Helvetica Oblique
- Helvetica Bold
- Helvetica Bold Oblique
- CourierPS
- CourierPS Oblique
- CourierPS Bold
- CourierPS Bold Oblique
- SymbolPS
- Palatino Roman
- Palatino Italic
- Palatino Bold
- Palatino Bold Italic
- ITC Bookman Light
- ITC Bookman Light Italic
- ITC Bookman Demi
- ITC Bookman Demi Italic
- Helvetica Narrow
- Helvetica Narrow Oblique
- Helvetica Narrow Bold
- Helvetica Narrow Bold Oblique
- New Century Schoolbook Roman
- New Century Schoolbook Italic
- New Century Schoolbook Bold
- New Century Schoolbook Bold Italic
- ITC Avant Garde Book

- Line Printer
- Times Roman
- Times Italic
- Times Bold
- Times Bold Italic
- Helvetica
- ITC Avant Garde Book Oblique
- ITC Avant Garde Demi
- ITC Avant Garde Demi Oblique
- ITC Zapf Chancery Medium Italic
- ITC Zapf Dingbats
- OCR-B

Font Caching

To ensure hi-speed printing, outline fonts of up to a certain size are cached. Outline fonts are converted into bitmap data temporarily and then printed. To minimize this processing time, the processed bitmap data is saved in the memory. This process is called font caching.

The saved bitmap data is deleted when you turn the machine off or reset it. For the PCL emulation mode, data other than that being processed is not saved.

Output Feature

This section describes the machine's output features. The following two output features are available:

- Outputting a Pending Print Job
- Forcible Output in Emulation Mode

Outputting a Pending Print Job

The printing of jobs already received by the machine can be prioritized over other jobs.

For information on prioritizing the printing of jobs already received by the machine, refer to "Printing Pending Jobs" (P.380).

Forcible Output in Emulation Mode

In emulation mode, data is not output until one complete page of data is prepared. For a USB interface, if printing ends in the middle of a page, the next data set waits until the time set with [Auto Eject Time] elapses.

In this case, the Forcible Printing feature does not wait for the auto eject time; however, forcibly prints the data within the machine.

For more information on forcible printing, refer to "Job Status" (P.357).

For more information on the auto eject time, refer to "Installation When Using USB Port" (P.566).

PCL Emulation Settings

The following table shows the emulation parameters and their values for PCL emulation.

PCL Settings List

The following table describes the parameters that can be set with the mode menu.

Parameter	Item No.	Value
Paper tray	201	<p>Sets the paper tray to be used for printing.</p> <p>[0] (Default) : Auto [1] : Tray 1 [2] : Tray 2 [3] : Tray 3 [5] : Tray 5 [6] : Tray 6 (High Capacity Feeder) [7] : Tray 7 (High Capacity Feeder)</p> <p>Important • When Trays 1 to 3, or Tray 6 or Tray 7 is selected, the paper size is determined by the size of paper loaded in the tray, and thus [Paper Size] cannot be set.</p> <p>Note • When [Auto] is selected and paper of the same size in the same orientation in multiple trays is loaded, paper will be fed in the order of Tray 1 → Tray 2 → Tray 3 → Tray 6 → Tray 7. If paper of the same size is loaded in multiple trays but in different orientations, feeding of the paper loaded in the landscape orientation is prioritized.</p>
Auto size	202	<p>Sets the default paper size. Only available when [Paper Tray] is set to [Auto]. Only cut sheet can be set.</p> <p>[3] : A3 [4] (Default) : A4 [5] : A5 [14] : B4 [15] : B5 [21] : 8.5 × 14" [22] : 8.5 × 13" [23] (Default) : 8.5 × 11" [24] : 11 × 17" [25] : Custom Size [30] : 8K</p> <p>Important • When Trays 1 to 3, or Tray 6 or Tray 7 is selected, [Paper Size] cannot be set. The paper size loaded in the specified tray is displayed.</p> <p>Note • When Trays 1 to 3, or Tray 6 or Tray 7 is selected, the paper size is determined by the size of paper loaded in the tray, and thus [Paper Size] cannot be set.</p> <p>• Depending on the combination of [Original Size] and [Paper Size], [?] may be displayed for the magnification. In this case, the document is printed at a scale of 100%.</p>
Bypass size	203	<p>Sets the default paper size. Only available when [Paper Tray] is set to [Auto]. Only cut sheet can be set.</p> <p>[3] : A3 [4] (Default) : A4 [5] : A5 [14] : B4 [15] : B5 [21] : 8.5 × 14" [22] : 8.5 × 13" [23] (Default) : 8.5 × 11" [24] : 11 × 17" [25] : Custom Size</p>
Output destination	204	<p>Sets the output tray for the printouts.</p> <p>[0] (Default) : Right Top Tray [80] : Right Middle Tray (optional)</p>
Orientation	205	<p>Set the orientation of paper.</p> <p>[0] (Default) : Portrait [1] : Landscape</p>

Parameter	Item No.	Value
2 Sided printing	206	Sets the 2 sided printing. [0] (Default) : Off [1] : On
Default font	207	<div> <div> [0] : CG Times [1] : CG Times Italic [2] : CG Times Bold [3] : CG Times Bold Italic [4] : Univers Medium [5] : Univers Medium Italic [6] : Univers Bold [7] : Univers Bold Italic [8] : Univers Medium Condensed [9] : Univers Medium Condensed Italic [10] : Univers Bold Condensed [11] : Univers Bold Condensed Italic [12] : Antique Olive [13] : Antique Olive Italic [14] : Antique Olive Bold [15] : CG Omega [16] : CG Omega Italic [17] : CG Omega Bold [18] : CG Omega Bold Italic [19] : Garamond Antiqua [20] : Garamond Kursiv [21] : Garamond Halbfett [22] : Garamond Kursiv Halbfett [23] (Default) : Courier [24] : Courier Italic [25] : Courier Bold [26] : Courier Bold Italic [27] : Letter Gothic [28] : Letter Gothic Italic [29] : Letter Gothic Bold [30] : Albertus Medium [31] : Albertus Extra Bold [32] : Clarendon Condensed [33] : Coronet [34] : Marigold [35] : Arial [36] : Arial Italic [37] : Arial Bold [38] : Arial Bold Italic [39] : Times New [40] : Times New Italic [41] : Times New Bold [42] : Times New Bold Italic </div> <div> [43] : Symbol [44] : Wingdings [45] : Line Printer [46] : Times Roman [47] : Times Italic [48] : Times Bold [49] : Times Bold Italic [50] : Helvetica [51] : Helvetica Oblique [52] : Helvetica Bold [53] : Helvetica Bold Oblique [54] : CourierPS [55] : CourierPS Oblique [56] : CourierPS Bold [57] : CourierPS Bold Oblique [58] : SymbolIPS [59] : Palatino Roman [60] : Palatino Italic [61] : Palatino Bold [62] : Palatino Bold Italic [63] : ITC Bookman Light [64] : ITC Bookman Light Italic [65] : ITC Bookman Demi [66] : ITC Bookman Demi Italic [67] : Helvetica Narrow [68] : Helvetica Narrow Oblique [69] : Helvetica Narrow Bold [70] : Helvetica Narrow Bold Oblique [71] : New Century Schoolbook Roman [72] : New Century Schoolbook Italic [73] : New Century Schoolbook Bold [74] : New Century Schoolbook Bold Italic [75] : ITC Avant Garde Book [76] : ITC Avant Garde Book Oblique [77] : ITC Avant Garde Demi [78] : ITC Avant Garde Demi Oblique [79] : ITC Zapf Chancery Medium Italic [80] : ITC Zapf Dingbats </div> </div>

Parameter	Item No.	Value
Symbol set	208	[0] (Default) : Roman 8 [18] : Microsoft Publishing [1] : ISO 8859-1 Latin 1 [19] : Math 8 [2] : ISO 8859-2 Latin 2 [20] : PS Math [3] : ISO 8859-9 Latin 5 [21] : Pi Font [4] : ISO 8859-10 Latin 6 [22] : Legal [5] : PC-8 [23] : ISO 4 United Kingdom [6] : PC-8 DN [24] : ISO 6 ASCII [7] : PC-775 [25] : ISO 11 Swedish:names [8] : PC-850 [26] : ISO 15 Italian [9] : PC-852 [27] : ISO 17 Spanish [10] : PC-1004 (OS/2) [28] : ISO 21 German [11] : PC Turkish [29] : ISO 60 Norwegian v1 [12] : Windows 3.1 Latin 1 [30] : ISO 69 French [13] : Windows 3.1 Latin 2 [31] : Windows 3.0 Latin 1 [14] : Windows 3.1 Latin 5 [32] : Windows Baltic [15] : DeskTop [33] : Symbol [16] : PS Text [34] : Wingdings [17] : MC Text [35] : UCS-2
Font size	209	Specifies the point size of a font in 25 increments. The value of 100 represents 1 point. [400] - [5000] (Default: [1200]) : 4.00 to 50.00 point
Font pitch	210	Specifies the pitch size of a font. The value of 100 represents the pitch size of 1 point. [600] - [2400] (Default: [1000]) : 6.00 to 24.00 point
Form line	211	Specifies the number of lines on a page. [5] - [128] (Default: [64]) : 6.00 to 24.00 point
Quantity	212	Sets the number of copies to be printed. [1] - [999] (Default: [1]) : 1 to 999 sets Important • When the output quantity is specified by a client, that number of copies is printed. After printing, the number set on the control panel is overwritten with the number newly specified. However, the number of copies specified from the lpd port will not overwrite the number set on the control panel.
Image enhance	213	Sets whether or not to enable the Image Enhancement feature. Image Enhancement smoothenes the border between black and white, reducing rough edges, and thus seemingly increasing the resolution. [0] : Off [1] (Default) : On
HexDump	214	Sets whether to enable a hex dump. [0] (Default) : Off [1] : On
Draft mode	215	When printing in black and white, prints the portion printed in black by using the draft mode. This feature is enabled for the entire document. [0] (Default) : Off [1] : On
Color mode	216	Sets the color mode. [0] (Default) : Auto [1] : Color [2] : Mono

Parameter	Item No.	Value
Binding	217	Sets binding when printing 2 sided. You can select [LEF] or [SEF] for 2 sided printing. Select according to the edge to be bound. Unifies the leading direction of the image on the front and rear sides of the paper at the long edge of the paper for LEF and at the short edge of the paper for SEF. [0] (Default) : LEF [1] : SEF
Line termination	218	Sets line termination processing. [0] (Default) : Off [1] : Add-LF (Appends an LF to CR) [2] : Add-CR (Appends a CR to LF and FF) [3] : CR-XX (Appends a CR to LF and FF, and LF to CR)
Default custom paper size	219 (Short edge)	Specifies the default custom paper size. [2100] (Default short-edge value) : 210.0 mm [2970] (Default long-edge value) : 297.0 mm [0] - [9999] : 0 to 999.9 mm
	220 (Long edge)	
Print Quantity Setup	221	Sets the method for specifying the number of copies to print. [0] : Protocol [1] : Panel [2] (Default) : Command

HP-GL/2 Emulation

Emulation

This section describes the printer language emulations available on the machine.

Print data conforms to certain rules (grammars). These rules (grammars) are called printer languages.

The machine supports two types of printer languages: a page description language, which is used to create images on a page-by-page basis, and an emulation, which is used to achieve the print results similar to those of other printers. To "emulate" means to imitate the print results of other printers.

Emulation Mode

When printing data written in a language other than a page description language supported by the machine, switch the machine to the emulation mode. The relationships between the emulation mode and the printer to be emulated are as follows:

Emulation Mode	Printer to be Emulated
HP-GL/2 emulation mode (HP-GL/2 mode)	DJ750C Plus

Switching between Printer Languages

The machine provides the Multi-emulation feature that allows switching between different printer languages.

The methods of switching between printer languages are as follows:

■ Switching by Commands

Commands for switching between printer languages are provided. Upon receipt of a command, the machine switches to the relevant printer language.

■ Automatic Switching

The machine analyzes the data received by a host interface, and automatically identifies the printer language to be used. It then switches to the identified printer language.

■ Interface-dependent

You can set a printer language for each host interface by using CentreWare Internet Services. The machine switches to a printer language corresponding to the host interface that received data.

Fonts

Available fonts

The following fonts can be used for HP-GL/2 emulation:

■ Alphanumeric fonts

- Roman
- Sans serif

Font Caching

To ensure hi-speed printing, outline fonts of up to a certain size are cached. Outline fonts are converted into bitmap data temporarily and then printed. To minimize this processing time, the processed bitmap data is saved in the memory. This process is called font caching.

The saved bitmap data is deleted when you turn the machine off or reset it. For the PCL emulation mode, data other than that being processed is not saved.

Output Feature

This section describes the machine's output features. The following two output features are available:

- Outputting a Pending Print Job
- Forcible Output in Emulation Mode

Outputting a Pending Print Job

The printing of jobs already received by the machine can be prioritized over other jobs.

For information on prioritizing the printing of jobs already received by the machine, refer to "Printing Pending Jobs" (P.380).

Forcible Output in Emulation Mode

In emulation mode, data is not output until one complete page of data is prepared. For a USB interface, if printing ends in the middle of a page, the next data set waits until the time set with [Auto Eject Time] elapses.

In this case, the Forcible Printing feature does not wait for the auto eject time; however, forcibly prints the data within the machine.

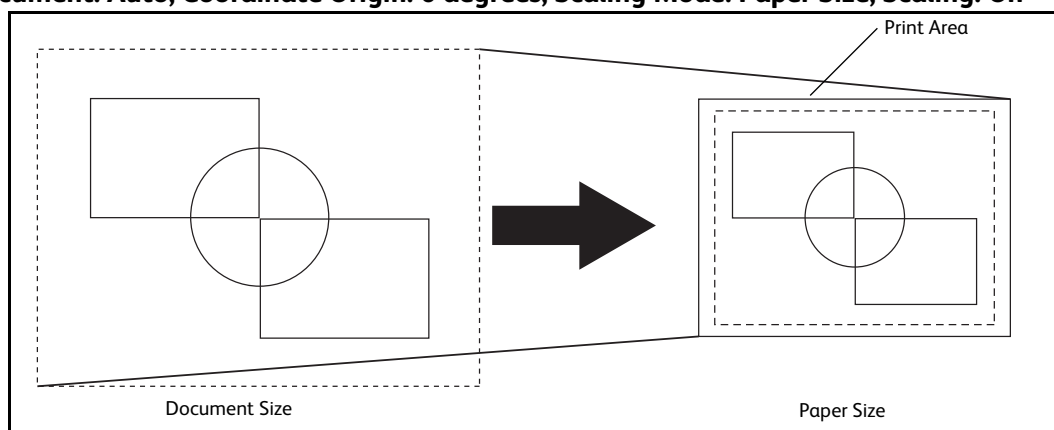
For more information on forcible printing, refer to "Job Status" (P.357).

