ApeosPort®

Reference Guide

Operations

This reference guide lists various functions (such as Copy, Fax and Scan) that can be performed at the touch panel display.

In addition, this manual uses screen images that show all optional units and optional products equipped to describe operations.

Refer to "Logging in to Authentication Mode" (p.24) when logging in to Administrator Mode.

💡 Note

- The values set at the machine can be checked by printing out the Configuration Report.

🔭 Refer

- Refer to CentreWare Internet Services help for details about CentreWare Internet Services.

■ Acquiring the latest software

The latest software version for items such as the printer driver, fax driver, scanner driver and utilities can be acquired from our official website.

http://onlinesupport.fujixerox.com

- This manual may not be edited, modified or copied in whole or part without the written consent of the publisher.
- Parts of this manual is subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

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1   Setup

Administrator Information

It is recommended to change the administrator User ID and password to prevent the settings from being changed and to maintain security.

🔭 Refer

- Refer to the *User's Manual* for the default administrator User ID and password.
- Refer to "Administrator Settings" (p.193).

CentreWare Internet Services

CentreWare Internet Services is a service that uses a web browser to display the machine's status and job history, and also change machine settings.

This service can be used at a client computer connected over a network with the machine in a TCP/IP environment.

1.   Launch the web browser.

2.   Enter the machine's IP address or the Internet address in the web browser's address bar and then press the <Enter> key.

💡 Note

- If the network uses DNS (Domain Name System) and the machine's host name has been registered at the DNS name server, the machine can be accessed using the Internet address that contains the host name and domain name. If the host name is "myhost" and the domain name is "example.com", the Internet address will be "myhost.example.com".
- When setting the port number, use a colon ":" after the IP address or Internet address and then enter the port number.

🔭 Refer

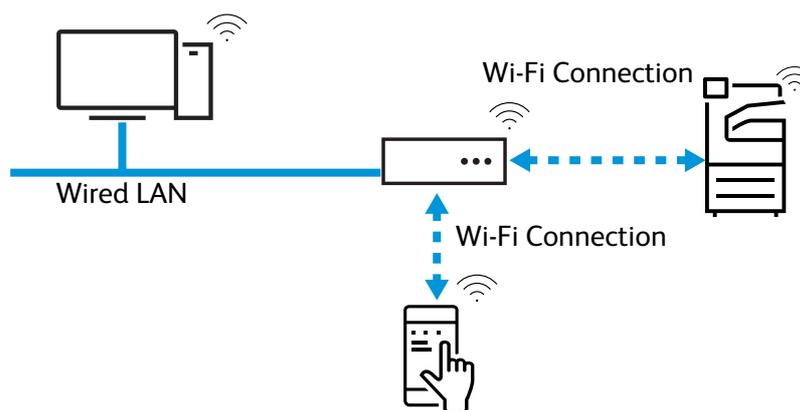- Refer to "Information & Reports" (p.102) for the IP address.

Wireless Network Kit

Connect the Wireless Network Kit correctly to the machine.

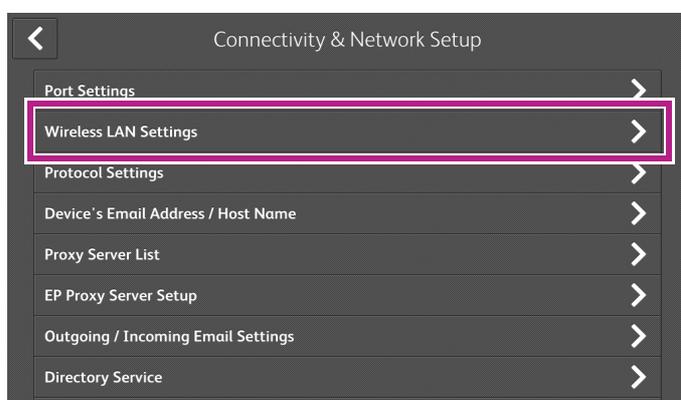It is necessary to log in to Administrator Mode to perform settings.

Wi-Fi

Connect the machine and mobile device via the wireless LAN access point.
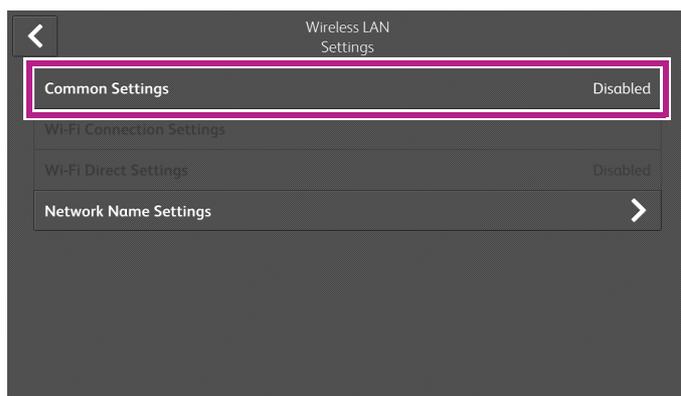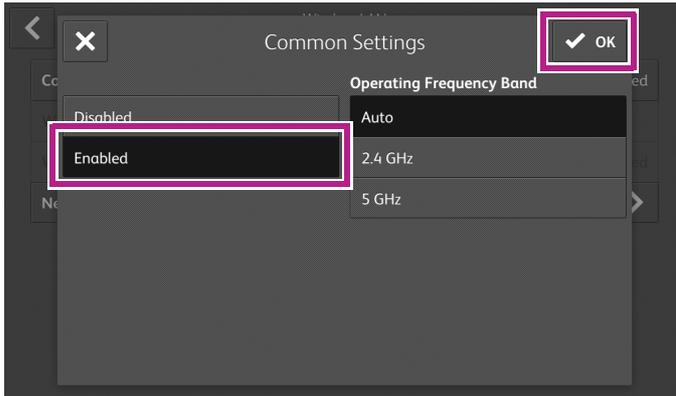

Wi-Fi Connection Settings

1. **Tap on [Device]>[Connectivity & Network Setup]>[Wireless LAN Settings].**

2. **Tap on [Common Settings].**

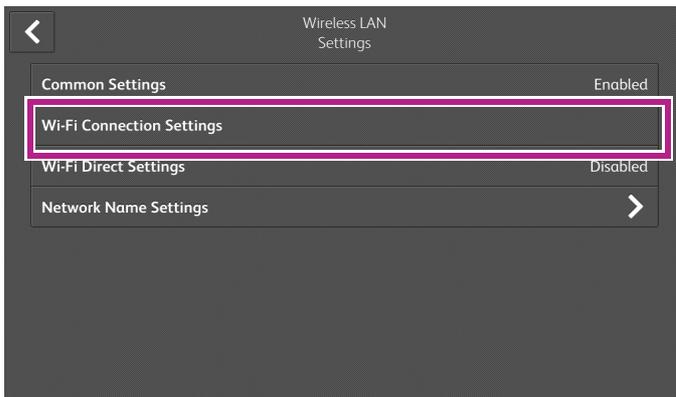**3.** **Select [Enabled] and then tap on [OK].**

> � Note
>
> - When connecting to a wireless LAN access point that uses RADIUS server authentication (IEEE802.1X authentication), it is necessary to set the certificate in CentreWare Internet Services.

4. **Tap on [OK].**

The machine restarts.

5. **Tap on [Device]>[Connectivity & Network Setup]>[Wireless LAN Settings].**

6. **Tap on [Wi-Fi Connection Settings].**

7. **Connect to the wireless network using one of the following methods.**

- List (p.5)
- Manual Settings (p.6)
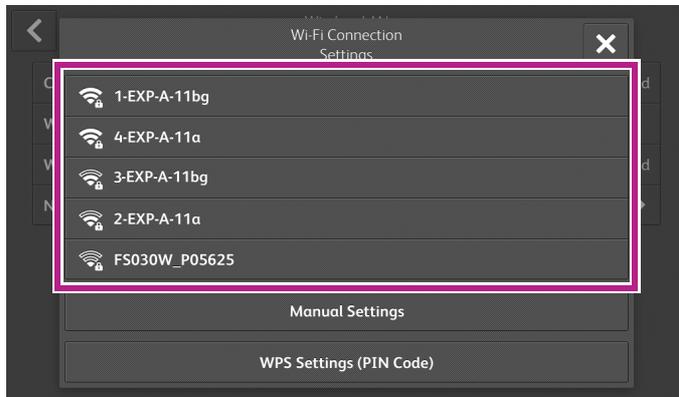- WPS (Push Button) (p.7)
- WPS (PIN Code) (p.7)

> ☝ Note
>
> - The wireless LAN access point SSID and authentication information (WEP key, Passphrase, etc.) are required.

■ **List**

1. **Tap on the access point to connect.**

If the access point has no security settings, setup is complete.

If the access point has security settings, proceed to step 2.

Note

- A maximum of 5 wireless LAN access points are displayed in the list in the order of the strongest signal first.
- When connecting to another access point, a screen displays to confirm the disconnection.

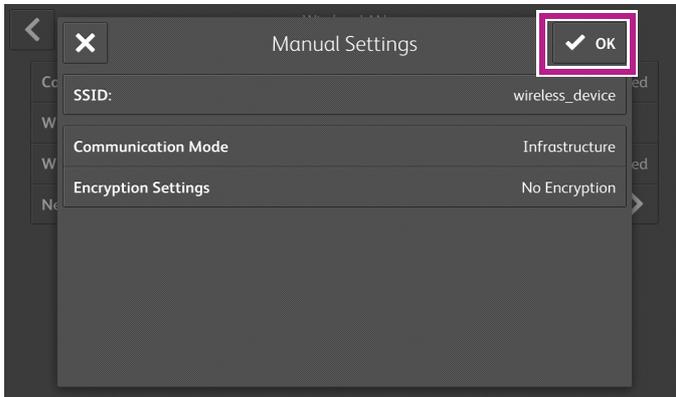**2.** **Enter the required information and then tap on [OK].**
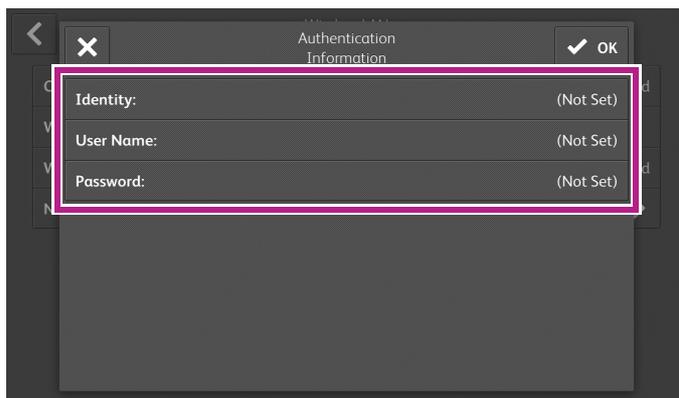
3. **Confirm that the settings updated and then tap on [OK].**

The machine restarts and then the settings are enabled.

◼ Manual Settings

1. Tap on [Manual Settings].

2. Set each item and then tap on [OK].

| Setting items	Details
SSID	Set the name that identifies the wireless network. Alphanumerics up to 32 characters can be entered.
Communication Mode	Set to either [Infrastructure] or [Ad-hoc][1].
Encryption Settings	Set the encryption method.
No Encryption	No encryption is set.
WEP	Up to 4 WEP keys can be registered. Select the WEP key to be used from among them with the [Transmit Key].
WPA2 Personal[2]	Set the passphrase.
Mixed Mode Personal (AES / TKIP)[2]	
WPA2 Enterprise[2]	Set the authentication method.
Mixed Mode Enterprise (AES / TKIP)[2]	If PEAP is selected, also set [Identity], [User Name] and [Password]. When using EAP-TLS and EAP-TTLS, it is necessary to set the certificate in CentreWare Internet Services and details for the authentication method.

[1]:Cannot be used when Wi-Fi Direct Connection is enabled.
[2]:Cannot be used when [Communication Mode] is set to [Ad-hoc].

3. Confirm that the settings updated and then tap on [OK].
The machine restarts and then the settings are enabled.

■ WPS (Push Button)

1. Tap on [WPS Settings (Push Button)].

2. Tap on [Start] and then press the WPS button on the wireless LAN access point within 2 minutes.
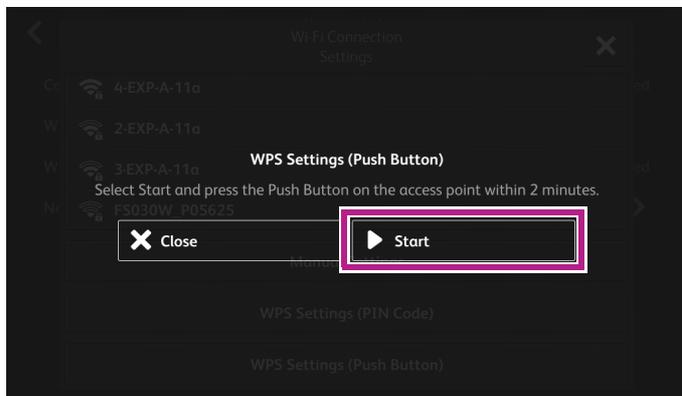
3. Confirm that the settings updated at the screen on the machine and then tap on [OK].

The machine restarts and then the settings are enabled.

■ WPS (PIN Code)

1. Tap on [WPS Settings (PIN Code)].

2. Tap on [Start] and then enter the displayed PIN code at the wireless LAN access point within 2 minutes.
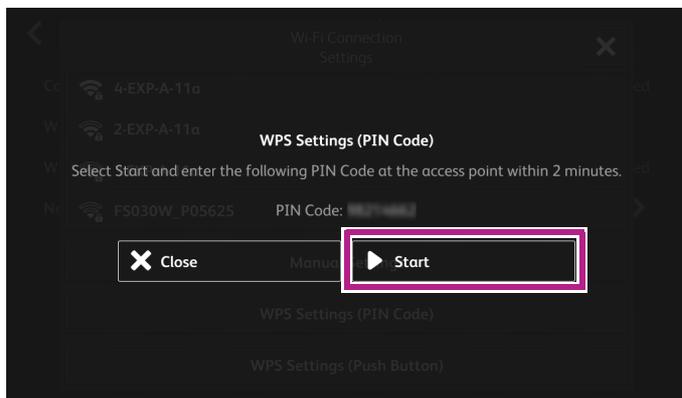
3. Confirm that the settings updated at the screen on the machine and then tap on [OK].

The machine restarts and then the settings are enabled.

Connecting using CentreWare Internet Services

IEEE802.1X authentication can be used for the machine's Wi-Fi connection. When using the IEEE802.1X authentication method, request the certification authority to issue a certificate and then import the issued certificate to the machine using CentreWare Internet Services.

Certificate	EAP-TLS	EAP-TTLS	PEAP
CA Certificate	Required	Required	Optional*
Client Certificate	Required	-	-

*   : Required when verifying a server certificate.

■ Certificate standards

HTTP communication must be encrypted to import certificates using CentreWare Internet Services.
• X.509 Certificate (DER/PEM) (Root CA Certificate)
• PKCS#7 (DER) (Root CA Certificate)
• PKCS#12 (DER) (Device Certificate (is the Client Certificate)/Root CA Certificate)

> **Refer**
>
> • Refer to "Encryption and Signature Function" in *Reference Guide - Appendix* for the types of certificates.

Wi-Fi Direct

Connect the machine and mobile device directly without using the wireless LAN access point.
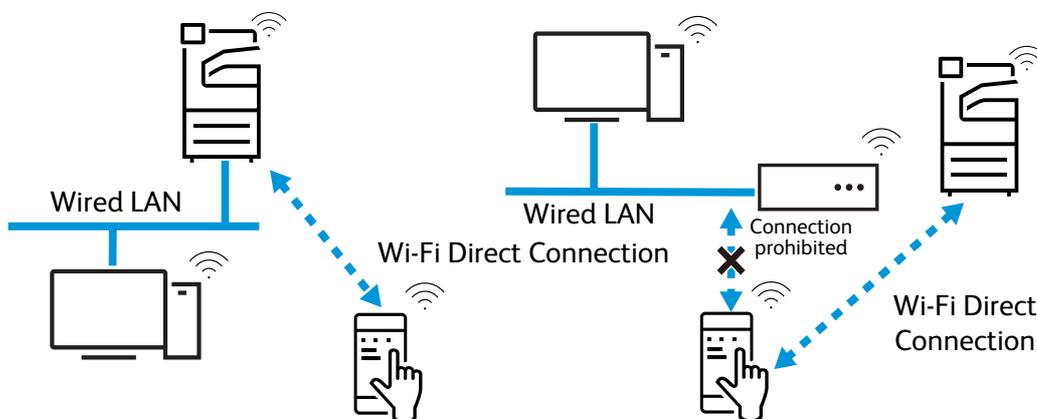
> **Note**
>
> • Wi-Fi Direct cannot be used in an IPv6 and Ad-hoc environment.
> • Up to 3 units can be connected simultaneously with Wi-Fi Direct.

Wi-Fi Direct Connection Settings

💡 Note

- Settings can also be performed using CentreWare Internet Services.

1. **Enable wireless LAN settings.**
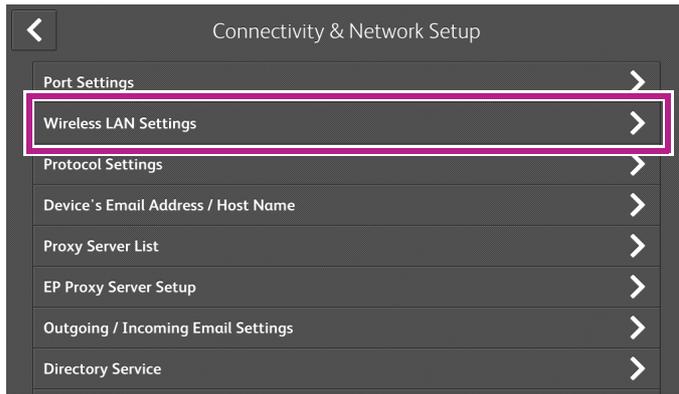
📖 Refer

- Refer to steps 1 to 4 in "Wi-Fi Connection Settings" (p.3).

2. **Tap on [Device]>[Connectivity & Network Setup]>[Wireless LAN Settings].**

Connectivity & Network Setup	
Port Settings	>
Wireless LAN Settings	>
Protocol Settings	>
Device's Email Address / Host Name	>
Proxy Server List	>
EP Proxy Server Setup	>
Outgoing / Incoming Email Settings	>
Directory Service	>

3. **Tap on [Wi-Fi Direct Settings].**

Wireless LAN Settings	
Common Settings	Enabled
Wi-Fi Connection Settings	
Wi-Fi Direct Settings	Disabled
Network Name Settings	>

4. **Select [Enabled] and then tap on [OK].**

Wi-Fi Direct Settings	✔ OK
Disabled	
Enabled	
Group Settings	Group Owner
SSID Suffix	60F6E1
Passphrase	Already Set

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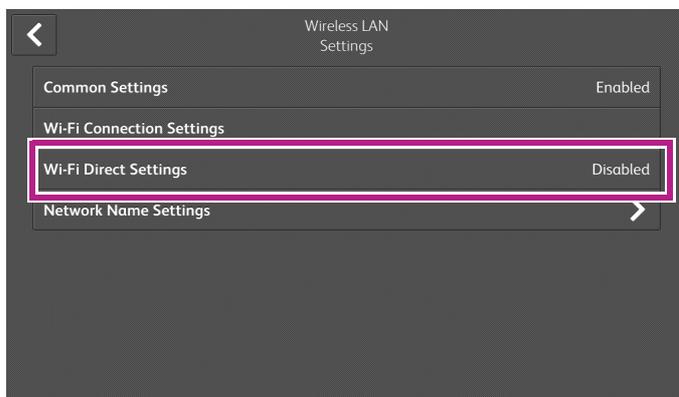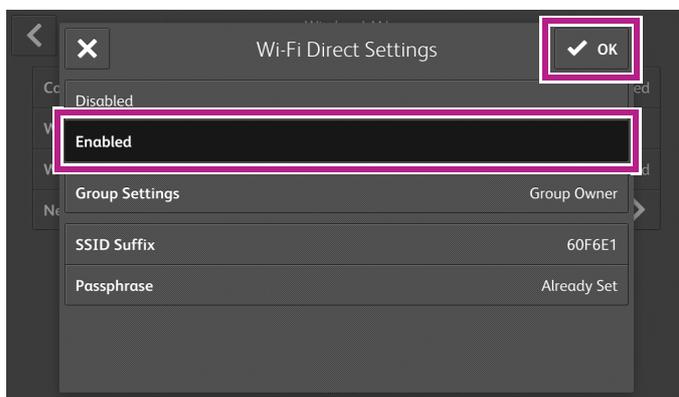
Group Settings

Setting items		Details
Auto		Select this when not fixing the machine to a Group Owner.
	Device Name	Enter the name of the machine identified by the Wi-Fi Direct network using alpha-numerics up to 32 characters. The name set here will be displayed when selecting the machine to connect to from a mobile device.
Group Owner		Set the machine as the Group Owner of the Wi-Fi network. Setting it as the Group Owner will enable the machine to be detected from a mobile device at the same time as the wireless LAN access point.
	SSID Suffix	Displays the name of the network identified by Wi-Fi Direct. Alphanumerics up to 23 characters can be entered for the section that follows "DIRECT-". The name set here will be displayed when selecting the network to connect to from a mobile device.
	Passphrase	Enter alphanumerics from 8 to 63 characters as the passphrase. When connecting to the Wi-Fi Direct network from a mobile device, enter the passphrase displayed here.

💡 **Note**

- When connecting a device that does not support Wi-Fi Direct such as an iOS terminal, set it to [Group Owner].

Connecting Mobile Devices

■ Auto connection (Android OS)

1. **Open the Wi-Fi settings screen on the mobile device and enable Wi-Fi.**

2. **Tap on (　) in the menu on the top right and then select [Wi-Fi Direct].**

3. **Select the machine from the list.**

4. **Confirm the name of the mobile device to connect at the screen displayed on the machine and then tap on [Yes].**

■ **Manual connection (Android OS/iOS)**

> 💡 **Note**
> - It is necessary to log in to Administrator Mode and then set [Group Settings] to [Group Owner] in [Device]>[Connectivity & Network Setup]>[Wireless LAN Settings]>[Wi-Fi Direct Settings].
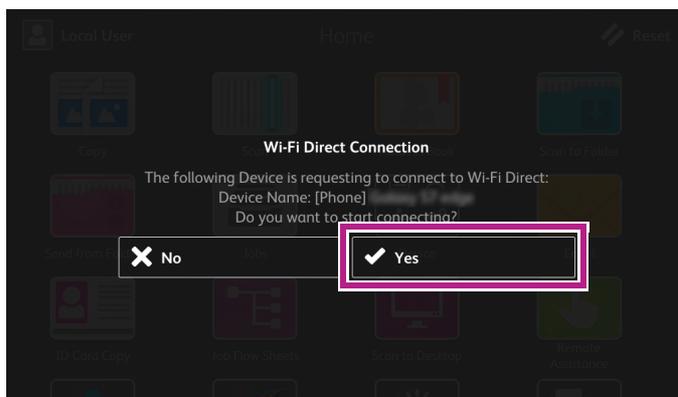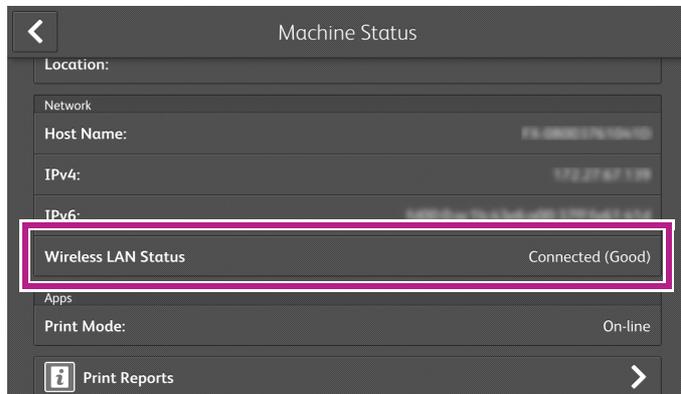
1. **Tap on [Device]>[Information & Reports]>[Wireless LAN Status].**

2. **Check the [SSID] and [Passphrase] for [Wi-Fi Direct Connection].**
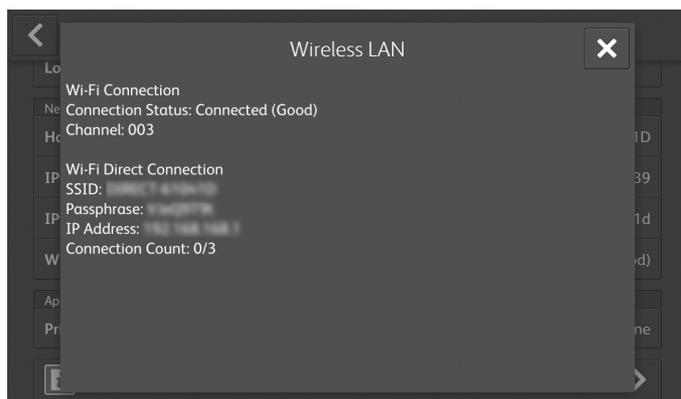
3. **Open the Wi-Fi settings screen on the mobile device and enable Wi-Fi.**

4. **Select the SSID for the machine checked at step 2 from the list and then enter the pass-phrase.**

Disconnecting from Wi-Fi Direct

Machine screen

■ Disconnecting

1. **Tap on [Device]>[Information & Reports]>[Wireless LAN Status].**

2. **Tap on [Disconnect from Wi-Fi Direct].**
All currently connected mobile devices are disconnected.

> 💡 **Note**
> • Disconnected mobile devices cannot connect to Wi-Fi Direct for 30 seconds.

■ Canceling settings

1. **Tap on [Device]>[Connectivity & Network Setup]>[Wireless LAN Settings]> [Wi-Fi Direct Settings].**

2. **Change the [SSID Suffix] or [Passphrase].**
The Wi-Fi Direct group is rebuilt using the new SSID and passphrase.

Mobile device screen

■ Disconnecting

Open the Wi-Fi settings screen and cancel the Wi-Fi connection.

■ Deleting connection information

1. **Open the Wi-Fi settings screen and select the SSID of the machine in connection.**

2. **Delete Wi-Fi connection settings information.**

Fax Function

Connect the telephone line correctly to the machine.

It is necessary to log in to Administrator Mode to perform settings.

## Internet Fax

✓ : Must be set, - : No need to set

Setting items	Internet Fax	Internet Fax Direct
TCP/IP Address	✓	✓
Internet Fax Path	✓	✓
Email Port	✓	✓
Subnet Mask	As required	As required
Gateway	As required	As required
DNS Server	As required	As required
Device's Email Address	✓	✓
Protocol to Receive Email	✓	✓
POP3 Server	As required	-
POP3 Login Name / Password	As required	-
SMTP Server	✓	✓
SMTP AUTH Login Name / Password	As required	As required

1. **Tap on [Device].**

2. **Set the Internet fax path.**

  (1) Tap on [App Settings]>[Internet Fax Settings]>[Internet Fax Control].

  (2) At [Internet Fax Path], tap on [Via Email Server] for Internet Fax and tap on [Direct (P2P)] for Internet Fax Direct.
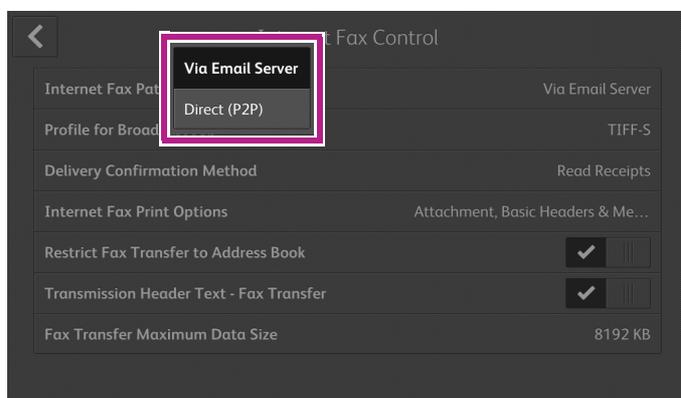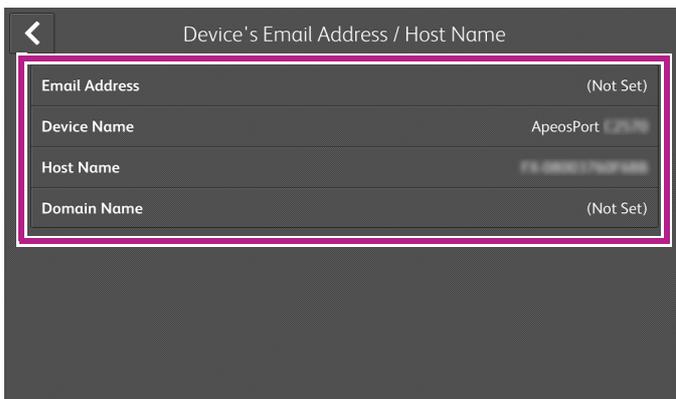
3. **Enable the email port.**

(1) Tap on [Connectivity & Network Setup]>[Port Settings]>[Receive Email]>[Port Status].

(2) Tap on [Enabled].

4. **Set the machine's email address.**

(1) Tap on [Connectivity & Network Setup]>[Device's Email Address / Host Name].

(2) Configure the setting items.

⛏ Refer

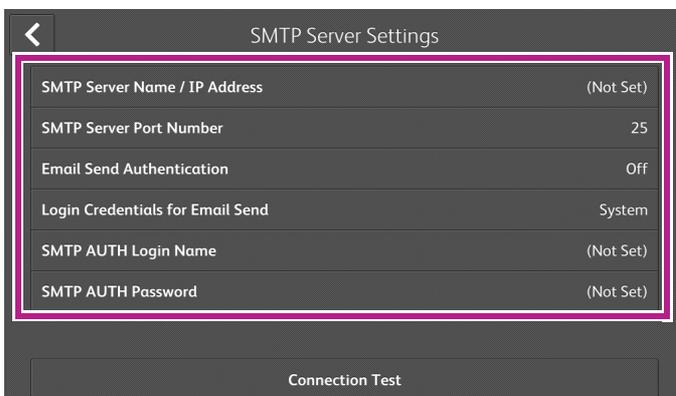• Refer to "Device's Email Address / Host Name" (p.166).

5. **Set the receive protocol.**

(1) Tap on [Connectivity & Network Setup]>[Other Settings]>[Protocol to Receive Email].

(2) Tap on [SMTP] or [POP3].

6. **Set send and receive settings.**

(1) Tap on [Connectivity & Network Setup]>[Outgoing / Incoming Email Settings].

(2) Set SMTP server or POP3 server.

SMTP

POP3

POP3 Server Settings	
Server Name / IP Address	(Not Set)
Port Number	110
Polling Interval	10 Minutes
Login Name	(Not Set)
Password	(Not Set)
POP Password Encryption	Off (Plain Text)

Refer

- Refer to "Outgoing / Incoming Email Settings" (p.173).

IP Fax (SIP)

- TCP/IP Address
  Refer to "Protocol Settings" (p.163).
- SIP Port
  Set [Port Settings] (p.152)>[SIP]>[Port Number] to [Enabled].
- SIP User ID (Sign-in Name)
  Refer to [SIP User ID (Sign-in Name)] (p.171).
- Local Terminal Information
  Enter [Local Name] and [Fax Name] for [Local Terminal Information] (p.142).
- SIP Server (Set as required)
  Set [Enable SIP Server] (p.171), [SIP Server IP Address Resolution] (p.171), [SIP Proxy Server Setup] (p.171), [SIP Registrar Server Setup] (p.172).
- VoIP Gateway (Set as required)
  Set at [VoIP Gateway Setup] (p.172).

Scan Function

Scan to Folder

- TCP/IP Address
  Refer to "Protocol Settings" (p.163).
- Enable ports
  Set each port [SNMP], [SOAP] and [WebDAV] for [Port Settings] (p.152) to [Enabled].
- Register folders
  Refer to "Registering a Folder" (p.83).

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Scan (to PC)

- TCP/IP Address
  Refer to [Port Settings] (p.152).
- Enable ports
  Set each port [FTP Client], [SFTP Client] and [SMB Client] for [Port Settings] (p.152) to [Enabled].
- Create the transfer destination folder
  - FTP / SFTP Transfer
    Create the transfer destination folder on the log in server and then set the write permission.

    > **Note**
    > - An account (login name and password) are required
  - SMB Transfer
    Create the folder on the client PC and then set it to a shared folder. Set the write permission for the shared folder.

    > **Note**
    > - When using SMB with macOS/OSX, it is necessary to set [File Sharing] to [In(On)] at the [Service] tab for [Shared] in system preferences.

Scan (Email)

Refer to "Email Features" (p.17).

My Folder

Can be used when Authentication Mode is Log In to Remote Accounts.

Scan documents can be transferred to different transfer destinations depending on the login user.

> **Note**
> - When using ApeosWare Management Suite 2 (sold separately) for Remote Authentication, select [Authentication Agent].

- TCP/IP Address
  Refer to "Protocol Settings" (p.163).
- Enable ports
  Set the [SMB Client] port for [Port Settings] (p.152) to [Enabled].
- Start the service and set the transfer method
  Use CentreWare Internet Services to set the My Folder function.

Scan to USB

Scan to USB function can be switched between Enabled/Disabled using CentreWare Internet Services. [Scan to USB] will no longer be displayed on the Home Screen if it is disabled.

Scan to Desktop

> **Note**
> - The Scan Function cannot be used with the default settings in Windows Server.

- TCP/IP Address
  Refer to "Protocol Settings" (p.163).
- Enable ports
  Set the [WSD] port for [Port Settings] (p.152) to [Enabled].

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Email Features

Setting items	Refer to
TCP/IP Address	"Protocol Settings" (p.163)
Email Port	Steps 3 to 6 in "Internet Fax" (p.13)
Device's Email Address	
Protocol to Receive Email	
SMTP Server Address (Set as required)	
SMTP AUTH Login Name, Password (Set as required)	
POP3 Server Address (Set as required)	
POP3 Login Name, Password (Set as required)	
Subnet Mask (Set as required)	"TCP/IP - Network Settings / TCP/IP - Network Settings (Ethernet 1), TCP/IP - Network Settings (Ethernet 2), TCP/IP - Network Settings (Wi-Fi)" (p.164)
Gateway Address (Set as required)	
DNS Server Address (Set as required)	
S/MIME (Set as required)	"S/MIME Settings" (p.181)

Note
- A certificate is required in advance to send and receive email after attaching a digital signature to the email and encrypting the email using S/MIME.

Paper Tray Settings

After setting paper in the paper tray, set information such as the paper size, the paper type, and the paper color that was set.

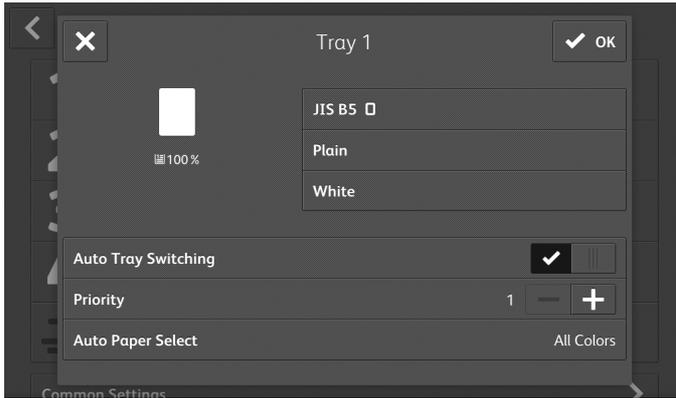It is necessary to log in to Administrator Mode to perform settings.

Refer
- Refer to "Basic Operations of the Machine" in the *Reference Guide - Main Unit* for how to set paper.

1. **Tap on [Device]>[Paper Tray Settings].**

2. **Tap on a tray to change its paper settings.**
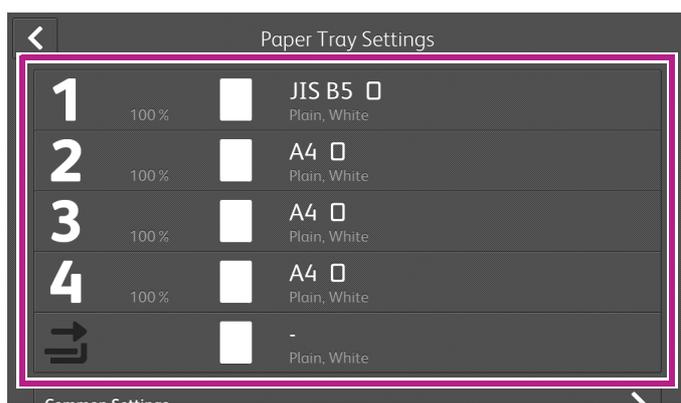
3. **Set each function as needed.**

Paper Size

💡 **Note**

- When custom size paper was set, tap on [Custom Size] and then enter the paper size.
- Setting [Auto Detect] will detect the paper.

Envelope Feeder

Indicate with a check mark when using the envelope / postcard feeder. This item is displayed when set to [Coupled as Envelope Feeder] at [Tray 1 Configuration] (p.122).

Auto Tray Switching

If the check-box is selected, when paper runs out at the selected tray, the same paper set at another tray will be fed.

Priority

Set the priority when the [Auto Tray Switching] check-box is selected and multiple trays are set with the same paper.

Auto Paper Select

Set the conditions for when the [Auto Tray Switching] check-box is selected.

Standard Size Defaults

If tray 5 (bypass) was selected, set the paper size displayed for tray 5 in [Paper Supply] from the Features List.
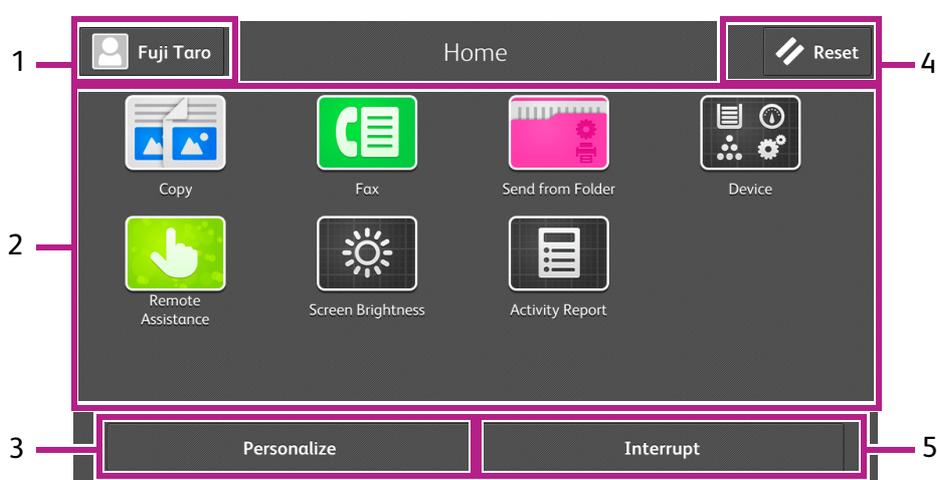
4. **Tap on [OK].**

2   Basic Operation

Touch Panel Display

Home Screen

You can use a function by tapping on its application icon displayed on the Home Screen.

You can also arrange the Home Screen so that it displays only frequently used functions, change their layout and create One-touch Apps.
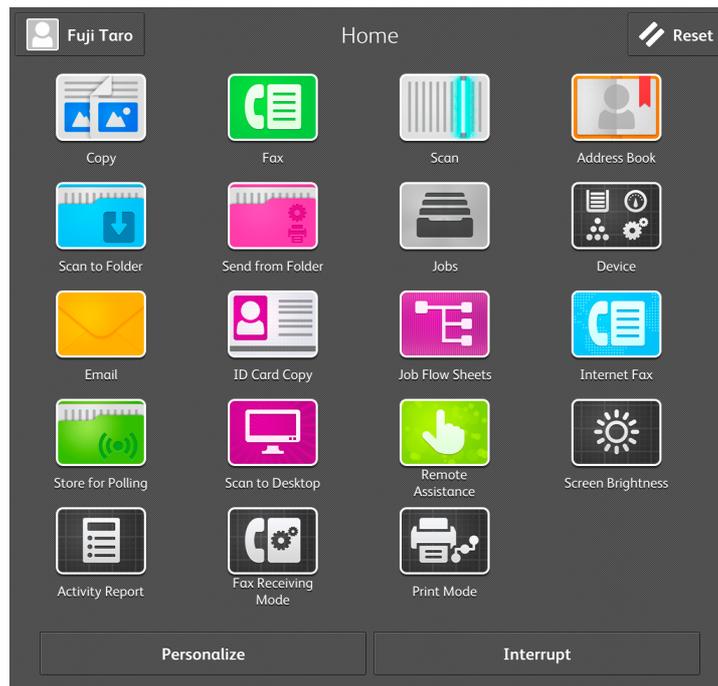

1. User details display area

The user is authenticated when the user enters the User ID and logs in.

When the user is logged in with the administrator rights, [Admin] is shown in this area.
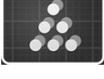
While the user is authenticated, tapping on the authentication information display area logs out the user, and the state becomes as unauthenticated.

2. App display area

Apps are displayed here.

Icon	Function or listed location	Icon	Function or listed location
	"Basic Operations" (p.46)		Enables you to resolve problems while sharing the screen with an operator. When using it for the first time, you must agree to the terms of use in Administrator Mode.
	"Basic Operations" (p.55)		Enables you to confirm the operation method. When using it for the first time, you must agree to the terms of use in Administrator Mode.
	"Scan" (p.76)		Adjust the screen brightness.
	"Address Book" (p.93)		"Media Print" (p.44) "Scan to USB" (p.77)
	"Scan to Folder" (p.75)		"Print Reports" (p.102)
	"Folder" (p.83)		"Receive" (p.58)
	"Jobs" (p.25)		*Reference Guide - Appendix*
	"Device" (p.101)		"Delayed Print" (p.40)

Icon	Function or listed location	Icon	Function or listed location
	"Basic Operations (Email)" (p.70)		*Reference Guide - Appendix*
	"ID Card Copy" (p.47)		"Sample Set" (p.39)
	"Job Flow Sheets" (p.88)		"Secure Print" (p.41)
	"Internet Fax" (p.60)		"Store for Polling" (p.68)
			"Scan to Desktop" (p.77)
	"Adjust Color Registration" (p.222)		"Media Print - Photos" (p.44)
	"Calibration" (p.207)		"Combined Calibration" (p.206)

3. [Customize] or [Personalize]

You can delete, add, and change the position of application icons displayed on the Home Screen.
• Tap on X of the icon you want to delete.
• To add an icon, tap on [Add], and then select the icon you want to add.
• To move an icon, long-tap on the icon, and then move the icon to the desired display position.

4. [Reset]

Deletes the operation history (Last Mode) of all applications, and returns the state to default.

> **Note**
> • When you want to reset a single application, tap on [Reset] on the Application screen.

5. [Interrupt]

This function allows you to prioritize another job during consecutive copying or printing by suspending a currently-running job. While the interrupt is in effect, tapping on [Cancel Interrupt] resumes the original job.

Basic Operation Method

> ### Note
> - Except for the Preview screen, the pinch-in (zoom in operation by pinching the screen with two fingers) and pinch-out (zoom out operation by spreading two fingers on the screen) are not available.

■ Tap

Lightly touch the touch panel display and then immediately lift up your finger.

■ Drag

While lightly touching the touch panel display, move your finger up and down to scroll the screen up and down.

A flick action (lightly swiping the screen to a desired direction with your finger) is also available.
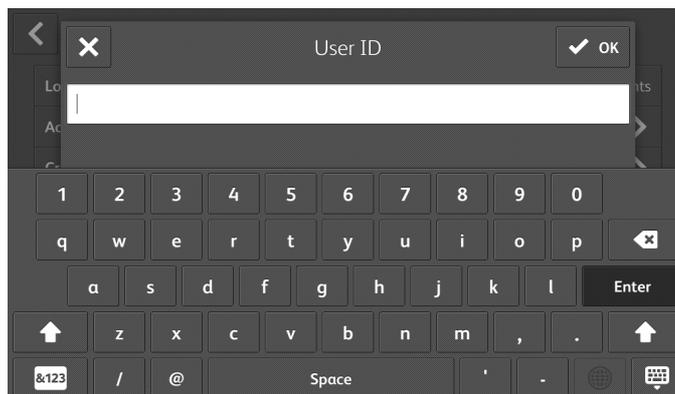
■ Long-tap

Touch and keep your finger on an Application icon or Menu item. While maintaining the long-tap, dragging your finger to your desired position can change the position of the icon.

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Keyboard

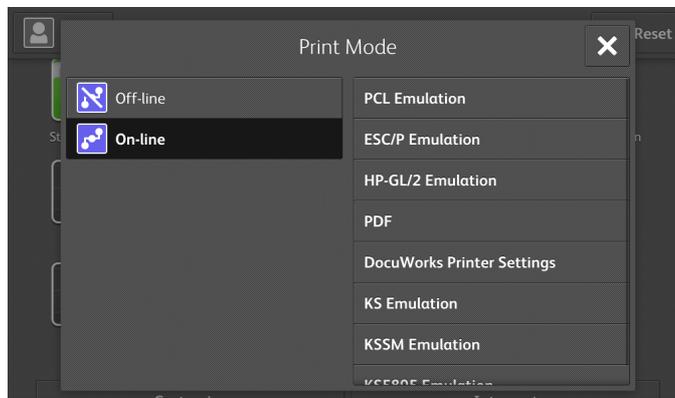Tap on ⊕ to change the input method and input language.

> 🔅 **Note**
> • Displayed buttons and button colors differ depending on the input screen and input language.

Switching Between Online and Offline

Offline is set when changing settings and performing maintenance or similar tasks.

Tap on [Print Mode] on the Home Screen to switch between offline and online.

Logging in to Authentication Mode

The login user name is displayed at the user details display area after logging in to Authentication Mode.

When not using the authentication function, [Local User] is displayed.

When the user is logged in with the administrator rights, [Admin] is shown in this area.

If an IC card reader is installed, set the IC card on the IC card reader. To log out, follow the [Smart Card Logout Timing] instructions.

1. **Tap on the user details display area on the Home Screen.**
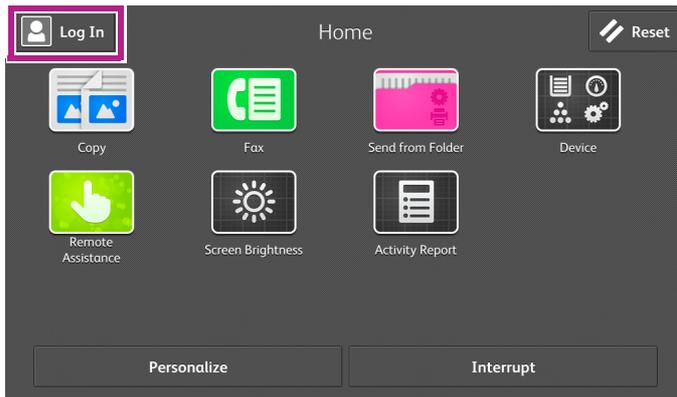
2. **Enter the User ID and then tap on [OK].**
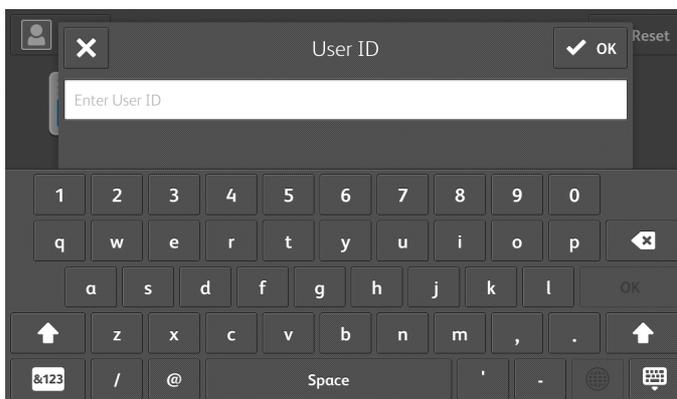
> 💡 **Note**
> - Please input the password if a password input field is displayed.
> - When linked to Azure Active Directory, enter the user name that comes before @ for the User ID.
>   For example, enter "fujitaro" for fujitaro@sample.com.
> - When selecting the domain, tap on 🖧 and then select the domain.
> - [Select From List] and [Keyboard] are available for methods to specify the User ID. If [Select From List] is set, the User ID can be specified from the [Select Account] screen. Use CentreWare Internet Services to change the method for specifying the User ID.

3. **Tap on [Log Out] to log out.**
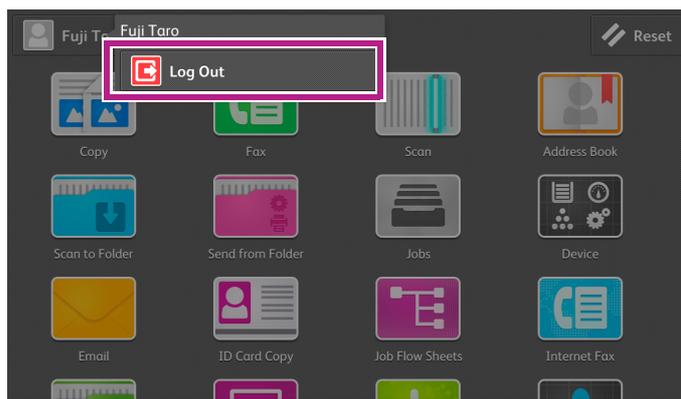
Jobs

You can check active jobs (both running and waiting) and completed jobs. It is also possible to cancel printing and print a job that is waiting to be printed or waiting for operation.

1. **Tap on [Jobs] on the Home Screen.**

2. **Tap on [All Jobs]>[Active Jobs].**

3. **Tap on the job to operate.**
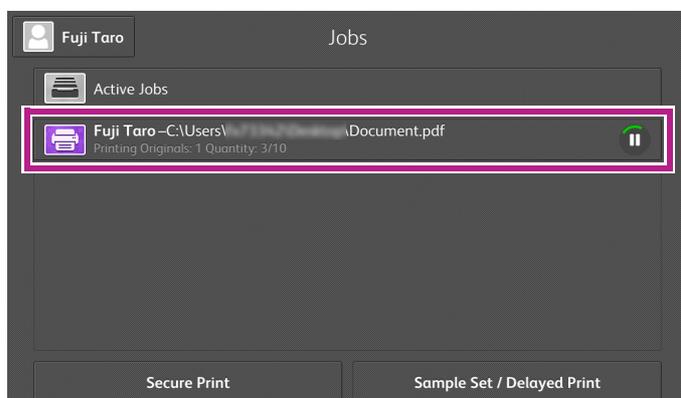
Tap on [Delete] to suspend the selected job.
Tap on [Promote] to prioritize and run the selected job.
Tap on [Resume] to print the selected job.

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Interrupt

This function allows you to prioritize another job during consecutive copying or printing by suspending a currently-running job. Below is an example of copying using the interrupt function during consecutive copying.

> **Note**
> - Interrupt may not be accepted while copying 10 copies or less using the document glass surface.
> - If there are queued jobs, the interrupt function cannot be used.

1. **Press the Home Button during consecutive copying.**

2. **Close the display for the current copying operation.**

3. **Tap on [Interrupt] at the bottom of the Home Screen.**
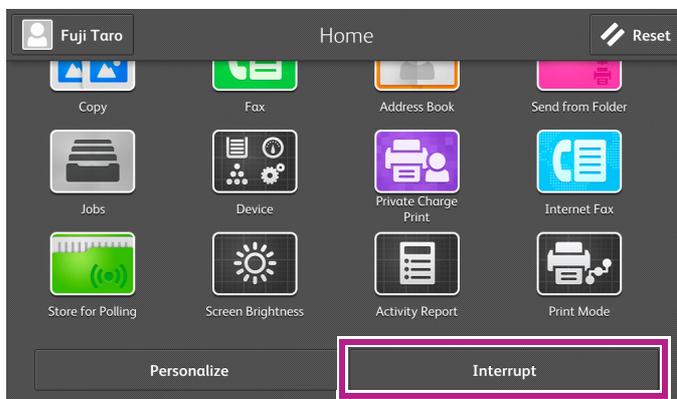
4. **Set the document to be copied after interrupting.**

5. **Tap on [Copy].**

6. **Set each function as needed.**

7. **Tap on [Start].**

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8. **After interrupt and copy is complete, press the Home Button and then tap on [Cancel Interrupt] at the bottom of the screen.**

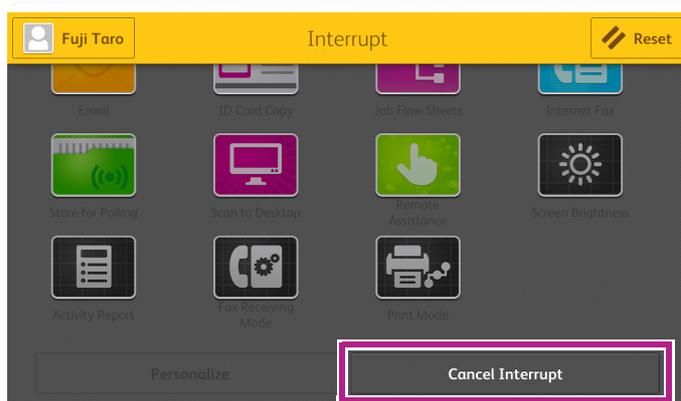# Power Saver

Enables you to reduce power consumption.

When the machine is not used for a fixed period of time, it will enter Low Power Mode and then after a set period of time has elapsed, it will switch to Sleep Mode.

Note
- The machine will not switch to Power Saver Mode while Smart WelcomEyes detects a human is nearby.
- While operating in Warmer Mode, the machine will not switch to Sleep Mode.

Refer
- Refer to "Power Saver Settings" (p.112).

Power Saver Mode

The power button flashes when the machine is in Power Saver Mode.
- When pressing the power button and then tapping on [Enter Power Saver]
- When the machine has not been operated, when a job has not been run, and when print or fax data has not been received before the time to switch to Power Saver Mode
- When Smart WelcomEyes on the machine has not detected a human is nearby before the time to switch to Power Saver Mode

Wake

- When the power button was pressed
- When a job such as print or fax was received
- When [Save] in CentreWare Internet Services was clicked
- When a document was set in the document feeder
- When the document cover was opened
- When Smart WelcomEyes on the machine has detected a human is nearby
- When the front cover was opened (wakes only when in Low Power Mode)

Note
- It is also possible to just wake from Power Saver Mode those units on the machine (such as the touch panel display, storage, output part and document feeder) required for the function you will be using.

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Smart WelcomEyes

If the sensor detects human movement at a range of approximately 35 cm from the front of the machine, Smart WelcomEyes's detection indicator turns on.

■ Auto Release

If the sensor detects human movement, the power saver function turns off automatically and the machine wakes from Power Saver Mode.

■ Disabling Power Saver Mode

The machine will not switch to Power Saver Mode even after the time to switch to Power Saver Mode has elapsed while the sensor detects human movement.

■ Preventing timer operation

Functions set by the timer such as Auto Clear and Auto Job Release will not operate even after the set time has elapsed while the sensor detects human movement.

> **Note**
> - Smart WelcomEyes detection may be unstable if a person wears highly reflective clothing (for example, material that glitters or has sequins).
> - When an IC card reader is installed, it may take longer than usual to wake from Power Saver Mode if the machine switched to Sleep Mode.
> - The detection distance can be changed to a range of up to approximately 60 cm. For details, contact your local Fuji Xerox representative.

Warmer Mode

When waking from Sleep Mode, the temperature inside the machine rises and condensation may form depending on the environment in which the machine is used. Setting Warmer Mode can prevent or reduce condensation from forming.

It is recommended that this mode is set during the change in seasons.

> **Note**
> - While operating in Warmer Mode, the machine will not switch to Sleep Mode.

Customize Function

When using the authentication function, the machine can be customized for use by each user.

■ Customize

Displays when not using the authentication function. It will be reflected in the Home Screen or in the Features List for all users.

■ Personalize

Displays when using the authentication function. It will be reflected in the Home Screen or in the Features List displayed when logged in to Administrator Mode.

Customizing the Home Screen

Change application icons displayed on the Home Screen.

1. **Tap on [Customize] or [Personalize] at the bottom of the Home Screen.**
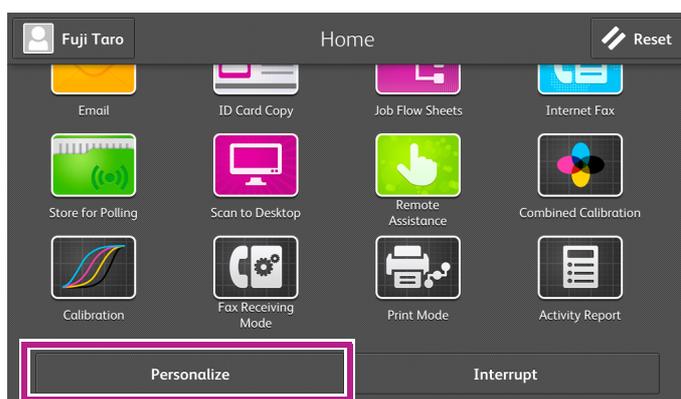
2. **Perform the following operation.**

Hide icons

(1) Tap on [×] to hide the icon.

Display icons

(1) Tap on [Add].

(2) Tap on the icon to add.

Change the icon's position

(1) Long-tap and drag the icon.

3. **Tap on [Done].**

Customizing the Feature List

This displays functions that can be set at the operation screen such as for copying, faxing and scanning.
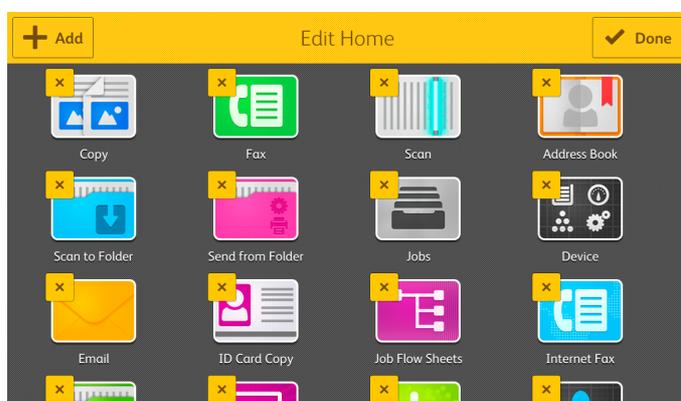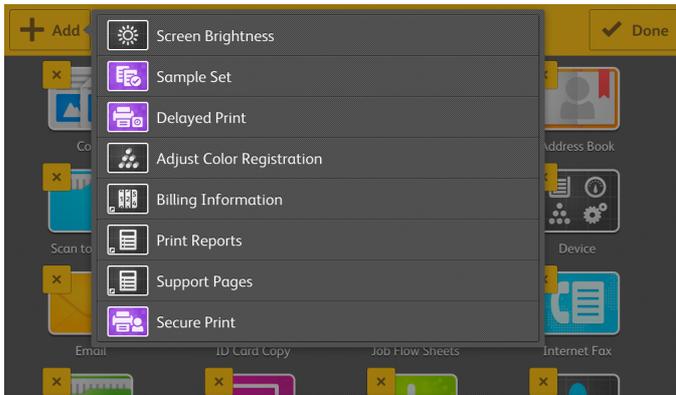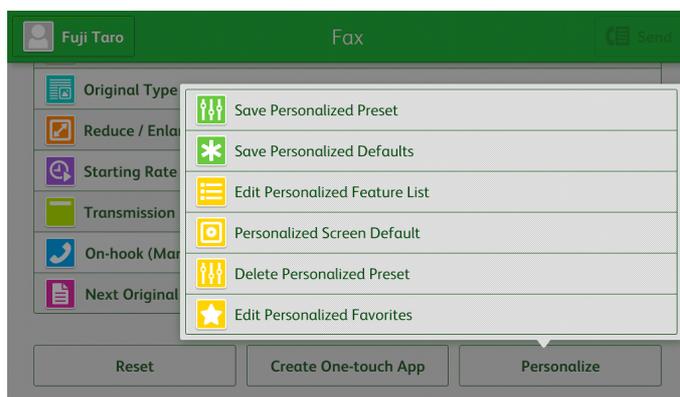
1. **Set the Features List.**

2. **Tap on [Customize] or [Personalize] at the bottom of the Home Screen.**

3. **Tap on the item on the displayed screen.**

Customize Function	Description
Save Personalized Preset	Saves the current settings as customized preset. Saving frequently used settings enables you to load settings as required.
	Up to 40 presets (20 per user when using the authentication function) can be saved per app.
Overwrite Customized Preset	Overwrites customized presets after selecting presets and changing their settings.
Save Personalized Defaults	Saves the current settings as customized defaults during startup.
Edit Personalized Feature List	Set whether to display or hide the Features List. The display order can also be changed.
	Tap on 👁 or 🚫 at the Edit Personalized Feature List screen.
Personalized Screen Default	Set the screen that displays when launching the app.
Delete Personalized Preset	Deletes settings saved as customized preset.
Edit Personalized Favorites	Set contacts that display in favorites.
Clear All Personalizations	Deletes all customized settings.

One-touch App

Settings for functions used on a daily basis can be registered to the Home Screen as application icons.

When using the authentication function, this can be used for each user.

> **Note**
> - It can be created when [Create One-touch App] is displayed at the bottom of the screen.
> - Up to 20 one-touch apps per user can be registered.
>   Up to 200 one-touch apps can be registered for the entire system (increases to 1,000 apps when optional storage is installed).

1. **Set the function to register as an application icon and then tap on [Create One-touch App] at the bottom of the screen.**
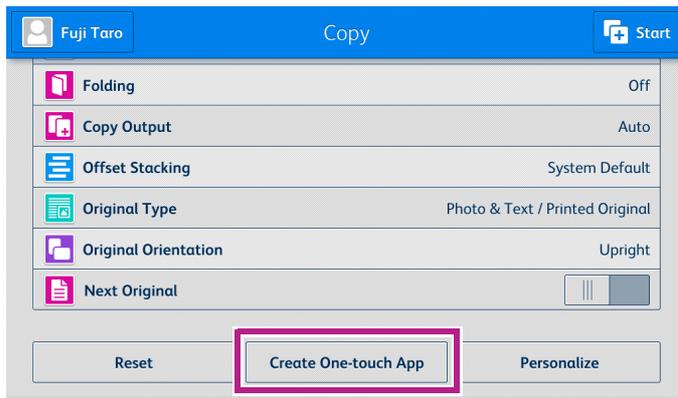
2. **Enter the One-touch App name and then tap on [Next].**
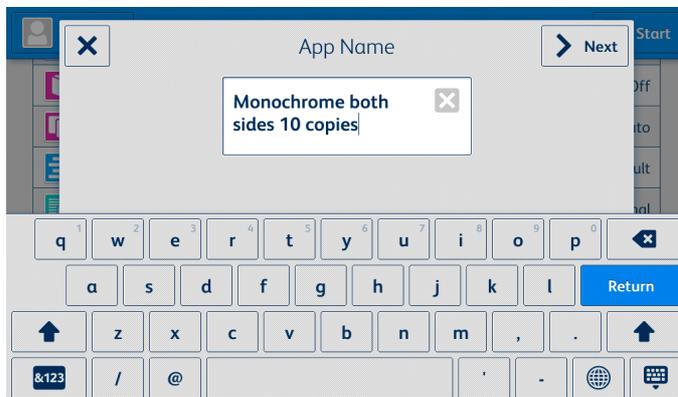
3. **Select a theme color for the app and then tap on [Next].**

4. **Select an icon and then tap on [Next].**

5. **Set the operation when launching the app and then tap on [Next].**
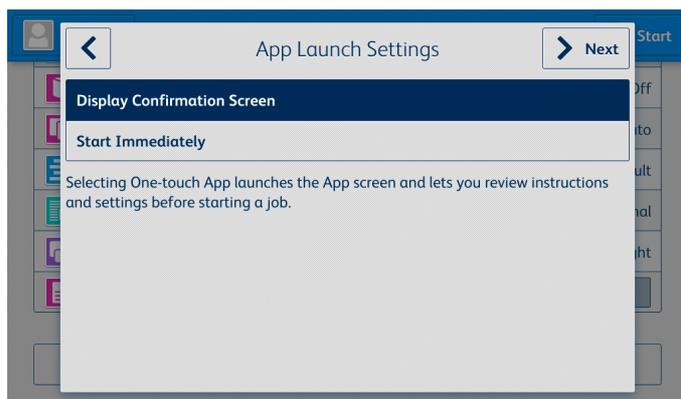
💡 **Note**

- If you select [Start Immediately], proceed to step 8.

6. **Enter details in the operating instructions and then tap on [Next].**
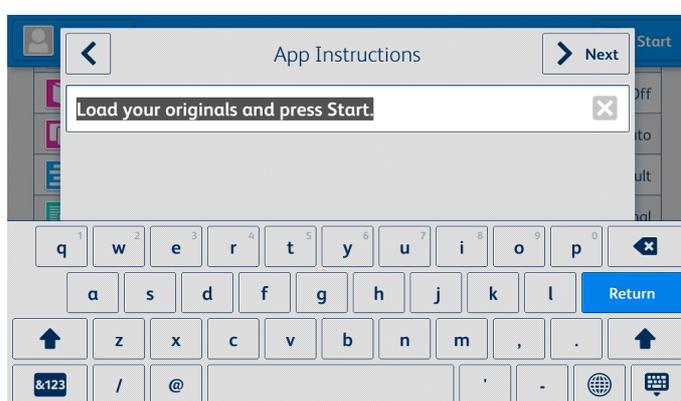
7. **Select items to display on the confirmation screen at startup and then tap on [Next].**

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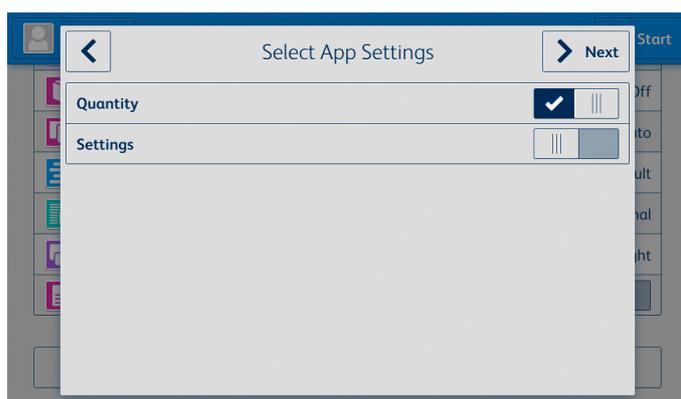
8. **Select the Home Screen to display the application icon and then tap on [Done].**
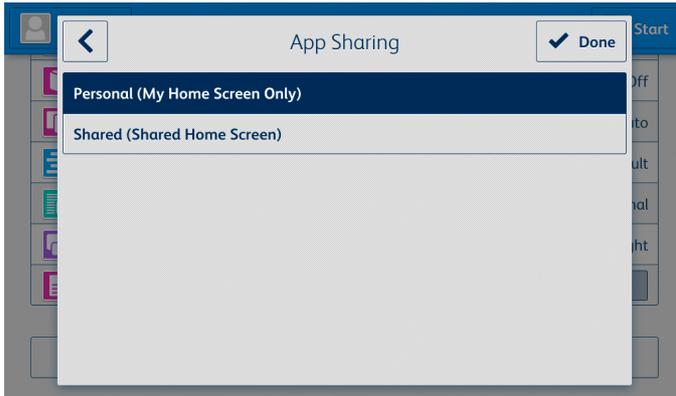
Note

- If you selected [Start Immediately] at step 5, is displayed for the application icon.