For more information on the auto eject time, refer to "Installation When Using USB Port" (P.566).

Factory Default Settings

In HP-GL or HP-GL/2 emulation mode factory default setting, the document is reduced or enlarged to print according to the paper size (Auto Layout).

■ Document: Auto, Coordinate Origin: 0 degrees, Scaling Mode: Paper Size, Scaling: On



Note

- Change the factory default setting if required. For more information on changing procedures, refer to "HP-GL/2 Emulation" (P.959).

Restriction on Auto Layout

■ When the extra Hard Disk is installed on the printer

When Auto Layout is enabled, the print data is stored to the hard disk.

■ When the extra Hard Disk is not installed on the printer

When Auto Layout is enabled, the print data is stored to auto layout memory area.

The default size of auto layout memory is set to 100kbyte and an error will occur on the printer when the print data exceeds 100kbyte. In this case, change the size of auto layout memory using the control panel. Auto layout memory size can be set up to 5120kbyte. The printer cannot receive the print data exceeding 5120kbyte.

We recommend you to install hard disk on the printer when using Auto Layout feature.

Paper Margin

The paper size is set to A series paper by factory default. If the print data is larger than the active coordinates area, the machine prints the data on the next larger A series paper (for example, the next larger size of A4 is A3).

When you set the paper margins, however, the active coordinates area is determined by subtracting the area set in paper margins from the active coordinates area obtained in the area determination mode. Therefore, set the paper margins if the data is printed on larger paper than specified. Set the range from 0 to 99 mm. The default value is 0 mm.

HP-GL/2 Emulation Settings

The following table shows the emulation parameters and their values for HP-GL/2 emulation.

HP-GL2 Settings List

Items that can be set using the HP-GL/2 mode menu are explained in two groups: basic settings and extended settings.

Basic Settings

Parameter	Item No.	Value
Document size	101	<p>Sets the document size created by a computer.</p> <p>[0] : A0 [1] : A1 [2] : A2 [3] : A3 [4] : A4 [5] : A5 [10] : B0 [11] : B1 [12] : B2 [13] : B3 [14] : B4 [15] : B5 [99] (Default) : Auto [100] : Paper</p> <p>When [Auto] is selected, the settings of the Scaling mode, the Area Determination mode, and the Paper Margin settings of Print Control become enabled.</p> <p>Note</p> <ul style="list-style-type: none"> • If the document size other than [Auto] is selected, the settings under [Auto layout] become [ON]. • Depending on the combination of [Document size] and [Paper size], the document is printed at a scale of 100%.
Paper size	102	<p>Sets the default paper size. Only available when [Paper tray] is set to [Auto] or [Tray 5]. Only cut sheet can be set.</p> <p>[3] : A3 [4] (Default) : A4 [5] : A5 [14] : B4 [15] : B5 [99] : Auto [101] (Default) : A Size</p> <p>Important</p> <ul style="list-style-type: none"> • When Trays 1 to 3, Tray 6 or Tray 7 is selected, [Paper size] cannot be set. The paper size loaded in the specified tray is displayed. <p>Note</p> <ul style="list-style-type: none"> • If [A Size] or [Auto] is selected, the settings become as follows: <ul style="list-style-type: none"> - When [Document size] is set to other than [Auto], [Paper size] is set to [A3]. - When Trays 1 to 3, Tray 6 or Tray 7 is selected, the paper size is determined by the size of paper loaded in the tray, and thus [Paper size] cannot be set. - Depending on the combination of [Document size] and [Paper size], [?] may be displayed for the magnification. In this case, the document is printed at a scale of 100%.




Parameter	Item No.	Value
Paper tray	103	<p>Sets the paper tray to be used for printing.</p> <p>[0] (Default) : Auto [1] : Tray 1 [2] : Tray 2 [3] : Tray 3 [5] : Tray 5 [6] : Tray 6 (High Capacity Feeder) [7] : Tray 7 (High Capacity Feeder)</p> <p>Important • When Trays 1 to 3, Tray 6 or Tray 7 is selected, the paper size is determined by the size of paper loaded in the tray, and thus [Paper size] cannot be set.</p> <p>Note • When [Auto] is selected and paper of the same size in the same orientation in multiple trays is loaded, paper will be fed in the order of Tray 1 → Tray 2 → Tray 3 → Tray 6 → Tray 7. If paper of the same size is loaded in multiple trays but in different orientations, feeding of the paper loaded in the landscape orientation is prioritized.</p>
Coordinate rotation	104	<p>Sets the paper orientation for printing.</p> <p>[0] (Default) : 0 degree [1] : 90 degree</p>
Color mode	105	<p>Sets the color mode.</p> <p>[0] : Color [1] (Default) : Grayscale [2] : Black pen</p>





Extended Settings

Parameter	Item No.	Value
Auto layout	106	<p>Selects whether to perform auto layout of the document or not.</p> <p>[0] (Default) : ON [1] : OFF</p>
Active palette	107	<p>Selects whether to use a pen specified by command or set on the panel.</p> <p>[0] (Default) : Command [1] : Panel</p>
No. of prints	108	<p>Sets the number of copy to be printed.</p> <p>[1] - [250] (Default: 1) : 1 - 250</p>
Output destination	109	<p>Sets the output tray for the printouts.</p> <p>[0] (Default) : Right Top Tray [80] : Right Middle Tray (optional)</p>
2 sided printing	110	<p>Sets 2 sided printing.</p> <p>[0] (Default) : None [1] : Head to head [2] : Head to toe</p>
Alphanumeric fonts	112	<p>Sets the font for single-byte characters.</p> <p>For more information on fonts, refer to "Internal Fonts" (P.929).</p> <p>[0] (Default) : Stroke [1] : Roman [2] : Sans serif</p>

Parameter	Item No.	Value
Position adjustment	113 (Vertical position adjustment)	Adjusts the hard clip area vertically or horizontally. You can set from -250 mm to +250 mm in 1 mm increments. [0] (Default) : Does not move the hard clip area. [1] - [250] : -1 to -250 mm [251] - [500] : +1 to +250 mm Important • Data outside the printable area is not printed regardless of the adjustment of the print position. In addition, data moved outside the printable area as a result of adjusting the print position is not printed.
	114 (Horizontal position adjustment)	
Number of sets	115	Sets the method for specifying the print sets. [0] (Default) : Protocol [1] : Panel [2] : Command
Print control	150 (HP-GL mode)	Selects a graphics language. This setting affects to IW, OW, and UC of HP-GL/2 commands. [0] (Default) : HP-GL [1] : HP-GL/2 Note • To print HP-GL/2 command that does not include BP command, select [HP-GL/2].
	151 (Hard clip)	Sets the size of hard clip area. In HP-GL mode, the plottable area is determined in line with the paper size, apart from the printable area. This area is called the "hard clip area", and determines the maximum range of pen movement. Accordingly, images cannot be drawn outside the boundary of the hard clip area. [0] : Standard [2] (Default) : Paper For more information on hard clip area, refer to "Hard Clip Area" (P.967).
	152 (Eject command SP)	Sets the command that indicates the end of plotting. When the command specified here is received, plotting is terminated and the paper is output. [0] (Default) : OFF [1] : ON The default value is [ON] for SPO, and [OFF] for the others. Note • If multiple commands are specified, when one of the commands is received, plotting is terminated and the paper is output.
	153 (Eject command SPO)	
	154 (Eject command NR)	
	155 (Eject command FR)	
	156 (Eject command PG)	
	157 (Eject command AF)	
	158 (Eject command AH)	

Parameter	Item No.	Value
	159 (Scaling)	Sets whether the original size is enlarged or reduced so that the document size fits the paper size. [0] : OFF [1] (Default) : ON
	160 (Scaling mode)	Selects the document size for auto scaling: A series paper (A0, A1, A2, A3, A4, and A6) or the active coordinate area which is determined accordance with the setting selected in [Area Determination Mode]. [0] (Default) : Paper Size [1] : Active Coordinate Area Note <ul style="list-style-type: none"> • [Active Coordinate Area] can be selected only when [Auto layout] is set to [ON]. When [OFF] is selected, [Scaling mode] becomes [Paper Size]. • The setting of the scaling mode is valid when [Document size] is set to [Auto].
	161 (Active area determination command)	Sets the method to obtain the active coordinate area when auto scaling is being used. [0] (Default) : Auto [1] : PS [2] : IW [3] : IP [4] : Adapted Note <ul style="list-style-type: none"> • The setting of the active area determination command is valid when [Document size] is set to [Auto].
	162 (Paper margin)	Sets the paper margin when auto scaling is being used. [0] - [99] (Default: 0) : 0 to 99 mm Note <ul style="list-style-type: none"> • The setting of the paper margin is valid when [Document size] is set to [Auto].
	163 (Image enhancement)	Sets whether to perform image enhancement, which artificially increases the resolution of an image and smooth its edges. [0] : OFF [1] (Default) : ON
Stapling	164	Sets the stapling position. [0] (Default) : None [1] : Top Left [2] : Top Double [3] : Top Right [4] : Left Double [5] : Right Double [6] : Bottom Left [7] : Bottom Double [8] : Bottom Right [9] : Center
Manual feed tray check indicator	165	[0] : None [1] (Default) : Yes
Punching	166	Select the position for punching holes. [0] : None [1] (Default) : Top [2] : Bottom [3] : Left [4] : Right
Number of holes	167	Select the number of punch holes. [0] (Default) : 2 holes [1] : 3 holes [2] : 4 holes

Parameter	Item No.	Value
Folding/180 degree rotation	168	Specify the Z fold half sheet and whether to rotate landscape documents in 180 degrees. [0] (Default): None [1] : Z fold half sheet (Right bind/Top bind) [2] : Z fold half sheet (Left bind/Bottom bind) [3] : None (180 degrees rotation) [4] : Z fold half sheet (Right bind/Top bind, 180 degrees rotation) [5] : Z fold half sheet (Left bind/Bottom bind, 180 degrees rotation)
Emulation target printer	169	Select the machine to emulate. [0] (Default) : HP750 [1] : FX4036
Pen attributes	800-815 (Pen width) (No. 0-No.15)	Set the width (thickness of the line) of the 16 pens (No. 00 to 15). You can set the width from 0.0 to 25.5 mm in 0.1 mm increments. No. 00 denotes Item No. 800. [0] - [255] (Default: 3) : 0 to 25.5 mm Note <ul style="list-style-type: none"> • If the image is reduced by concern with the relationship between [Document size] and [Paper size] settings, the pen width is reduced accordingly to 0.1 mm at the smallest. • The width of the line gets thick symmetrically with respect to the center of the line. • If the width is set to 0.0 mm, nothing is plotted.
	850-865 (Line end shape) (No. 0-No.15)	Set the line end shape of the 16 pens (No. 00 to 15). No. 00 denotes Item No. 850. [0] (Default) : Cut [1] : Round [2] : Rectangular [Cut]  : specified coordinate [Round]  : specified coordinate [Rectangular]  : specified coordinate

Parameter	Item No.	Value															
	900-915 (Pen intersects) (No. 0-No.15)	<p>Set the process for when pens' lines intersect for 16 pens (No. 00 to 15). No. 00 denotes Item No. 900.</p> <p>[0] (Default) : None [1] : Intersect [2] : Round [3] : Cut</p> <p>[None]  [Intersect]  [Round]  [Cut] </p> <p>Note</p> <ul style="list-style-type: none"> • [None] is suitable for drafts because it takes shortest processing time. • If a symbol is set by symbol command, the link process is not executed. The symbol command is an HP-GL/2 command for specifying a symbol. 															
	950-965 (Pen density) (No. 0-No.15)	<p>Sets the density of the 16 pens (No. 00 to 15). You can set the density from 0 to 250 % in 1 % increments. The default value is [0] for No. 0, and [100] for the others. No. 00 denotes Item No. 950.</p> <p>[0] - [255] : 0 to 250 (density)</p> <p>Note</p> <ul style="list-style-type: none"> • The relationship between the pen attributes and fonts are as follows: <table border="1"> <thead> <tr> <th>Fonts / Pen attributes</th><th>Stroke</th><th>Roman, Sans-Serif</th></tr> </thead> <tbody> <tr> <td>Pen width</td><td>Valid</td><td>Invalid</td></tr> <tr> <td>Line end shape</td><td>Valid</td><td>Invalid</td></tr> <tr> <td>Link process</td><td>Invalid</td><td>Invalid</td></tr> <tr> <td>Pen density</td><td>Valid</td><td>Valid</td></tr> </tbody> </table>	Fonts / Pen attributes	Stroke	Roman, Sans-Serif	Pen width	Valid	Invalid	Line end shape	Valid	Invalid	Link process	Invalid	Invalid	Pen density	Valid	Valid
Fonts / Pen attributes	Stroke	Roman, Sans-Serif															
Pen width	Valid	Invalid															
Line end shape	Valid	Invalid															
Link process	Invalid	Invalid															
Pen density	Valid	Valid															

Hard Clip Area

In the HP-GL mode, the plottable area is determined in line with the paper size, apart from the printable area. This area is called the "hard clip area", and determines the maximum range of pen movement. Accordingly, images cannot be drawn outside the boundary of the hard clip area. This machine allows you to select a hard clip area from the following:

■ Standard

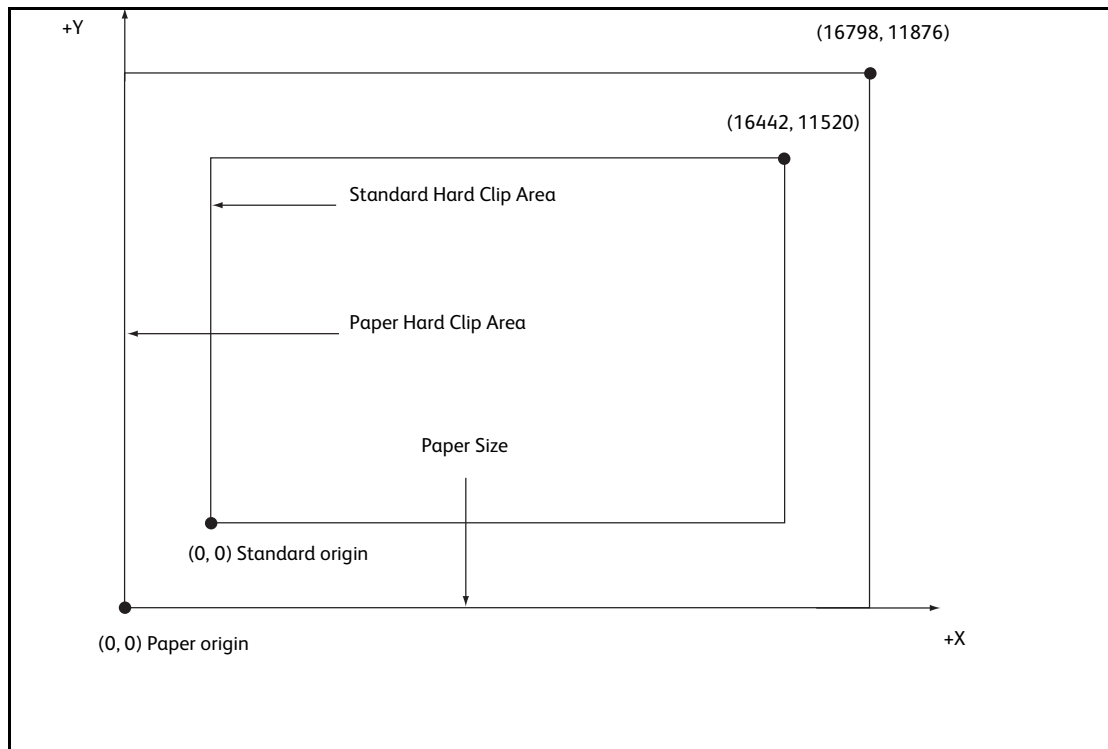
Defines the printable area of the machine as the hard clip area.

■ Paper

Defines a size same as the paper size as the hard clip area. However, the area that allows actual printing is within the printable area.

The hard clip area can be set either with HP-GL emulation mode settings or by the specified hard clip command "&I".

The following coordinate values present an example of when the origin is set at the lower left (Auto Layout in HP-GL/2) of A3 sheet.



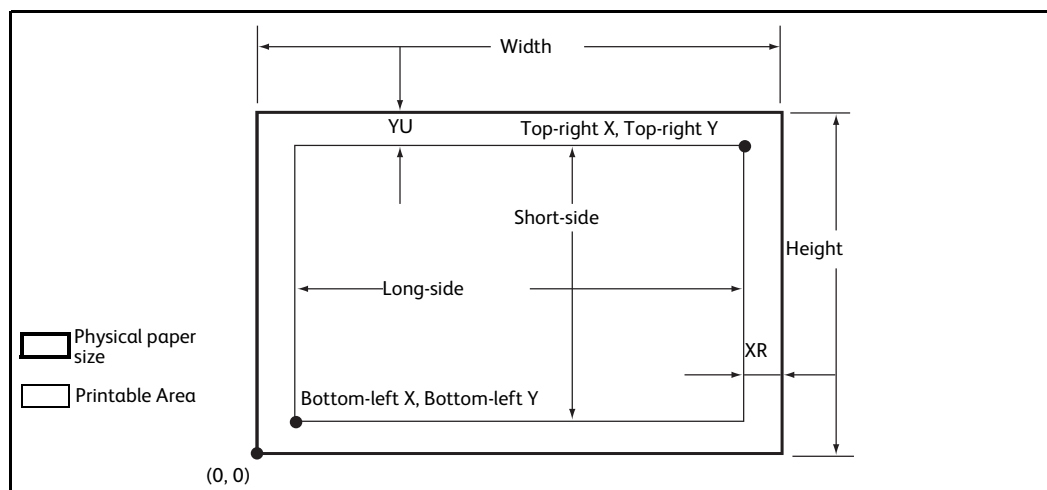
Printable Area

The printable area in the HP-GL mode is as follows:

■ Paper Size and Printable Area

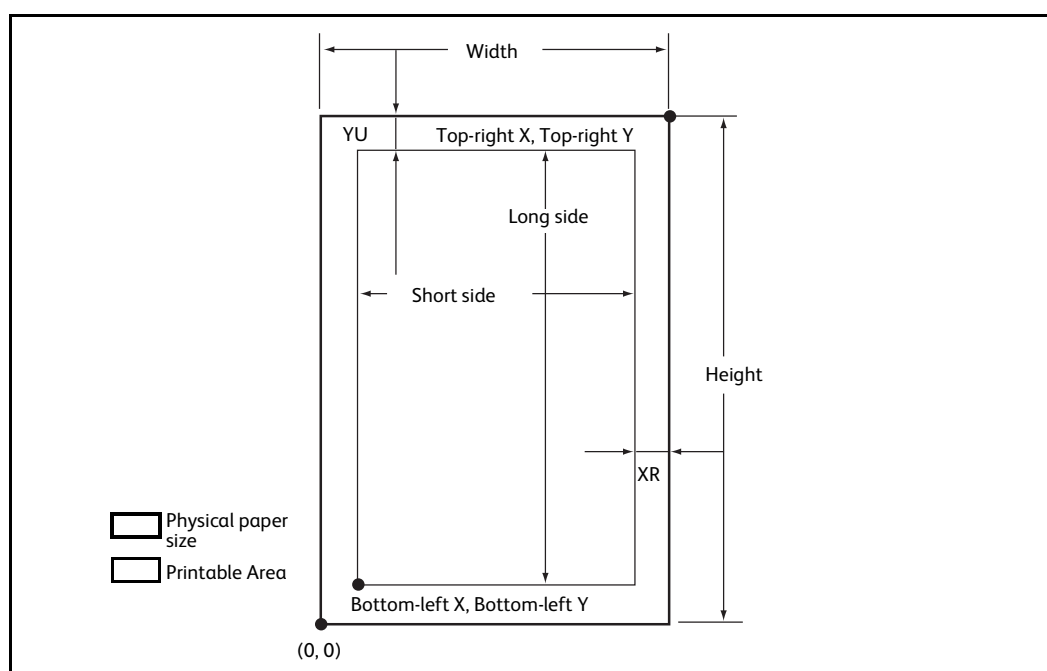
Paper size	Paper Length (1/7200 inch)		Coordinate Value (1/7200 inch)							
	X Axis	Y Axis	Margin		Printable Area		Top-right Edge		Margin	
	Width	Height	Bottom - left X	Bottom - left Y	Long Side	Short Side	Top-right X	Top-right Y	XR	YU
A3	119052	84168	1260	1260	116532	81648	117792	82908	1260	1260
A4	84168	59508	1260	1260	81648	56988	82908	58248	1260	1260
A5	59508	41940	1260	1260	56988	39420	58248	40680	1260	1260
B4	103176	72828	1260	1260	100656	70308	101916	71568	1260	1260
B5	72828	51588	1260	1260	70308	49068	71568	50328	1260	1260

Note • The HP-GL emulation supports five paper sizes: A3, A5, A4, B4, and B5.



Paper size	Paper Length (1/7200 inch)		Coordinate Value (1/7200 inch)							
	X Axis	Y Axis	Margin		Printable Area		Top-right Edge		Margin	
	Width	Height	Bottom - left X	Bottom - left Y	Long Side	Short Side	Top-right X	Top-right Y	XR	YU
A3	84168	119052	1260	1260	81648	116532	82908	117792	1260	1260
A4	59508	84168	1260	1260	56988	81648	58248	82908	1260	1260
A5	41940	59508	1260	1260	39420	56988	40680	58248	1260	1260
B4	72828	103176	1260	1260	70308	100656	71568	101916	1260	1260
B5	51588	72828	1260	1260	49068	70308	50328	71568	1260	1260

Note • The HP-GL emulation supports five paper sizes: A3, A5, A4, B4, and B5.



Auto Layout

This section explains Auto Layout.

What is Auto Layout?

Auto Layout is a function that evaluates document size using the HP-GL data entered from a host system and enlarges or reduces the document size corresponding to the paper size so that data plotted is placed in the center of the paper. Using the Auto Scaling/Auto Layout function enables you to print a document in the HP-GL mode without concern for document size and origin position.

All Auto Layout settings can be made in the [HP-GL/2 - Programming] screen (Select the <Machine Status> button > [Print Mode] > [HP-GL/2 Emulation] > [Programming]). The settings cannot be made with advanced commands.

Enabling Auto Layout

To enable Auto Layout, enter Item Numbers and Values on the [HP-GL/2 - Programming] screen as follows:

- Set [Document size ([101])] to [Auto ([99])]. The default value is [Auto ([99])].
- Set [Auto layout ([106])] to [ON ([0])]. The default value is [ON ([0])].
- Set [Scaling ([159])] to [ON ([1])]. The default value is [ON ([1])].
- Select a method for obtaining the active coordinate area using the area determination mode. The default value is [Auto ([0])].
- Set the paper margin using [Paper margin ([162])]. The default value is 0 mm ([0]).
- Set the scaling mode. The default value is [Paper Size ([0])].

Setting Item Details

The following describes the details for each setting. You can change the settings on the [HP-GL/2 - Programming] screen:

■ Document Size

To set Document size to Auto, enter [101] to the [Item Number] box and select [Change Value], and then enter [99] to the [New Value] box and select [Save]. Once you set Document size to Auto, you can set Auto layout to ON.

■ Auto Layout

To set Auto layout to ON, enter [106] to the [Item Number] box and select [Change Value], and then enter [0] to the [New Value] box and select [Save]. Enabling Auto layout activates the settings for scaling, area determination mode, paper margins, and scaling mode.

■ Scaling

Set whether the original size is enlarged or reduced so that the document size fits the paper size.

■ Area Determination Mode

The following methods are available to obtain an active coordinates area using HP-GL data:

- Auto
Automatically selects the method of determining the active coordinates area from PS, IW, IP, and Adapted in that order of priority.

- IW

The area specified by the last IW command in the data becomes the active coordinates area.

If there are no IW commands in the data, the active coordinates area is determined by Adapted.

- IP

The coordinates encompassing all areas specified by IP commands in the data becomes the active coordinates area.

If there are no IP commands in the data, the active coordinates area is determined by Adapted.

- Adapted

The active coordinates area is determined by the following conditions:

- Minimum/Maximum position coordinates plotted by drawing commands
- Maximum font size specified within the page
- Maximum line width

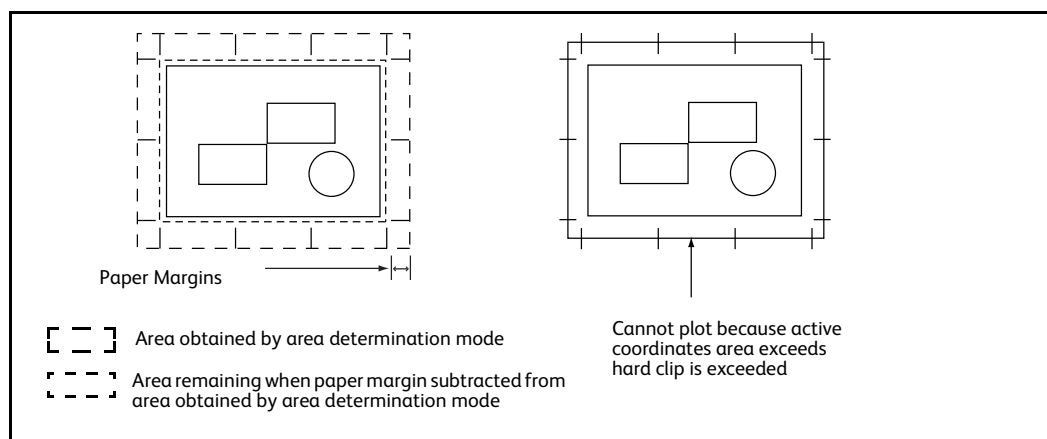
- PS

The coordinates encompassing all areas specified by PS commands in the data becomes the active coordinates area.

If there are no PS commands in the data, the active coordinate area is determined by Adapted.

■ Paper Margin

Set the range from 0 to 99 mm. The default value is 0 mm. To get the active coordinates area, subtract the area set in paper margins from the active coordinates area obtained in the area determination mode.



■ Scaling Mode

Select the mode for determining the document size from the obtained active coordinates area. Use active coordinates area to determine whether the paper orientation will be portrait or landscape.

- If it is an Active Coordinates Area

To obtain the document size, subtract the area specified in paper margins from the active coordinates area obtained in the area determination mode.

- If it is a Paper Size

Set the document size from the obtained active coordinates area and the origin point setting. The document size can be selected from six sizes of A series paper (A0, A1, A2, A3, A4, or A5).

How to Determine Document Size

The document size is determined by comparing with the hard clip area of each paper size based on the active coordinates area obtained in the scaling mode, paper margin, and area determination mode.

■ If the Scaling Mode is a Paper Size

- 1) Obtain the coordinate area to be active from the HP-GL data entered, in accordance with the area determination mode.
- 2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the active coordinates area obtained in step 1.
- 3) Subtract the value set in paper margins from the active coordinates area obtained in step 2.
- 4) The minimum size that includes the active coordinates area obtained in step 3 will be the document size.

■ If the Scaling Mode is the ACA

- 1) Obtain the coordinate area to be active from the HP-GL data entered, in accord with the area determination mode.
- 2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the active coordinates area obtained in step 1.
- 3) Subtract the value set in paper margins from the active coordinates area obtained in step 2.
- 4) The ACA obtained in the process up to step 3 will be the document size.

- For Example:

If the following data is entered when the scaling mode is paper size, origin position is Auto, paper margin is 10mm, and area determination mode is IP:

All pen width settings are 0.1 mm.

The following data does not contain a character size specification command and the A3 physical size of the area specified by IP/IW.