Delete / Hide

1. **Tap on [Customize] or [Personalize].**

2. **Tap on ⊠ on the One-touch App to delete or hide it.**

3. **Tap on [Delete] or [Hide].**

USB Memory Device

Insert a USB memory device into the USB 2.0 slot on the back of the machine or a USB memory kit (option).

Note

- If the machine is in Power Saver Mode, cancel it before inserting the USB memory device.
- Use a media (USB memory) device that has a capacity of up to 128GB.
- It is not possible to install and use multiple USB memory devices simultaneously.
- The following USB memory devices cannot be used.
  - A media (USB memory) device that requires separate utilities to access its content
  - A USB memory device with several partitions
  - A USB memory device connected via an external hub

Compatible Files

Media Print - Photos	Media Print - Text
• JPEG file • TIFF file DCF1.0 (Exif2.0, Exif2.1, Exif2.2) JPEG/TIFF	• PDF file Extension: pdf, PDF 1.3 or higher • TIFF file Extension: tif, MH/MMR compression, 8-bit grayscale (uncompressed, PackBits compression, JPEG compression), 8-bit RGB index color (uncompressed, PackBits compression), 24-bit RGB color (uncompressed, PackBits compression, JPEG compression) • XPS file Extension: xps, oxps • DocuWorks document Extension: xdw • DocuWorks binder Extension: xbd • JPEG (JFIF) file Extension: jpg, grayscale (8-bit), color (24-bit, sRGB color space)

Cautions for Use

- Media devices that have more than 900 folders may not be recognized correctly.
- If the full path of the file (all hierarchical folder names and character strings contained in the file names) exceeds 257 characters, it will not be displayed.
- The number of files that can be processed by Media Print is 900 files.
- Use a media device formatted at the client PC. (Supported formats are FAT12, FAT16 and FAT32 only. NTFS, exFAT formats are not supported.)
- CMYK TIFF files and JPEG (JFIF) files are not supported.
- Image files that are not Exif format (JPEG/TIFF files created at the client PC) cannot be printed.
- It may take from a few minutes to over 20 minutes to print depending on the number of files on the media device and the capacity of the device.
- When printing PDF files using Media Print, "PDF Bridge" is used regardless of the "Print Processing Mode" setting in [Print Mode]>[PDF Emulation Setting].
- The folder for DCF (Design rule for Camera File system) standards used by the digital camera will not be display.
- When saving digital camera files to a USB memory device and printing, save the files in their digital camera DCIM folders.
- File names that can be recognized must be within 8 characters for Photo Print and within 255 characters (half-width) or 83 characters (full-width) for Text Print.

Removal

1. Tap on ![icon] or ![icon] at the settings screen.

2. Tap on [Remove].

3. Remove the USB memory device.

💡 **Note**
- Remove the media device before turning off power to the machine.

3   Print

■ **Printing Specified from a Client PC**

- Printing using a printer driver
- Printing using CentreWare Internet Services
- Printing a document attached to an email (Print Email)

■ **Printing data stored in this machine**

- Sample Set
- Delayed Print
- Secure Print
- Charge Print
- Private Charge Print

■ **Printing Data Saved on a USB memory (Media Print)**

- Media Print - Text
- Media Print - Photos

■ **Other Printing Services**

- Printing from a mobile device
-
- Emulation

> 🔍**Refer**
>
> - Refer to "Emulation" in the *Reference Guide - Appendix*.

Delete Job

1.   **Tap on [Jobs].**

2.   **Tap on the print job to be deleted.**
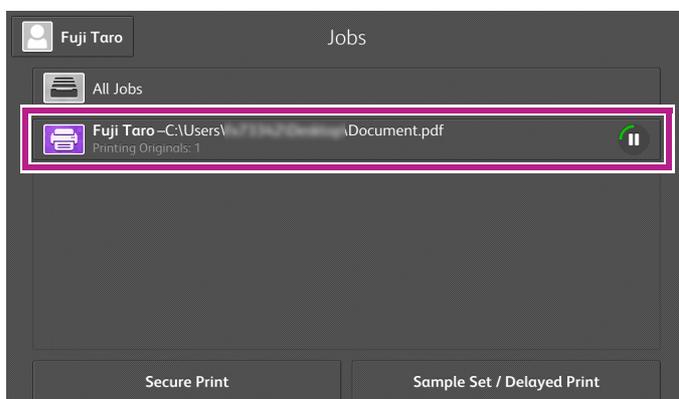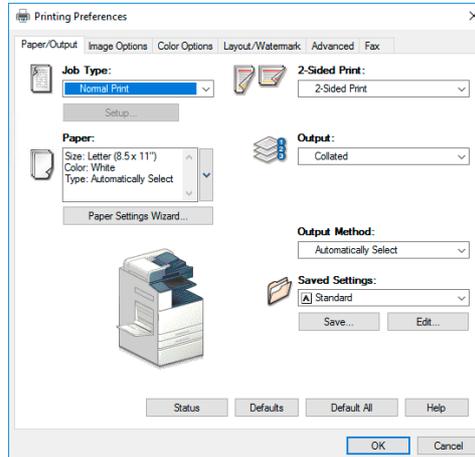

3.   **Tap on [Pause].**

4. Tap on [Delete].

Printing Specified from a Client PC

Printing Using a Printer Driver

📖 **Refer**

- Refer to the printer driver help for the printing method.

Printing using CentreWare Internet Services

Print Email

When the email address of this machine is input as the recipient and an email is sent, printing is performed in accordance with the settings of the machine.

■ Receiving Email from a Client PC

Both text format and HTML format can be used in the email message. In the case of HTML format, only the text part is printed. Note that if no text part is sent in a HTML format email, the message will not be printed.

Attachment files with extensions other than ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", ".jfif", ".xps", ".oxps", ".xdw", and ".xbd" may not be printed correctly.

If the file extension of an attachment file is ".txt", it is printed only when "text / plain" is specified for Content-Type and charset is specified.

Printing Stored Data

Data printed from a printer driver of a client PC can be printed by various methods.

💡 Note

- This can be used by setting [Device]>[Authentication / Accounting]>[Authentication / Security Settings]>[Authentication]>[Charge / Private Print Settings]>[Receive Control].

Sample Set

When multiple copies are to be printed, just one trial copy can be printed.

1. **Tap on [Jobs]>[Sample Set / Delayed Print]>[Sample Set].**
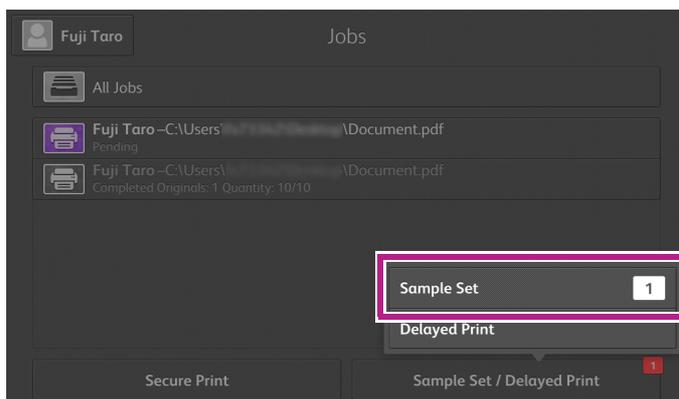
💡 Note

- When [Sample Set / Delayed Print] is displayed, tap on [Sample Set / Delayed Print]>[Sample Set].
- If [Other Jobs] is displayed, tap on [Other Jobs]>[Sample Set].

2. **Tap on the folder where the document is saved.**

3. **Tap on the document to be printed, to apply a check mark.**

4. **Enter the number of copies to be printed.**

> 💡 **Note**
> • The print quantity displayed is the print quantity set in the printer driver less one copy.

5. **Tap on [Print].**

Delayed Print

Delayed print documents (documents with specified print time) can be printed.

1. **Tap on [Jobs]>[Sample Set / Delayed Print]>[Delayed Print].**
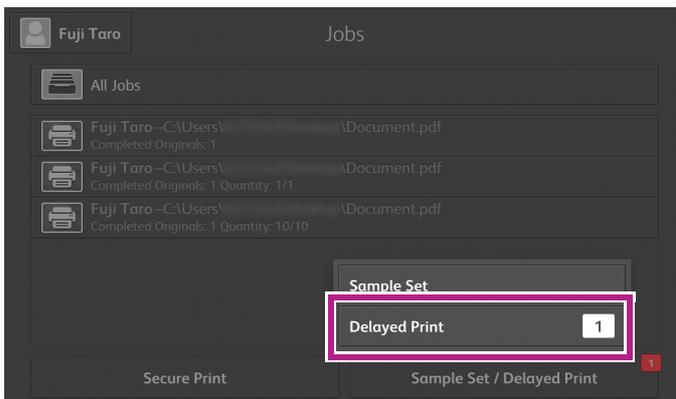
> 💡 **Note**
> • When [Sample Set / Delayed Print] is displayed, tap on [Sample Set / Delayed Print]>[Delayed Print].
> • If [Other Jobs] is displayed, tap on [Other Jobs]>[Delayed Print].

2. **Tap on the document to be printed.**

3. **Tap on [Print].**

Secure Print

Secure print documents (documents with password set) can be printed.

> ### Note
> • Secure print cannot be used depending on the [Receive Control] settings of [Charge / Private Print Settings].

1. **Tap on [Jobs]>[Secure Print].**
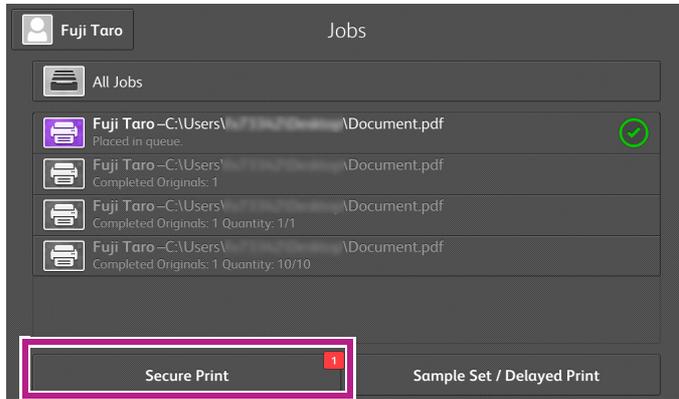
2. **Tap on the target user.**
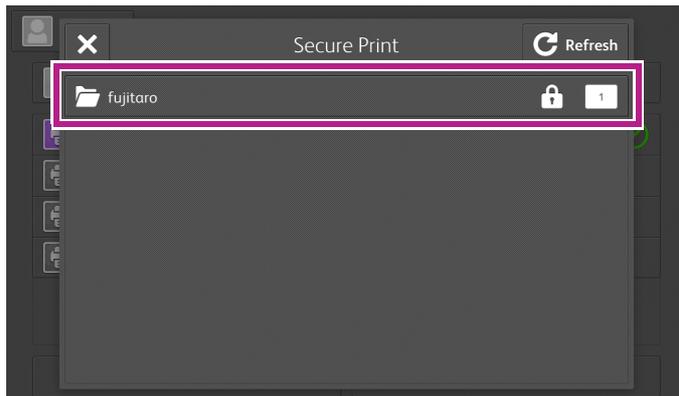
3. **Enter the password specified in the printer driver, and tap on [OK].**

4. **Tap on the document to be printed, to apply a check mark.**

5. **Enter the number of copies to be printed.**

6. **Tap on [Print].**

Charge Print

Charge print documents (documents requiring user authentication) can be printed.

Charge print documents are saved for each user ID. Documents for which a user ID has not been set in the printer driver are saved as [(No User ID)].

1. **Login in authentication mode.**

2. **Tap on [Jobs]>[Other Jobs]>[Charge Print].**
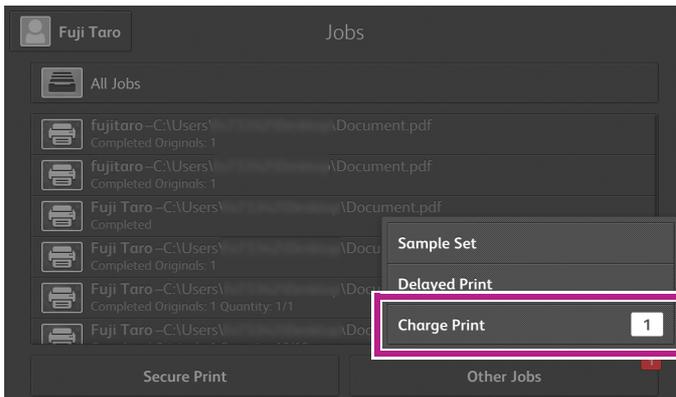
> 💡 **Note**
> - If [Other Jobs] is displayed, tap on [Other Jobs]>[Charge Print].

3. **Tap on the target user.**
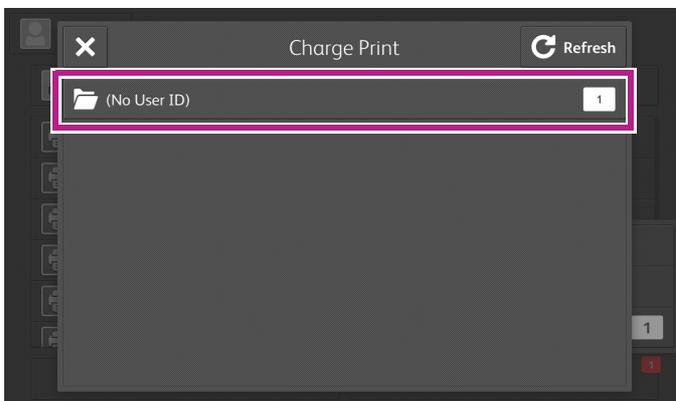
> 💡 **Note**
> - If 🔒 is displayed against a user, it is necessary to enter a personal identification number. Enter the personal identification number, and tap on [OK].

4. **Tap on the document to be printed, to apply a check mark.**

5. **Enter the number of copies to be printed.**

6. **Tap on [Print].**

Private Charge Print

Private charge print documents (documents that can be printed by authenticated users only) can be printed.

> **Note**
> - A separate application is required to use a function associated with a sub-user with the user ID of an authenticated user. For details, contact your local Fuji Xerox representative.
> - Server-less on-demand printing (option) can also be used for saved documents.

1. **Login in authentication mode.**

2. **Tap on [Jobs]>[Private Charge Print].**
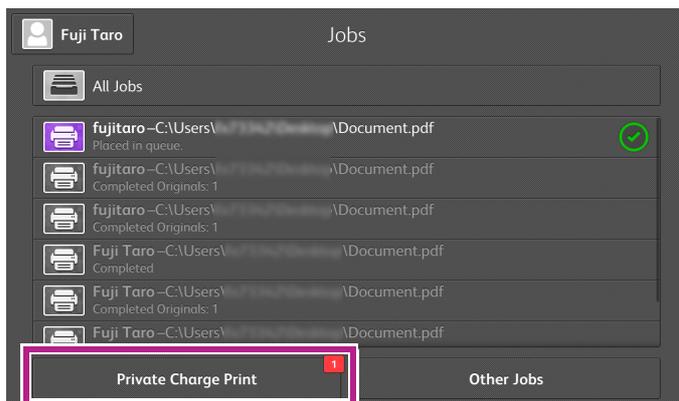
When printing all private charge print documents, tap on [Private Print (All)] on the Home Screen.

> **Note**
> - Up to 100 documents can be printed at a time.

3. **Tap on the document to be printed, to apply a check mark.**

4. **Enter the number of copies to be printed.**

5. **Tap on [Print].**

> **Note**
> - When printing with the finisher function specified while in a status where it cannot be used, this specification is deleted and the printing is performed.
> - This cannot be used when any device except an IC card reader is connected.
> - This cannot be used when the authentication function is not used.

Media Print

Photo Print for printing data stored in standard digital camera format and Print from USB for printing data stored in document format are available. Also, Index Print is available for printing a list of files stored in Photo Print mode.

Media Print - Text

1. **Insert the USB memory.**

2. **Tap on [OK].**

3. **Tap on [Print from USB].**

4. **Tap on the document to be printed from the target folder.**

> 💡 Note
> - When the [Print from USB] screen is displayed, tap on [Add File].

5. **As needed, set each function, and tap on [Print].**

Media Print - Photos

1. **Insert the USB memory.**

2. **Tap on [OK].**

3. **Tap on [Photo Print].**

4. **Tap on the document or photo to be printed from the relevant folder.**

> 💡 Note
> - When the [Photo Print] screen is displayed, tap on [Add Photo].
> - To print or delete multiple photos, apply a check mark in the check boxes.

5. **As needed, set each function, and tap on [Print].**

Features List

Item	Description
Print Quantity	Enter the number of copies.
Index Print	Enable index printing. A list of reduced images and index numbers, file names, and date of saving to media can be printed.
Output Color	Set either full color or monochrome.
Paper Supply	Select the paper tray. If [Auto Select] is selected, an appropriate paper tray will be selected.
2 Sided Printing	Paper can be printed on both sides.
Output Photo Size	Set the size of the photo to be printed.
Pages per Side	Documents with 2, 4, or 8 pages can be printed onto 1 page. Specify the layout and the orientation that the original is set when printing.
Bitmap Smoothing	Specify whether to improve the image quality by performing corrections associated with rotation, enlargement, or reduction of images.

Other Printing Services

Printing from a Mobile Device

Printing can be performed on this machine from a mobile device with Print Utility (Android OS / iOS), Portable UI for Business, AirPrint (iOS), or Mopria (Android OS).

When the NFC function is used, the CentreWare Internet Services setting is required.

Note
- Print Utility for Android can be downloaded from Google Play, and Print Utility for iOS from App Store.
- Portable UI for Business can be downloaded from Google Play or from App Store.

Refer
- For Print Utility and Portable UI for Business, refer to Fuji Xerox official site.

4   Copy

Basic Operations

1. **Set the document.**

    📖 **Refer**

    - Refer to "Basic Operations of the Machine" in the *Reference Guide - Main Unit*.

2. **Tap on [Copy].**

3. **As needed, configure the setting items.**

👤 Fuji Taro	Copy	➕ Start

1	2	3
4	5	6
7	8	9
	0	❌

    1

📄 2 Sided Copying	1→1 Sided
📑 Paper Supply	⚡ Auto Select
↗ Reduce / Enlarge	100 %
Pages per Side	Off

4. **Enter the number of copies.**

5. **Tap on [Start].**

Delete

1. **Tap on [Pause].**

    Jobs

    Copy
    00008

    Ready to Copy.
    Originals: 1
    Original Size: A4 ▯
    100 %
    Black & White
    Uncollated
    Fuji Taro
    Start Date & Time: 28/5/2020 10:49:54

    Pause
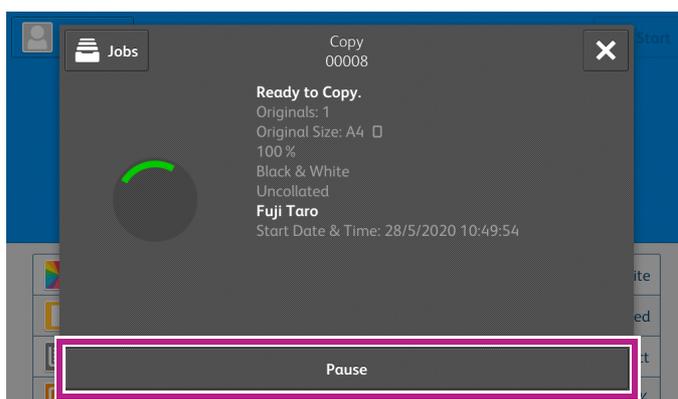
2. **Tap on [Delete].**

Continuous Copying

If a check mark is placed in [Next Original] in the function list, the next confirmation screen is displayed.
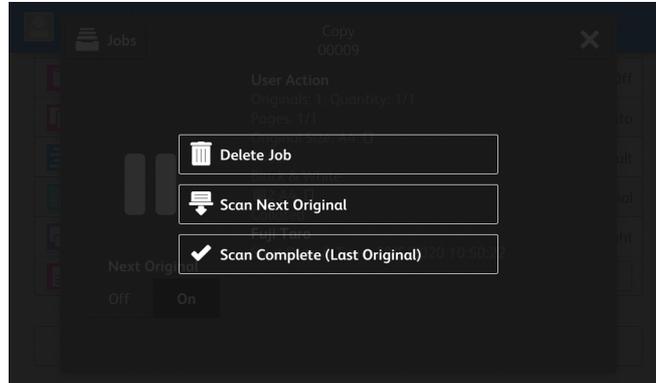
1. **When reading the previous document is completed, set the next document.**

2. **Tap on [Scan Next Original].**

3. **When all the originals are scanned, tap on [Scan Complete (Last Original)].**

ID Card Copy

Both the front and rear of originals whose size cannot be automatically detected, such as an ID card, can be copied onto a single sheet of paper.
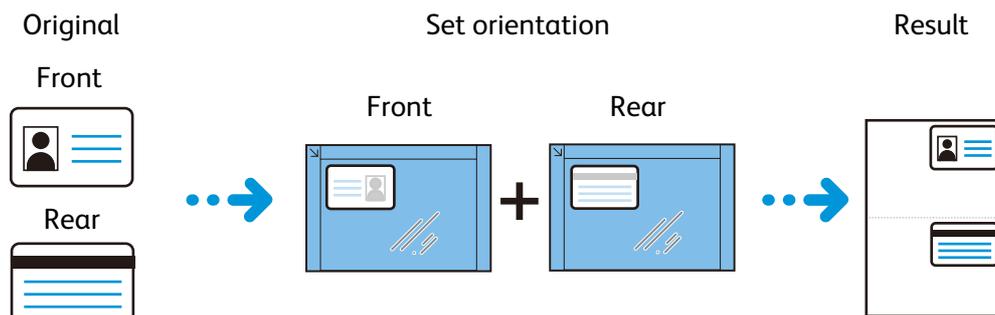
1. **Open the document cover.**

2. **Set the ID card with the side to be copied facing downward, in a position at least 5 mm from the top edge and left edge of the document glass.**

> 💡 **Note**
> • If the ID card is too close to the top edge and left edge of the document glass, the edges of the ID card cannot be correctly copied.

3. **Close the document cover.**

4.   **Tap on [ID Card Copy].**

5.   **As needed, set each function.**

	ID Card Copy	Scan
👤 Fuji Taro		
# Quantity		1 − +
🗎 Paper Supply		☐ JIS B5, Plain 📄
▥ Lighten / Darken		Normal
🖼 Original Type		Photo & Text / Printed Original
◉ Image Enhancement		Auto Suppression, Contrast: Normal
◳ Reduce / Enlarge		100 %
▦ Sharpness		Normal
▮ Saturation		Normal

6.   **Tap on [Scan].**

7.   **Open the document cover.**

8.   **Set the ID card with the side to be copied facing downward, in a position at least 5 mm from the top edge and left edge of the document glass.**

9.   **Close the document cover.**

10. **Tap on [Scan].**

Features List

	Copy	Start
👤 Fuji Taro		
	1	1 2 3
		4 5 6
		7 8 9
		0 ⊠
▯ 2 Sided Copying		1→1 Sided
🗎 Paper Supply		Auto Select
◳ Reduce / Enlarge		100 %
Pages per Side		Off

Item	Description
Print Quantity	Enter the number of copies.
Presets	The setting contents can be called up.

Item	Description
Output Color	Set the output color when copying. 💡 **Note** • When [Auto Detect] is selected, the yellow, magenta, and cyan drums and toner may be consumed, even if the document is monochrome. • **More Options** The registered color can be set. 🔍 **Refer** • Refer to "Custom Colors" (p.126).
2 Sided Copying	Select the side of the document to be printed.
Paper Supply	Select the paper tray. If [Auto Select] is selected, an appropriate paper tray will be selected.
Reduce / Enlarge	Set the percentage reduction / enlargement when copying. When [Auto %] is selected, the appropriate percentage is set from the original size and the paper size. When [More Options] is selected, the percentage can be directly input, and different percentages can be set for vertical and horizontal.
Slight Reduction	Copies slightly smaller than the selected percentage, so that an image is not clipped.
Pages per Side	Documents with 2, 4, or 8 pages can be copied onto 1 page. Specify the layout and the orientation that the original is set when copying.
Lighten / Darken	Adjust the copy to lighten / darken it.
Staple	Set the position for stapling.
Copy Output	Set the direction for outputting the paper.
Hole Punch	Set the position of the hole punch.
Output Destination	Select the destination paper tray.
Offset Stacking	Set the paper output positions to be alternately shifted so that the partitions can be easily seen.
Original Type	Set the original type.
Mixed Size Originals	Originals of various sizes can be scanned at once, each size copied, and copied into a single size. 💡 **Note** • The recommended combinations are A4 LEF and A3 SEF, and JIS B5 LEF and JIS B4 SEF.
Original Orientation	Set the original orientation to specify the upper part of the original.
Original Size	The size can be specified when scanning originals of irregular sizes or copying different sizes. 💡 **Note** • When setting in the document feeder, the origin of the reading size of the portrait direction ([Y]) is in the center. For example, when the size to be read is specified as 100 mm, the size to be read is 50 mm upward from the mid half of the original and 50 mm downward from the mid half.
Sharpness	Adjust the sharpness.
Saturation	Adjust the saturation.

Item	Description
Image Enhancement	Remove the background color or adjust the contrast on newspapers or originals with a background color. 💡 **Note** • When the [Original Type] setting is [Photo], background suppression is not possible.
Color Effects	When color effects type image is selected, [Image Enhancement], [Lighten / Darken], [Sharpness], [Saturation], [Color Shift], and [Color Balance] are automatically adjusted. 💡 **Note** • After selecting type image at [Color Effects], if the other image quality functions are changed, the [Color Effects] setting is eliminated.
Color Balance	The strength is adjusted to low / medium / high concentration for each of the 4 colors yellow, magenta, cyan, and black. With [Lighten / Darken], the concentration of the 4 colors is adjusted together, but with [Color Balance], the concentration of each toner color is finely set, so the color balance can be finely adjusted to reddish, bluish, etc.
Color Shift	Adjust the color shift of color originals.
Book Copying	With double-page spread such as books, etc., the pages are copied separately in page order.
2 Sided Book Copying	This is two-sided copying of double-pages of books, booklets, etc., allocating pages so that the copied document can be viewed in the same way as the original. Also, the starting page and the ending page can be specified for the left and right of double-page spreads, and the range for elimination of the center binding shadow can be specified.
Edge Erase	When an original is copied with the document cover opened or when a booklet is copied, a dark shadow can be formed around the periphery or in the center binding part. In these cases the shadows are erased when copying. 💡 **Note** • For 2 sided documents, the same amount of edge erasing is set for both side 1 and side 2 of the document. • When [Reduce / Enlarge] is set, the percentage is proportional, and the amount of edge erasing is also reduced or enlarged. • When copying a 2 sided original using the document glass, the setting [Mirror Side 1] is disabled. Whether the automatic document feeder is used or the automatic document feeder cannot be used with the document, select Build Job and change the edge erase setting on side 1 and side 2. 📖 **Refer** • The whole side cannot be copied even if the edge erase width is set to 0 mm. Refer to "Print Area" in the *Reference Guide - Main Unit* for information on the area that can actually be copied.
Image Shift	This is for moving the position of the image of the original vertically and horizontally, moving the center of the original onto the center of the paper, and copying. Also, copying can be performed with top and bottom and left and right margins (binding margins) applied. For 2 sided printing, the positions are set by moving both [Side 1] and [Side 2].
Mirror Image	An original image can be copied with the left-right direction reversed.

Item	Description
Negative Image	This copies an original image in reverse. 💡 **Note** • When the output color is monochrome or single color, the concentration (brightness) is reversed. • When the output color is color, the colors are reversed to their complementary color. • When both [Negative Image] and [Edge Erase] are set, the edge erase area becomes white.
Image Rotation	When the orientations of the document that has been set and the paper that has been set in the paper tray are different, the original image is rotated, and copying is performed with the vertical and horizontal orientation of the original and the paper aligned. Also, when there is a mixture of LEF and SEF originals, it is possible to choose which is the reference for rotation.
Booklet Creation	Paper on which multiple pages are copied is copied with the page sequence allocated so that it forms a booklet (saddle stitched booklet). Also, when producing a booklet, the center binding margin and covers can be set. • [Booklet Creation]>[Create Left / Top Bound Booklet] • [Covers]>[Print on Covers] [Blank Cover] [Print on Both] [1 Sided Covers Print Outside] 💡 **Note** • Four pages of original are copied onto 1 sheet of paper, so if the number of original pages is not 4 times the number of pages, the remaining pages will be blank.
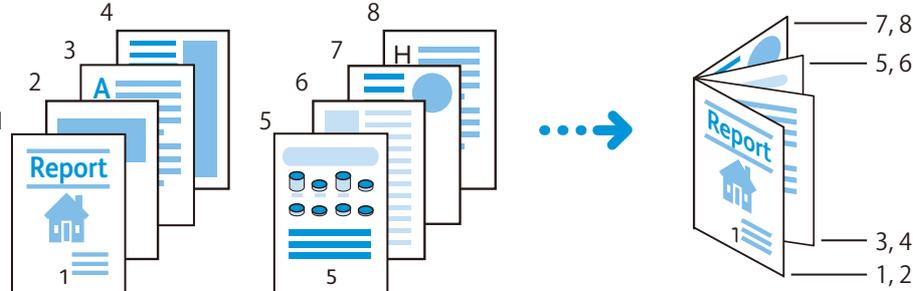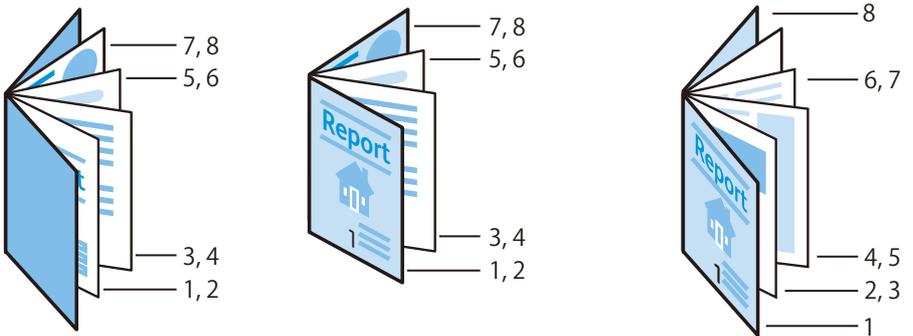
Item	Description
Covers	Copying with covers. Different paper (colored paper, heavyweight paper, etc.) can be used as the first page of a document and copied as the front cover and back cover.
Front Cover	• [Off] A cover is not provided. • [Blank Cover] White paper or paper copied for the cover can be added. • [Print on Side 1] Copy one page of the original onto side 1 of the cover. • [Print on Side 2] Copy one page of the original onto side 2 of the cover. • [Print on Both] Copy the 1st page and the 2nd page of the original onto the 2 sides of the cover.
Back Cover	• [Off] A cover is not provided. • [Blank Cover] White paper or paper copied for the cover can be added. • [Print on Side 1] Copy one page of the original onto side 1 of the cover. • [Print on Side 2] Copy one page of the original onto side 2 of the cover. • [Print on Both] Copy the 1st page and the 2nd page of the original onto the two sides of the cover. 💡 **Note** • When both [Front Cover] and [Back Cover] are set, scan the original for the back cover first. The next original after the back cover original is copied is the front cover original.
Paper Supply	Select the paper tray to be used with the paper.
Front Cover Quantity (1 – 99)	To add white paper or paper copied for the cover, set the quantity of sheets to be added.
Back Cover Quantity (1 – 99)	To add white paper or paper copied for the cover, set the quantity of sheets to be added.
Poster	The original is divided into multiple sheets and copied enlarged. By pasting the divided copies, a large size poster can be produced. There is a margin for glue, so that the copied sheets can be cut and pasted. The margin for glue is fixed at 10 mm.
Repeat Image	An original image is copied a specified number of times unto a single sheet of paper. When the magnification or reduction is automatically specified, the repeated image is copied so that it fits onto the selected paper. Also, the arrangement direction of the original image can be specified.