IN;

IP-8399,-5938, 8399, 5938;

IW-8399,-5938, 8399, 5938;

PU;

SP1;

:

:

SP0;

- 1) As the area determination mode is IP, the active coordinates area is specified as the area -8399,-5938,8399,5938 by an IP command.

- 2) Because there are no font size specification commands and all pen widths are 0.1 mm in the above example, add the height/2 of the default font size for A3 size paper (75 plotter units) to the active coordinates area obtained in step 1.

The active coordinates area obtained in step 2 is -8474,-6013,8474,6013.

- 3) The value set in paper margins (10 mm = 400 plotter units) is subtracted from the active coordinates area obtained in step 2.

The active coordinates area obtained in step 3 is -8074,-5613,8074,5613.

- 4) As the active coordinates area obtained in step 3 exceeds the A4 size and is A3 size, the document size is determined to be A3.

In addition, when the paper margin setting is 0 mm and the active coordinates area is 8474,-6013,8474,6013, and this exceeds A3, but is A2 or smaller, the document size is determined to be A2.

How to Determine Paper Size

If the operation panel settings are as follows, the paper size is determined as below.

Document size: Auto

Paper Tray: Auto

The method for determining the paper size differs according to the paper size and scaling mode settings on the operation panel.

■ If the Paper Size Setting is A Sizes

The paper sizes among the three sizes (A3, A4, and A5) that are actually loaded in the trays become the possible paper size.

If A series paper (A3, A4, A5) is not loaded in the trays, all three sizes, A3, A4, and A5 become possible sizes; a message is displayed on the touch screen prompting the user to load A series paper.

■ If the Paper Size Setting is Auto

The paper sizes among the five sizes (A3, B4, A4, B5, and A5) that are actually loaded in the trays become the possible paper size.

If A3, B4, A4, B5, or A5 paper is not loaded in the trays, all five sizes become possible sizes; a message is displayed on the touch screen prompting the user to load paper.

■ If the Scaling Mode Setting is Paper Size

If the paper size and the document size are the same, select paper that is the same size as the document.

If the document size is larger than any possible paper sizes, select the largest paper.

If the document size is smaller than any possible paper sizes, select the smallest paper.

■ If the Scaling Mode Setting is ACA

Select the smallest paper size that can contain the ACA.

If the active coordinates area is larger than any possible paper sizes, select the largest paper.

If the active coordinates area is smaller than any possible paper sizes, select the smallest paper.

- Note**
- If the document size is set to anything other than Auto, the paper size is the one set on the control panel.
 - If the paper tray is set to Auto, the paper size is the one loaded in each tray. However, If paper whose size is not supported is loaded, an error message will be displayed prompting the user to load a supported paper.

How to Determine the Scaling Ratio

When auto scaling is being used, although the scaling ratio is determined by document size and paper size, it differs according to the scale mode setting.

Note • To activate scaling, set the scaling to ON on the [HP-GL/2 - Programming] screen. If it is set to OFF, it is plotted at the same scale (100%).

■ If the Document Size is Auto and the Scaling Mode is Paper Size

The hard clip setting is inactive. The hard clip area is always the paper's hard clip area.

- If the document size = paper size, it plots at the same scale (100%).
- If the document size > paper size, it plots at a reduced scale.
- If the document size < paper size, it plots at the same scale (100%).

	A3	A4	A5	B4	B5
A0	35	25	100	31	100
A1	50	35	25	43	31
A2	71	50	35	61	43
A3	100	71	50	87	61
A4	100	100	71	100	87
A5	100	100	100	100	100

If the origin position of the plotting position is Layout, the document is placed and drawn in the center. If the origin position is bottom left or center, the origin of the document and the paper are aligned and drawn.

■ If the Document Size is Auto and the Scaling Mode is ACA

The hard clip setting is inactive. The hard clip area is always the advanced hard clip area.

The scaling factor is determined according to the ACA and the paper size. The range for the ACA for each paper size is as follows:

Paper Size	0 Degrees				90 Degrees			
	Min Value		Max Value		Min Value		Max Value	
	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y
A3	7829	5485	73075	51200	5485	7829	51200	73075
A4	5485	3828	51200	35733	3828	5485	35733	51200
A5	3828	2648	35733	24720	2648	3828	44088	35733
B4	6762	4723	63120	44088	4723	6762	44088	63120
B5	4723	3297	44088	30773	3297	4723	30773	44088

Unit: Plotter Unit

The maximum scaling factor is 210 % of the advanced hard clip area for each paper size and the minimum scaling factor is 22.5 %.

Restriction on Auto Layout

■ When the extra Hard Disk is installed on the printer

When Auto Layout is enabled, the print data is stored to the hard disk.

■ When the extra Hard Disk is not installed on the printer

When Auto Layout is enabled, the print data is stored to auto layout memory area.

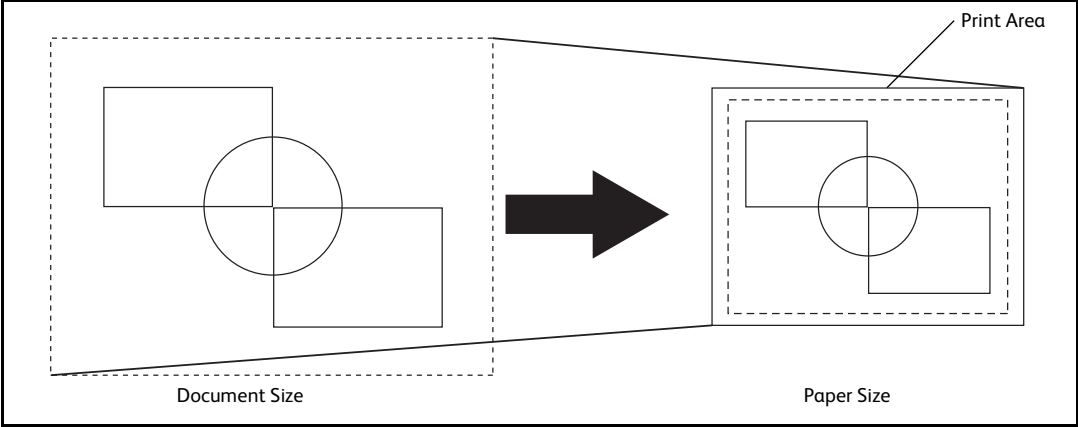
The default size of auto layout memory is set to 100kbyte and an error will occur on the printer when the print data exceeds 100kbyte. In this case, change the size of auto layout memory using the control panel. Auto layout memory size can be set up to 5120kbyte. The printer cannot receive the print data exceeding 5120kbyte.

We recommend you to install hard disk on the printer when using Auto Layout feature.

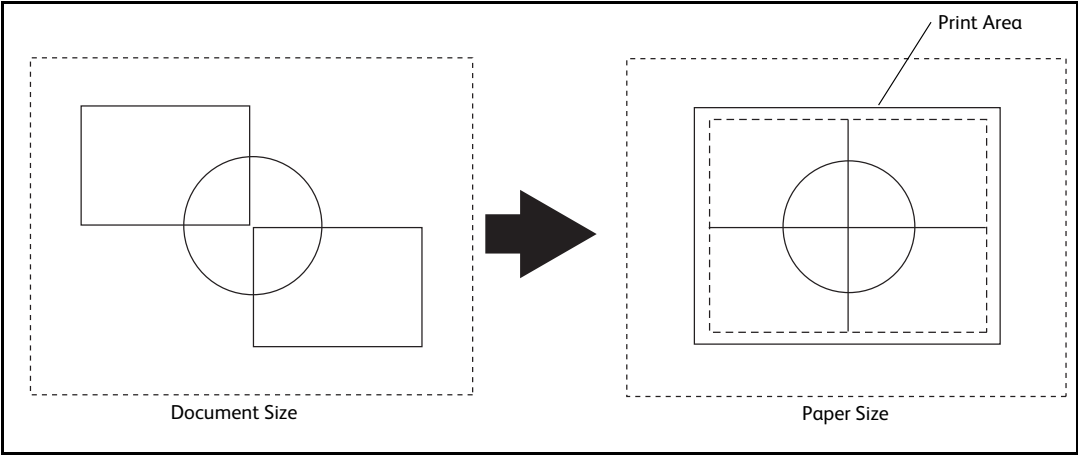
Examples of Combinations of Each Function

The following are examples showing the print results that can be achieved by combining various functions.

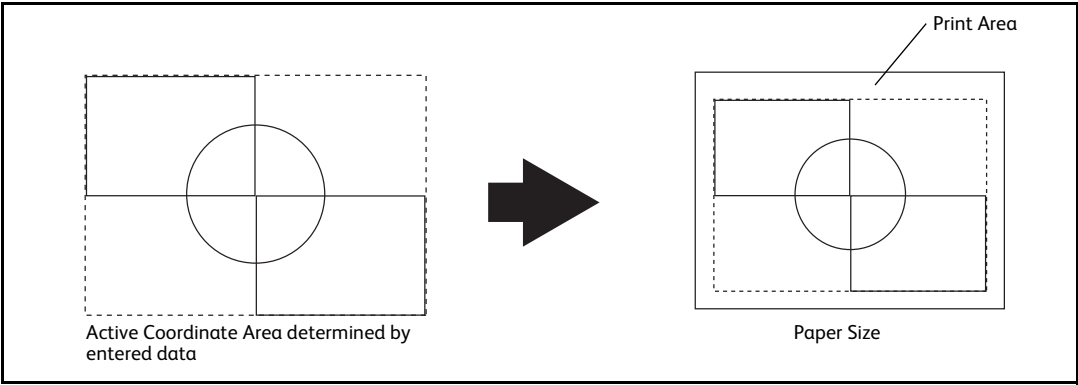
■ Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: ON



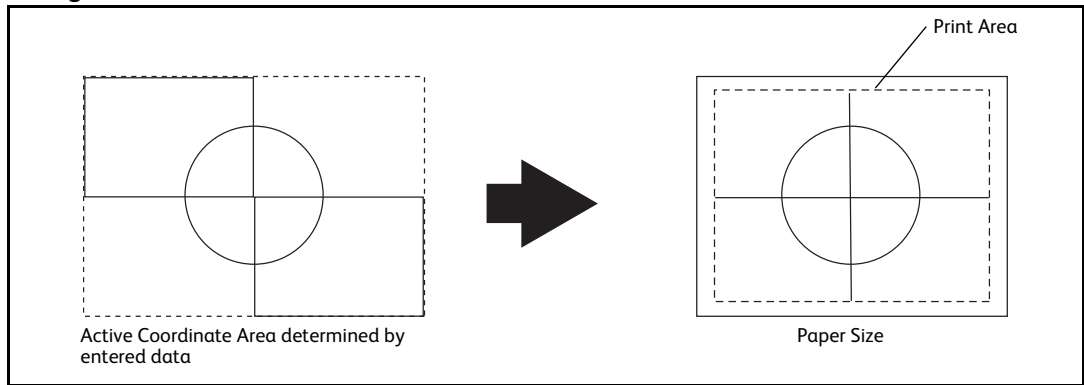
■ Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: OFF



■ Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: ON



- **Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: OFF**



Passcode Setting for Extended Functions

A passcode is required to use the extended functions on the machine.

Available Extended Functions and Passcode

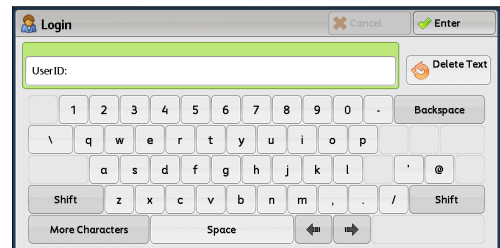
Extended Functions	Passcode
Embedded Plug-ins * : This function has same features as those of conventional optional products "Extensible Customization Function".	IZRLOFMDOFIF@

Important • It takes a few minutes longer to warm-up the machine after you set the passcode to enable the extended functions.

Following are instructions for enabling the extended functions.

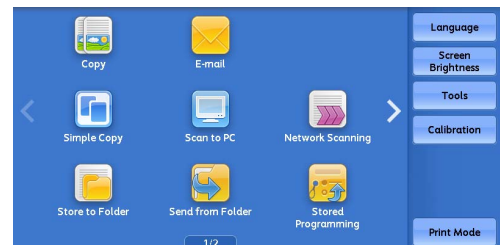
- 1 Press the <Log In/Out> button on the control panel.
- 2 Enter the System Administrator's user ID with the numeric keypad or the keyboard displayed on the screen, and select [Enter].

Note • When a passcode is required, select [Next] and enter the System Administrator's passcode.

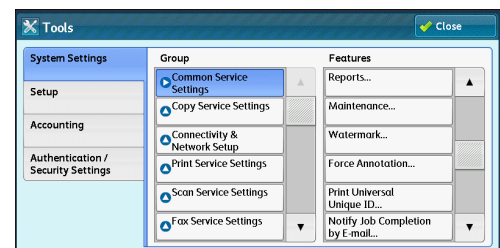


- 3 Select [Tools] on the Services Home screen.

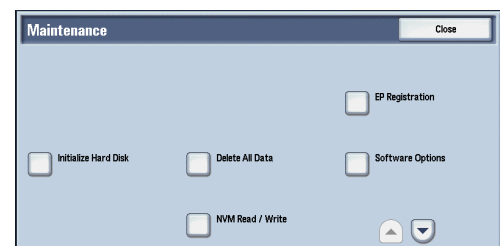
Note • The screen may differ depending on the model.



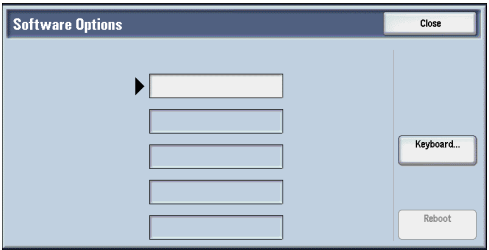
- 4 Select [Maintenance] in [Common Service Settings] under [System Settings].



- 5 Select [Software Options].



- 6 Enter the passcode for the extended function you want to use with the keyboard.



- 7 Select [Reboot].

The setting of "Fonts to Prevent Garbled Characters on Touch Screen" is completed after rebooting the machine.