Item	Description
Annotations	Paper is copied with a stamp, date, or page number applied. The type of stamp, date, page number, and print position can be selected from formats prepared in advance. **⚲ Note** • If a layout template is set with [Apply Layout Template to Copy / Print Jobs] of [Force Annotation], the stamp, date, or page number set here is superimposed on that template.
Watermark	A control number (consecutive number of copy units) can be lightly printed on the whole background of the copied paper. For example, if the starting number is set to "1", then "1" will be printed on every page of the first copy, and "2" will be printed on every page of the second copy. This can be used as a serial number that associates each distributed copy with a person, in order to prevent duplication of confidential documents, etc., distributed at a meeting. **⚲ Note** • If a layout template is set with [Apply Layout Template to Copy / Print Jobs] of [Force Annotation], the watermark data is printed superimposed on that template. • If [On] is set for [Force Watermark-Copy], it cannot be changed.
Folding	The copied paper can be folded and output. If [Print Position] is displayed, set whether the print position is on the inside or on the outside. **⚲ Note** • The orientation of the paper is ▱ restricted.
Preset Repeat Image	The same image of a single original is repeatedly copied onto a single sheet of paper that is uniformly divided in accordance with the specified number of repetitions. The number of repetitions can be selected from 2, 4, and 8.
Build Job	The settings for each page or bundle of pages of an original are changed and saved, and finally the original is copied together with the different settings as a single job.
Sample Job	When making multiple sets of copies, you can print a sample set to check the output and then print the remaining copy sets. You can select whether to continue or cancel the job after the confirmation. Also, the number of copy sets can be changed. The sample copy is included in the total number of copy sets.
Delete Outside / Delete Inside	An area is specified, and copying is performed with that area extracted or deleted. Set the area by specifying 2 points on the original. Up to 3 areas can be specified. Also, the original surface to be extracted or deleted can be specified.
Secure Watermark	Security is controlled by embedding information in the original document to deter duplication, restricting duplication of a document, embedding digital codes, and analyzing documents ("when", "from which device", and "by whom" the document was output). **⚲ Note** • If a layout template is set with [Apply Layout Template to Copy / Print Jobs] of [Force Annotation], the information to deter duplication is embedded superimposed on that template. **⚲ Refer** • To analyze the digital codes, the application PaperSecurity Analyzer (sold separately) from our company is required. Refer to the manual for the application for the method of operating PaperSecurity Analyzer.

Item	Description
Next Original	This is set when copying an original where the number of pages cannot be set in one time in the document feeder, or when a multiple of originals is copied as a single job using the document glass.

5 Fax

Basic Operations

1. **Set the document.**

   📖 **Refer**
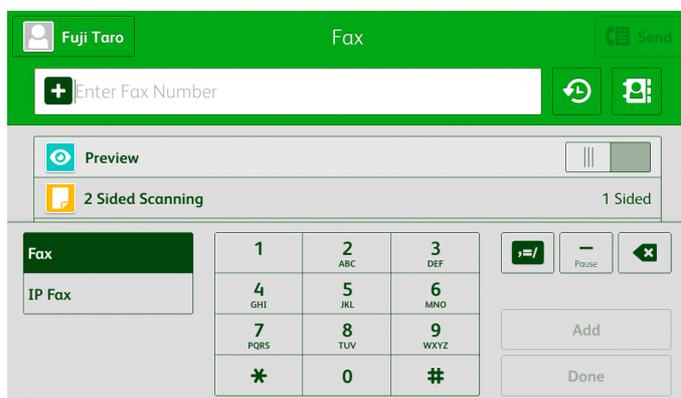
   - Refer to "Basic Operations of the Machine" in the *Reference Guide - Main Unit.*

2. **Tap on [Fax].**

3. **Enter by the keyboard or by tapping on the Address Book (📇) or Redial (🔄) to specify the recipient.**

4. **Tap on [Done].**

5. **As needed, configure the setting items.**

6. **Tap on [Send].**
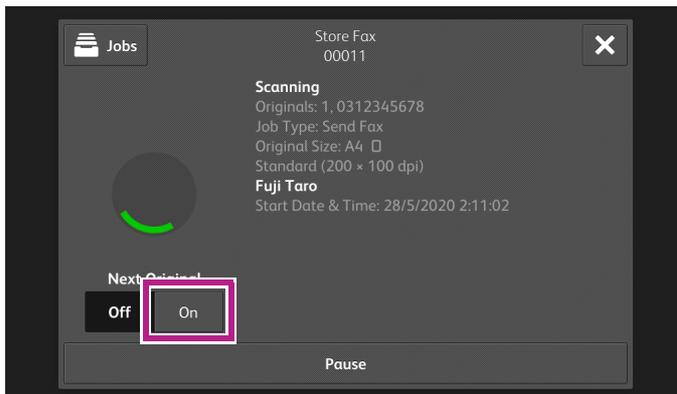
Delete

1. **Tap on [Pause].**
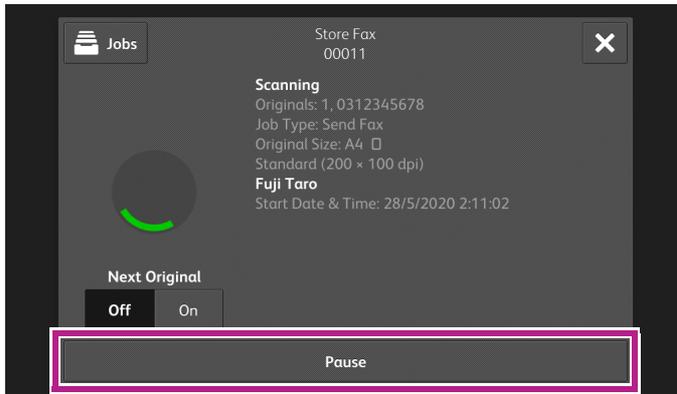
2. **Tap on [Delete].**
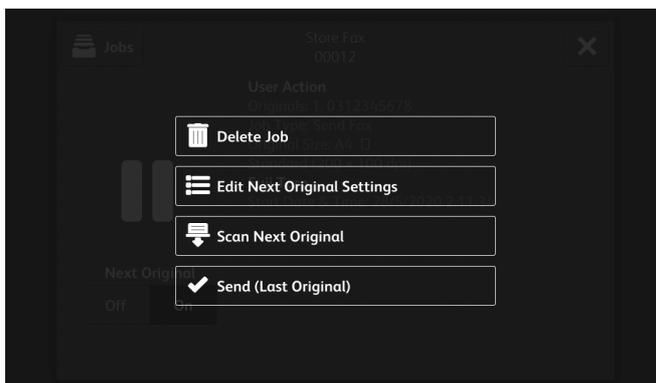
Continuous Scanning

1. **Tap on [On] on [Next Original].**

Note

- If a check mark is placed in [Next Original] in the function list, the next confirmed screen is displayed.

2. **The next operation can be performed.**

Scan Next Original

(1) Set the next document.

(2) Tap on [Scan Next Original].

Change the Settings of the Next Original

(1) Set the next document.

(2) Tap on [Edit Next Original Settings].

(3) Change the function list settings.

(4) Tap on [Scan].

3. **When all the originals have been scanned, tap on [Send (Last Original)].**

Edit Recipient

Tap on [Recipient].
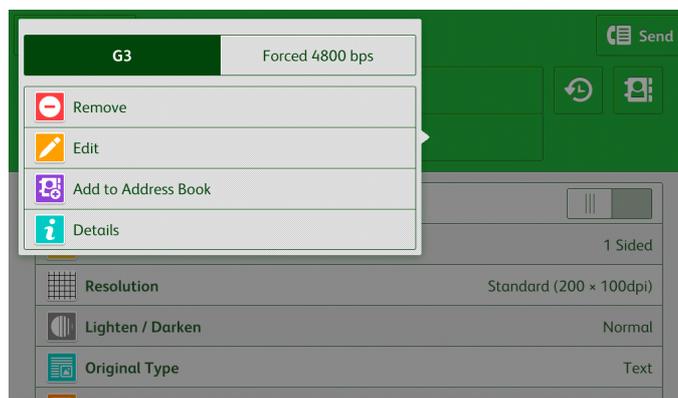
■ **G3, Forced 4800 bps**

Specify the starting rate

■ **Remove**

Delete a recipient.

■ **Edit**

Correct a recipient.

■ **Add to the Address Book**

Create a new contact. Or, add an address to an existing contact.

■ **Details**

Check the details of a recipient.

Unsent Documents

1. **Tap on [Jobs].**

2. **Tap** [icon] **on the top right of the screen.**

3. **Tap on the document to be re-sent or deleted.**

Delete

(1) Tap on [Delete This Fax]>[Delete].

Re-send

(1) Tap on [Send].

Change Recipients and Re-send

(1) Tap on [Change Recipients].

(2) Change the recipients and tap on [Send].

Receive

Auto Receive starts receipt of a transmission from another party.

Manual Receive manually receives a transmission from another party.

Also using G3-ID, receipt of a specific fax or receipt of an un-notified number can be blocked. A maximum of 50 fax numbers can be registered for blocking.

■ Block Receipt of Specific Fax Numbers

If the G3-ID sent by the transmitting fax machine is among those registered as fax numbers to be blocked, then receipt will be blocked.

■ Block Unknown Fax Numbers

If the transmitting fax machine did not send a G3-ID then receipt will be blocked.

> 💡 **Note**
> - The G3-ID is information such as the telephone number registered in the transmitting fax machine, and is not a transmitter's number displayed by a number display service, etc.
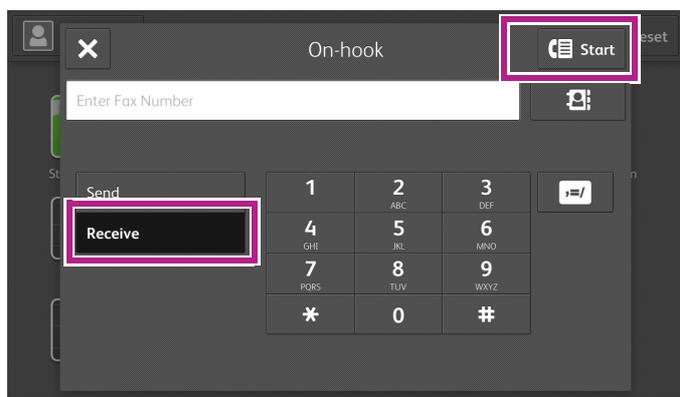> - Manual Receive cannot be used for IP Fax (SIP).

Switching

1. **Tap on [Fax Receiving Mode].**

2. **Tap on [Manual Receive] or [Auto Receive].**
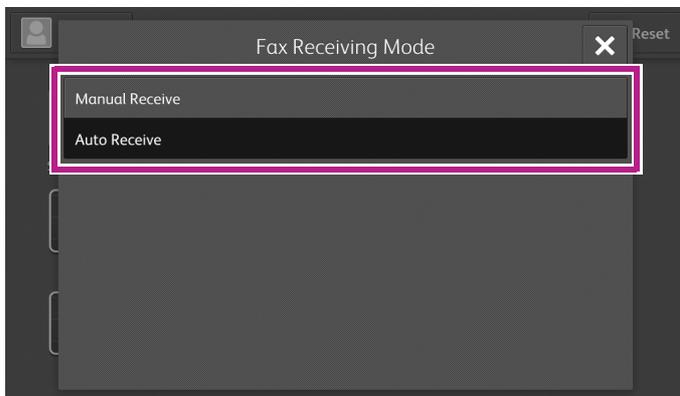
Manual Receive

1. **When the phone rings, and the incoming call screen is displayed, tap on [On-hook].**

2. **Tap on [Manual Receive]>[Start].**

Receipt of the fax starts.

Confidential Receive

When a document is received using Confidential Receive, it is stored in a folder. When a document is received into the folder, the data lamp lights, and a Confidential Receive report is printed. The Confidential Receive report includes the folder number, and folder name.

Note that if there is a Confidential Receive using the F Code method, the following information is conveyed to the other party.

F Code (sub-address): 0 (indicates F Code) + storage folder number

Password (if necessary): Password for the storage folder

> **Note**
> - With IP Fax (SIP), both the FAX signal method and the F Code method can be used.
> - When an IP Fax (SIP) is sent via a VoIP Gateway, Remote Folder cannot be used with the FAX signal method. Only the F Code method can be used with Remote Folder.

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Internet Fax

This is a function in which, unlike fax transmission via a telephone circuit, data read by this machine is sent as an email attachment via a company network or via the internet.

Also, Internet Fax direct can directly send faxes to machines that support internet fax, without going via a SMTP server.

> **Note**
> - The file format of attachment documents is TIFF format.
> - With Internet Fax, Starting Rate, Priority Send, Delay Start, Cover Page, F Code, Remote Folder, polling, manual send, sort to folder (box selector), and Direct Fax cannot be used. However, Starting Rate and F Code can be set if the fax gateway function is used.
> - Internet Fax and Internet Fax direct cannot both be enabled. They can be switched in Administrator mode, depending on the status of use.
> - The Internet Fax function does not support color documents. If a color Internet Fax document is received (profile: TIFF-C), it is converted into monochrome and printed.

Send

1. **Set the document.**

2. **Tap on [Internet Fax].**

3. **The subsequent operation is the same as procedure 3 onwards in "Basic Operations" (p.55).**
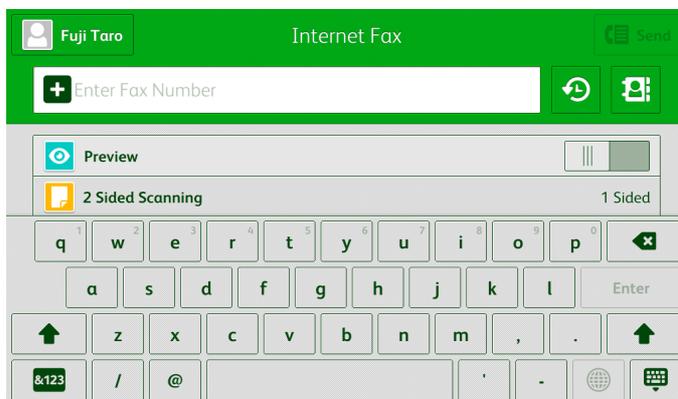
> **Note**
> - The functions CC, BCC, and Reply-to commonly used with normal email cannot be used.
> - The Internet Fax direct destination is specified by the following methods.
>   - Specify the host name
>   Example: local-part@device.domain.jp
>   It is necessary that the right side of the @ is an FQDN.
>   - Specify the IP address
>   Example: local-part@[192.0.2.1]
>   On the right side of @ enter the IP address enclosed within [ ].

Receive

When an email sent from an Internet Fax compliant machine is received, the received document is printed.

In addition, email specifying a folder in the mail address, such as "BOX123@myhost.example.com", can also be received.
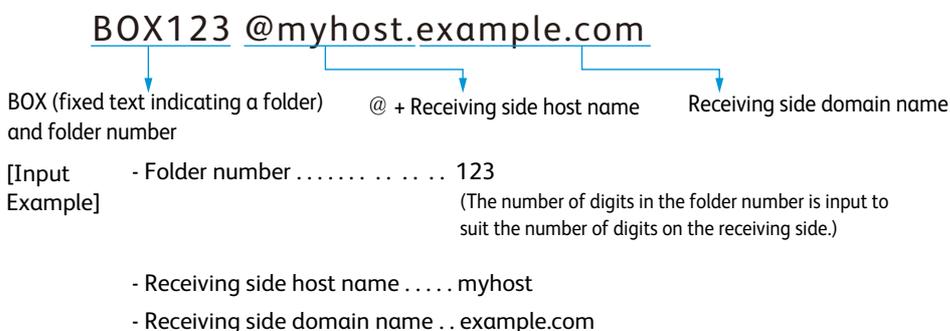
> **Note**
> - If [TIFF-S] is selected for the profile, printing is in A4 size.

Sending to a Folder

> **Note**
> - This can only be used when the receiving side is SMTP.
> - It is necessary that a folder without a password set is registered on the receiving side.

1. **Tap on [Internet Fax].**

2. **Input the receiving side email address as follows.**

BOX123 @myhost.example.com

BOX (fixed text indicating a folder) and folder number

@ + Receiving side host name

Receiving side domain name

| [Input Example] | - Folder number . . . . 123 |
| | (The number of digits in the folder number is input to suit the number of digits on the receiving side.) |

- Receiving side host name . . . . . myhost

- Receiving side domain name . . example.com

Sending to a Normal Fax

By specifying the email address in a specific format, it is possible to send a fax document to a normal fax (a fax machine that does not have the Internet Fax function).

In an internet fax compliant machine, the received email is converted into a fax document, and sent to the specified fax machine.

> **Note**
> - This can only be used when the email receipt method of the fax gateway is SMTP.
> - The [Starting Rate] specification is applied to the starting rate between the fax gateway and the sending fax.

1.   **Tap on [Internet Fax].**

2.   **Input the receiving side email address as follows.**

FAX= 0312345678 /T33S=123 @myhost. example.com

FAX = (Fixed text)	Fax number of the party receiving the fax	/T33S = (fixed text) and F code (when an F code is specified)	@ + host name of the machine that receives the email and sends the fax	Domain name

[Input Example]
- Fax number 0312345678
- F code (if necessary) . . . . /T33S = 123
- Receiving side host name . . . . myhost
- Receiving side domain name . . . . . example.com
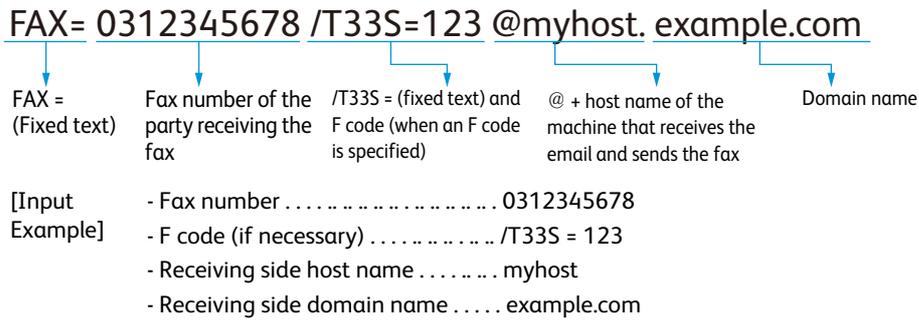
Sending Documents

Fax documents stored in a folder can be transferred as email attachments.

* Fax sending side

This is used for confidential transmission using the FAX signal method (our company's proprietary transmission means), the F code method, or the DTMF method.

* Side receiving a fax into a folder and transmitting an internet fax

Prepare a job flow sheet specifying the transfer destination, and associate the prepared job flow sheet with the confidential fax.

> **Note**
> * Up to 100 addresses can be specified as transfer destinations.
> * A "Folder number" and a "personal identification number" is required on the fax sending side. Notify the sending side of the setting details.

IP Fax (SIP)

When IP Fax (SIP) is used, devices that are connected to a company IP network (intranet) can communicate with each other.

■ Intranet

Devices that are connected to an intranet can communicate with each other via the company IP network (intranet). Also, faxes can be sent outside the intranet via the VoIP Gateway within the intranet.
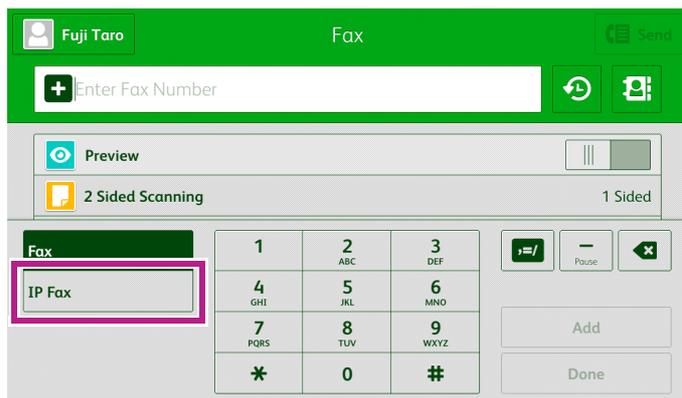
> **Note**
> * The communication capability of the IP Fax (SIP) device has been confirmed between multi-purpose machines by our company, Canon Inc., and Ricoh Co., Ltd., with IP Fax (SIP) mounted, installed within an intranet.

Send

1.   **Set the document.**

2.   **Tap on [Fax].**

3. **Tap on [IP Fax].**

4. **The subsequent operation is the same as procedure 3 onwards in "Basic Operations" (p.55).**

> 💡 **Note**
>
> - The IP Fax (SIP) destination is specified by the following methods.
>   - Example of input of telephone number: 0312345678
>   - Example of input of IP address: local-part@192.0.2.1
> - The format of entering the recipient differs depending on the type of fax at the sender and the IP Fax (SIP) connection configuration.

Receive

Documents received are printed in the same way as a normal fax.

Direct Fax

If a fax driver is installed, a document prepared on an application can be directly faxed and sent from the client PC.
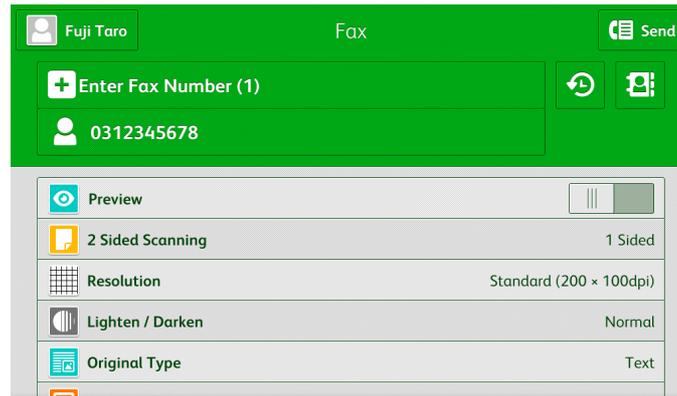
Send

1. **Select [Print] from the [File] menu of the application.**

2. **Select the printer to be used as a fax machine.**

3. **Open printer properties.**

4. **Select [Fax] for [Job Type].**

5. **Click [OK].**

6. **In the [Print] dialog box, click [Print].**

7. **Specify recipient in the [Fax Recipient] dialog box.**

8. **Click [OK].**

9. **Confirm the recipient list in the [Fax Job Confirmation] dialog box, and click [OK].**

> **Note**
>
> • Enable SOAP.
> • If the authentication method is [Log In to Local Accounts], it is necessary to set in advance the authentication information in the fax driver.

Features List

Item	Description
Enable Broadcast	To prevent erroneous broadcast transmissions, set whether to broadcast before specifying multiple recipients. **Note** • To display, the setting [Display Broadcast Option] (p.138) is required.
Line Selection	If the G3 expansion port kit 3 (option) is mounted, it is possible to send by specifying the line (port). It is possible to register local terminal information for each line, so use this in order to allocate lines for different uses. **Note** • When the Recipient Type is [Internet Fax] or [IP Fax (SIP)], this setting is disabled. • To display, the setting [Display Fax Line Selection] (p.138) is required. • When [Fax<Line N>] is selected, the fax is sent to all the specified fax recipients by the selected line.
Presets	The setting contents can be called up.
Preview	This is for checking the original when the original has been scanned. When a check mark is applied to [Preview], the original that has just been scanned in will be displayed.
2 Sided Scanning	This is effective when using the document feeder. Specify the side of the original to be read.
Resolution	Set the resolution when scanning the original.
Lighten / Darken	Adjust the copy to lighten / darken it when scanning it.
Original Type	Set the original type.
Reduce / Enlarge	Reduce or enlarge the scanned original by the specified percentage when sending it. Select a fixed percentage, or input and specify a value.

Item	Description
Confirmation Options	Confirmation options are printed when a transmission has been completed normally, and a transmission failure report is printed when transmission was not completed normally. To check the transmission result for an internet fax, use either Read Receipts or Delivery Receipts. Delivery Receipts confirms that the document sent has been correctly delivered to the ultimate recipient's mailbox. Read Receipts confirms that the document sent has been correctly processed including processing the attachment file at the final recipient.
Read Receipts	The Read Receipts function can be used. It is possible to confirm that internet faxes that have been send have been properly processed.
Delivery Receipts	The Delivery Receipts function can be used. It is possible to confirm that the internet fax sent has been correctly delivered to the recipient's mailbox. 💡 **Note** • The ability to confirm the delivery of an email using Delivery Receipts extends as far as a server that supports the delivery confirmation function.
Starting Rate	Select the starting rate in accordance with the recipient's capability.
G3 Auto	Select this when the recipient is G3. Normally the starting rate is specified. Switching is performed in the order of priority G3 Unique ECM -> G3 Unique -> ITU-T G3 ECM -> ITU-T G3, in accordance with the receipt capability of the recipient.
Forced 4800 bps	Select this for areas where the status of the telephone circuit is not good, such as when there is much noise, and volume of voice is low, etc. Enter the telephone company ID (010), the country code, the area code, and the recipient's fax number as follows. | Telephone Company ID	0	1	0	Country code	Area code	Recipient's telephone number | 💡 **Note** • Inquire from each telephone company to obtain the telephone company ID.
Mixed Size Originals	Originals of various sizes can be scanned at once, each size sent, and sent as a single size. 💡 **Note** • The recommended combinations are A4 LEF and A3 SEF, and JIS B5 LEF and JIS B4 SEF. • Set [Original Size] to [Auto Detect].
Transmission Header	The send start time, fax name, recipient name, transmission header, G3-ID, and number of pages are applied to the scanned document that is sent when sending the fax. When sending an internet fax, the date and time, the sender's information, and the total number of pages are applied. Also, the position of this information can be displayed in preview, to check the position of applying the transmission header.
Original Size	The original size can be specified when sending. The size can be specified when reading originals of irregular sizes or reading at a size that is different from that of the set original.
Book Faxing	With double-page spread such as books, etc., the pages can be read separately and sent.

Item	Description

Stamp	A stamp is applied when the original passes through the document feeder. A circle symbol (○) is applied to the trailing edge of the side that is scanned. It is possible to check whether the originals were scanned one page at a time from whether or not there is a stamp.
	
	💡 **Note**
	  • The stamp is not applied to the following originals.
	    - Originals placed on the document glass.
	    - Originals that were suspended by tapping on [Pause]
	    - Originals that were suspended due to a paper jam
	    - Originals that exceed 600 mm and are scanned as 1 sided originals
	    - Originals that exceed 431.8 mm and are scanned as 2 sided originals
	    - Originals left in the document feeder
	    - Originals that were suspended due to a memory overflow
	    - Originals being scanned when an immediate send was suspended

Priority Send	Priority Send enables priority sending and polling in advance of jobs that were already scheduled.
	
	💡 **Note**
	  • When Priority Send is instructed during a send, it is implemented when that send is completed.
	  • For re-send, after the set redial interval it is sent in priority.
	  • It is not possible to individually prioritize broadcast recipients or collective recipients one by one.

Delay Start	Sending is started at the specified time.
Cover Page	The recipient, the transmission header, comments, the fax name, the fax number of the sending machine, the number of pages sent, the date and time of sending, etc., can be provided on the cover page.
Pages per Side	Multiple page originals can be copied onto 1 page. For example, if the number of pages of the document to be compiled is specified as 3, and if 12 original pages are set in the document feeder, it will be accumulated as 4 pages. The number of pages of a document that can be compiled into one page ranges from 2 to 9.
Remote Folder	If the recipient has a folder set, specify the folder number and password. • **Automatic Confidential Transmission (DTMF Method)** Enter the recipient in the following format. [Recipient's telephone number] [!] [＊] [$] [Recipient's folder number] [#] [#] [/] [Personal identification number for the recipient's folder box] [¥] [#] [#] [$] • **Manual Confidential Transmission (DTMF Method)** After applying a check mark in the [On-hook (Manual Send/Receive)] check box, enter the recipient in the following format. [Recipient's telephone number] ["Peepurupuru" Confirm the sound] [＊] ["Peepeepee" Confirm the sound] [Recipient's folder number] [#] [#] · · · · [Personal identification number for the recipient's folder box] [#] [#] ["Peepeepee" You will hear the sound] [Give the "Start" instruction.]
F Code	If the recipient has a folder set, specify the F code (sub-address) and, if necessary the password, and confidential transmissions can be send from this machine. Confirm the F code and the password in advance. (Example) Select the following for the recipient: F Code (sub-address): 0 (indicates F Code) + recipient's folder number Password (if necessary): Personal identification number for the recipient's folder This sets the F code and the password.

Item	Description
Remote Polling	This is a function to transmit a document stored by another party by operations from this machine. 💡 **Note** • In the case of collection (multi-polling), multiple other parties are specified.
On-hook (Manual Send/Receive)	This is used for manual sending after the response from the other party, or when manually receiving using a fax information service. 💡 **Note** • On-hook cannot be used for IP Fax (SIP).
Chain Dial	By combining the dialing number of a recipient registered in the Address Book and an input number, a single recipient is specified.
Internet Fax Subject	Specify the internet fax subject.
Internet Fax Message	Edit the message of the internet fax.
Internet Fax Profile	This is an arrangement for limiting the attribute information such as resolution of images, paper size, etc., between internet fax compliant machines that send and receive. 💡 **Note** • The profiles that can be processed vary depending on the recipient. When a profile is specified, check that the profile can be processed by the recipient. • When there is an inconsistency between the profile, the stored document size, and the resolution, the specification of the profile has priority. • For broadcast transmission when the profiles vary for each recipient, the smallest size is the maximum image size.
TIFF-S	Select this for sending originals larger than A4 size reduced to A4.
TIFF-F	Select this to specify ultra-high image quality, or to send A3 size or JIS B4 size originals.
TIFF-J	Select this for sending originals by JBIG.
Encryption	Internet faxes can be sent encrypted by S/MIME. When sending encrypted internet faxes, select an email address associated with a certificate that can be encrypted from the Address Book. 📖 **Refer** • To send an internet fax encrypted by S/MIME it is necessary to have in advance a certificate for this machine and the recipient's machine. Refer to "Encryption and Signature Function" in the *Reference Guide - Appendix* for details of the certificates.
Digital Signature	Internet faxes can be send digitally signed by S/MIME. If it is digitally signed, the recipient can check whether the content of an internet fax has been altered, whether an internet fax has been sent by the correct sender, etc. 📖 **Refer** • To send an internet fax digitally signed by S/MIME, it is necessary to have in advance a certificate for this machine and the recipient's machine. Refer to "Encryption and Signature Function" in the *Reference Guide - Appendix* for details of the certificates.
Next Original	This is set when faxing an original where number of pages cannot be set in one time in the document feeder, or when a multiple of originals is faxed as a single job using the document glass.

Store for Polling

This is a function that enables a stored document to be send by operations from another party. There are two types of store for polling: store for polling and store for secure polling

1. **Tap on [Store for Polling].**

   💡 *Note*
   - This is not displayed when shipped from the factory. Display it using the Customize function.

2. **Tap on [Public Folder], and select the folder where it will be saved.**

👤 Fuji Taro	Store for Polling	🖥 Scan
📁 Public Folder		ℹ

👁 Preview	▮▯
2 Sided Scanning	1 Sided
Resolution	Standard (200 × 100dpi)
Lighten / Darken	Normal
Original Type	Text
Reduce / Enlarge	Auto %
Next Original	▮▯

3. **As needed, set each function.**

👤 Fuji Taro	Store for Polling	🖥 Scan
📁 001 Fuji Taro		ℹ

👁 Preview	▮▯
2 Sided Scanning	1 Sided
Resolution	Standard (200 × 100dpi)
Lighten / Darken	Normal
Original Type	Text
Reduce / Enlarge	Auto %
Next Original	▮▯

4. **Tap on [Scan].**

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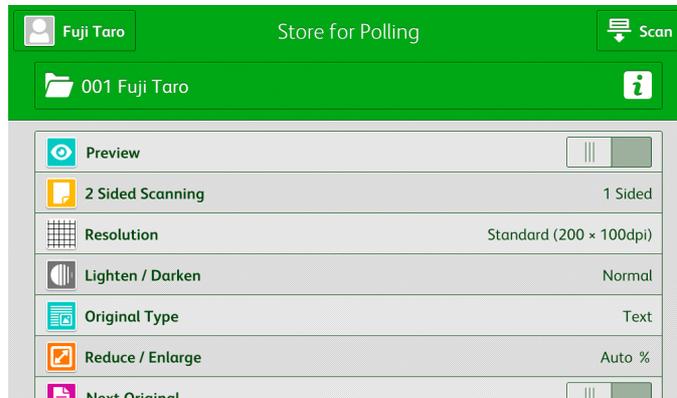
Print / Delete Document

1. **Tap on [Store for Polling].**

2. **Tap on [Public Folder], and select the folder to be printed or deleted.**

3. **Tap [i] on Folder name.**

4. **The next operation can be performed.**
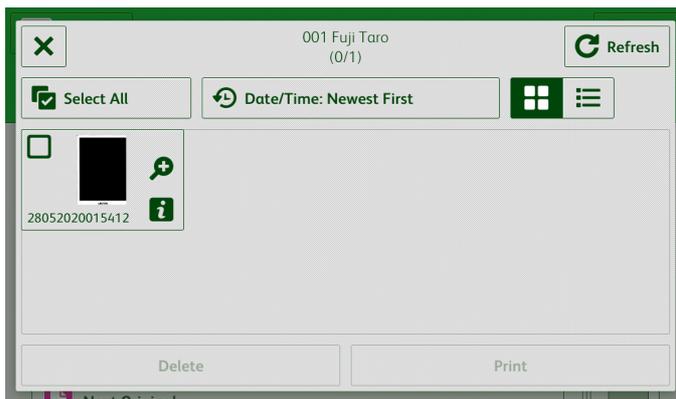
Print

(1) Apply a check mark against the document to be printed.

(2) Tap on [Print].

(3) Tap on [Print].

Delete

(1) Apply a check mark against the document to be deleted.

(2) Tap on [Delete] or [Delete All].

(3) Tap on [Delete].

6   Scan

Basic Operations (Email)

> 💡 **Note**
> - [Scan to Folder], [Scan], [Scan to USB], and [Scan to Desktop] are also available as methods for scanning.
> - To send an e-mail, the e-mail settings need to be configured in the device beforehand.

1. **Set the document.**

    🔍 **Refer**
    - Refer to "Basic Operations of the Machine" in the *Reference Guide - Main Unit*.

2. **Tap on [Email].**

3. **Specify the recipient by directly entering using the keyboard or by tapping on the Address Book (📇).**
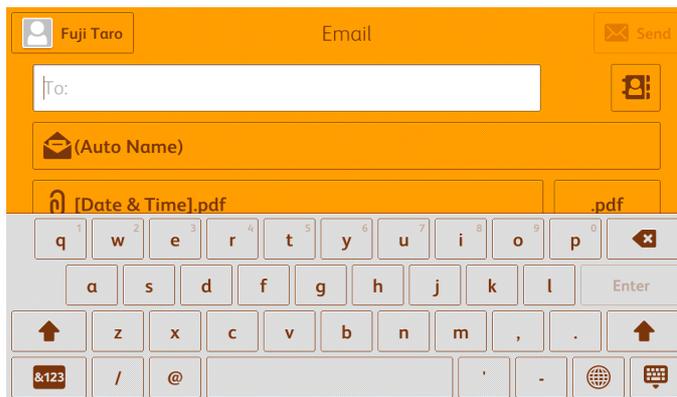
    > 💡 **Note**
    > - When specifying multiple recipients by directly entering using the keyboard, tap on ⬛ to add recipients.
    > - To change the recipient type (To / Cc / Bcc), tap on the recipient.

4. **Tap on 📩 to enter the subject.**
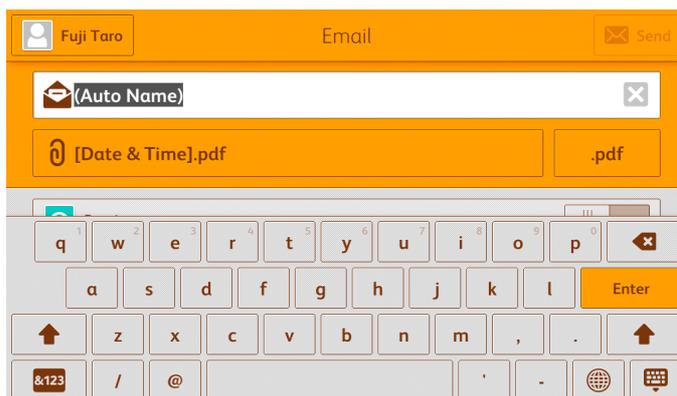
5. **Tap on 📎 to enter the file name.**
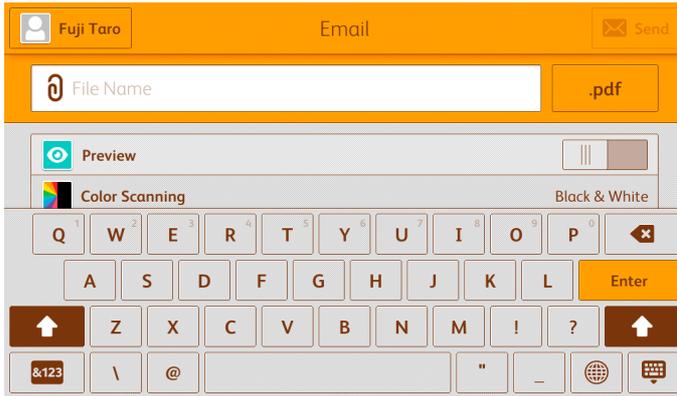
6. **Tap on the icon for the output file format to specify the format.**
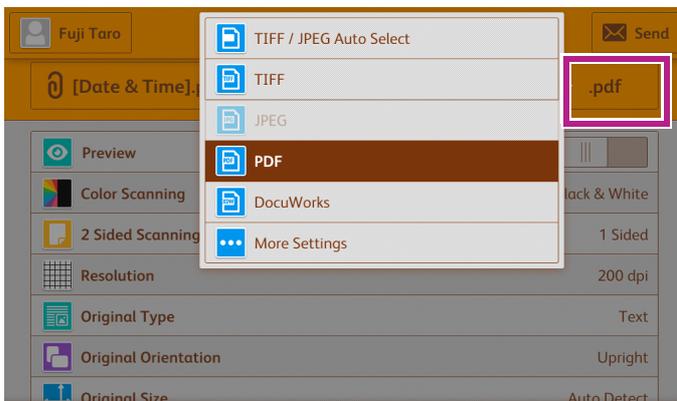
7. **As needed, configure the setting items.**

8. **Tap on [Send] (or [Scan], [Save]).**

Delete

1. **Tap on [Pause].**
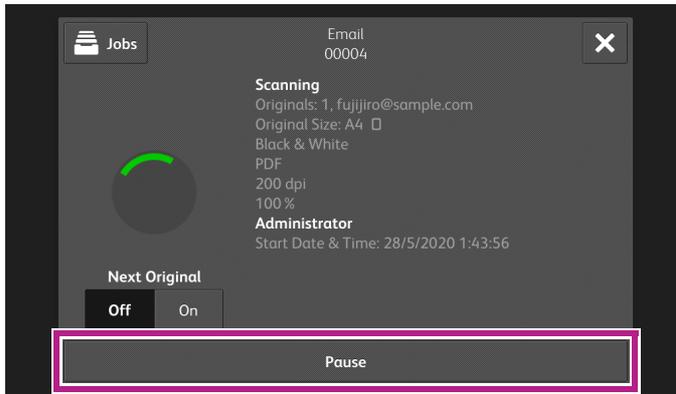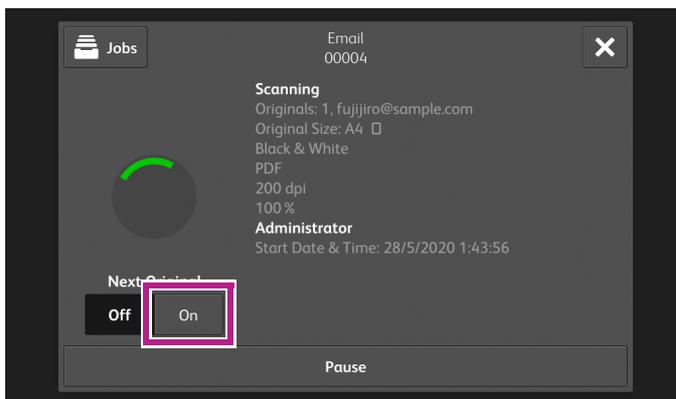
2. **Tap on [Delete].**

Continuous Scanning

1. **Tap on [On] on [Next Original].**

Note
- If a check mark is placed in [Next Original] in the function list, the next confirmation screen is displayed.

2. **The next operation can be performed.**
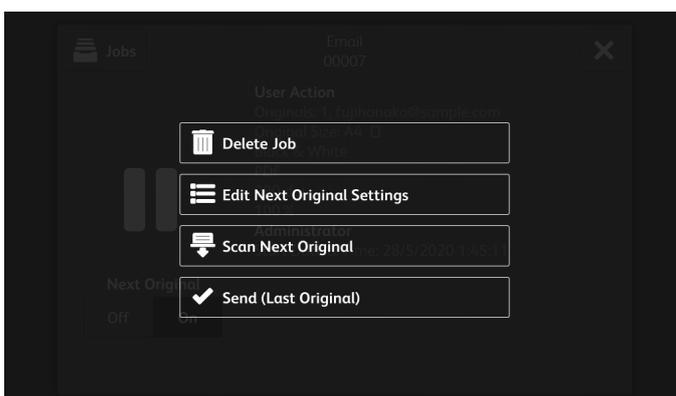
Scan Next Original

(1) Set the next document.

(2) Tap on [Scan Next Original].

Change the Setting of the Next Original

(1) Set the next document.

(2) Tap on [Edit Next Original Settings].

(3) Change the function list settings.

(4) Tap on [Scan].

3. **When all the originals have been scanned, tap on [Send (Last Original)].**

Edit Recipient

1. **Tap on the recipient entry area.**

2. **Tap on [Recipient].**
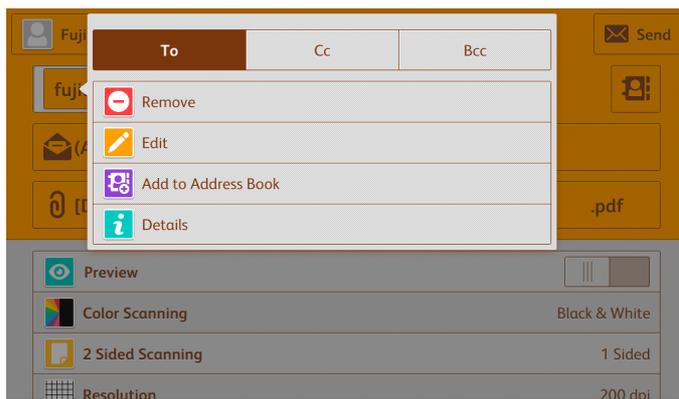
Specify the Recipient Information
[To], [Cc], or [Bcc] can be specified for email. For Scan, only To can be set.

Delete from List
Delete a recipient.

Edit (Change)
Correct a recipient.

Add to the Address Book
Create a new contact. Or, add an address to an existing contact.

Details (Confirm)
Display the details of a recipient.

File Format
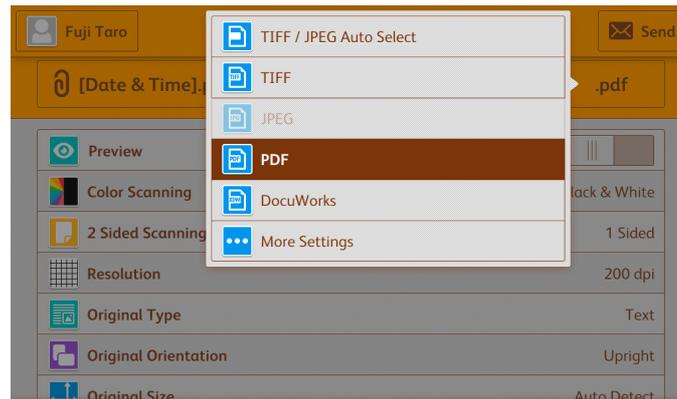
> **Note**
> • When [TIFF / JPEG Auto Select] is selected, automatic full color and gray scale images are set for [JPEG], and mono-chrome images are set for [TIFF] for each page.

More Settings

■ Compression Method

Set the format for compression of image data after scanning.

■ MRC High Compression

Saves PDF or DocuWorks files in a high compression format.

■ Searchable Text

Sets whether PDF or DocuWorks files are in a searchable text format or not.

At the same time, set the language for searchable text.

If a check mark is placed in [Searchable Text], the next scan setting is enabled.

Scan setting	[MRC High Compression] is [Off]	[MRC High Compression] is [On]
Color Scanning	Monochrome (2 levels), Auto Select, Color, Grayscale	Auto Select, Color, Grayscale
Original Type	Photo & Text, Text	
File Format	PDF, DocuWorks	
Color Space	sRGB > **Note** > • This cannot be used depending on the model.	
Resolution	200 dpi, 300 dpi	
Reduce / Enlarge	100 %	

■ Compression with a small number of colors

Compresses and saves an original with a small number of colors. The file size is smaller than when saving after selecting [MRC High Compression].

■ Adding Thumbnails

When a DocuWorks file is selected, thumbnails can be added to the scanned data.

■ Single File for Each Page

Sets a single file for each page, and saves in the specified format.

■ PDF Security

Sets the security for data saved in PDF format, to prevent unauthorized access.

■ PDF Signature

Applies a signature to a file.

■ Optimization for Web Viewing

When a PDF is displayed on a web browser, this enables the time for displaying a page to be shortened.

■ DocuWorks Security

Sets the security for data saved in DocuWorks format, to prevent unauthorized access.

■ DocuWorks Signature

Applies a signature to a file.

Scan to Folder

1. **Set the document.**

2. **Tap on [Scan to Folder].**

3. **Tap on the folder to be saved to.**
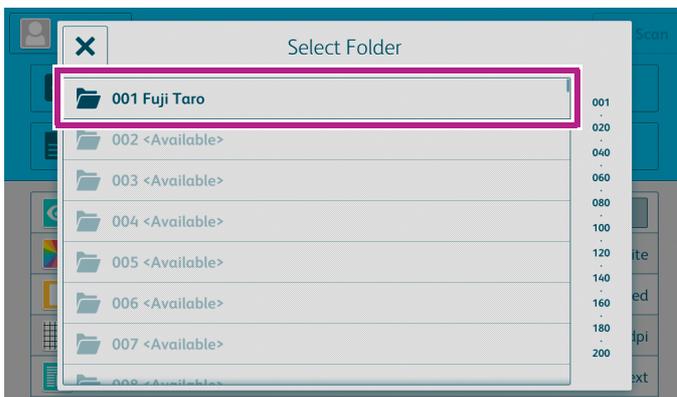
4. **Tap on the [Date & Time], and enter the file name.**
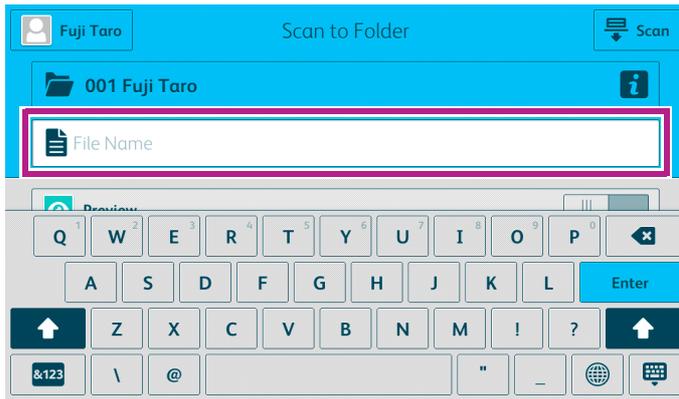
5. **The subsequent operation is the same as procedure 7 onwards in "Basic Operations (Email)" (p.70).**

Scan

1. **Set the document.**

2. **Tap on [Scan].**

3. **Tap on the function to be used.**
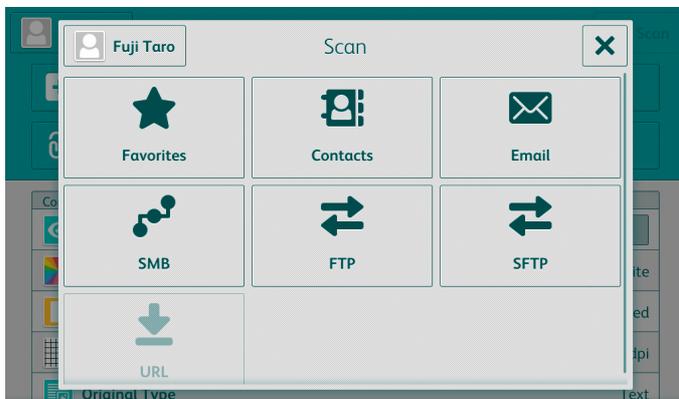
Function	Description
Favorites	The corresponding app from the destination in Favorites can be started.
Contacts	The relevant app can be started from the recipient.
Email	Scanned data is attached to an email and sent.
SMB/FTP/SFTP	Transfers the scanned data to the client PC.
URL	Adds the URL for extracting and for deleting scanned data saved on this machine to the message. Only users authorized on this machine can be recipients.
My Folder	Can be used when Authentication Mode is Log In to Remote Accounts. The scanned document is transferred to different transfer destinations depending on the authenticated user.

> **Note**
> - When the user's SMBv1 is disabled, a recipient cannot be searched with [SMB]. In this case select [Input] for inputting.
> - When the SMB NetBIOS function is disabled on CentreWare Internet Services, the following are not possible.
>   - A recipient cannot be searched with [SMB]. In this case select [Storage Location Settings] for inputting.
>   - With [SMB], it is not possible to send by specifying just the host name.

4. **The subsequent operation is the same as procedure 3 onwards in "Basic Operations (Email)" (p.70).**

Scan to USB

1. **Set the document.**

2. **Insert the USB memory.**

3. **Tap on [OK].**

4. **Tap on [Scan to USB].**

5. **Select the folder where the document will be saved.**

> **Note**
> - When the [Scan to USB] screen is displayed, tap on ▢ / .
> - If the save destination is not specified, the scanned data will be saved directly below the root directory.

6. **The subsequent operation is the same as procedure 5 onwards in "Basic Operations (Email)" (p.70).**

Scan to Desktop

Saves the scanned data to a specified client PC.

> **Note**
> - Specify the settings for the resolution, file format, etc., in scan profile of Windows.

Save

1. **Set the document.**

2. **Tap on [Scan to Desktop].**

3. **Select the save destination from the list in accordance with the use.**

4. **Tap on [Scan].**

Remote Scan

Here, an example of operation with Windows 10 is explained.

1. **Set the document.**

2. **Click the [Start] button, and select [Windows Fax and Scan] from [Windows Accessories].**

3. **Tap on [New Scan].**

4. **Select this machine on the [Select Device] screen.**

5. **Check that the model name of this machine is displayed to the right of [scanner] in the [New Scan] screen.**

    ### Note
    - If the model name of this machine is not displayed, click [Change], and select this machine.

6. **Select [Document] in [Profile].**

7. **As needed, configure the setting items.**

8. **Tap on [Scan].**

9. **When all the originals have been scanned, tap on [Save (Last Original)].**

Importing Scanned Data

Twain Compliant Applications

The scanner driver is used for importing using Twain compliant applications.

Note
- To import scanned data in TIFF format, a TIFF Viewer is used.
- If the secondary Ethernet kit (option) is mounted, "Network Scanner Utility 3" does not operate, even if the Ethernet 2 IP address is specified.

1. **Start up the application.**

2. **Select the command to select the scanner (source) from the [File] menu.**

3. **Select [FX Network Scanner 3 TWAIN], and click [Choose].**

4. **Select the command to import an image from the scanner from the [File] menu.**

5. **From the displayed list, click the name of a scanner to be connected to this machine, and click [Next].**

> **Note**
> • If nothing is displayed, click [Search again].
> • The scanner names displayed are only the scanners on the same network. To display scanners on other networks, click [Search / Display Settings], and register the IP address and the scanner name.

6. **Enter the folder number where the document to be imported is stored in [Folder Number], and the password in [Password].**

7. **Click [Save].**

8. **Select the document to be imported from the list, and click [Import].**

■ **Scanner Name Display Method**

In the dialog box for selecting the scanner, click [Search / Display Settings], and perform the settings in the displayed dialog box.

In [Scanner Name Display], it is possible to change the method of displaying the scanner names displayed in [Scanners Detected].

In [Search Target Settings], specify the scanners to be searched.

> **Note**
> • By clicking [Add] to register a scanner, scanners on different sub-networks can be displayed.

■ **Method of Importing Scanned Data**

In the dialog box for selecting the document to be imported, select [Import Settings] from the [File] menu, and perform the settings in the displayed dialog box.

DocuWorks

With DocuWorks 7 or later, a scan document can be imported without using a scanner driver.

Folder Viewer

When Folder Viewer 3 is used, importing can be performed without the use of an application.

Features List

Item	Description
Presets	The set contents can be called up.
Preview	This is for checking the scanned original when importing the original. When a check mark is applied to [Preview], the first page of the original that has just been scanned will be displayed.
Color Scanning	Set the output color when importing the original.
2 Sided Scanning	This is enabled when using the document feeder. Specify the side of the original to be read. When the document stitching method is set, the originals are read with the front and reverse top edges aligned.
Resolution	Set the resolution when scanning the original.
Original Type	Set the original type.
Original Orientation	Set the original orientation to specify the upper part of the original.
PDF Security - File Open Password	When a password is set by applying a check mark, the password is required to open the file.
Original Size	The original size can be specified. The size can be specified when reading originals of irregular sizes or reading at a size that is different from that of the set original.
Mixed Size Originals	Originals of various sizes can be scanned at once, each size scanned, and scanned into a single size. 💡 **Note** • The recommended combinations are A4 LEF and A3 SEF, and JIS B5 LEF and JIS B4 SEF. • Set [Original Size] to [Auto Detect].
Lighten / Darken	Adjust to lighten / darken it when scanning it.
Sharpness	Adjust the sharpness.
Reduce / Enlarge	Reduce or enlarge the scanned original by the specified percentage. Select from among fixed percentages, or input and specify a value.
Quality / File Size	Select the compression percentage of the image when scanning in [Color] or [Grayscale] in [Color Scanning].
Photographs	Select this for scanning color photograph originals.
Background Suppression	Newspapers or originals with a background color can be scanned with the background color removed.

Item	Description
Contrast	When the [Color Scanning] is [Auto Detect], [Color], or [Grayscale], the contrast can be adjusted.
Shadow Suppression	When scanning originals with double sided printing on thin paper, it is possible to suppress the shadow from the reverse side of the original. This can be set when the [Color Scanning] is [Auto Detect], [Color], or [Grayscale].
Color Space	The [Color Space] can be specified for scanning.
sRGB	Scanning is in the standard color representation (color space) in accordance with sYCC.
Device Color Space	An individual color representation standard (color space) can be specified for scanning. Use this for advanced color processing to faithfully reproduce colors. 💡 **Note** • The ICC profile is effective when performing special processing with an application that specializes in handling colors on data scanned with [Device Color Space] specified. Download the ICC profile from Fuji Xerox official site.
Book Scanning	With double-page spread such as books, etc., the pages are scanned separately in page order.
Edge Erase	When an original is scanned with the document cover opened or when a booklet is scanned, a dark shadow can be formed around the periphery or in the center binding part. In these cases the shadows are erased when scanning. 💡 **Note** • For 2 sided documents, the same amount of edge erasing is set for both side 1 and side 2 of the document. • When [Reduce / Enlarge] is set, the percentage is proportional, and the amount of edge erasing is also reduced or enlarged.
File Name Conflict	It is possible to set the process when there is already a file with the same name in the specified save destination.
Next Original	This is set when scanning an original where the number of pages cannot be set in one time in the document feeder, or when a multiple of originals is scanned as a single job using the document glass.
Scan (URL) - Message	Enter the message for Scan (URL).
Scan (URL) - Email Subject	Enter the subject of Scan (URL).
Subject	Enter the subject of the email.
From	Displays the email address of the sender.
Message	Enter the message for the email.
Read Receipts	When using the email function, it is possible to set so that you are notified of the result of the email transmission by an email from the other party. It is necessary that the other party supports the MDN function. 💡 **Note** • When multiple emails are sent with [Split Send], an email opening confirmation is requested for each email.
Reply To	Tap on the address entry area, and set the reply address. When [Reply To Me] is tapped, the address set by the sender is input in the Reply To address.

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Item	Description
Split Send	When using the email function and when the volume of data to be attached is large, it is possible to send split into a set number of page units or constant data volume units.
Split by Page	The data is split into page units. 💡 **Note** • This can be set only when either [PDF] or [DocuWorks] is selected as the [File Format], or when a check mark is not applied to [Single File for Each Page] for [TIFF].
Split by Data Size	The data is split into constant data volumes. 💡 **Note** • Select [Split by Data Size] when the receiver supports message / partial.

7　Folder

This is the location where a scanned document, fax document, or print document specified from a client PC is saved.

It is also possible to email, check, print, or read from a client PC on the network documents stored in the folder.

Personal folders and shared folders can also be registered and used for different purposes.

Registering a Folder

1. **Tap on [Send from Folder].**

2. **Tap on [Add].**
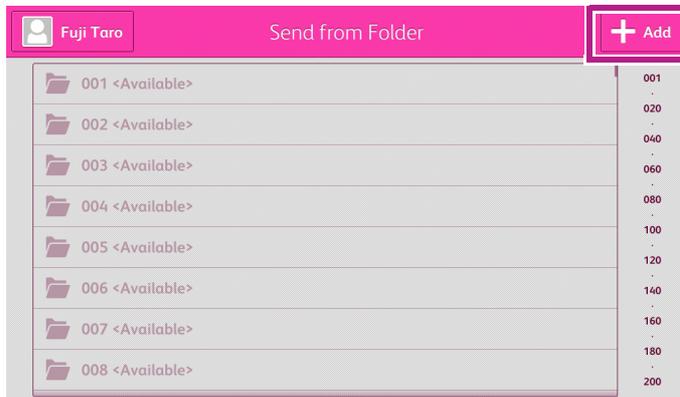
3. **Tap on the folder to be registered.**
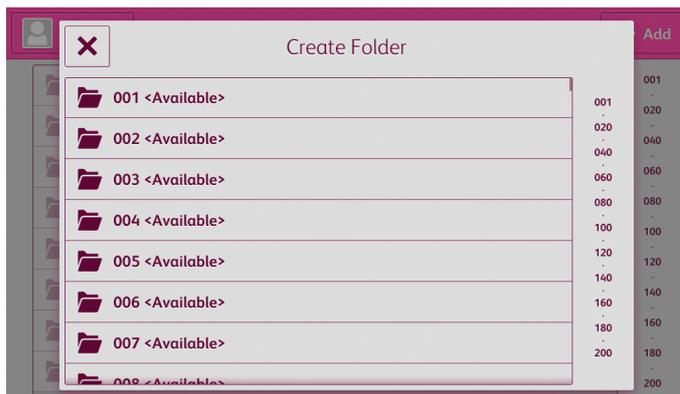
4.   Enter the folder name.
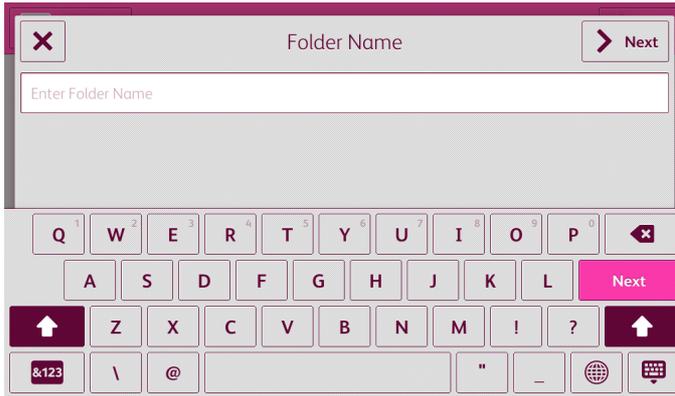
5.   Tap on [Next].

6.   As needed, configure the setting items.
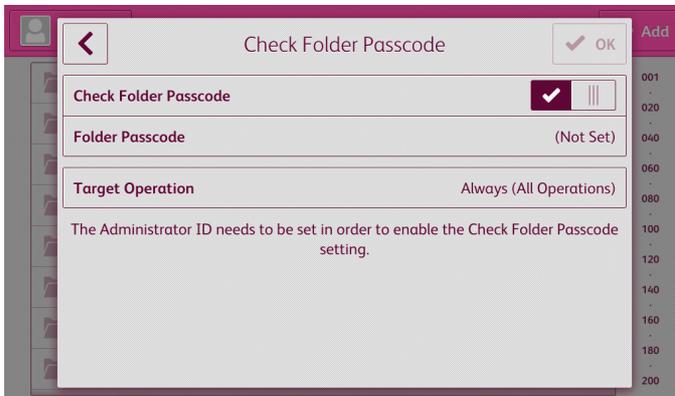
Check Folder Passcode
When a check mark is applied, access control to the folder is enabled.

Folder Passcode
Enter the password for use with the folder.

Target Operation
Specify the operations that require a password when using the folder.

7.   Tap on [OK].

8.   As needed, configure the setting items.
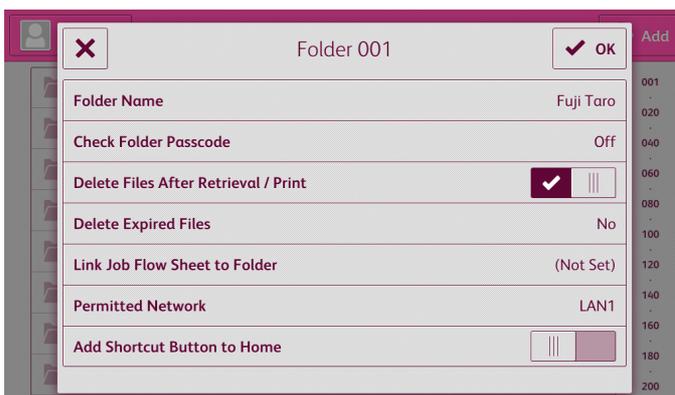
Delete Files After Retrieval / Print

When a check mark is applied, the document is deleted after retrieval or printing of the document within the folder.

Delete Expired Files

Documents that have been saved in a folder are deleted after the saving period has passed.

Link Job Flow Sheet to Folder

A job flow sheet can be associated with a folder. It is possible to set the method of processing a document saved within a folder by linking to a job flow sheet in which is registered a series of actions.

Permitted Network

Set the network to be used for saving or retrieving documents. If a document is saved in the folder, the settings cannot be changed.

Add Shortcut Button to Home

A shortcut to a folder can be created on the home screen. A maximum of 10 shortcuts to a folder can be created.

9. Tap on [OK].

Folder Operations

1. Tap on [Send from Folder].

2. Tap on the folder.
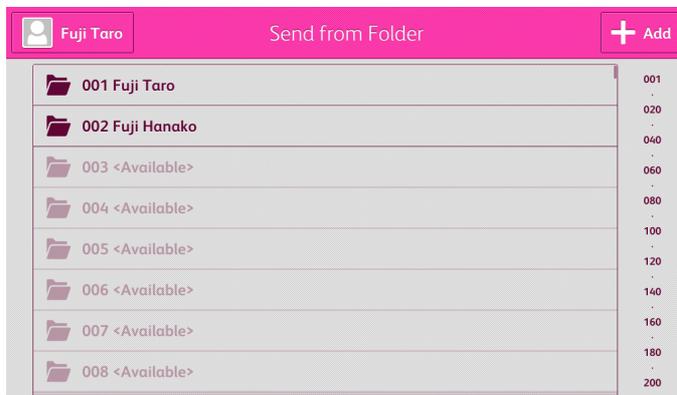
Note

- ![icon] is displayed at a folder linked to a job flow sheet. ![icon] is displayed at a folder for which Auto Start is set.

Thumbnail

List
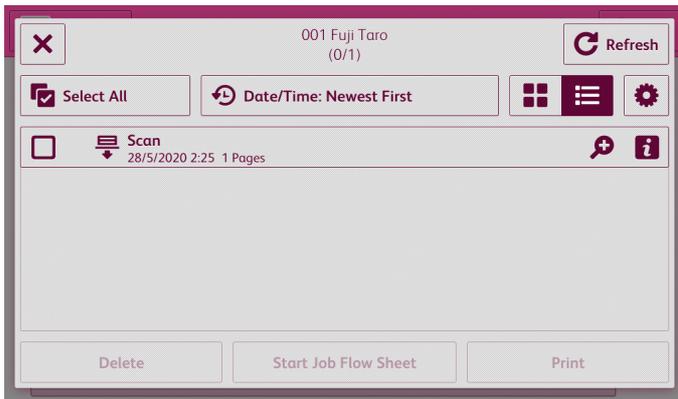
Icon	Description
(scan icon)	Scan document
(print icon)	Print document
(polling icon)	Document stored for polling
(store fax icon)	Store Fax - Local document, IP Fax (SIP) confidential receipt document
(internet fax icon)	Internet Fax confidential receipt document

Note

- When (gear icon) is tapped, the folder settings can be changed or deleted.

3. **To print a document, tap on the document to apply a check mark.**
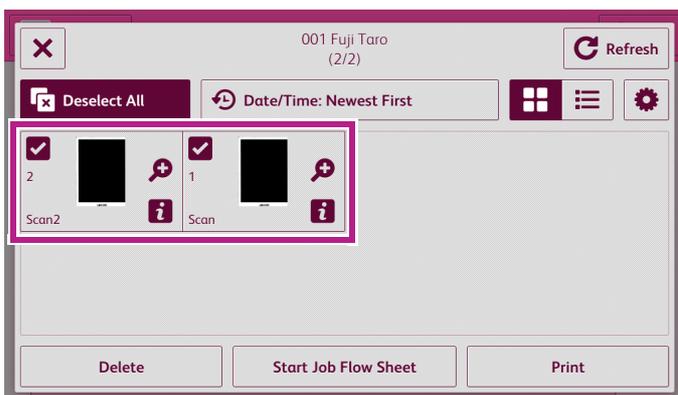
4. **Tap on [Print].**

5. **As needed, set each function.**
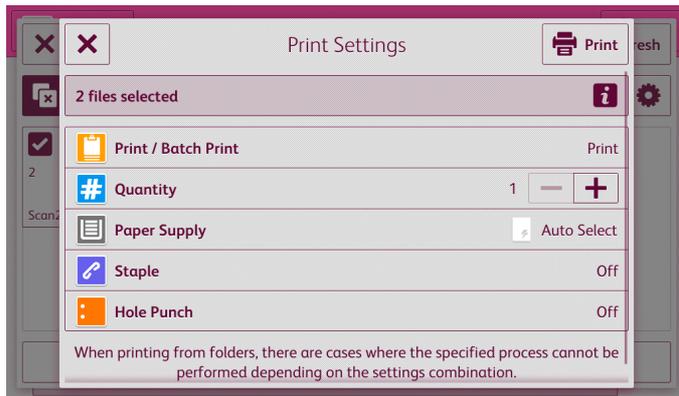
Individual / Batch Print

If multiple documents have been selected, set either [Print] or [Batch Print]. When Batch Print is set, the documents can be printed as a single document. The documents are collated in the selected sequence. Up to 100 documents can be printed at a time.

Note

- If different size documents are mixed as a result of tying documents together, there is a possibility that documents will be printed with unintended orientation.
- For other items, refer to the function list for the applicable function.

6. **Tap on [Print].**

7. **Tap on [Print].**

8　Job Flow Sheets

This is a function that executes a series of actions. A maximum of 1,000 actions can be registered in a job flow sheet.

If a job flow sheet is linked to a folder, stored documents can be printed, sent to specified recipients, etc.