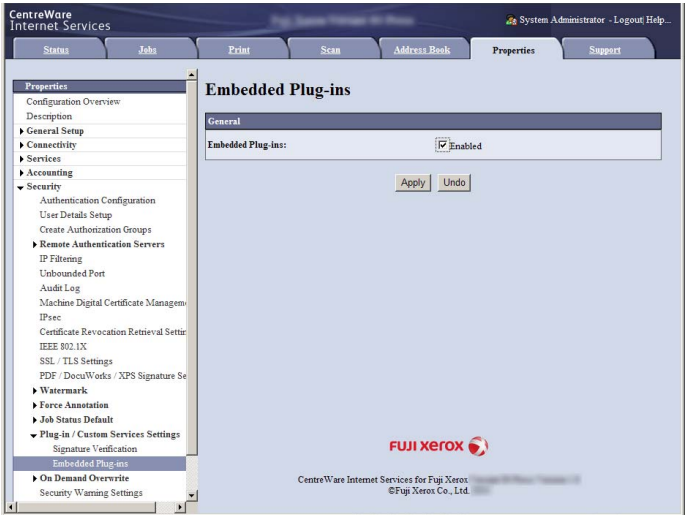
If you are setting "Embedded Plug-ins", continue the steps below.

- 8 After rebooting the machine, start CentreWare Internet Services.

Note • For information on how to start CentreWare Internet Services, refer to "CentreWare Internet Services Settings" (P.555).

- 9 Select [Embedded Plug-ins] in [Plug-in / Custom Services Settings] under [Security] from [Properties] tab.

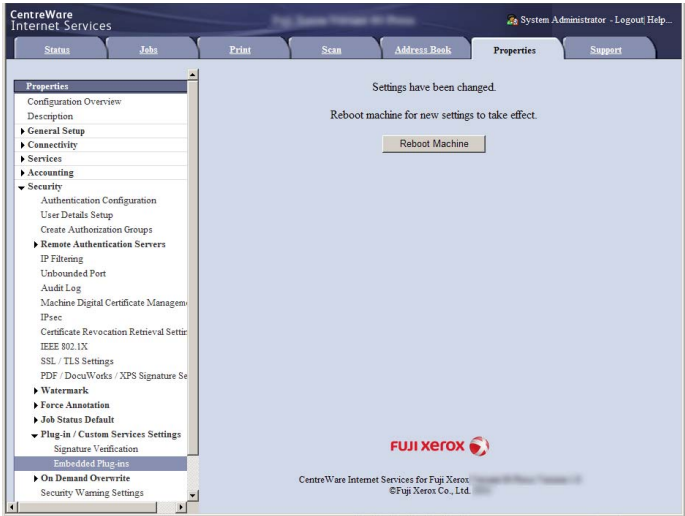
- 10 Check the [Enabled] checkbox and click [Apply].



Note • XPS stands for XML Paper Specification.

11 Click [Reboot Machine].

After rebooting the machine, the setting will be enabled.



Notes and Restrictions

This section describes the notes and restrictions to observe when using the machine.

Notes and Restrictions on the Use of the Machine

■ Notes on Switching Off the Main Power and Power

Power off processing is performed internally on the machine for a while after the power is switched off. Therefore, do not switch the main power off immediately after switching the power off. Do not switch the main power off while the touch screen displays a screen or the <Power Saver> button blinks. Switching off the main power may damage the hard disk and the memory or cause a machine malfunction. In addition, the machine will not be activated soon if you switch on the power before the touch screen gets blank. Confirm that the touch screen is blank before switching on the power.

■ Installing and Moving the Machine

- When moving the machine to another location, contact our Customer Support Center.
- When the machine is operating, do not subject it to shock.
- When closing the document cover, be careful not to pinch your fingers.
- Do not place any objects near the ventilation openings of the machine's exhaust fan.

■ Character Code

In data transmission from a computer or read processing of data in a medium such as a USB memory device, if characters that the machine does not support are included in folder and file names, these characters may not be displayed correctly.

When the Media Print - Photos service is used, only ASCII characters can be used.

■ Output Destination

When you change the finisher to install, reconfigure the output destination under [Tools] > [System Settings] > [Copy Service Settings] > [Copy Defaults] > [Output Destination].

You can also change the output destination for Print E-mail and Private Folder Printed Files as required.

■ Restrictions on Method of Recipient Specification

- The [New Recipients] may not be displayed when you specify a recipient for e-mail transmission if the method of recipient specification is restricted in the System Administration mode. In this case, you cannot use the numeric keypad either. Consequently, the recipients you can specify are limited to those who are registered on the Address Book.

You must add an address book entry using CentreWare Internet Services, or Device Setup Tool (free software). The system administrator, however, can register new recipients from the control panel of the machine even when the method of recipient specification is limited.
- The users who belong to an authorization group for which [Restrict Recipient Selection Method] is set to [No Restriction] can directly specify a recipient for an e-mail transmission.

■ USB Interface Connector of the Machine

- To use the USB memory slot on the control panel, the USB Memory Kit (optional) is required.
- Insert a USB memory device directly into the USB memory slot on the control panel. If you connect a USB memory device via a USB cable, the operation is not guaranteed.
- To connect a USB memory device via a USB cable, use the USB Hub (optional).
- When the USB Hub (optional) is installed, up to two devices can be connected simultaneously even though three USB interface connectors of the machine are available including the USB memory slot (one slot) on the control panel and USB Hub (two slots) on the left rear side of the machine.
- The IC Card Reader and USB memory cannot be connected to the machine simultaneously. When connected simultaneously, only the first device will be recognized.

■ IC Card Reader

- Installing the IC Card Reader (sold separately) to the machine enhances the authentication function of the machine. Also, you can restrict the usage of the machine and improve the security management feature and availability of documents.

■ Printed Time in Force Annotation

The time you specified to print a job, the time at which the print job is started inside the machine, and the time at which the job is actually printed may not be coincident with one another depending on the machine status and settings or the content of the print job. The time printed in Force Annotation is the time at which the print job is started inside the machine.

■ Stored Programming

- The following features and operations cannot be registered on a stored program.
 - Registration and call of a stored program
 - EP Diagnostic Request
 - System Settings
 - The [Media Print - Text] and [Media Print - Photos] buttons on the Services Home screen
 - The [Store to USB] button on the Services Home screen
 - The [Network Scanning], [Job Flow Sheets], and [Web Applications] buttons on the Services Home screen
 - A custom button to which the Network Scanning or Job Flow service is assigned
 - Address Book for the E-mail, and Scan to PC services
 - Buttons that cannot be selected
 - The [Language] button on the Services Home screen
 - The [Screen Brightness] button on the Services Home screen
 - Dragging and Flicking operation
 - The [Browse] button of the Scan to PC service
 - Address editing operation of the E-mail service ([Remove], [Edit], and [Close Menu] on the pop-up menu)
 - The <Power Saver> button
- After registering a program, you may not be able to retrieve the stored program correctly if you execute the following operations:
 - If a Watermark is registered on the program, and you change the default value of the Watermark after registering the program

- If a passcode of a folder that is subject to operation by a stored program is changed after the program is registered
- If the settings of the control panel are changed
- If the features registered on the custom buttons are changed
- If the setting is changed with [Tools] > [System Settings] > [Copy Service Settings] > [Preset Buttons]
- If the program is selected from a list of a job flow or the Address Book
- If a button no longer functions as a result of a change of optional components such as Finisher
- If the measurement unit such as mm or inch is changed
- If a file is selected from a file list with Job Status
- The use of a scrolling bar when you select an item

■ Output Color

When you select [Auto Detect] in [Output Color] for a copy job or select [Color] in [Output Color] for a print job, the machine may consume yellow, magenta, and cyan toner cartridges and drum cartridges even when your document is black and white.

In addition, when [Background Suppression (Color Copy)] is set to [High Speed] under [Tools] > [System Settings] > [Common Service Settings] > [Image Quality Adjustment], yellow, magenta, and cyan toner cartridges and drum cartridges are always used. Thus these color toner cartridges and drum cartridges are consumed even when your document is black and white.

■ Opening and Closing of the Document Cover during the Power Saver Mode

If you open the document cover during the Power Saver mode, and then start scanning a document immediately after the machine exits the mode, the detection error of a document size may occur. In this case, enter the document size manually. It takes a few seconds before the machine can detect a document size automatically. This detection error will not occur if you load a document, close the document cover, and wait for a few seconds before start scanning a document.

■ Large Size UI Kit

- By factory default, the date and time are displayed on the lower side of the touch screen of the Large Size UI Kit. If you want to hide this date and time, contact our Customer Support Center.
- The display format for the date and time can be changed in the System Administration mode.
- The time is displayed by minutes and may differ from the actual time by seconds.
- On the [Job Status] screen, jobs listed in [Active Jobs] or [Completed Jobs] fill the entire screen. Therefore, the date and time are not displayed on the [Job Status] screen.

■ Operations during the Power Saver mode

- It takes a few seconds before you can operate the system settings under [Tools] after the machine exits the Sleep mode.
- The <Power Saver> button still lights up when you perform the operations which do not light up the touch screen such as printing command from a computer.
- A message does not appear on the touch screen if you open and close the top cover of the document feeder when the document feeder is deactivated (such as when the service to use a scanner is not selected). However, the confirmation message appears on the touch screen and the <Error> indicator lights up when the document feeder is activated (exits the Power Saver mode) while the top cover is open.

- The confirmation indicator does not light up if the document is loaded while the document feeder is in the Power Saver mode (such as when the service to use a scanner is not selected). However, the confirmation indicator lights up and the document is detected when you load the document and then make the machine exit the Power Saver mode.
- The machine exits the Power Saver mode when you open the document cover to copy or scan.
- After the machine exits the Power Saver mode, the document feeder and scanner device are activated after the document cover is opened while the scanner device is deactivated. However, to make the document detected on the document glass, make sure that the scanner device in the document glass moves to the detect position for the document size, and then close the document cover.
- After the machine is activated from the Power Saver mode, a message does not appear on the touch screen if you perform the following operations while the service to be used for the output device, such as copying and secure printing, is not selected.
 - Opening and closing the top cover of the document feeder
 - Opening and closing the machine front door
 - Opening and closing the bottom left door
 - Opening the paper tray
 - All the operations including opening and closing the finisher front door, and pressing the buttons

However, the confirmation message appears and the <Error> indicator lights up when the machine is activated (exits the Power Saver mode) while each cover or a paper tray is open.

- After the machine exits the Power Saver mode, the value detected before the machine enters the Power Saver mode is displayed or informed as paper tray status and the information on the consumables such as the toner remaining amount, status of the drum cartridge, and paper, if the service used for the output device is not activated.
- After the machine exits the Power Saver mode, be careful for the following if you use the copy feature before you activate the service used for the output device.

The information displayed such as a paper size specified for the paper tray or the remaining amount is detected before the Power Saver mode. If you change the paper size or remaining amount during the Power Saver mode, it takes a few seconds for the change to be updated on the screen.

- Exiting the Power Saver mode activates the entire machine when Copy, Simple Copy, or Stored Programming are set as the default screen on the touch screen.
- Exiting the Power Saver mode activates the entire machine when [Paper Tray Attributes During Loading] is set to [On].
- The entire machine exits the Power Saver mode when you press the <Machine Status> button, enter the System Administration mode, or select the Stored Programming service.
- The machine does not exit the Sleep mode when you use the EP service by EP-BB.
- When [Tools] > [System Settings] > [Connectivity & Network Setup] > [Port Settings] > [USB] > [USB - Print Mode] is set to any option other than [Auto], exiting the Power Saver mode activates the entire machine.
- The output device is activated when Secure Print is executed using job tickets of ContentsBridge Utility.

Notes and Restrictions on the Use of the Copy Feature

■ Copy Feature

The machine does not offer the Improves Fit feature.

■ Meter Count for Dual Color and Single Color Copies

Dual color and single color copies are counted as color copies.

■ Color Effect for Dual Color Copy

To extract colors for dual color copy, adjusting the colors of the document is required in advance.

Our service representative performs the adjustment. Contact our Customer Support Center.

■ Auto Contrast

The machine does not offer the [Auto Contrast] feature for [Color Effects].

■ Pages per Side for Black & White and Color Mixed Documents and Meter Count

If you copy a document that contains black & white and color pages by specifying [Pages per Side], an output sheet that has both black & white and color pages will be counted as a color page.

■ Copy and Simple Copy

You cannot switch the screen between the Copy and Simple Copy services. Return to the Services Home screen, and then select a service. In that case, the settings specified in either service are cleared.

■ ID Card Copy

- The machine does not shift the ID card image to the center of the output in any magnification ratio and image size you specified.
- When the reduced size is specified to copy an ID card, the machine may copy the ID card in a different orientation from the original orientation depending on the magnification ratio specified.

Notes and Restrictions on the Use of the Print Feature

■ ContentsBridge

With ContentsBridge, you can print PDF, TIFF, JPEG, and XPS data by drag and drop. PDF and TIFF print data will be transferred to the machine directly, whereas DocuWorks document data will be first processed by the client computer, and then transferred to the machine and printed.

Note • XPS stands for XML Paper Specification.

■ Text and Photos for Media Print

You can use a commercially available single-slot memory card reader, but the operation is not guaranteed. When you use a multi-slot memory card reader, only one of those slots can be recognized. The slot to be used differs depending on the card readers. Some of the media and slots of memory card readers may not be used on the machine, and the operation is not guaranteed.

■ Thumbnail for Media Print

The Media Print - Photos feature supports Thumbnail view but not Preview. The Media Print - Text feature supports neither Thumbnail view nor Preview.

■ Gigabit Ethernet (Optional)

Installing the Gigabit Ethernet achieves high-network communication speed, but it does not shorten the entire printing time.

■ Direct Print via USB Host (a USB memory device)

When the machine is in the Sleep mode, your computer does not detect the machine if you connect a USB memory device to the machine. Exit the Sleep mode, and then connect the USB memory device and send a print job.

■ Print Jobs while the Control Panel is being Operated

The processing and output speeds of print jobs may slow in the following conditions:

- The control panel is being operated while the machine processes a print job.
- The status of a print job is being viewed in the [Job Status] screen.

■ When the Print Results Differ from the Settings

As in the following cases, insufficient memory for the print page buffer may cause print result in not printing as specified. In this case, we recommend that you increase the memory.

- Printed only on 1 side when 2 sided printing is specified.
- A job was terminated (If data cannot be written to the print page buffer, the job including that page is terminated).