A job flow sheet that targets a folder can be created with this machine. A job flow sheet targeting scanning is created using Device Setup (a device setting tool).
- It is automatically executed when a document is saved in the folder.
- Select a document saved in a folder and manually execute the associated job flow sheet.
- Select a document saved in a folder and a job flow sheet, and manually execute them.
- Select a job flow sheet created using a device setting tool, and manually execute it.

Use and Setting of the Device Setting Tool

■ TCP/IP

📖 Refer

- Refer to "Protocol Settings" (p.163).

■ SOAP

Tap on [Device]>[Connectivity & Network Setup]>[Port Settings]>[SOAP]>[SOAP-Port]>[Enabled].

■ SNMP

Use CentreWare Internet Services to set the transport protocol of the SNMP port.

■ Software

Download Device Setup (the device setting tool) from Fuji Xerox official site, ApeosWare Management Suite 2 page.

📖 Refer

- Refer to the device setting tool manual.

Creation of Job Flow Sheets

1. **Tap on [Device]>[App Settings]>[Job Flow Sheets Settings]>[Create Job Flow Sheet].**

💡 **Note**

- A job flow sheet can also be created from [Send from Folder]. Tap on [Send from Folder]>Select folder> ⚙ >[Link Job Flow Sheet to Folder]>[Linked Job Flow Sheet].
- A job flow sheet created from [Send from Folder] can only be used for the folder for which the job flow sheet was created. It cannot be used with other folders.

When the created job flow sheet is tapped, the job flow sheet can be edited or deleted.
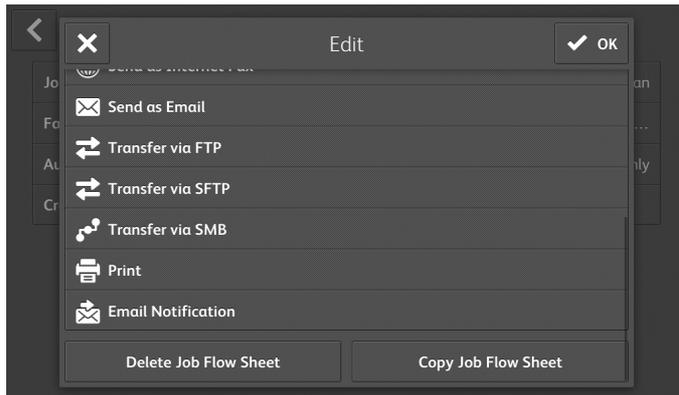
2. **Tap on [+] on the top right of the screen.**

3. **Enter the job flow sheet name in [Name], and tap on [Enter].**
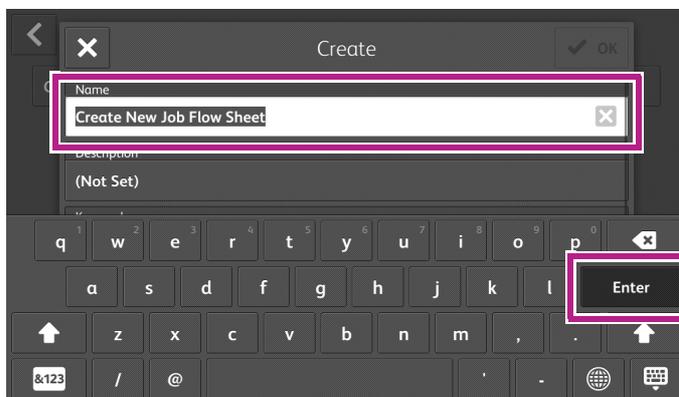
4. **As needed, set [Description], [Keyword].**
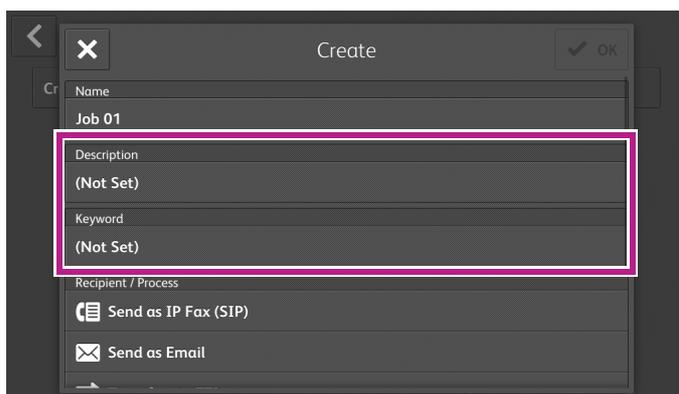
5.   Tap on [Recipient / Process] to create a job flow sheet.

6.   As needed, configure each setting item, and tap on [OK].

7.   Tap on [OK] in the screen for new creation.

Executing Job Flow Sheets

Auto Select

1.   Tap on [Send from Folder].

2.   Tap on the folder.

3.   Tap on ⚙>[Link Job Flow Sheet to Folder].

4.   Tap on [Linked Job Flow Sheet].

5.   Tap on the job flow sheet to be used.

6.   Tap on [OK].

7.   Tap on [Auto Start], and apply a check mark.
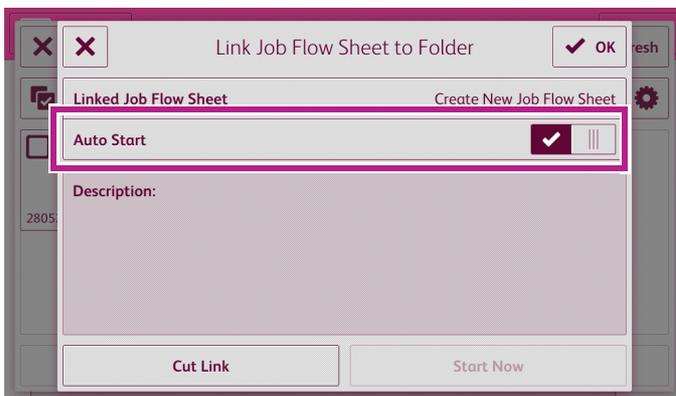
8. **Tap on [OK].**

> 💡 **Note**
> - When the folder is linked to the job flow sheet, the folder display on the [Send from Folder] screen changes to 📁.

Manual Select

1. **Tap on [Send from Folder].**

2. **Tap on the folder.**

3. **Tap on the document to be executed using the job flow sheet.**

4. **Tap on ⚙ >[Link Job Flow Sheet to Folder].**

5. **Tap on [Start Now].**

Link Job Flow Sheet to Folder	✔ OK
Linked Job Flow Sheet	job 01
Auto Start	
Description:	
Cut Link	**Start Now**
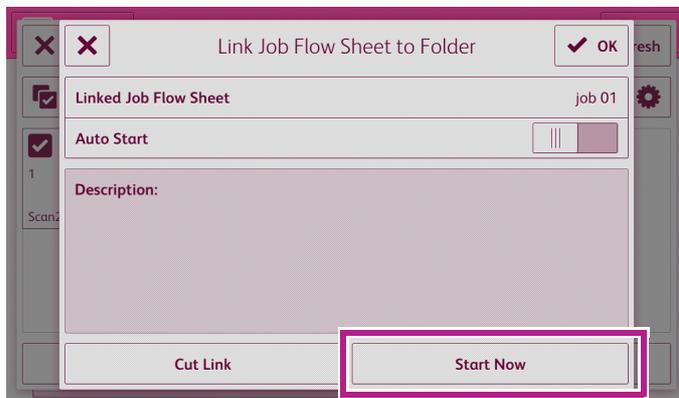
Choose Document

1. **Tap on [Send from Folder].**

2. **Tap on the folder.**

3. **Tap on the document to be executed using the job flow sheet.**

4. **Tap on [Start Job Flow Sheet].**

001 Fuji Taro
(1/1)
🔄 Refresh

Deselect All   🕘 Date/Time: Newest First

28052020015412

Delete	**Start Job Flow Sheet**	Print

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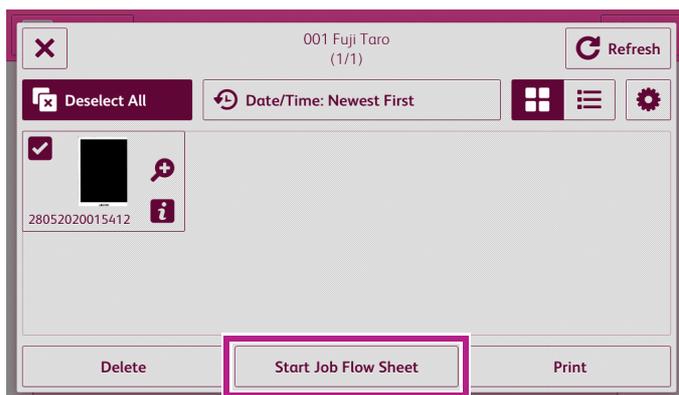
5.   **Tap on [Select Job Flow Sheet], and select the job flow sheet to be used.**

6.   **Tap on [OK].**

7.   **Tap on [Start].**

Choose and Start Using a Device Setting Tool

1.   **Set the document.**

2.   **Tap on [Job Flow Sheets].**

3.   **Tap on the job flow sheet to be used.**

4.   **Tap on [OK].**

5.   **To temporarily change the job flow sheet settings, perform the following operations.**

   (1)   Tap on [Change Settings], and change the items.

   (2)   When the changes are completed, tap on [OK].

6.   **Tap on [Start] to execute the job flow sheet.**

Cancel

1.   **Tap on [Send from Folder].**

2.   **Tap on the folder whose job flow sheet is to be cancelled.**

3.   **Tap on ⚙ >[Link Job Flow Sheet to Folder].**

4.   **Check the linked job flow sheet, and tap on [Cut Link].**
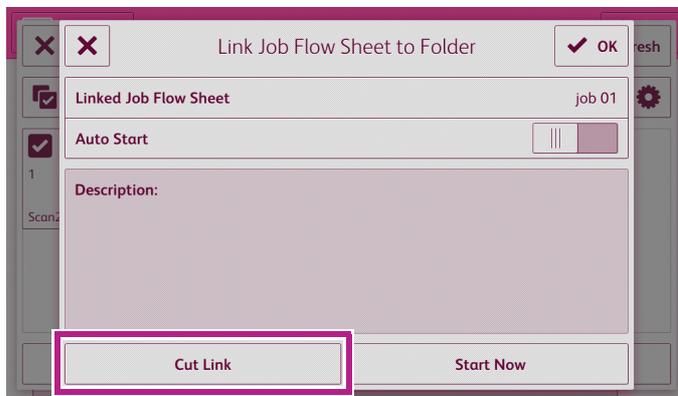
5.   **Tap on [Yes].**

9 Address Book

Registering an Address Book

By registering in an address book, an email, fax, or scan function recipient of transfer destination can be easily specified from the address book. An app from a destination in the address book can be started for sending.

5,000 contacts can be registered in an address book. A single contact can be registered as the recipient for an email, fax, server, internet fax, or IP fax (SIP).

> **Note**
> - Using CentreWare Internet Services, a large volume of address information can be registered at one time in CSV format.

1. **Tap on [Address Book].**

2. **Tap on [Add] on the top right of the screen.**
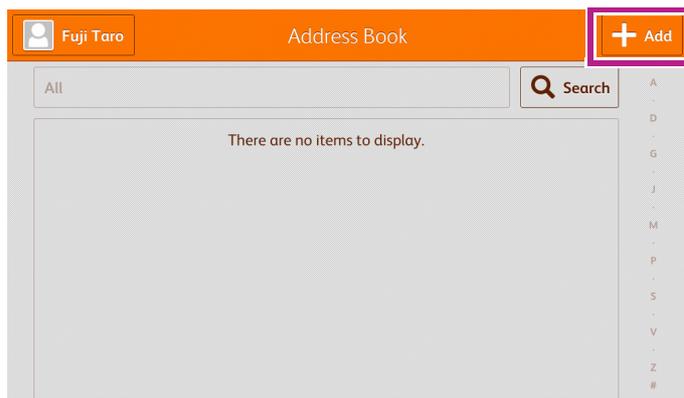
When the created contact is tapped, the contact can be edited or deleted.

3. **Tap on [Add Contact].**
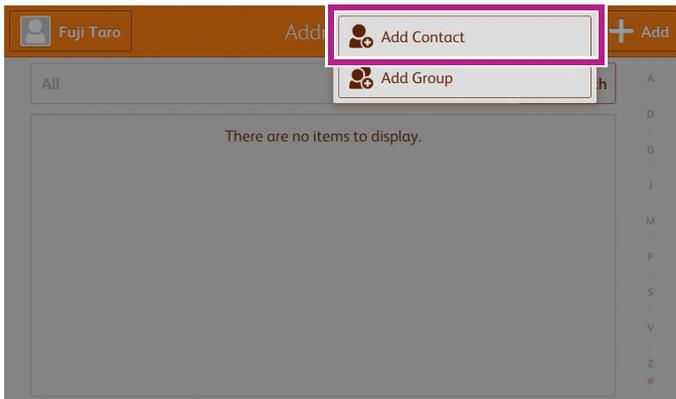
4. **Enter the name to be displayed.**
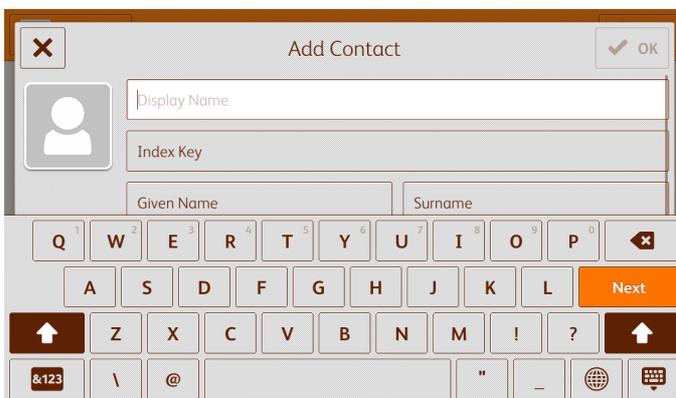
5. **As needed, enter other names.**

💡 **Note**

- To register in [Favorites], tap on ⚑.

6. **Add each recipient.**

(1) Tap on ➕ for each recipient to enter the recipient.

(2) Tap on [OK] or [Done].

(3) Tap on [Settings], and set the detailed items.

(4) Tap on [<] to return to the [Add Contact] screen.

7. **Tap on [OK] in the [Add Contact] screen.**

Setting Detailed Items

Item	Description
Custom Item 1, Custom Item 2, Custom Item 3	The attribute names set in [Attribute Name of Custom Item 1] to [Attribute Name of Custom Item 3] are displayed as item names. Any information can be entered as a custom item. • [Custom Item 1] Suitable for information in a short character string (telephone number, employee number, etc.). • [Custom Item 2] Suitable for information in a long character string (name of workplace, department name, etc.). • [Custom Item 3] Suitable for information in a long character string (department name, address, etc.). **Refer** • Refer to "Attribute Name of Custom Item 1 to Attribute Name of Custom Item 3" (p.178).
S/MIME Certificates	It is possible to associate an S/MIME Certificate. It is necessary to prepare the certificate in advance. To associate a certificate, tap on [Change Certificate], and select a certificate from the screen displayed. To cut a link, tap on [Remove Certificate]. **Note** • By [Device]>[Reset]>[Restore Factory Defaults] or by deleting a certificate, the certificate associated with the S/MIME Certificate of the address book is deleted, and the S/MIME Certificate association is disabled. If the associated S/MIME Certificate is re-registered, manually re-associate it with the S/MIME Certificate of the address book. • If there are multiple certificates registered on this machine, associating the certificates may take time. **Refer** • Refer to "Encryption and Signature Function" in the *Reference Guide - Appendix* for details.
Server Name	Enter the server name or the IP address of the transfer destination.
Shared Name	Enter the shared name set in the SMB Folder. **Note** • Do not use "/" at the beginning of the shared name.

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Item	Description

Save In	Enter the directory where the document will be saved. In the case of SMB, input in UNC format.
	• FTP / SFTP Transfer
	  Example) To save in directory bbb of directory aaa in the root directory when logged in
	  aaa/bbb
	
	• SMB Transfer
	  Example) To save in directory bbb of directory aaa of the specified volume
	  aaa\bbb

Port Number	Specify the port number of the transfer destination

User Name	If the server of the transfer destination requires a user name to be input, set the user name.
	• UPN Format
	  User name@domain name
	  Input example: fuji@example.com (fuji: user name, example.com: domain name)
	
	• NetBIOS Format
	  Domain name\user name
	  Input example: example\fuji (example: domain name, fuji: user name)
	
	• Work Group
	  Local User Name
	  Input example: Fuji-Taro

Password	If the server of the transfer destination requires a user name to be input, set the password.
Transmission Header	Set the recipient name displayed on the transmission header.
Starting Rate	Specify the starting rate.
Resolution	Set the resolution when sending.
Cover Page	A cover page can be attached when sending. When a cover page is provided, specify the recipient to be inserted on the cover sheet, and comments from the sender.
Maximum Image Size	Select the Maximum Image Size in accordance with the paper size that can be received from the other party and the profiles that can be applied.
Delay Start	Sending with a delayed start can be specified.
Remote Folder	Sending to a remote folder can be specified. Note that in the case of a remote folder, it is necessary to obtain in advance the number of the other party's folder and their personal identification number.
F Code	Sending with an F Code is possible. 💡 **Note** • The F Code is "0" + the folder number. For example, if the "Folder number" is "123", the F Code is "0123".
Billing (Day Time), Billing (Night Time), and Billing (Midnight)	Specify the communication time per page (unit communication time) for each time zone (day, night, midnight).

Item	Description
Internet Fax Profile	Set the profile format of the Internet Fax.
	Profile is an arrangement for limiting the attribute information such as resolution of images, paper size, etc., between internet fax compliant machines that send and receive.
TIFF-S	Select this for sending originals larger than A4 size reduced to A4.
TIFF-F	Select this to specify ultra-high image quality, or to send A3 size or JIS B4 size originals.
TIFF-J	Select this for sending originals by JBIG.

Creating Recipient Groups

It is possible to register as a recipient group recipients that receive the same documents.

Note that it is necessary to register in advance in the address book the recipients that are registered in a recipient group.

A recipient in a recipient group can be specified to be sent an email or to be sent a fax.

Note
- Up to 500 contacts can be registered in a recipient group (250 in the email group, and 250 in the fax group).
- 100 recipients per group can be registered in an email group.
- 600 recipients per group can be registered in a fax group.

1. Tap on [Address Book].

2. Tap on [Add] on the top right of the screen.
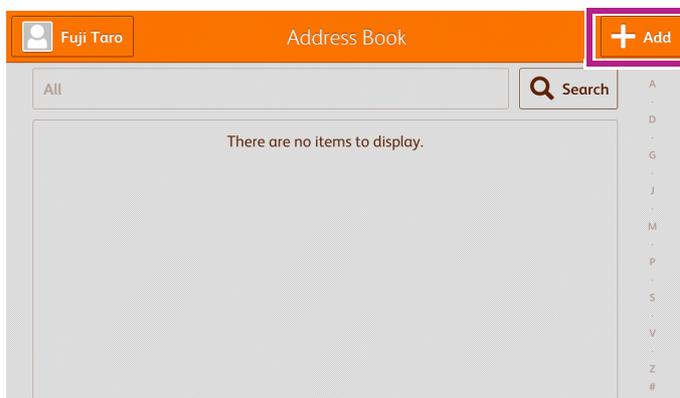
When a group that has been created is tapped, the group can be edited or deleted.
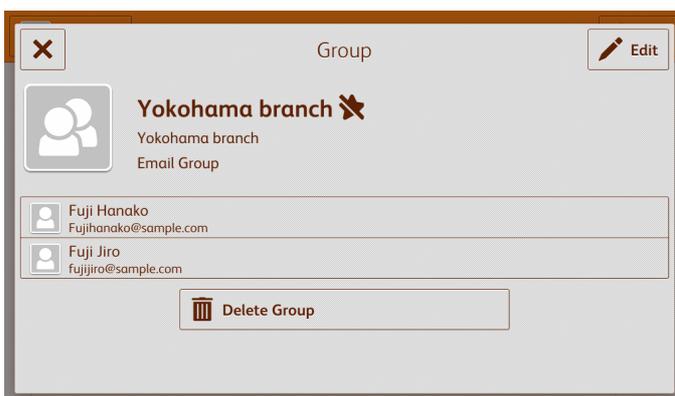
3. **Tap on [Add Group].**
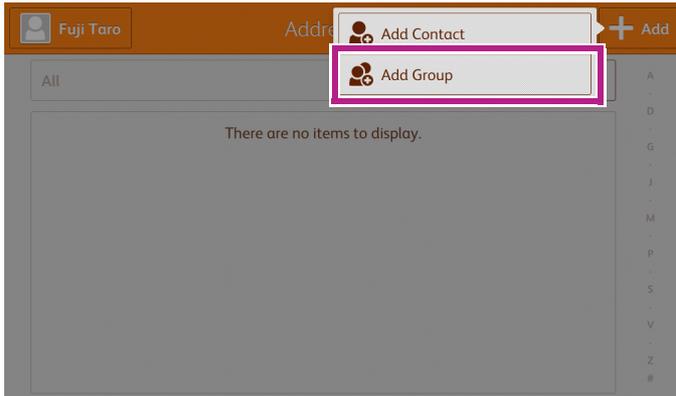
4. **Tap on the type of group to be registered.**

5. **Enter the Group Name and reading, and tap on [Enter].**

> 💡 **Note**
>
> - To register in [Favorites], tap on ⚑.

6. **Tap on [Add Member].**
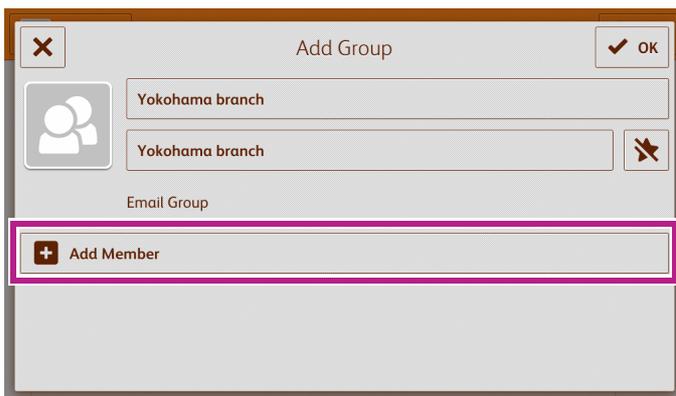
7. **Tap on the recipient to be registered, to apply a check mark.**

8. **Tap on [OK].**

9. **Tap on [OK] in the [Add Group] screen.**

Switching Displays

Filter

1. **Tap on [Address Book].**

2. **Tap on [All].**

👤 Fuji Taro	Address Book	➕ Add
All		🔍 Search
👤 Fuji Hanako		
👤 Fuji Jiro		
👥 Yokohama branch(2)		

3. **Tap on the address type.**

👤 Fuji Taro		➕ Add
All		🔍 Search
Email		
Fax		
Internet Fax		
SMB		
FTP		
SFTP		
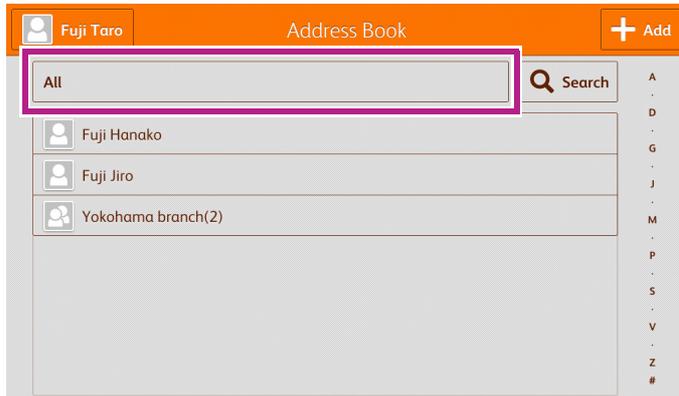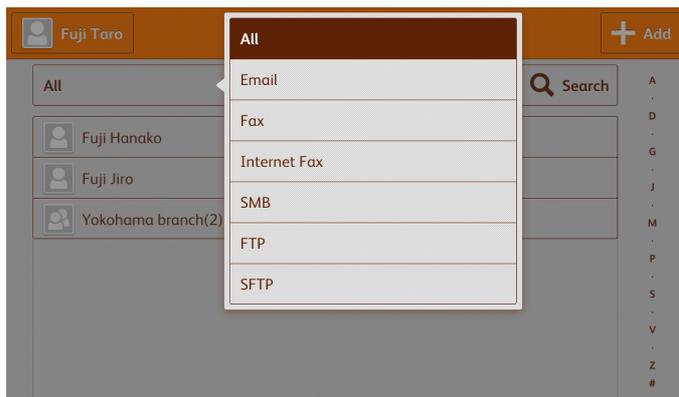
Search

1. **Tap on [Address Book].**

2. **Tap on [Search].**

👤 Fuji Taro	Address Book	➕ Add
All		🔍 Search
👤 Fuji Hanako		
👤 Fuji Jiro		
👥 Yokohama branch(2)		

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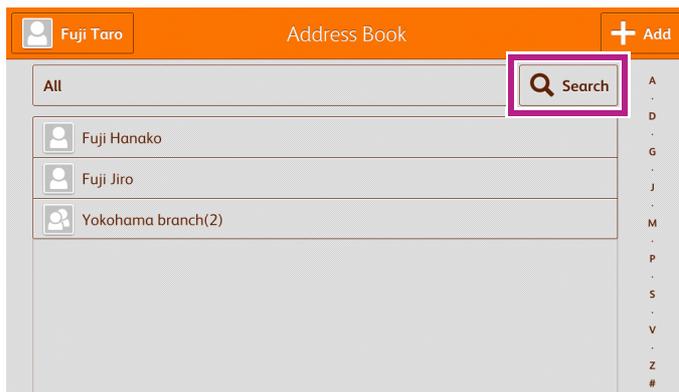
3. **Enter the character string to be searched for with the keyboard.**

Contacts that include the input character string are displayed in a list.
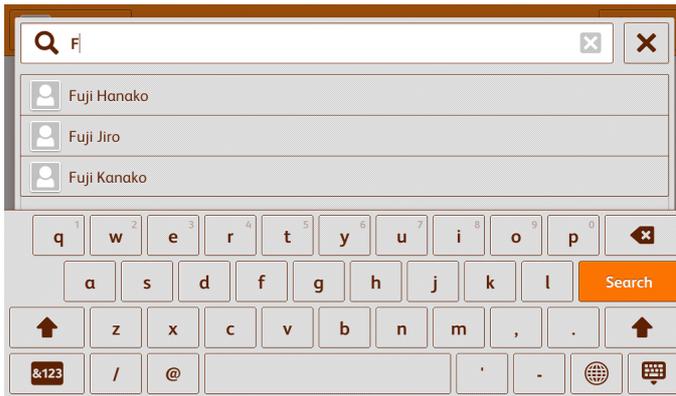
4. **Tap on the relevant recipient from among the displayed contacts.**

10 Device

> ## 💡 Note
> - The section also covers settings that can only be manipulated in administrator mode.

Language

Switches the displayed language and keyboard layout.
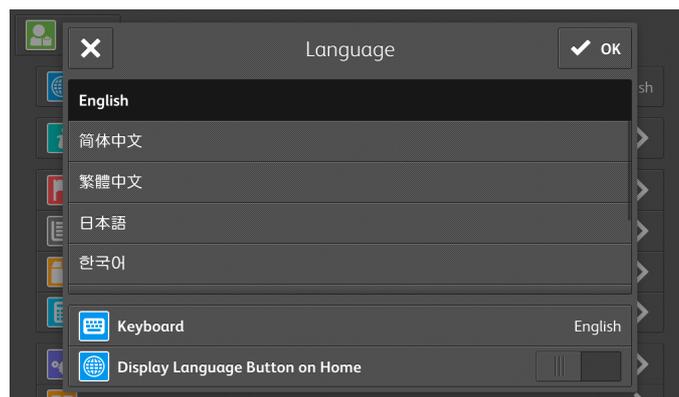
Information & Reports

Enables confirmation on screen of various types of information pertaining to the machine, such as serial number, number of printed pages, and IP address. This also enables printing of reports, and confirmation of job history, setting content, and other information.

	Machine Status
General Information	
Device Name:	ApeosPort
Model Name:	ApeosPort
Serial Number:	999999
Current System Software:	0.0.0
Device Configuration	<Configuration Code>
Software Version	
Overwrite Storage	Standby
Fuji Xerox Asset Tag:	
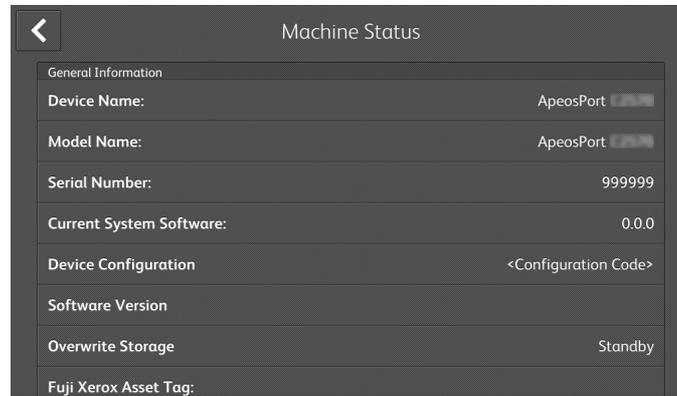
Print Reports

Enable printing of a report or list by tapping on 🖶.

	Print Reports
PostScript Font List	🖶
PCL Font List	🖶
Job Status / Activity Report	
Copy Reports	🖶
Printer Reports	
Scan Reports	
Fax Reports	
Job Counter Report	🖶

Item	Description
PostScript Font List	Prints fonts usable with PostScript.
PCL Font List	Prints fonts usable with PCL.
Job Status / Activity Report	
Job History Report	Prints results of running jobs, up to the most recent 200 jobs. Printing can also be done by job type. If [Include Related Jobs] is indicated with a check mark, then related jobs can each be printed one line at a time. If the check mark is removed, multiple related jobs (jobs in job flow sheets, etc.) can be printed together in one line.
Error History Report	📖**Refer** • Refer to "Error History Report" (p.104).

Item	Description
Activity Report	Prints remote terminal names and communication results / status divided into send and receive sections. **Note** • If ApeosWare Management Suite 2 (sold separately) is used, the content of the activity report can be transferred to a client PC.
Stored File List	Prints unfinished jobs (files for which send / receive is not finished, polled files) saved in the folder.
Copy Reports	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
Printer Reports	
Configuration Report	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
PCL Settings List	Prints settings for PCL print mode.
PCL Macro List	Prints list of forms created for PCL print mode.
PDF Settings List	Prints settings for PDF print mode.
TIFF / JPEG Settings List	Prints settings for TIFF and JPEG print mode.
TIFF / JPEG Logical Printers List	Prints list of logical printers created in TIFF and JPEG print mode. **Note** • Setting of TIFF and JPEG logical printers is done with CentreWare Internet Services.
PostScript Logical Printers List	Prints list of logical printers created with PostScript. **Note** • Setting of PostScript logical printers is done with CentreWare Internet Services.
ESC/P Settings List	Prints settings for ESC / P emulation mode.
ESC/P Logical Printers List	Prints settings for logical printers in ESC / P emulation mode.
ESC/P User Defined List	Prints set content of forms, logos, and patterns usable with ESC / P. **Note** • For detailed specifics on each mode, please contact your local Fuji Xerox representative.
HP-GL/2 Settings List	Prints settings for HP-GL, HP-GL / 2, and HP-RTL emulation mode.
HP-GL/2 Logical Printers List	Prints settings for logical printers in HP-GL, HP-GL / 2, and HP-RTL emulation mode.
HP-GL/2 Palette List	Prints sample list of 256 colors settable as pen attributes for HP-GL and HP-GL / 2 emulation.
KS5843 Settings List	Prints settings for KS5843 emulation mode.
KSSM Settings List	Prints settings for KSSM emulation mode.
KS5895 Settings List	Prints settings for KS5895 emulation mode.
Font List	Prints list of usable fonts.
PCL Font List	Prints fonts usable with PCL.

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Item	Description
PostScript Font List	Prints fonts usable with PostScript.
DocuWorks Printer Settings List	Prints settings for DocuWorks direct print.
Scan Reports	
Reports	
Configuration Report	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
Scan / Fax Configuration Report	Prints settings status relating to scanner features and fax features.
Domain Filter List	Prints setting status of domains with filtering.
Address Book	Prints set content of address book. 💡 **Note** • If [Print Details] is indicated with a check mark, then information such as recipient type and starting rate are also printed.
Fax Reports	
Reports	
Configuration Report	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
Scan / Fax Configuration Report	Prints settings status relating to fax features and scanner features.
Folder Selector List	Prints setting status of feature for sorting into folders.
Inbound Fax Spam List	Prints setting situation of G3-IDs (telephone numbers) for which fax reception is disabled.
Domain Filter List	Prints setting status of domains with filtering.
VoIP Gateway List	Prints VoIP gateway setup situation.
Address Book	Prints set content of address book. 💡 **Note** • If [Print Details] is indicated with a check mark, then information such as recipient type and starting rate are also printed.
Fax Comments List	Enables confirmation of set content of comment used in cover page.
Billing Data List	Enables confirmation of setting situation of billing data for specified recipient number.
Job Counter Report	Prints breakdown of actual use by feature (print quantity, number of uses, etc.) and cumulative time not in use (standby time, low-power mode time, sleep mode time, power off time, etc.) in minute units.
Error History Report	Prints information on errors that have occurred with the machine, up to the most recent 50 errors.