■ Printing from a USB Memory Device

- To print from a USB memory device, the USB Memory Kit (optional) is required.
- You can use a USB host adapter to print from your USB memory device or via your USB cable (as necessary), but the operation is not guaranteed.
- Use USB 2.0 compliant memory devices only.

The following USB memory devices are not supported:

- A USB memory device with multiple media partitions that require other utilities to access to the contents therein.
- A USB memory device connected via an external hub.
- Multiple USB memory devices cannot be used simultaneously.
- The machine does not display a menu to prevent you from removing a USB memory device while it is being accessed.

■ Meter Counts for 2 Sided Printing

When printing 2 sided, depending on the application being used, blank sheets can be inserted automatically to adjust pages. These blank sheets inserted by the application also are counted by the meter.

■ Meter Count for Watermark

When a document is printed using the Watermark feature (such as Annotation and Force Annotation), the meters count with the following method:

- Color documents are counted as color copies regardless of whether the Watermark feature is used or not.

- Black & white documents are counted as color copies if [Font Color] is set to other than [Black], or counted as black & white if [Font Color] is set to [Black].

■ Print Job Speed at Control Panel Operation

The process or output speed of print jobs may reduce if you operate the control panel or check print job status on the [Job Status] screen while performing a print job.

■ PDF Direct Print

PDF Direct Print supports Adobe PDF 1.6. However, note the followings:

- It may take long to output a PDF file, for the rendering processing is complicated.
- This feature does not support the "Embed OpenType Fonts" setting of Adobe Acrobat 7 (PDF 1.6).
- This feature supports the features of PDF 1.6 created by Adobe Acrobat 7 or later. However, it does not support the features of PDF 1.7 (Adobe Acrobat 8 and 9).
- PDF Bridge, which is provided by Fuji Xerox, of the machine supports the features of PDF 1.6 such as transparent object.

■ ThinPrint

- To install "ThinPrint .print" to Windows Server 2003 or Windows Server 2008, a ".print Application Server Engine" license is required.
- ThinPrint can operate in an IPv4 environment, but not in an IPv6 environment.
- Up to three can be connected simultaneously. The fourth or above connection requests are stored in the queue. Up to 10 connection requests can be stored in the queue. If exceeding 10, another connection request is no longer received. After preceding connections are terminated, the connection requests in the queue will be processed subsequently when the total number of the connections becomes less than four.
- Functions to control jobs, such as canceling or suspending jobs, are not provided. Instead, you can cancel a job on the [Job Status] screen from the control panel, or from CentreWare Internet Services.
- The machine prints jobs in the order in which they are spooled. The jobs may not be printed in the order in which the job requests are received by the machine.
- If the power is switched off, this feature can store the order of jobs spooled and their data. If the power switched off while a job is being received, the job is deleted.

■ Paper Orientation when Printing Mixed Size Originals

- The combinations available for printing mixed size originals from the print driver are the followings: A4 and A3, B5 and B4, 8.5 x 11" (Letter) and 11 x 17" (Tabloid), 16K and 8K.
- The document orientation (portrait or landscape) may not be determined correctly depending on the application being used. In this case, the output may have a different orientation from the document orientation, depending on the combination of the mixed size originals.
- The output may have a different orientation from the original orientation when a document stored in a folder is printed.

■ About View Image Generation

It may take time for generating view images depending on the type of document. If you want to speed up the printing process or there is no need for displaying view images, you can disable the image generation setting of the print driver.

- Note**
- The print driver setting has priority over the machine setting.

■ Printing via lpr Port

When a print job is sent via the lpr port, the characters of user name, file name, or host name may be garbled and displayed incorrectly on the screen during printing, the job confirmation screen, or the Job History Report. To prevent character garbling, use a port other than lpr.

■ When Using the Authentication Feature on the machine

When you set the authentication information on the print driver, set the User ID up to 32 single-byte characters (16 double-byte characters). If you set the User ID using 17 double-byte characters or more, an authentication error occurs so that you cannot start printing.

Notes and Restrictions on the Use of the Scan Features

This section describes notes and restrictions to observe when using the Scan features.

For the notes and restrictions on Network Scan Driver and Stored File Manager 3, refer to the Readme contained in the Software/Manual CD-ROM.

■ Retrieving Files from Folder

- When [Delete Files After Retrieval] is set to [No], the same file can be accessed by multiple clients.

When [Delete Files After Retrieval] is set to [Yes], only one client can access any given file. The file that is being imported by a client cannot be seen by other clients.

- When files are retrieved from CentreWare Internet Services, the files are not deleted regardless of the setting of [Delete Files After Retrieval].

■ Using Network Scan Driver and Stored File Manager 3 Simultaneously

You cannot use both the Network Scan Driver and Stored File Manager 3 on a single computer to connect to the machine.

A maximum of three computers using either the Network Scan Driver or Stored File Manager 3 may retrieve files simultaneously from one machine.

■ Using TIFF Files

The TIFF files created by Stored File Manager 3 are compressed into the MMR, MH, JBIG, or JPEG format. To open a TIFF file, use application software that supports the format.

■ Saving scanned data in Microsoft® Office format

This feature provides the convenience for users who want to directly edit texts or images on the scanned document converted in the Microsoft Office format. Note that the strict reproducibility of the texts, tables, images, and pictures on original document may not be ensured due to the scope of this feature.

■ Restriction on Scanning Capacity

The maximum scanning capacity for one page is 297 x 432 mm. For standard sizes, A3 or 11 x 17 inches.

■ Number of Sheets for Scanning (for Folder)

A maximum of 999 pages can be scanned for folders at one time. The number of pages may differ depending on the file size and resolution.

■ Store to USB

- The Scanner Kit and the USB Memory Kit are required to use this service.
- You cannot use this service on job flows (whose Target is Scan Jobs or Folder).

- The USB 2.0 compliant memory device is supported.
- Neither file nor directory names in a USB memory device are displayed on the touch screen.
- You cannot delete the files or folders in a USB memory device using the machine.
- To prevent you from removing a USB memory device while it is being accessed, an icon showing that the removal of a USB memory device is prohibited appears on the touch screen. Be sure to remove a USB memory device from the machine after the message "Data has been transferred." is displayed on the touch screen.
- When the data size exceeds the capacity of the USB memory device while the machine is performing the Store to USB service, the job in progress is cancelled.
- Neither the Media Print - Text nor Media Print - Photos feature can be used while the Store to USB service is in progress. The Store to USB service cannot be used as well while the Media Print - Text or Media Print - Photos feature is in progress.
- You can enable or disable the Store to USB service from CentreWare Internet Services in the System Administration mode. You cannot set it from the touch screen. (The default setting is [Enabled].)
- You can set not to display the [Store to USB] service on the Services Home screen from the touch screen.
- The machine may not be able to recognize a USB memory device that was formatted by a digital camera or a tool other than the Windows standard format tool.

■ Screen Switching After Inserting a USB memory device

- If a USB memory device is inserted when the machine is switched off, and then you switch on, the Services Home screen is displayed.
- When a USB memory device is inserted into the USB memory slot during the Power Saver mode, the touch screen does not light up. After exiting the Power Saver mode by pressing the <Power Saver> button, insert the USB memory device again or select the feature to be used on the Services Home screen.
- The screen does not switch when removing a USB memory device.
- The screen switches even when a USB memory device whose format is not supported is inserted. However, an error occurs when selecting the menu.
- If no media is in the Memory Card Reader (commercially available), the screen switches when you insert the Reader.
- If the Memory Card Reader (commercially available) is used and it is left inserted all the time, the screen does not switch even when a media is inserted into the slot of the Reader.

■ Network Reference on SMB Environment

- If you configure more than 256 shared resources other than shared folders (such as shared printers) when using Windows 2000, Windows XP, Windows Server 2003, Windows Vista, Windows 7, Windows Server 2012, Windows Server 2012 R2, Windows 8, or Windows 8.1, shared resources other than shared folders may be displayed in the shared folder list.
- Names such as workgroup names, server names, and shared names on the network may not be displayed alphabetically on the list.

■ Scan High Compression feature

- To use the Image Compression feature, the Scan features are required.
- You can select 200 dpi or 300 dpi for the resolution.

- To view or print High-compression DocuWorks documents that are output by using the Image Compression feature (on your computer), one of the following software is required
 - DocuWorks 6.0 or later
 - DocuWorks Viewer Light 5.1 or later
 - DocuWorks Viewer Light for Web 5.1 or later

Note • You cannot use DocuWorks Trial edition.

- You can open High-compression PDF files with Adobe Acrobat 4.0 (PDF 1.3) or later.
- The Image Compression feature may not be able to scan the colors of the documents precisely due to the image processing to improve the compression ratio.

■ PKI Encryption and PKI Signature of Scan Files

- Signature using the electronic stamp of DocuWorks is not supported.
- Acrobat Approval is not supported.

■ PKI Encryption and PKI Signature of PDF and DocuWorks Documents

- PKI (Public Key Infrastructure) encryption of PDF is not available. A certificate is not used for password encryption.
- If a message stating that a certificate revocation could not be checked is displayed and a signature verification error occurs in the viewer of DocuWorks and PDF, confirm the certificate revocation setting in the viewer.

■ Digital Signature of PDF

- The security handler (XERX.FX.PPKMS) of Xerox is not provided.
- When a PDF document signed by the machine is displayed with Adobe Acrobat (Reader®), a message stating that no handler is found for signature confirmation may be displayed. In this case, select [Windows Digital Certificate] or [Adobe Default Security].
- A certificate to be used for PDF digital signature must meet the conditions described in the "S/MIME" section.

■ S/MIME Communication

The E-mail services support S/MIME.

■ Searchable PDF

- We recommend that you set [300 dpi] for [Resolution] when you use the optical character recognition (OCR) feature.
- For Store to Folder, you cannot select [Searchable] for [Searchable Text].
- When you use CentreWare Internet Services to retrieve a file from a folder, you can set [Searchable Text] if all scanned images of the file in the folder are set as follows:
 - Image Size: 15 x 15 mm to 309 x 432 mm
 - Color Scanning: Auto Detect, Color, Grayscale, Black & White
 - Original Type: Photo & Text, Text (for all types)
 - Color Space: sRGB
 - Resolution: 200dpi, 300dpi (for all resolutions)
 - Reduce/Enlarge: 100 % (for all ratios)

■ Compression Format of Scanned Images

- You cannot retrieve grayscale or color images in uncompressed (Raw) format.
- JBIG2 compression of PDF is supported.

■ Preview of Scan File

- The output is not rotated even when the previewed image is rotated on the screen in the following cases:
 - The document is output in TIFF or JPEG
 - The document is scanned to a folder
 - The document is scanned using a job flow sheet
- If a preview image is not what you expected, cancel the job, configure the settings, and then scan the document again.
- If you cancel the scanning of a document by pressing the <Stop> button on the control panel or the [Delete] button in the touch screen, selecting [Preview] may not display all the scanned files.

■ Scanning Documents with a Small Number of Colors (the Specific Color Feature)

- This feature is installed as standard. However, it takes longer to compress the document than the compression with the optional Advanced Scanner Kit. We recommend Advanced Scanner Kit for customers who want to improve the productivity and speed.
- This feature may not achieve the same result as the data compressed by the optional Advanced Scanner Kit.
- Specific Color (for PDF or DocuWorks) and MRC High Compression (for PDF or DocuWorks) cannot be used simultaneously.
- You cannot use this feature when retrieving data via Network Scanner Utility 3.
- Select [Color] for [Color Scanning].
- This feature is available when [Color Scanning] is set to [Color], when [Resolution] is set to [200 dpi] or [300 dpi], and when [File Format] is set to [PDF] or [DocuWorks].
- You cannot change the number of colors. (The maximum is 16 colors.)
- You can attach thumbnails to files when the [Specific Color] is selected, but the thumbnails are displayed in full color.
- Monochrome images scanned with the Specific Color feature may be different from the ordinary monochrome images in the image quality.
- The Specific Color feature is not suitable for documents with graphs and photographs, or with multiple colors. For those documents, use MRC High Compression.

■ Obtaining Addresses from LDAP Server

- Recipients' addresses that can be obtained from the LDAP server for the E-mail service are e-mail addresses.
- The Address Book that can be used for the E-mail service in Job Flows is the Address Book stored in the machine.

■ Restrictions on Internet Explorer

- When you access a URL that is sent by e-mail using Internet Explorer, a File Download pop-up window is displayed. Start the download within three minutes after the pop-up window appears, otherwise an incomplete file will be left in your computer.
- When you use the Store & Send Link service by selecting [DocuWorks] and [Single File for Each Page] for [File Format], you may not properly obtain files from the destination URL if [Automatic prompting for file downloads] is set to [Disable] under [Tools] > [Internet Options] > [Security] > [Custom Level] > [Automatic prompting for file downloads] with your Internet Explorer.

- When you use Internet Explorer, even if you click "To delete file, click here." in the [Document Acquisition] screen of the Store & Send Link service, file deletion may not be performed. In this case, use another browser than Internet Explorer to delete the file.

■ Split Files

You cannot select [Single File for Each Page] when using the Store to Folder or Job Flow service.

■ Thumbnail View

- Files in a folder may not be displayed in thumbnail view in the following cases. In those cases, display them in list view.
 - Some file is not displayed in thumbnail view even though it is stored in the folder.
 - Characters and images are not correctly displayed because they are scaled down from the actual sizes.
- The orientation of an image displayed in thumbnail view depends on which orientation the document was stored in.
- If the power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.

■ FTP Transmission for Scan to PC

- By factory default, [Passive Mode] is selected as a transfer mode to send scanned data via FTP from the machine.
- You can switch the FTP transfer mode using CentreWare Internet Services, but cannot switch the mode per job or per destination FTP server.
- Depending on your network environment, operations may not be performed properly unless the FTP transfer mode is switched from [Passive Mode] to [Active Mode].
- When [IP Filtering] is enabled, make sure to switch the FTP transfer mode to [Active Mode].

In [Passive Mode], the server permits a client to connect to the port for the data transfer so that the client starts the connection. [Passive Mode] is commonly used and also has lower security risk than [Active Mode].

In [Active Mode], a client notifies the server of the port number for the data transfer so that the server starts the connection. [Active Mode] may incur a security risk such as impersonation by third parties. In addition, the proper connection may not be available in a firewall environment. In such a case, select [Passive Mode]. In passive mode, the scan service and scanner calibration using the Print Server are not available.

■ SMB Transfer for Scan to PC

If you use Mac OS X 10.7 Lion, OS X 10.8 Mountain Lion, or OS X 10.9 Mavericks, contact our Customer Support Center and ask if your operating system is supported. In passive mode, the scan service and scanner calibration using the Print Server are not available.

■ Store to WSD

Note • WSD stands for Web services on Devices.

- When the WSD scan port is not activated, [Store to WSD] button is not displayed in the Services Home screen. Enable the WSD scan port to use the Store to WSD feature on the machine.

- Store to WSD feature requires the scanner driver included as standard in Windows Vista Service Pack 2 or later. When an appropriate operation system is installed, you can operate scan using [Windows Fax and Scan] or [From scanner or camera] in [Microsoft Paint].
- [Next Original] is not displayed when using WSD scan.
- You cannot execute multiple jobs simultaneously. If you execute a job during the scan job, the latter job is not accepted.
- When using WSD scan, you cannot change layout settings by the machine. Configure the settings on the computer using the scanner driver included as standard in Windows.
- Press [Operate From Computer] to display the standby screen. If the standby screen is not displayed, a scan job will not be started even when the network computer recognizes the machine. While the standby screen is displayed, the machine does not execute Auto Clear or enter the Power Saver mode.
- After being scanned, remove the originals and then press [OK] on the [Remove Your Originals] screen. You cannot execute any operation without pressing [OK].
- Store to WSD feature requires the scanner driver included as standard in Windows Vista or later. Setting items are different from those for the dedicated scanner driver.

■ Microsoft® Office Format

- This feature supports Microsoft® Word format (doc) and Microsoft® Excel® format (xls).
- An optional component is required to use this feature. For more information, contact our Customer Support Center.
- This feature provides the convenience for users who want to directly edit texts or images on the scanned document converted in the Microsoft Office format. Note that the strict reproducibility of the texts, tables, images, and pictures on original document may not be ensured due to the scope of this feature.
- This feature is not available when using job flows (whose Target is Scan Jobs or Folder), when importing files stored in a folder using CentreWare Internet Services, or when retrieving data via Network Scanner Utility 3.
- Microsoft Office Format is available when the following conditions are satisfied:
 - Color Scanning: Auto Detect, Color, Grayscale

- Note**
- This feature cannot be selected when [Color Scanning] is set to [Black & White]. [Photographs] is not available for this feature even if you select [Color] in [Color Scanning].
 - Original Size: 50 x 50 mm to 297 x 432 mm
 - Resolution: 300dpi
 - Reduce/Enlarge: 100 %
 - This feature is not available when selecting [Auto %].
 - This feature supports neither Microsoft Office for Mac OS nor Microsoft Word/Excel 2000.
 - The machine cannot convert documents into Microsoft PowerPoint, Microsoft Office, XML, Text, HTML, CSV format.
 - It is recommended that you save a copy file in PDF format or XDW format to check if images are converted correctly.

Notes and Restrictions on the Use of the E-mail

■ Notes on E-mail Transmissions

"The job has been sent." that is displayed on the confirmation screen, or Confirmation Options indicates that an e-mail has been sent to the SMTP server configured on the machine for transmitting e-mail. The e-mail, however, may not reach its destination for some problem on the transmission path of the Internet. In this case, the machine is not notified of such transmission error. After sending an important e-mail, we recommend that you confirm its reception, such as by calling the recipient.

■ S/MIME Untrusted E-mail Reception Settings

When [Receive Untrusted E-mail] under [Connectivity & Network Setup] > [Security Settings] > [S/MIME Settings] is set to [No] in the System Administration mode, you cannot receive the confirmation result even if [Read Receipts] is set to [On].

■ Restrictions on the E-mail Server

Depending on the system environment (such as the restrictions on your e-mail server), large e-mail may not be delivered successfully. When sending a large e-mail by splitting it, check the capacity of your system environment and of the recipient's environment.

If the data size is still too large to send, reduce their size by lowering the image resolution or transmission resolution.

■ Network Security

We do not guarantee the security of any information disclosed over the network.

■ Setting the System Environment for E-mail Service

To send or receive e-mail, the system environment of the machine must be set for the E-mail service. Set up the system environment such as SMTP, POP3, and DNS servers, as required.

■ Notes on Security

E-mail uses the Internet, which is a network connecting computers worldwide, as its transmission path. Thus, since other signals also are sent over the Internet, you must pay attention to security to prevent third parties from reading or tampering of your e-mail.

Consequently, to transmit important information, we recommend that you use other transmission methods that guarantee security. In addition, to avoid the reception of unwanted e-mail, we recommend that you do not disclose your e-mail address to third parties unless necessary.

■ Preventing Receipt of Unwanted E-mail

The machine provides a feature that prevents the reception of unwanted e-mail sent from third parties.

By specifying the domains from which e-mail can be received, you automatically can reject e-mail sent from other addresses.

For information on restricting domains from which e-mail can be received, refer "Domain Filtering" (P.491).

■ Notes on E-mail Receptions

A large volume of e-mail may not be printed if the memory capacity is insufficient. In this case, ask the sender to lower the resolution.

■ Notes on E-mail Reception when [Split by Data Size] is specified

When [Split by Data Size] is specified as the e-mail splitting method, even if you receive the split e-mail, you cannot reconstruct and print it.

■ Notes on E-mail Transmission when [Split by Data Size] is specified

When [Split by Data Size] is specified as the e-mail splitting method, split the data so as to enable e-mail reception with e-mail software corresponding to the Message/Partial content type.

■ Job Counter Report

If you specify multiple different [Pages per Side] settings using the Build Job feature, the numbers of pages displayed for [2 Pages] and [Greater than 2 Pages Up] displayed on the Job Counter Report are calculated according to the latest N-up setting you specify.

Example 1:

When you select [2 Pages] for Document 1 (4 pages) and [Off] for Document 2 (2 pages), both Documents 1 and 2 are set to [Off] and the number of printed pages is calculated as follows:

- Total pages: 4
- 2 up : 0

Example 2:

When you select [Off] for Document 1 (4 pages) and [2 Pages] for Document 2 (2 pages), both Documents 1 and 2 are set to [2 Pages] and the number of printed pages is calculated as follows:

- Total pages: 5
- 2 up : 5

On ApeosWare Log Management or ApeosWare Accounting Service, the numbers of pages for 2in1, 4in1, and 8in1 are also calculated in the same way as described above.

The meter on the [Billing Information] screen calculates the number of printed pages correctly regardless of the [Pages per Side] setting.

Notes and Restrictions when Connecting with Internet Service Provider

This section describes notes and restrictions to observe when using features that transmit e-mails using an Internet service provider (ISP).

The features related to e-mail are as follows:

- E-mail
- E-mail Notification Service
- Print E-mail

■ Notes and Restrictions on Accessing ISP

Observe the following notes and restrictions when connecting the machine to ISP:

- Dial-up connection is not supported. Continuous connection is required.
- Connect the machine in an environment using IP masquerade. Assigning a global IP address to the machine is not supported.
- Be sure to assign an exclusive e-mail account to the machine for POP reception. Sharing an e-mail account with other users may cause troubles.
- Be sure to set size limitation for sending e-mail. Although the applicable e-mail size may vary depending on the ISP used, we recommend that you set a small value.
- Although continuous connection other than ADSL or cable connection is also supported, the reception of image data significantly burdens the machine.
- SMTP reception is not supported. This machine supports only POP reception.

- When installing the machine in an environment that is operating a mail transfer agent (MTA) in a private segment, set the machine to adapt to the operation system being used.
- For information about supported ISPs, contact our Customer Support Center.

■ Feature Specifications

Details of the features related to e-mail are as follows:

- Transmission specifications

Supported protocol : SMTP

Port number : 25 (default)

- Authentication for transmission

SMTP authentication : AUTH GSSAPI (only for Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH LOGIN, and AUTH CRAM-MD5

POP before SMTP : Plain and APOP

Waiting time for POP authentication : cannot be changed

Encryption communication (SSL) : supported

- Receiving specifications

Supported protocol : POP3

POP3 port number : 110 (default)

Authentication method for POP3 : Plain and APOP

E-mail processing after POP3 reception : deletes e-mail received from a server after reception. Settings to store e-mail on the server is not supported.

Encryption communication (SSL) : not supported

Note • IMAP4 is not supported.

■ IP Address Settings

The machine does not support a global IP address. Be sure to use the machine in an environment using IP masquerade.

- Operating with fixed address

Register the machine's IP address on a router or a server managing IP addresses for domain control servers.

- Operating with DHCP

Setting is not required. Depending on settings of the router and the DHCP server, registration may be required. Confirm operation rules for the router and DHCP server you are using. When access is restricted by MAC address, registration on the DHCP server may be required.

■ Settings from the Control Panel

Before you use the E-mail service, set the maximum data size for sending e-mail on the control panel. For more information on the maximum limit, refer to the ISP guidelines. The recommended value is 1 to 2 MB.

In the System Administration mode, select [Tools] > [System Settings] > [E-mail Service Settings] > [E-mail Control] > [Maximum Total Data Size] to configure the setting.

For more information on setting, refer "Maximum Total Data Size" (P.507).

Suitable image sizes are as follows:

- A4 full-color 200 dpi with standard compression : around 700 KB
- A4 full-color 200 dpi with high compression : around 400 KB
- A4 black and white 200 dpi (text document) : around 25 KB
- A4 black and white 200 dpi (text & photo document) : around 200 KB

Note • The sizes described above are applicable when sending e-mail. The actual size may be different.

■ Settings from CentreWare Internet Services

For more information on settings to be configured on CentreWare Internet Services, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

- Important** • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.
- Set [Polling Interval] to at least 10 minutes when connecting to ISP.

Notes and Restrictions on the Interrupt Mode

If you press the <Interrupt> button while printing, the machine temporarily stops printing and enters the Interrupt mode.

- Important** • When [Resume by User] in "Resume Job After Print Error" (P.495) is selected, the machine will not temporarily stop printing even when the <Interrupt> button is pressed.

Note • However, if the machine is scanning a document while printing, the print job cannot be interrupted.

Jobs can/cannot be executed during interruption are as follows:

Job		Job Instruction from the Control Panel ^{*1}	Job Execution
Copy		Required	O
Print	Printing of a document ^{*2} instructed from a client computer	Required ^{*3}	O
	Printing of a document ^{*4} instructed from the <Job Status> button > [Secure Print Jobs & More]	Required	O
Scan	Store to Folder, Scan to PC, E-mail, Network Scanning, Store & Send Link, and Store to USB	Required	O
Report/List	Automatic printing of a report/list other than a Job History Report	Not required	X
	Automatic printing of a Job History Report	Not required	O
	Printing of a report/list instructed from the <Machine Status> button > [Machine Information] > [Print Reports]	Required	O
Folder	Printing of a stored file (scanned file/print file) instructed from the control panel	Required	X
	Automatic printing of a stored file	Required ^{*3}	O
Job Flow Sheet	Execution of a job flow sheet instructed in [Send from Folder] or [Job Flow Sheets] on the touch screen	Required	O

O :The job can be executed during the Interrupt mode.

X :The job cannot be executed during the Interrupt mode.

*1 : The job instruction from the control panel is required/not required to execute the job.

*2 : Normal printing, first set of Sample Set, Delayed Print (auto print)

*3 : During interruption, any document displayed as a pending job on the [Job Status] screen can be printed by selecting [Promote Job]. When priority printing is instructed during interruption, the next priority printing is disabled until the instructed print job is completed.

*4 : Secure Print, Private Charge Print, Sample Set, Delayed Print, or Charge Print

Notes and Restrictions on Folders

■ Printing Scan Files

When you print files in a folder such as the following, it may take long to output the first page:

- Files with multiple pages
- Files with colors or saved in high resolution

■ Retrieving Files in Folder from CentreWare Internet Services

- Files in a folder can be retrieved in DocuWorks or PDF format from CentreWare Internet Services, but DocuWorks and PDF files that are encrypted or with signature attached cannot be retrieved from CentreWare Internet Services.
- When you retrieve a file in PDF format from CentreWare Internet Services, the PDF file cannot be optimized for Web view.

Notes and Restrictions when Connecting to Internet or Intranet

Internet/Intranet Connection

Depending on the web server, server application, proxy server, and firewall, you may not be able to connect to the Internet or intranet.

To connect to the Internet or intranet using a third party server application, proxy, or firewall, the following requirements must be met:

- Support Windows 2000, Windows XP, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Vista, Windows 7, Windows 8, or Windows 8.1
- Comply with the following conditions:
 - RFC2616: Hypertext Transfer Protocol HTTP/1.1 (Standard connection/SSL connection/Proxy authentication)
 - RFC2617: HTTP Authentication: Basic and Digest Access Authentication (only Basic authentication is supported, the other authentications are not supported)
 - RFC2817: Upgrading to TLS Within HTTP/1.1
 - RFC2818: HTTP Over TLS
- Supporting the HTTP/HTTPS schemata
- Supporting the GET/CONNECT/POST methods

Notes and Restrictions when Operating from Computers

■ Supported OS

There are notes and restrictions on Microsoft Windows XP Professional x64 Edition, Microsoft Windows Server 2003 x64 Editions, Microsoft Windows Vista x64 Edition, Microsoft Windows Server 2008 x64 Editions, Microsoft Windows 7 x64 Edition, Microsoft Windows Server 2008 R2 x64 Editions, Microsoft Windows 8 x64 Edition, Microsoft Windows 8.1 x64 Edition, and Microsoft Windows Server 2012 x64 Editions, and Microsoft Windows Server 2012 R2 x64 Edition Drivers. For notes and restrictions on the supported operating systems, refer to our official web site before using the operating systems.

■ Restrictions on Macintosh (standard)

- In Macintosh environment, the Scan features using a TWAIN scanner driver cannot be used.

■ CentreWare Internet Services

- When [CSRF Protection] feature is enabled, CentreWare Internet Service may become inaccessible depending on your browser type, web browser usage situation, and the network environment. In such a case, try to access CentreWare Internet Service from other computer. Be sure to consult your System Administrator before disabling the feature. If you have no other computer that can access CentreWare Internet Service, contact our Customer Support Center.