Notifications

Displays notifications from the machine on the status of problems, replacement periods, and other important messages, in order of importance.

If notifications is chosen, details and related pages can be confirmed.
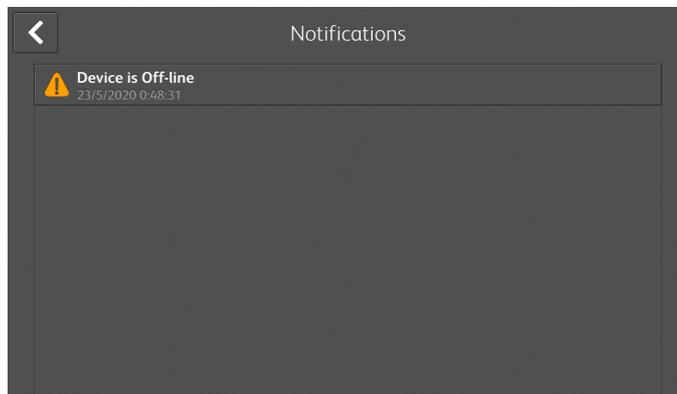
Paper Tray Settings

The type of paper loaded is set by tapping on a tray number.
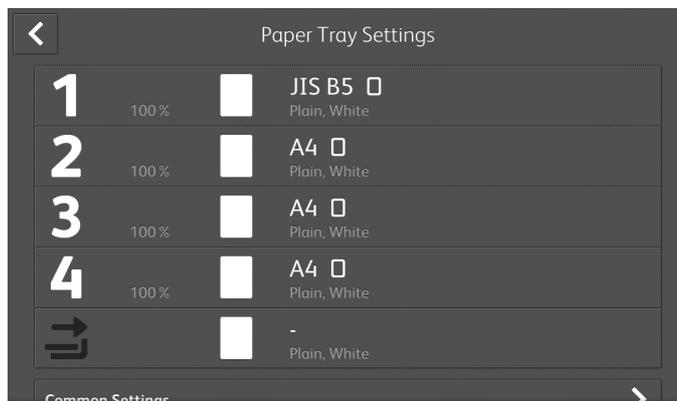
Common Settings

Item	Settings
Custom Paper Name / Color	Sets name for custom paper.
Customize Paper Supply Screen	Displays on / off setting of auto detect for the paper tray, or the specified content of [Auto Paper Select], on the Paper Supply screen.
Change Paper Settings During Loading	Displays paper setting when paper is loaded.
Paper Type Priority	If multiple paper types with the same size and same direction have been loaded during auto tray select, this sets the priority of the paper tray where the paper type to be used has been loaded. Priority is assigned based on the [Priority] set for each tray. However, if the same priority is set for different paper types, then the chosen paper is determined by the [Priority]. If a tray is loaded with a paper type set to [Auto Paper Off], it cannot be the target of auto tray select.
Auto Tray Switching Control	Sets the switching condition and target when paper in a chosen tray runs out.
Auto Tray Switching	Sets conditions for auto switching. • Always Enable Always enable, regardless of the setting of [Auto Tray Switching] for the paper tray. • Enable during Auto Select Enable according to the setting of [Auto Tray Switching] for the paper tray. • Enable for Same Paper Type / Color Sets tray with same paper type and color as switching target.
Targeted Paper Type (Copy Jobs)	Sets handling of paper type when switching tray. • According to Priority Operation follows [Paper Type Priority]. • Selected Paper Type Only Specifies paper type.
Targeted Paper Color (Copy Jobs)	Sets handling of paper color when switching tray. • All Colors Sets all paper colors as target. • Selected Color Only Specifies paper color.
Image Quality	Sets image quality processing method for each paper type.

■ Paper Types and Settings

Paper type	Setting	Weight (g/m^2)
Image quality processing for plain paper	Plain A	64 to 70
	Plain B	71 to 82
	Plain S	For custom setting.
Image quality processing for bond paper	Bond A	83 to 90
	Bond B	91 to 105
Image quality processing for recycled paper	Recycled A	64 to 70
	Recycled B	71 to 82
	Recycled C	83 to 90
	Recycled D	91 to 105
Image quality processing for plain paper printed on one side	Plain A RL	64 to 70
	Plain B RL	71 to 82
	Plain S RL	For custom setting.
Image quality processing for hole punched paper	Plain A	64 to 70
	Plain B	71 to 82
	Plain S	For custom setting.
Image quality processing for letterhead	Plain A	64 to 70
	Plain B	71 to 82
	Plain S	For custom setting.
Image quality processing for heavyweight paper 1	Heavyweight 1A	106 to 135
	Heavyweight 1B	136 to 157
	Heavyweight 1C	158 to 176
	Heavyweight 1S	For custom setting.
Image quality processing for heavyweight paper 1 reloaded	Heavyweight 1A RL	106 to 135
	Heavyweight 1B RL	136 to 157
	Heavyweight 1C RL	158 to 176
	Heavyweight 1S RL	For custom setting.
Image quality processing for heavyweight paper 2	Heavyweight 2A	177 to 220
	Heavyweight 2S	For custom setting.
Image quality processing for heavyweight paper 2 reloaded	Heavyweight 2A RL	177 to 220
	Heavyweight 2S RL	For custom setting.
Image quality processing for heavyweight paper 3	Heavyweight 3A	221 to 256
	Heavyweight 3B	257 to 300
	Heavyweight 3S	For custom setting.
Image quality processing for heavyweight paper 3 reloaded	Heavyweight 3A RL	221 to 256
	Heavyweight 3B RL	257 to 300
	Heavyweight 3S RL	For custom setting.

Paper type	Setting	Weight (g/m^2)
Image quality processing for coated paper 1	Coated 1A	106 to 135
	Coated 1B	136 to 157
	Coated 1C	158 to 176
Image quality processing for coated paper 1 reloaded	Coated 1A RL	106 to 135
	Coated 1B	136 to 157
	Coated 1C RL	158 to 176
Image quality processing for coated paper 3	Coated 3A	221 to 256
	Coated 3B	257 to 300
Image quality processing for coated paper 3 reloaded	Coated 3A RL	221 to 256
	Coated 3B RL	257 to 300
Image quality processing for pre-printed paper	Plain A	64 to 70
	Plain B	71 to 82
	Plain S	For custom setting.
Image quality processing for postcards	Heavyweight 1A	106 to 135
	Heavyweight 1B	136 to 157
	Heavyweight 1C	158 to 176
	Heavyweight 2A	177 to 220
Image quality processing for envelopes	Envelopes	106
	Heavyweight 1A	106 to 135
	Heavyweight 1B	136 to 157
	Heavyweight 1C	158 to 176
	Heavyweight 2A	177 to 220
	Heavyweight 3A	221 to 256
	Heavyweight 3B	257 to 300
Image quality processing for custom paper 1 to Image quality processing for custom paper 5	Plain A	64 to 70
	Plain B	71 to 82
	Plain S	For custom setting.
	Premium A	83 to 90
	Premium B	91 to 105
Image quality processing for other type	Plain A	64 to 70
	Plain B	71 to 82
	Plain S	For custom setting.

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Supplies

Enables confirmation of the status of supplies.

K	Black Toner (K)	100 %
C	Cyan Toner (C)	100 %
M	Magenta Toner (M)	100 %
Y	Yellow Toner (Y)	100 %
	Drum Cartridge R1	OK
	Drum Cartridge R2	OK
	Drum Cartridge R3	OK
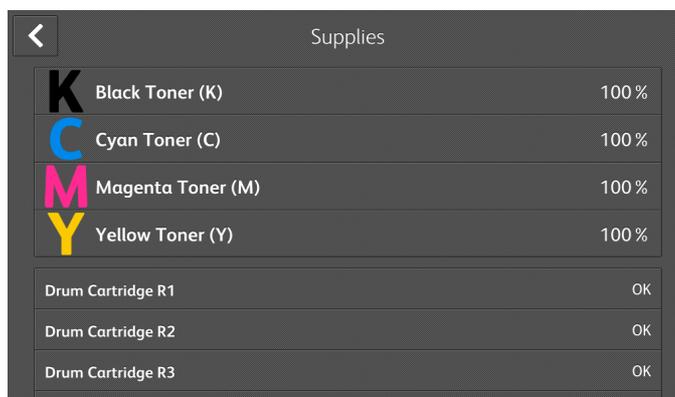
Billing Information

Enables confirmation of number of copied / printed pages by meter.

Billing Information	
Serial Number:	999999
	Current Meter Reading
Color Impressions	0
Black Impressions	0
Color Large Impressions	0
Total Impressions	0
User Account Billing Information	
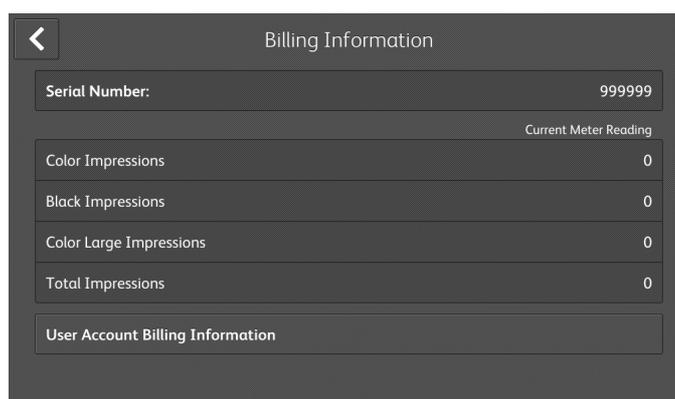
Item	Settings
Serial Number	Displays serial number of the machine.
Color Impressions	Displays total number of pages for color copies and color prints.
Black Impressions	Displays total number of pages for black & white copies, black & white prints, and faxes.
Color Large Impressions	Displays the total number of pages copied and printed in full color for the paper sizes that exceed 400 mm landscape.
Total Impressions	Displays total number of pages for copies, prints, and faxes.

■ **Long Paper Count**

Each meter value is increased based on the area of A3 (297.2 x 420.4).
- 1.5 to 2 times (when width: 330.0 mm, length: 568.0 to 757.2 mm): +1
- 2 to 3 times (when width: 330.0 mm, length: 757.3 to 1135.8 mm): +2
- 3 times or more (when width: 330.0 mm, length: 1135.9 mm): + 3

User Account Billing Information

Enables confirmation of number of pages by user.

If the accounting feature has been set to enabled, it is possible to confirm the meter for the currently authenticated user ID.
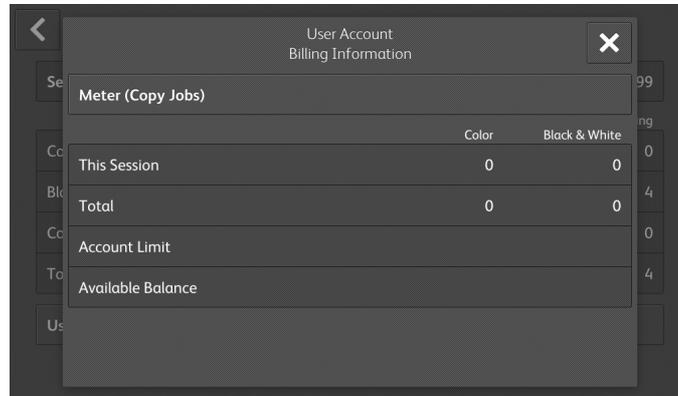
> 💡 **Note**
> • [User Account Billing Information] is displayed only when [Accounting Type] is [Local Accounting].

System Settings

System Clock / Timers
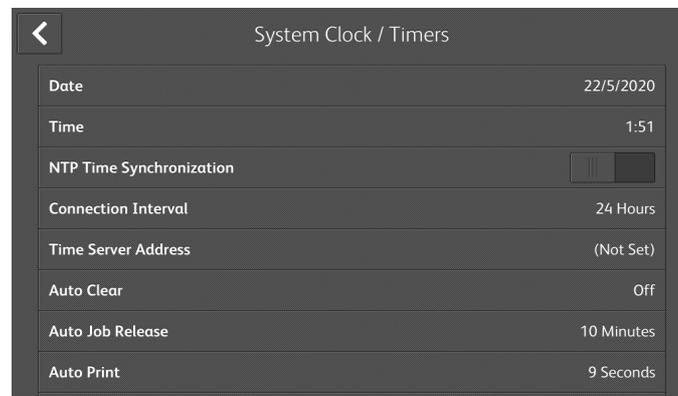
Item	Description
Date	Sets the date of the machine's system clock.
Time	Sets time of the machine's system clock.
NTP Time Synchronization	Retrieves time from server and adjusts the machine's time to be the same as time of the time server (NTP: Network Time Protocol).
Connection Interval	Sets interval (in hours) for connecting to time server.
Time Server Address	Sets server name or IP address of time server.

Item	Description
Auto Clear	Sets whether auto clear is performed when a fixed time has passed in a state with no operation. If [On] is chosen, the time is set. 💡 **Note** • Even if this is set to [Off], if no operation is performed for 1 minute while a job is suspended, auto clear may be performed and the job may be resumed. Job operation after auto clear is set with "Paused Job Handling" (p.123).
Auto Job Release	Sets the time for releasing the current job, until the next job can be run, when an error (paper replenishing, original jam, paper jam, etc.) has occurred during copying or scanning.
Auto Print	Sets time until printing can be done after operating the touch panel display (except [Start]).
Printer Lockout	Sets whether to display [Auto Printing] on the Home screen. If set to [Allow User to Lock Out], then [Auto Printing] can be displayed on the Home screen. 💡 **Note** • If [Disabled] is chosen for [Auto Printing], then printing can be temporarily disabled. If [Allow] is chosen, then printing is enabled. • If [Don't Allow User to Lock Out] is chosen, then the display of [Auto Printing] disappears from the Home screen. • A specific time slot can be set to printer lockout with CentreWare Internet Services.
Time Zone	Sets within the range - 12 hours to + 12 hours relative to GMT.
Daylight Savings	Sets daylight savings time. During the set period, time is determined by adding 1 hour to the current time.
Warmer Mode	Enables entry to warmer mode for preventing or reducing condensation inside the machine. • If [On] is chosen, and [Start Time] and [Duration] are set, then the machine enters warmer mode for the [Duration] starting from the [Start Time]. • If [Auto Start] is indicated with a check mark, then regardless of the [Off] / [On] setting, warmer mode operation will be enabled when it becomes a condensation period, based on prediction of the condensation situation. When the set [Start Time] arrives, the machine enters warmer mode. • If [Auto Stop] is indicated with a check mark, warmer mode is disabled when a state with no condensation has continued for a fixed time. • If [Condensation Alert] is indicated with a check mark, then a message is displayed when the machine detects a possibility of condensation occurrence. 💡 **Note** • Setting by a service representative may be necessary, depending on the product.
Print-On-Demand Duration	Sets enabled time when printing using web applications. A print instruction is disabled when no print data is received from the remote server within the time set here after the print instruction.

Power Saver Settings

←	**Power Saver Settings**
Power Saver Timers	Low Power: 60 Minutes, Sleep: 60…
Enter Power Saver	Immediately afte…
Sleep Mode Settings	Prioritize Wake Up Time
Power Saver Deactivation	Deactivate Partially As Required
Smart WelcomEyes	Activated
Scheduled Power Off	Disabled

Item	Description
Power Saver Timers	Input the time for entering each mode.
Enter Power Saver	Sets timing for entering power saver after the received printing, such as a print or fax from a client PC, has been finished.
Sleep Mode Settings	For operation during sleep mode, sets whether to promote energy efficiency, or to promote recovery time.
Power Saver Deactivation	When deactivating the power saving state, this enables deactivation of only the used parts.
Smart WelcomEyes	Sets whether Smart WelcomEyes will operate.
Scheduled Power Off	Sets so power goes off at the set time.

Audio Tones

Sets type and volume of audio output during operation and when an error occurs.

←	**Audio Tones**
Tone Type	Standard
Control Panel Select Tone	Volume (+2)
Control Panel Alert Tone	Volume (+2)
Device Ready Tone	Volume (+2)
Job Complete Tone	Volume (+2)
Fax Received Tone (Line 1)	Volume (+2)
Fault Tone	Volume (+2)
Auto Clear Alert Tone	Volume (+2)

Screen / Button Settings

<	Screen / Button Settings
Screen Default	Home
Default Language	English
Screen After Auto Clear	Last Selection Screen
Auto Display of Login Screen	
Button Color Scheme	Default
Screen Brightness	4
Reconfirm Email Recipient	Confirmation Not Required
Reconfirm Fax / Internet Fax Recipient	Reconfirm if Multiple …

Item	Description
Screen Default	Sets screen displayed when power is turned on or power saver is deactivated.
Default Language*	Select the language displayed by default.
Screen After Auto Clear	Sets screen displayed after auto clear.
Auto Display of Login Screen	Enables display of login screen when power is turned on or power saver is deactivated while using the authentication feature.
Button Color Scheme*	If [Highlight] is selected, the Start, Pause, and Reset buttons common to all screens will be highlighted.
Screen Brightness	Adjusts brightness of touch panel display.
Reconfirm Email Recipient	Enables display of screen for reconfirming recipient when sending email.
Reconfirm Fax / Internet Fax Recipient	Enables display of screen for reconfirming recipient when specifying recipient or sending fax, Internet fax, or IP fax (SIP).
Display Supplies Screen	Displays supplies status.
Screen After Inserting USB	Sets whether to switch the screen display when a USB memory has been inserted into the USB memory port. This also sets the screen in case of switching. 💡 **Note** • If set to [App Selection Screen], a screen for choosing [Scan to USB], [Print from USB], or [Photo Print] can be displayed when USB memory is inserted.
Display Warning Screen After Inserting USB	Displays confirmation screen when USB is inserted.
Keyboard Input Restriction	Enables restriction of characters that can be input from the keyboard displayed on the machine to ASCII only.
Double-tap Interval	Sets interval recognized as a double-tap when a double-tap is performed on the touch panel display of the machine.
Display Reset Button	Displays [Reset] on the screen of each application.
Security Warning (Admin)	Displays security warning when there is a login in administrator mode.
Security Warning (SNMP)	
Security Warning (Global IP)	
Confirm Settings When App Starts	Displays confirmation to continue with settings when an application icon is tapped.
Suppress Notification Banner*	If a check mark is placed, event notifications (messages notifying maintenance and warning) are hidden.
Message Banner Display Time	Chooses message display time.

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Item	Description
Job Confirmation Banner Display Settings	Displays message after auto clear.
Run Status Display Format	Sets which screen and message to display while running when a job has been started.

*   : This item is displayed when the latest software is installed.

Image Quality

Item	Description
Photo & Text Recognition	Sets the level for discriminating text or photo when copying, or scanning an original, with [Photo & Text] for [Original Type].
Output Color Recognition	Sets the level for discriminating whether original is B & W or color when [Output Color] has been set to [Auto Detect].
Photo Reproduction Level	Enables adjustment of color reproduction of image determined to be photo when copying with [Photo & Text] for [Original Type]. When set to [More Text], the high-density parts of the image are emphasized, yielding a clear copy result. When set to [More Photo], reproduction of light colors is improved, and gradations of photo parts of the image become smooth.
Photo Image Quality	Chooses whether to promote speed, or to promote image quality, when copying with [Photo] for [Original Type].
Background Suppression (Color Copy)	Sets method of background suppression when copying in color.
Background Suppression (B & W Copy)	Sets method of background suppression when copying in B & W.
Background Suppression (Scan Jobs)	Sets method of background suppression when scanning.
Image Enhancement	Processes image to be printed with copy or fax so it appears smooth.
Auto Start Img Quality Setup	If set so that image quality setup is periodically performed, time until the start of printing can be reduced.

Reports

Sets whether to display the content of [Print Reports] when not in administrator mode, or to print each report.

Reports	
Print Reports	✔
Job History Report	Off
Activity Report	On
Transmission Report - Job Undelivered	On
Transmission Report - Job Deleted	Off
Folder Report	On
Broadcast / Multi-Poll Report	On
Scan File Transfer Report	Print when delivery fails

Watermark

Watermark is a feature for printing a text string or background pattern over the entire background of the paper to deter document copying.

Watermark	
Date Format	DD/MM/YYYY
Default Watermark Effect	Off
Default Watermark	Copy Prohibited
Font Size	48 Points
Background Pattern	Fan
Font Color	Black
Density	Normal
Print this Sample List	
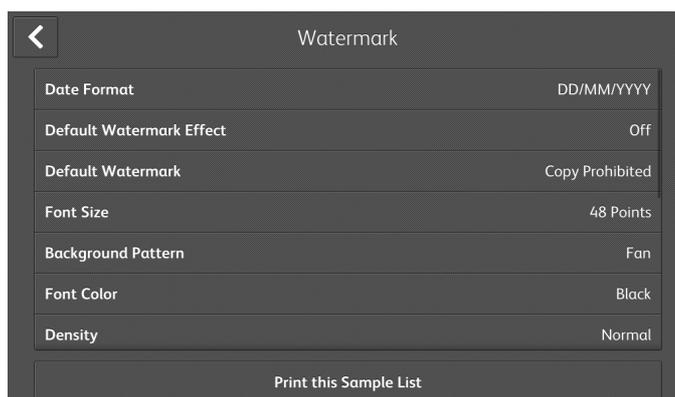
Note
- The user control number may not be printed, depending on the authentication mode setting.

Item	Description
Date Format	Sets date format. The value set here is applied to [Annotations], [Watermark], and [Force Annotation].
Default Watermark Effect	Sets default of secure watermark effect for watermark.
Default Watermark	Sets text string printed as watermark.
Font Size	Sets size of text printed as watermark.
Background Pattern	Sets background pattern for embedding text string used in secure watermark.
Font Color	Sets color of text of secure watermark for watermark.
Density	Sets density of text printed as watermark.
Watermark / Background Contrast	Sets contrast of text / background printed as watermark. Please set by referring to samples printed with [Print this Sample List].

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Item	Description
Force Watermark-Copy	Sets whether to force watermarking when copying. When set to [On], [Watermark] for the copy feature is fixed to [On] and cannot be changed. The printed text string is the user control number, machine ID, and copy date & time.
Force Watermark-Client Print	Sets whether to force watermarking when printing from client PC. To promote settings of the machine, choose [Prioritize Device Settings], and to promote settings of software (such as TrustMarkingBasic (sold separately)) or print servers, choose [Prioritize Client Settings]. If [Prioritize Device Settings] has been chosen, then either user details, or the user control number, machine ID and printing date & time, are printed. 💡 **Note** • This part is the same as [Client Print] of [Force Secure Watermark] (p.117).
Force Watermark-Print Stored File	Sets whether to force watermarking when printing from folder. The printed text string is the user control number, machine ID, and printing date & time.
Force Watermark-Media Print	Sets whether to force watermarking when performing Print from USB or Photo Print. The printed text string is the user control number, machine ID, and printing date & time.
Custom Secure Watermark 1 to Custom Secure Watermark 3	Sets text string printed as watermark.
Print this Sample List	Prints multiple samples with different background contrast. Please set [Watermark / Background Contrast] based on the print sample.

Secure Watermark

Sets whether to detect protection code embedded in original. When an original with an embedded protection code is scanned, the job is forced to cancel.
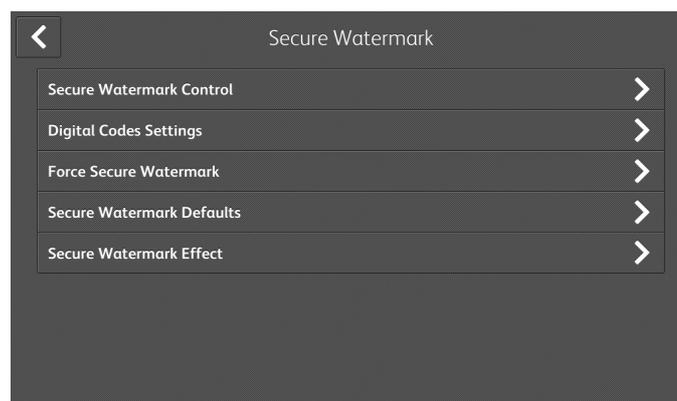
Item	Description
Secure Watermark Control	Sets whether to detect protection code embedded in original.

Item	Description
Digital Codes Settings	Sets analysis password and string of digital code to be embedded in file. 💡 **Note** • The Fuji Xerox software PaperSecurity Analyzer (sold separately) is needed for digital code analysis. • If an analysis password is set, it is possible to restrict the application users who analyze digital codes of files.
Force Secure Watermark	Sets whether to force use of the secure watermark feature for each job type. 💡 **Note** • To promote settings of the machine with [Client Print], choose [Prioritize Device Settings], and to promote settings of software (such as TrustMarkingBasic (sold separately)) or print servers, choose [Prioritize Client Settings]. • Settings for [Client Print] are the same as "Force Watermark-Client Print" (p.116).
Secure Watermark Defaults	Sets whether to embed a protection code. • Do not embed Protection code is not embedded, but digital code is embedded in file. Copying of printed file is not limited. • Embed Protection code and digital code are embedded in file. Copying of printed file is limited, and thus copying cannot be done. 💡 **Note** • The set protection code also provides the same limits in fax operation and scan operation.
Secure Watermark Effect	If watermark text is set, the watermark text is embedded in the file to be copied / printed. If the file with embedded watermark text is copied, the embedded watermark text is blanked out.
Default Secure Watermark	Sets text string of secure watermark.
Background Pattern	Sets background pattern of secure watermark.
Font Color	Sets color of secure watermark text.
Watermark / Background Contrast	Sets watermark / background contrast of secure watermark. Please set by referring to samples printed with [Print this Sample List].
Custom Secure Watermark 1 to 3	Sets text string of secure watermark.
Print this Sample List	Prints multiple samples with different background contrast. Please set [Watermark / Background Contrast] based on printed sample.

Force Annotation

This feature performs forced printing of text strings such as user names or dates (annotations) according to a layout template applied to each job type.
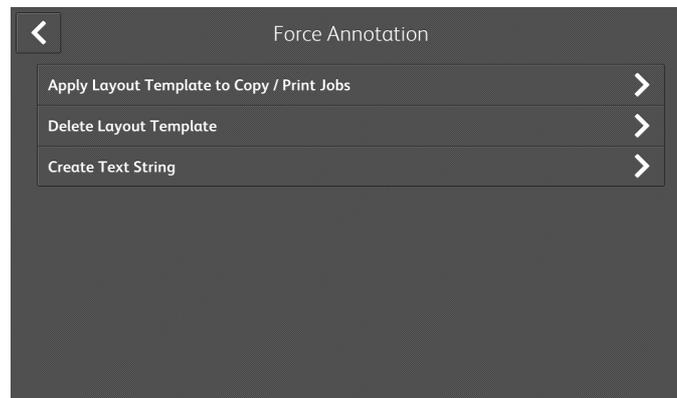
■ **preset1**

Print position: Bottom right

Printed items: File name, client PC IP address, user name, card ID, user ID, date & time

■ **preset2**

Print position: Bottom left

Printed items: File name, client PC IP address, user name, card ID, user ID, date & time

■ **preset3**

Print position: Bottom right

Printed items: User ID, date & time

■ **preset4**

Print position: Bottom left

Printed items: User ID, date & time

Print Universal Unique ID

This enables printing of an identifying ID (UUID) to enable identification of jobs for each data.

If ApeosWare Management Suite 2 (sold separately) or the image log control feature is used, it is possible to search the log using a UUID as a key, and confirm information for each job such as who performed the copy, print, or scan, and when.

Print Universal Unique ID	
Print Universal Unique ID	
Print Position	Bottom Left
Print Position Adjustment	Length Y: 6.0mm, Wi…
Print Position (Side 2)	Mirror Side 1
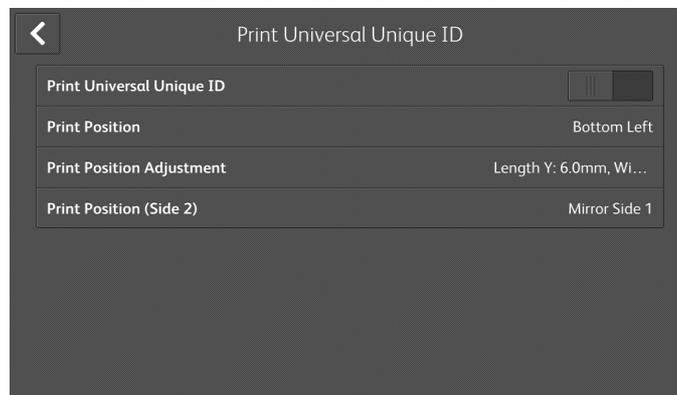
Note
- If a layout template is set with [Apply Layout Template to Copy / Print Jobs] for [Force Annotation], then the text set here is printed on the set template.
- Increasing the fine-tune value, taking the paper edge as 0 mm, results in movement in the direction of the paper center. However, if [Top Center] or [Bottom Center] is chosen as the print position, then the fine-tune value in the length takes the paper center to be 100 mm. If [Top Center] or [Bottom Center] is chosen as the print position, please adjust after first setting the fine-tune value to 100 mm.

Image Log Control

Image log control is a feature for saving job files run on the machine as image data, and then storing / controlling as a log together with data such as the job user, use time, and print quantity. Information is saved in order to identify the user who ran the job for the applicable document when a file has been leaked.

Image Log Control	
Image Log Control	
Image Log Target	Yes
Image Log Generation	Assurance Level: Low…
Transfer Image Log	Disabled
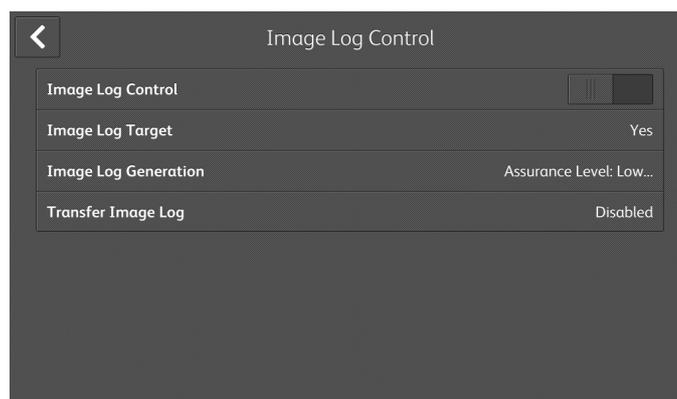
Note
- Only jobs run after starting the Image log control feature are targeted by the Image log control feature.
- Regardless of the setting of [Resolution] for [Image Log Generation], an image with higher resolution than the input image is never generated. If resolution of the input image is lower than [Resolution] for [Image Log Generation], the image is generated with the same resolution as the input image.
- Fax send / receive jobs always operate with the [Assurance Level] set to [Low], regardless of the setting of [Assurance Level] for [Image Log Generation].
- Images can be generated up to a maximum of 8,191 pages.
- The maximum number of image logs that can be stored is 2,000.

■ **Resolution and Guidelines**

Resolution	Scannable text size		Guidelines for ordinary files
	Color job	**B & W job**	
200 dpi	6 pt	6 pt	Level with no problems for ordinary files.
100 dpi	10 pt	14 pt	Level where largish text is legible.
72 dpi	12 pt	18 pt	Level where title text is legible.
50 dpi	16 pt	24 pt	Text is illegible. Suitable for preview.
25 dpi	24 pt	32 pt	Text is illegible. Suitable for thumbnails.

Image Log Control

Enables image log control.

Image Log Target

Enables image log generation for each job type.

Image Log Generation

Sets image data to be controlled as a log. One file of image data (PDF format) is created for each job.

Transfer Image Log

A generated image log can be transferred to a log control server, for saving / control.

Item	Description
Log Transfer	Enables transfer of an image log to a log control server by using log transfer.

Assurance Level	Sets the level for assuring that the generated image log is reliably transferred to the log control server.
	• [High]
	  If it is not possible to transfer an image log, up to 2,000 logs will be saved in the device as unsent logs, and it will be impossible to run the next job after exceeding 2,000.
	• [Low]
	  The next job is run, and old jobs exceeding the 2,000 job maximum are deleted.

Logs To Transfer	Enables automatic transfer of image logs from the machine to the log control server.
Schedule Transfer	Displayed when set to [Accumulate & Transfer] in [Logs to Transfer]. This enables transfer of image logs every day at a determined time.
Transfer Timing	Displayed when set to [Accumulate & Transfer] in [Logs to Transfer]. This sets timing for transfer of image logs from the machine to the log control server.

Notify Job Completion by Email

Item	Description
Targeted Jobs	Sets service for notification of the results of running jobs, and the timing of notification. If 1 or more targeted jobs have been set, then [Selected] is displayed.
	When [Fax] has been chosen as the targeted job, it is possible to set [Attach Faxed Images]. Faxed originals converted to PDF form are attached to the notification email in accordance with the number of pages set here.
Email Address 1 to Email Address 5	Sets notification destination for email.
Email Message	Enables input of comment attached to email.

Plug-in Settings

When using the customized login feature, this sets display or switching of the plug-ins that can be used.
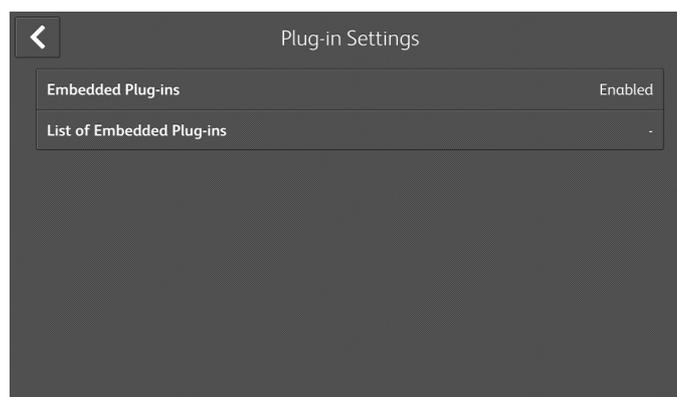
Note
- Setting of verification of digital signatures is done with CentreWare Internet Services.