CSRF is a type of attack that forces an user to execute unwanted action on a web site in which the user is currently authenticated, via the malicious web site. [CSRF Protection] feature prevents unwanted actions from being executed on CentreWare Internet Services and changing the machine settings in case the user unknowingly accesses a malicious website.

- The optional hard disk is required to obtain a Job History Report in a CSV format using CentreWare Internet Services. For more information, contact our Customer Support Center.
- Do not edit or change the file in CSV format (address book data), which is exported by CentreWare Internet Services, using software such as Microsoft Excel. This machine does not display any warning message when registering the altered data. Since the altered data may be damaged.
- The recipient data is added to the Address Book in the machine without deleting registered recipients when you import the data from [Data Import] on [Address Book] tab of CentreWare Internet Services. If you want to change the setting to overwrite mode, contact our Customer Support Center.
- Only the address book data exported from [Data Export] on [Address Book] tab of CentreWare Internet Services is available to import from [Data Import] on [Address Book] tab.
- When the Authentication feature is used and the characters other than alphanumeric characters are used for the User ID, CentreWare Internet Services is not available.

Notes and Restrictions on Job Flows

■ Job Flows

- If a Job Flow is performed with the following settings, an interference pattern may be created:
 - Original Type: [Photo & Text] or [Photo]
 - Resolution: [400 dpi] or [600 dpi]
- If an interference pattern is created, change the settings as follows:
 - Resolution: [200 dpi] or [300 dpi]

■ Web Application feature

- The following conditions and restrictions are applied when you print files stored in a remote server.
 - [Output Destination] can be specified, but the staple and hole punch cannot be specified.
 - The [Pages per Side] feature can be specified only when you print PDF files.
 - HTTP or HTTPS can be used for the communications between the machine and a remote server.
 - Printable file formats are [TIFF], [PDF], and [XPS].
 - Print data is spooled to the hard disk of the machine, and then printed as a job. Therefore, the print data is recognized as a job while the data is being spooled to the hard disk.
 - The Secure Print feature cannot be used.
 - Printing is available even when [Auto Print] is set to [On] under [Machine Clock / Timers].
 - "Web Applications - Print" is displayed on the [Job Status] screen.
 - The <Online> indicator is unlit while the print data is being spooled to the hard disk.

Note • XPS stands for XML Paper Specification.

■ Job Flow Settings for High Compression Format

When [MRC High Compression] is set to [On] under [File Format] for the Scan features, select one of the alternatives for each setting item:

- Color Scanning: [Auto Detect], [Color], or [Grayscale]
- Resolution: [200 dpi] or [300 dpi]
- Reduce / Enlarge: [100 %]
- File Format (without thumbnail specification): [PDF], [DocuWorks], or [XPS]
- File Format (with thumbnail specification): [DocuWorks] or [XPS]

Important • If settings other than the above are used, you can register a Job Flow sheet on the machine, but an error occurs when the machine executes the Job Flow and the Job Flow cannot be carried out.

Note • XPS stands for XML Paper Specification.

■ Addresses Registered on Job Flows

If you specify a speed dial or an address registered on the Address Book when creating a job flow on the machine, any subsequent change of the number or address on the Address Book is not reflected on the job flow created. To transmit to the changed address, you must directly correct the address registered on the job flow.

Notes and Restrictions on the Security Features

■ Encrypted Communication

Encrypting HTTP communication enables you to encrypt communication data for IPP printing (SSL encrypted communication). The data is encrypted only on the network, but send data itself is not encrypted.

■ Allow User to Disable Active Settings (for Forcible Printing Features)

This feature cannot apply to the ordinary print jobs. This feature is applicable to the jobs stored in the machine and then printed by the instruction from the touch screen, such as Copy, Secure Print, Private Charge Print, Print Stored File, Media Print - Text, and Media Print - Photos.

Notes and Restrictions on the Authentication and Accounting Features

■ Login to Remote Accounts

- When you perform print using Kerberos Server, trying to authenticate with the user information authenticated by the machine will be failed.
- When you change Login Type to or from [Login to Remote Accounts], user information, private folders, and job flow Sheets registered on the machine will be deleted.
- ApeosWare Authentication Management does not support the feature to automatically obtain the certificate of the authenticated users from a remote server.

■ Remote Authentication and ApeosWare Authentication Management

- The remote authentication server that ApeosWare Authentication Management can use is Active Directory only.
- Color Access is available but the limit for the maximum number of pages is not available.

■ Remote Authentication using the Smart Card

- Remote Authentication can be performed in an environment where ApeosWare Authentication Management, Active Directory, or the combination of ApeosWare Authentication Management and Active Directory is used.
- Change the default realm name only when you want to use a different realm name.

Notes and Restrictions for Using SMB

This section describes notes and restrictions to observe when using SMB.

■ Configuration on the Machine

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- The setting of subnet mask and gateway addresses may be required depending on the network environment. Consult your network administrator and configure the required settings.

■ Configuration on the Computer

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- When setting the network such as IP addresses with a host used under the Network Information Service (NIS), consult your NIS administrator.

■ SMB Authentication

When an IP address or a host name is used to designate the authentication server for SMB authentication, even if the domain name is incorrect, the authentication succeeds if the correct user name and passcode are entered.

Notes and Restrictions for Using TCP/IP

This section describes notes and restrictions to observe when using TCP/IP (LPD).

■ Configuration on the Machine

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- The setting of subnet mask and gateway addresses may be required depending on the network environment. Consult your network administrator and configure the required settings.
- When the port status is set to [Enabled], it may automatically switch to [Disabled] if the machine has insufficient memory. In this case, either set an unused port to [Disabled] or adjust the assigned memory size.
- Adjust the receiving buffer size for LPD in [Receiving Buffer - LPD] according to usage. If the receiving buffer size is smaller than the transmitted data, the machine may not be able to receive the data.

■ Configuration on the Computer

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- When setting the network such as IP addresses with a host used under the Network Information Service (NIS), consult your NIS administrator.

■ Turning Off the Machine

Check the following points when turning off the machine:

- When [Receiving Buffer - LPD] is set to [Spool to Memory]
All print data spooled within the machine memory, including the data which is being printed, is erased. The print data does not remain when the machine is turned on again.

However, if the machine was turned off immediately after a computer instructed a print job, the job may remain on the computer. In this case, when the machine is turned on, the data stored on the computer is printed before any jobs instructed subsequently.

- When [Receiving Buffer - LPD] is set to [Spool to Hard Disk]

All print data spooled in the machine hard disk, including the data which is being printed, is saved. In this case, when the machine is turned on, the data stored on the machine hard disk is printed before any jobs instructed subsequently.

- When [Receiving Buffer - LPD] is set to [No Spooling]

All print data spooled in the machine receiving buffer, including the data which is being printed, is erased. The print data does not remain when the machine is turned on again.

However, if the machine was turned off immediately after a computer instructed a print job, the job may remain on the computer. In this case, when the machine is turned on, the data stored on the computer is printed before any jobs instructed subsequently.

■ While Printing

- When [Receiving Buffer - LPD] is set to either [Spool to Hard Disk] or [Spool to Memory]

If the transmitted print data size exceeds the available capacity of either hard disk or memory, the print data is not received.

- Note**
- When the print data exceeds the receivable size, some computers may immediately re-transmit the print data. In this case, the computer appears to be not operating. Remedy this problem by canceling the print data transmission from the computer.

- When [Receiving Buffer - LPD] is set to [No Spooling]

When the machine receives a print request from a computer, the machine cannot accept print requests from any other computers.

- When a computer's IP address or a computer name is changed

When you change a computer's IP address or a computer name, queries and cancel processes submitted from the machine are no longer executed correctly. Thus, turn the machine off and on when there is no print data in the receiving buffer.

- Note**
- From the control panel on the machine, you can cancel print jobs or force the machine to print the jobs remaining in the receiving buffer. For more information on the operation, refer to "Job Status" (P.357).

Notes and Restriction for Using Secondary Ethernet (Optional)

This section describes notes and restrictions to observe when using Secondary Ethernet (optional).

- The exceptions setting dialog box may be displayed when you access CentreWare Internet Services using FQDN by Ethernet 2 while enabling [HTTP - SSL/TLS Communication].
- The job log does not record Ethernet1 and Ethernet2 separately. You cannot identify which network has transmitted a job.
- The remaining level of consumables and the meter value information transmitted from the machine are identical between Ethernet 1 and Ethernet 2. When you use the software which is not supplied by Fuji Xerox to check the machine usage status, please do not set IP address to avoid the duplication of machine information. Instead of IP address, set the machine-specific information such as UUID depending on the software you use.
- When [LPD Print Queue] is set to [Job Submission Order], no priority of print order occurs between Ethernet 1 and Ethernet 2.

- The submission, status confirmation (lpq), and cancellation (lprm) of print jobs from different hosts which have the same IP address are processed as the same host's request.
- Port 9100 receives a print job from single line at one time even when two Ethernet interface lines are used.
- [Get IP Address from DHCP] of [IPv6 - DNS Server Setup] is available only for [TCP/IP - Network Settings (Ethernet 1)]. For [TCP/IP - Network Settings (Ethernet 2)], set the DNS server address manually.
- On the [Properties] tab > [Connectivity] > [Protocols] > [TCP/IP] of CentreWare Internet Services, selecting [Enabled] for [Dynamic DNS Registration] of both Ethernet 1 and Ethernet 2 may cause the Dynamic DNS registration to fail. Select [Enabled] only for either Ethernet 1 or Ethernet 2 to use the Dynamic DNS registration feature.

Notes and Restrictions for IPv6 Connection

This section describes notes and restrictions to observe when using IPv6 connection.

- Printing via IPv6 supports the following versions of the operating systems.
 - Windows Vista
 - Windows 7
 - Windows 8
 - Windows 8.1
 - Windows Server 2008
 - Windows Server 2008 R2
 - Windows Server 2012
 - Windows Server 2012 R2
 - Linux distribution that Common Unix Printing System supports IPv6 and is printable
- IPv6 does not support the following protocols:
 - UPnP Discovery
- Some features of SMB are not supported (If you attempt to use services with a NetBIOS name, communication may not be available in some environment).
- IPv6-in-IPv4-tunneling in the machine itself is not supported.

Important • If [IP Mode] is set to [IPv6 Mode], the IPv6-in-IPv4-tunneling cannot be performed.

- If more than one router exist in the same subnet, a communication error may occur.
- In a dual stack environment, some services may cause performance problems depending on the network settings (for example, when you attempt to set the machine to prioritize IPv6 in an environment where the Web server is started with IPv4).
- In a multi-prefix environment (where multiple IPv6 global addresses are used), data transmission from the machine to a device installed on another network may fail.
- In a multi-prefix environment (where multiple IPv6 global addresses are used), an address that is not assigned to the machine may be used for communication.
- The machine may be assigned an unavailable address, such as site local addresses (fec0::) or the documentation prefix (2001:db8::/32), as an autoconfigured IPv6 address or as an IPv6 DNS server address.
- The machine may use the DNS information for IPv4 rather than that for IPv6 if: the machine is in Dual Stack mode, the DNS information for both IPv4 and IPv6 is configured, the machine is to be communicate with a device that is specified using the FQDN, and the machine has just been turned on.
- The machine may display an incorrect machine address.

Example:

Either the IPv4 or IPv6 address is not displayed in Dual Stack mode.

A different IPv6 address is displayed.

- A time synchronization server cannot be specified in IPv6 format. Use the IPv4 format to specify a time synchronization server directly.
- WINS does not support IPv6 communication.
- When a self-signed certificate is used for SSL communication, observe the following restrictions when specifying the printer URL:
 - When specifying the machine by using the domain name (for IPv4 or IPv6):
Set the host name and domain name for the machine before creating a self-signed certificate.
Example:
When the FQDN is "csw.ipv6.domain.local", specify csw for the host name, and ipv6.domain.local for the domain name.
 - When specifying the machine by using the IPv4 address:
Import a self-signed certificate that is created in IPv4 or Dual-Stack mode.
 - When specifying the machine by using the IPv6 address:
Secure IPP (IPP-S) communication is not available.
- When IPv6 is enabled and IPv4 is disabled on the machine, you cannot specify a storage location for the Browse function of the Scan to PC (SMB) service.
- When the Scan to PC (FTP) service is used, only ASCII characters can be used for file names.
- In the following cases, since the addresses may not be recognized as those of the same machine, the lpq command (for status check) and the lprm command (for canceling) may not be available for LPD print jobs.
 - When simultaneously operating IPv4 and IPv6 addresses with the same host
 - When simultaneously operating multiple IPv6 addresses with the same host
- IPv6 addresses may not be correctly recorded on job logs. Use an IPv4 network for correct logging.
- When searching a device outside the router via SMB, directly specify the address. Multicasting is supported only within a local link (FF02::1).
- In an IPv6 environment without a DNS server, if a computer name is specified in the SMB server settings for SMB authentication, the authentication fails. Specify the IPv6 address directly for a computer name of the authentication server.
- If you specify an IPv6 address as a destination URL using a remote access service, such as DocuShare, the address does not operate correctly. In an IPv6 environment, use a DNS server and specify a remote service's destination URL by using the FQDN.

Notes and Restrictions for Custom Paper

■ When copying cannot be made after an error code "024-747" is displayed on the touch screen

If you select a tray in which Custom paper is loaded to make a copy, an error code "024-747" appears on the touch screen, and copying may not be made. In this case, take one of the following measures:

- Select [Auto] in [Paper Supply].

- Select a paper type other than Custom paper under [Tools] > [System Settings] > [Common Service Settings] > [Paper Tray Settings] > [Paper Tray Attributes] in the System Administration mode.
- Select [Enable for Same Paper Type, Weight & Color] under [Tools] > [System Settings] > [Common Service Settings] > [Paper Tray Settings] > [Auto Tray Switching Control] > [Auto Tray Switching] in the System Administration mode.

■ When the machine does not print with custom paper

When the paper selection setting is set to [Auto] for printing, any custom paper is not available. To print using a custom paper, specify its tray on the print driver.

Notes and Restrictions for Print E-mail

■ Print E-mail

The machine cancels receiving e-mails but does not display error codes when disk space is insufficient.

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