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Other Settings

	Other Settings	
Offset Stacking (Right-Middle Output Tray)		Off
Booklet Offset		Offset per Subset
Auto Job Promotion		Disabled
Default Print Paper Size		A4
Odd Page 2 Sided		✔ ‖‖
Paper Size Settings		A/B Series (8K / 16K)
Millimeters / Inches		Millimeters
Tray 1 Configuration		Standard Tray

Item	Description
Offset Stacking	Sets to stack by alternately shifting the stacking position of paper, so the separations are evident. If set to [Offset per Set], offset stacking is performed in print quantity units. If set to [Offset per Job], offset stacking is performed in job (print instruction) units.
Booklet Offset	Enables or disables offset in split units. This is enabled only when [Offset Stacking (Right-Middle Output Tray)] is set to [Offset per Set]. However, offset is not performed if booklet creation setting is set to [Fold & Staple].
Auto Job Promotion	If the machine cannot start a job for some reason (e.g., if paper in the paper tray runs out when trying to start copying or printing), this allows auto job promotion when there is another job that can start running.
Default Print Paper Size	Sets the paper size used when printing a report / list.
Odd Page 2 Sided	Enables 2 sided processing when a file has an odd number of pages.
Paper Size Settings	Sets the paper size group when detecting standard size originals and paper.
Millimeters / Inches	Sets units displayed on the screen.
Tray 1 Configuration	Set when the optional envelope / postcard tray is attached.
Data Encryption	Performs encryption of data such as saved address books, authentication information, and stored files. Encryption is also performed when writing copied, scanned, or printed data.
Encryption Key for Confidential Data	Sets encryption key for encryption of confidential data such as administrator passwords, and folder passwords. **🔭Refer** • The encryption key is set to the default administrator password at factory shipment. Refer to the *User's Manual* for the default administrator password.

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Item	Description
Service Rep. Restricted Operation	Operation by service representatives can be restricted to prevent machine security settings from being changed by someone impersonating a service representative. This setting requires a service representative to input a maintenance password to perform maintenance work on the machine. Please set a maintenance password of 4 to 12 alphanumeric characters. ⚠ **Important** • This setting makes it necessary to replace a circuit board in order to change restrictions or perform maintenance work. Replacing a circuit board requires a charge for the board and for replacement labor, so please be careful not to forget the user ID and password of the administrator, and the maintenance password.
Software Download	Enables software download. This item is set by a service representative.
Document Feeder Quiet Mode	Sets whether to reduce operating noise when scanning a document with the document feeder. To reduce operating noise, choose [Enabled].
Document Feeder Tray Elevation	Sets the timing for elevating the document feeder tray when a document is loaded in the document feeder.
Check Document Guides Position	Displays a confirmation screen when the guide position of the document feeder is set to 8.5" and scanning is started.
Multi-Feed Detection	Displays multi-feed message.

Drum Cartridge Conservation Mode	Sets whether to print by determining whether original type is color or monochrome, or whether to print in color, when set to [Auto Detect] for [Output Color].
	• On
	  Prints by determining with original type (color / monochrome).
	
	• Promote speed
	  Prints in color.

Data Indicator	Sets Data Indicator.
Center Tray Attention Light	Enables light calling attention to the fact that paper is being ejected, or that ejected paper remains in the tray.
Paused Job Handling	Sets the handling method after operation of a job that has been started is paused, and left until the specified with [Auto Clear] has elapsed.
Interrupt Mode	Displays [Interrupt] on Home screen.
First Page Printing Optimization	Sets which state to stand by in, color print or B & W print.

App Settings

Copy Settings

Preset Buttons

	Preset Buttons	
Reduce / Enlarge - Button 3		70 % A3→A4, B4→B5
Reduce / Enlarge - Button 4		141 % A4→A3, B5→B4
Bypass Tray Preset 1		<Available>
Bypass Tray Preset 2		<Available>
Bypass Tray Preset 3		<Available>
Bypass Tray Preset 4		<Available>

Item	Description
Reduce / Enlarge - Button 3 **Reduce / Enlarge - Button 4**	Sets reduce / enlarge displayed for [Reduce / Enlarge]. This chooses the settings assigned to reduce / enlarge buttons from among those set for [R/E Preset].
Bypass Tray Preset 1 **to** **Bypass Tray Preset 4**	Sets presets displayed on screen for tray 5 (bypass) of [Paper Supply].

Copy Control

	Copy Control	
Memory Full Procedure		Delete Job
Maximum Stored Pages		999
Auto Paper Off		Tray 1
Mixed Size Originals - 2 Sided Copy		Copy to Side 2
Fine-tune 100%		X: 100.0 % Y: 100.0 %
Background Suppression Level (Photo&Text)		Higher +1
Background Suppression Level (Text)		Higher +1
Photo & Text / Printed Original		Normal

Item	Description
Memory Full Procedure	Scanning of an original is suspended if storage area runs short while scanning an original. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
Maximum Stored Pages	Sets maximum stored pages of copy original.
Auto Paper Off	Sets tray chosen when [Auto Select] for [Paper Supply], on the [Copy] screen, is canceled.

Item	Description
Mixed Size Originals - 2 Sided Copy	Sets paper for copying side 2, when papers with different sizes for side 1 and side 2 have been chosen in auto paper supply, in a case where the original size is different for side 1 and side 2 in 2 sided copying.
Copy to New Sheet	Copies to side 1 of chosen new paper.
On	Copies as is to side 2 of same paper as side 1, without changing paper size.
Fine-tune 100%	Fine-tunes reduce / enlarge when copying with no reduce (100 %). The setting is applied to the reduce / enlarge [100 %] on the [Copy] screen.
Background Suppression Level (Photo & Text)	Sets background suppression level when copying in color. Setting is enabled when [Photo & Text] is chosen at [Original Type]. The larger the value, the stronger the background suppression.
Background Suppression Level (Text)	Sets background suppression level when copying in color. Setting is enabled when [Text] is chosen at [Original Type]. The larger the value, the stronger the background suppression.
Photo & Text / Printed Original	Sets the type of original when [Printed Original] is chosen for [Photo & Text] at [Original Type].
Normal	Copies with normal image quality.
Inkjet Originals	Choose when copying originals printed with inkjet printer. This enables improved color discrimination for inkjet originals.
Highlighted Originals	Choose when copying originals marked with highlighter. This improves color discrimination (orange / green) for highlighter.
Original Type - See-Through Paper	Enables display of [See-Through Paper] when [Text] is chosen at [Original Type].
Annotations - Comment Density	Sets density of comments printed in annotations.
Comment - Top Left to Comment - Bottom Right	Adjusts position for printing comment in annotations.
Date Position - Top Left to Date Position - Bottom Right	Adjusts position for printing date in annotations.
Page Number - Top Left to Page Number - Bottom Right	Adjusts position for printing page number in annotations.
Bates Stamp - Top Left to Bates Stamp - Bottom Right	Adjusts position for printing Bates stamp in annotations.
Annotations - Edit Comment 1 to Annotations - Edit Comment 8	Users can be allowed to set or change text strings printed as annotations. When set to [Do Not Allow], no users, including the administrator, can edit text strings.
Maximum Number of Sets	Sets the number of sets. This makes it impossible to set a number of sets exceeding the number set here.

Original Size Defaults

Sets original size displayed at [Manual Size Input] for [Original Size].

In situations like frequently copying originals with custom sizes, the operation of inputting the original size for each copy can be eliminated by setting the custom size beforehand.

Original Size Defaults	
Original Size 1	A3 ▭
Original Size 2	A4 ▭
Original Size 3	A4 ▯
Original Size 4	A5 ▭
Original Size 5	A6 ▭
Original Size 6	JIS B4 ▭
Original Size 7	JIS B5 ▭
Original Size 8	8K ▭

R/E Preset

Sets reduce / enlarge displayed at [Proportional ％] for [Reduce / Enlarge]>[More Options].

This enables changing the reduce / enlarge assigned to buttons other than [100 ％] and [Auto ％].

Reduce / Enlarge Presets	
R/E Preset 1	50％ A3→A5, B4→B6
R/E Preset 2	70％ A3→A4, B4→B5
R/E Preset 3	81％ B4→A4, B5→A5
R/E Preset 4	86％ A3→B4, A4→B5
R/E Preset 5	115％ B4→A3, B5→A4
R/E Preset 6	122％ A4→B4, A5→B5
R/E Preset 7	141％ A4→A3, B5→B4
R/E Preset 8	200％ A5→A3, B6→B4

Custom Colors

Sets user-set color used in [Single Color] and [Dual Color] for [Output Color]>[More Options].

Custom Colors	
Custom Color 1	(Not Set)
Custom Color 2	(Not Set)
Custom Color 3	(Not Set)
Custom Color 4	(Not Set)
Custom Color 5	(Not Set)
Custom Color 6	(Not Set)

ID Card Copy Settings

This is the same as [Copy Settings].

ID Card Copy Settings
Copy Control ❯
Reduce / Enlarge Presets ❯
Custom Colors ❯
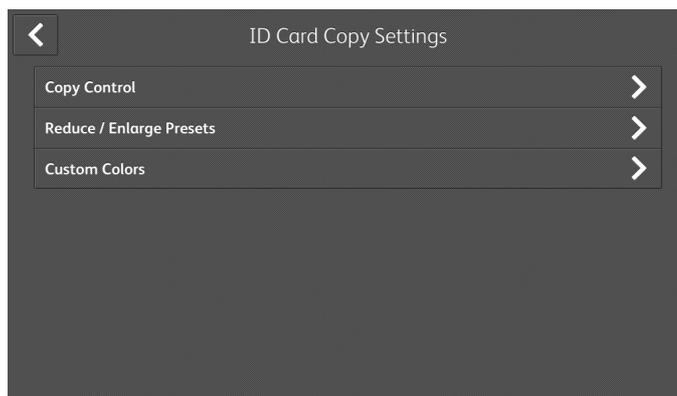
Item	Description
ID Card Copy - Reduce / Enlarge	Sets reduce / enlarge when performing ID card copy.

Print Settings

Allocate Memory

Sets memory capacity of receive buffer (place for temporarily storing data sent from client) for each interface.

The receive buffer capacity can be changed to suit the use situation and purpose. If the receive buffer capacity is increased, then the release of clients responding to each interface may become faster.

Allocate Memory	
PostScript Memory	70.00 MB
ART IV, ESC/P, 201H Form Memory	(Storage)
HP-GL/2 Auto Layout Memory	(Storage)
Job Ticket Memory	0.25 MB
Receiving Buffer - LPD	Spool
Receiving Buffer - SMB	(Port Disabled)
Receiving Buffer - IPP	No Spooling
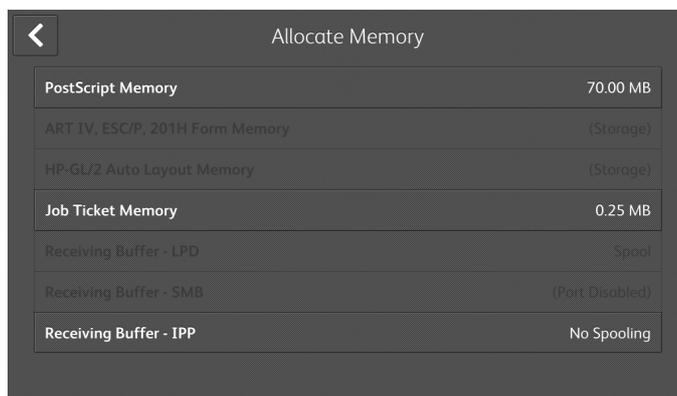
💡 **Note**
- When memory capacity is changed, memory is reset. Therefore, all data stored in each memory area is erased.

Delete Form

Individually deletes set forms. Please input the form number for each print mode, and delete after checking the displayed form name.
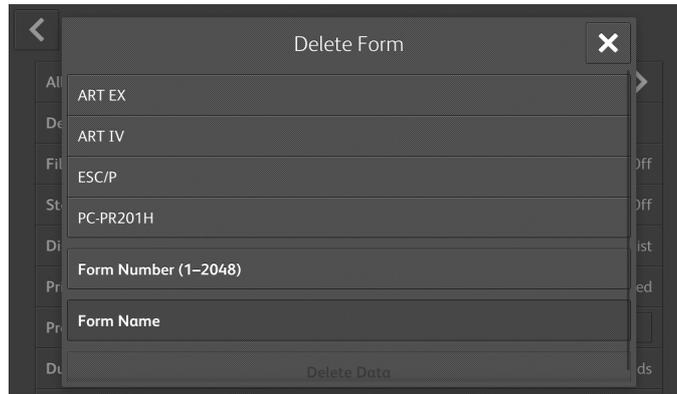
File Retention Period

Sets the retention period for files in folders, after which they will be deleted. When this is set, files are deleted when the time set with [Deleted at:] arrives after the retention period has elapsed. The setting is common for all folders.
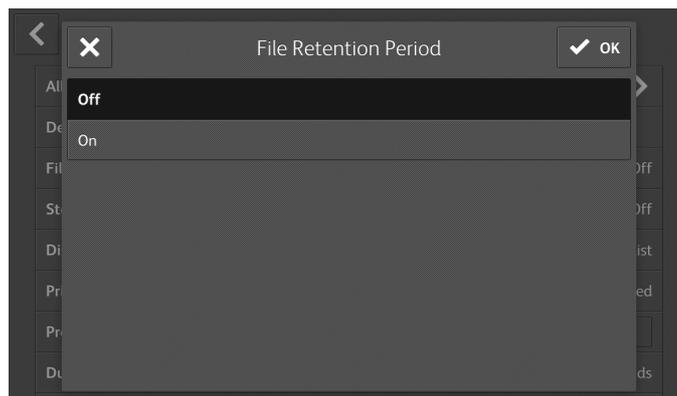
Stored Job Retention Period

Sets delete method for stored print jobs.

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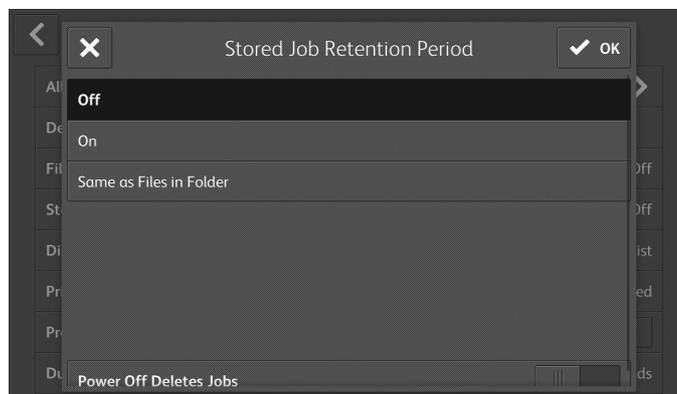
Display Default of Stored Print Job List

Sets [List] or [Thumbnail] display for stored print job list.
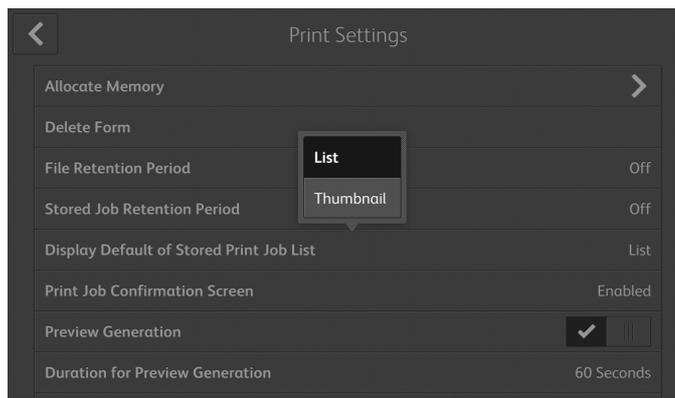
Print Job Confirmation Screen

When printing a stored print job, a confirmation screen can be displayed for deletion of the file after printing. If set to [Disabled], the job is deleted after printing.
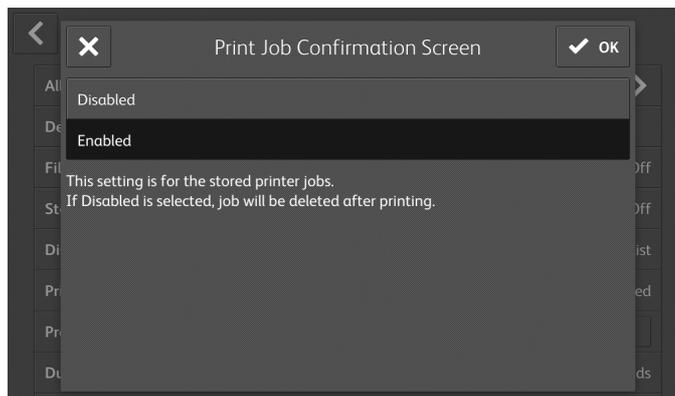
Preview Generation

Enables creation of a preview image when displaying the list of stored print jobs.
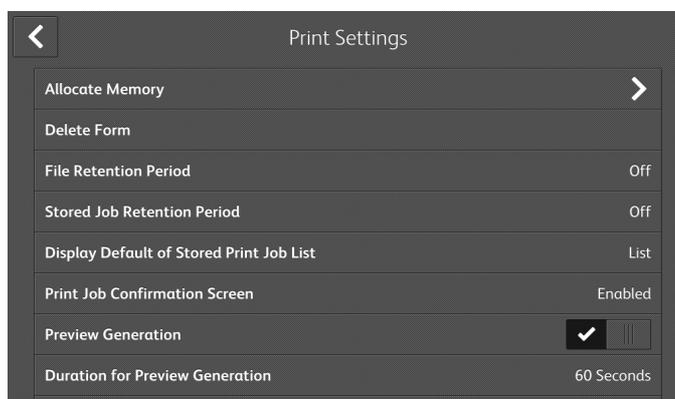
> 💡 **Note**
> • This also enables setting from the printer driver whether to create a preview image.

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Duration for Preview Generation

Enables limitation of preview image creation time for stored print jobs. When set to [Limited], only the preview image created within the limited time is displayed.
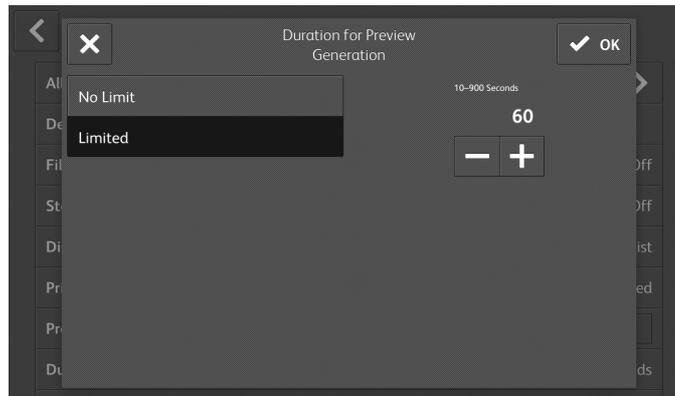
Minimum Passcode Length for Stored Jobs

Sets the minimum number of digits for the password number needed when storing or printing secure print files or charge print files.
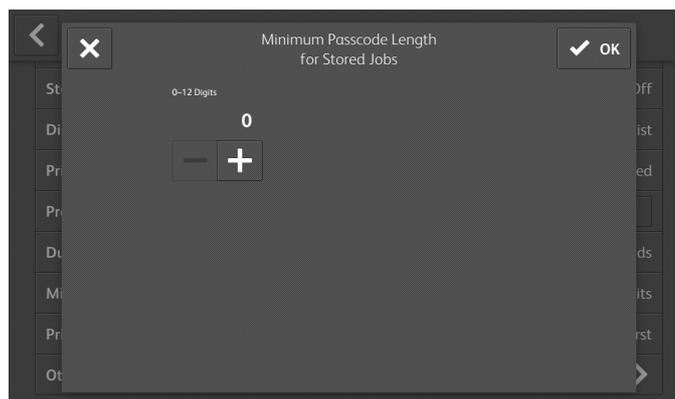
Print Order for All Selected Files

Enables setting of print sequence when all files are chosen for stored print jobs.

Other Settings

	Other Settings	
Print Area		Standard
Substitute Tray		Display Message
Paper Type Mismatch		Display Confirmation Screen
Prioritize Bypass Tray		
Check Type and Size for Bypass		
Unregistered Forms		Print
Resume Job After Print Error		Resume Job Automatically
When Paper Jam Occurs		Resume Job after Jam Clearance

Item	Description
Print Area	Expands print area.
Substitute Tray	Sets processing when paper of the specified paper size has not been loaded in the tray. **Note** • If printing is done using emulation, such as ESC / P, HP-GL / 2, etc., then the message to replenish paper is displayed regardless of the setting here.
Display Message	Displays the message to replenish paper, without substitution.
Use Larger Size	Prints with no reduction on paper of the next larger size above the specified paper size.
Use Closest Size	Prints on paper of the size closest to the specified paper size. Prints by reducing if paper length or width is insufficient for the paper size.
Use Closest Size (No Reduce)	Prints on paper of the size closest to the specified paper size. No reduction is performed, even if the image will not fit.
Select Tray 5	Printing is done from tray 5 at the specified paper size. If paper of a different size is loaded, a message is displayed to load paper of the chosen size.
Switch Size Series	Printing is done by switching between the papers in the AB-based size series and inch-based size series. The switchable combinations are as follows. • A5 and 5.5 x 8.5" • A4 and Letter (8.5 x 11") • A3 and Ledger (11 x 17")
Paper Type Mismatch	Sets processing when paper type specified for printing with the printer driver, etc., does not match the paper type loaded in the paper tray.
Print	Printing is done with the paper type set for the paper tray.
Display Confirmation Screen	Displays confirmation screen before printing. When printing, specification of the paper type specified for printing with the printer driver, etc., is disabled, and printing is done according to the [Priority], paper size, and [Substitute Tray] settings.
Display Paper Supply Screen	If [Start] is tapped after switching paper in the paper tray in accordance with the message displayed on the display, the paper type set for the paper tray is changed to the paper type setting displayed on the display, and then printing is done.

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Item	Description
Prioritize Bypass Tray	When [Select By Tray] is set to [Automatically Select] with the printer driver, tray 5 can be chosen with priority. 💡 **Note** 　• If there is a match between paper size and paper type specified in the print job, and loaded paper, then paper is supplied from tray 5.
Check Type and Size for Bypass	When printing on paper in tray 5, a screen can be displayed for confirming the loaded paper.
Unregistered Forms	Sets the processing method when the form indicated for printing in the form data file (overlay printing) is unregistered on the printer side. When set to [Print], only the data is printed because there is no specified form.
Resume Job After Print Error	Sets the method of resuming subsequent jobs when a print job has been canceled due to an error, etc. 💡 **Note** 　• When a job is canceled, the subsequent print jobs are limited, and thus enter the offline state.
Resume Job Automatically	Cancels job, and resumes printing of subsequent jobs.
Resume by User	Displays confirmation screen before job is canceled. When job is canceled, and returned to online, printing of subsequent jobs is resumed.
When Paper Jam Occurs	Sets print processing method when an error occurs such as a paper jam during printing.
Resume Job after Jam Clearance	When handling of a paper jam is finished, printing is resumed from the next page after the last normally ejected page.
Delete Job	Cancels printing, and deletes that print job.
Print User ID	When printing using the printer driver, this enables printing of the user ID set at the printer driver on the paper for printing in order to distinguish the user. The first 64 characters of the user ID set for the printer driver are printed. 💡 **Note** 　• To use the print user ID feature, it is necessary to set the user ID beforehand with the printer driver.
Banner Pages	In cases such as when the machine is used by multiple users, this prints banner pages to separate the jobs of each user, and prevent mixing of printed materials. Items such as date, time, user name, and file name are printed on the banner page.
Banner Page Offset	Enables offset stacking when printing papers for sorting (banner pages).
Banner Page Tray	Sets tray for supplying papers for sorting (banner pages). Tray 5 cannot be set.
PostScript Default Color	Sets PostScript default color.
PostScript Paper Supply	Enables PostScript deferred media selection at time of paper supply. To enable deferred media selection, set to [Auto Select], and to disable, set to [Select Paper Tray]. When printing PostScript data generated by a source other than the printer driver, the tray may not be chosen as intended depending on the method of defining PostScript data. In that case, please set to [Select Paper Tray].

Item	Description
PostScript Font Absence	Sets processing when the PostScript font specified in the job is absent. If the specified font is absent when set to [Substitute Font and Print], the font is switched to Courier.
PostScript Font Substitution	Enables use of ATCx as a fond substitution when the PostScript font specified in the job is absent.
XPS Print Ticket Processing	Sets operation of the machine when scanning print setting (print ticket) defined in an XPS (XML Paper Specification) file.
Disabled	Print ticket processing is not performed.
Standard Mode	Performs print ticket processing in standard mode.
Compatible Mode	Sets print settings defined in print ticket through operation compatible with Microsoft specifications.
LPD Print Queue	Sets order of LPD printing.
Print Upon Receipt	Data is printed immediately after receipt.
Data Processing Order	After data is received, it is printed in the order in which it enters a printable state. When multiple files are printed consecutively, even if data that requires time for data processing is received first, data for which data processing is finished may be printed first.
First In First Out	LPR printing is done in the order of receipt.
OCR Font Glyphs (0x5C)	Sets whether to print the "0x5C" character as a backslash (\) or yen symbol (¥) when using an OCR font.

Scan Settings

Scan (PC) - Defaults

Item	Description
Login Credential to Access Destination	Enables use of credential logged in to remote accounts when logging into a client PC through SMB / FTP / SFTP transmission.

Item	Description
User Name for FTP Scan	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with FTP transmission.
User Name Only	Only the user name part (before "@") of the login user name is used as the login name, and the domain part is not used.
Add Domain Name	Uses login user name including domain name of the login user name (after "@") as the login name.
User Name for SFTP Scan	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with SFTP transmission.
User Name Only	Only the user name part (before "@") of the login user name is used as the login name, and the domain part is not used.
Add Domain Name	Uses login user name including domain name of the login user name (after "@") as the login name.

Original Size Defaults

Sets original size displayed at [Manual Size Input] for [Original Size]. Original sizes are assigned to each button other than [Auto Detect].
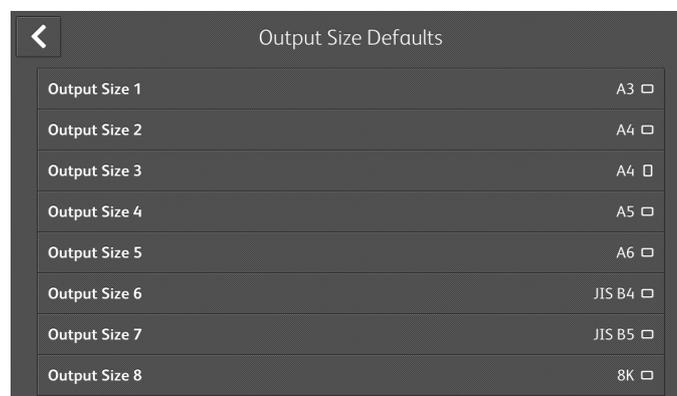

Output Size Defaults

Sets size displayed at [Auto %] for [Reduce / Enlarge].

This enables assignment of any desired output size to output size button.

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Reduce / Enlarge Presets

Sets reduce / enlarge displayed at [Proportional %] for [Reduce / Enlarge].

This enables assignment of any desired reduce / enlarge to each button other than [100 %].

Reduce / Enlarge Presets	
R/E Preset 1	50 % A3→A5, B4→B6
R/E Preset 2	61 % A3→B5
R/E Preset 3	70 % A3→A4, B4→B5
R/E Preset 4	81 % B4→A4, B5→A5
R/E Preset 5	86 % A3→B4, A4→B5
R/E Preset 6	115 % B4→A3, B5→A4
R/E Preset 7	122 % A4→B4, A5→B5
R/E Preset 8	141 % A4→A3, B5→B4

Email Control

Email Control	
Maximum Address Entries	100
Email Print Options	Attachment, Basic Headers & Me…
Print Error Notification Email	✔
Response to Read Receipts	✔
Display Read Receipts	On
Print Delivery Confirmation Mail	On
Split Send Method	Split by Page
Maximum Data Size per Email	10240 KB

Item	Description
Maximum Address Entries	Sets maximum number of recipient addresses when sending email. The number of recipient addresses is the total of To: / Cc: / Bcc:. If the maximum number of recipient addresses is exceeded, sending of the email is canceled.
Email Print Options	Enables setting of printing when email is received addressed to the email address of the machine.
Print Error Notification Email	Enables printing of error notification email if a mistaken address is set, or if sending is impossible due to occurrence of an error.
Response to Read Receipts	Sets to notify sender that message has been read when email requesting a read receipt is read.
Display Read Receipts	Enables use of read receipt feature when sending email from the machine.
Print Delivery Confirmation Mail	Enables printing of send result email (DSN reply email / MDN reply email).
Split Send Method	Sets default for split send method.
Split by Page	Splits by page.
Split by Data Size	Splits by size set with [Maximum Data Size per Email].
Maximum Data Size per Email	Sets maximum data size per email when [Split by Data Size] is chosen.
Maximum Total Data Size	Sets maximum data size of email.

Item	Description
Maximum Split Count	Sets maximum split count when splitting email.
Edit [From] Field	Enables editing of a sending address in [From:] of feature list when sending email.
Email Sending When Search Failed	Enables limitation of use of email sending when login user cannot retrieve email address.
Add Me to [To] Field	Enables addition of sender address to [To] field.
Add Me to [Cc] Field	Enables addition of sender address to [Cc] field.
Edit Email Recipients	Enables allowing editing of email recipients (To, Cc, Bcc). 💡 **Note** • If [Edit Email Recipients] is set to [No], please indicate a check mark at [Add Me to [To] Field].

Other Settings

Item	Description
Memory Full Procedure	Scanning of an original is suspended if storage area runs short while scanning an original. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
Maximum Stored Pages	Sets maximum stored pages of scan original.
Saturation	Sets saturation when scanning color original. When scanning, adjustment is done according to the value set here.
Background Suppression Level	Sets background suppression level.
Shadow Suppression Level	Sets shadow suppression level.
Display Color Space	Enables display of [Color Space] in feature list.
TIFF Format	Sets TIFF format when scanning scan data.
Orientation Determination	Sets precision of feature for processing so that text is upright when original is scanned using searchable text.
Searchable - Page Orientation	Enables processing so that text is upright when original is scanned using searchable text.
Image Transfer Screen	Enables display of completion message and transfer screen after original has been scanned.
Filename Format	Sets format of filenames for scanned files.

Item	Description
Add Date to Email Attachment Name	Enables addition of date and page number to file name of file sent when using [Email].
URL File Expiration	Sets URL file expiration.
Generation of URL Link	Sets method of generating URL link for sending in URL sending.
Scan (URL) - Maximum File Size	Sets maximum image size of file for URL sending.
Add Login Name to PDF Properties	Enables addition of login user name to [Creator ID] of attribute information for saved PDF file when scanning is done in PDF format using log in to local accounts, or log in to remote accounts, etc.
Reset Settings After Starting Job*	Sets whether to reset the sending settings including the recipient after job operated, and whether to display the message when the settings are not reset.

*   : This item is displayed when the latest software is installed.

Scan to Folder Settings

This is the same as [Scan Settings].
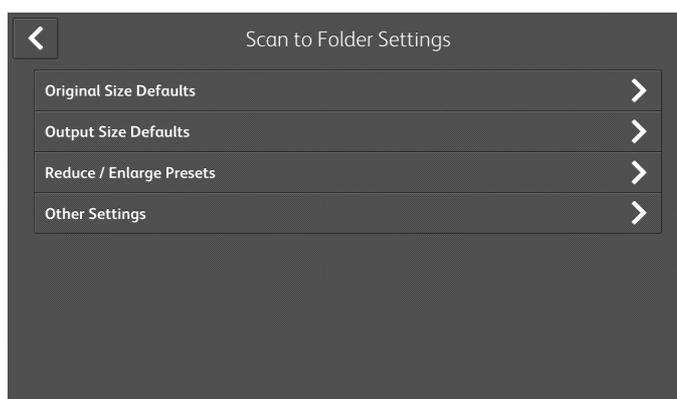
Email Settings

This is the same as [Scan Settings].
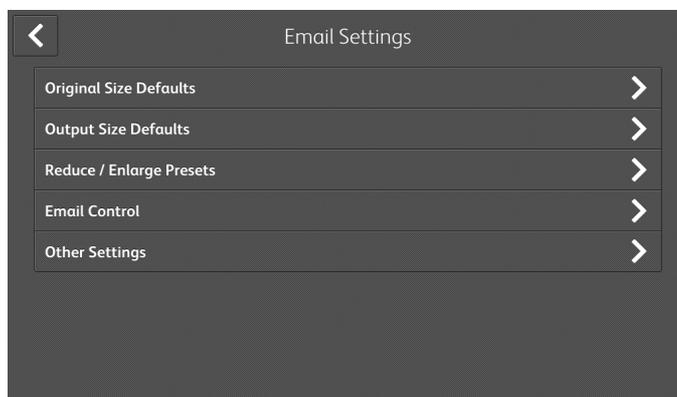
Fax Settings

Fax Screen Display Settings

Screen Defaults
Transmission Screen
Display Fax Line Selection
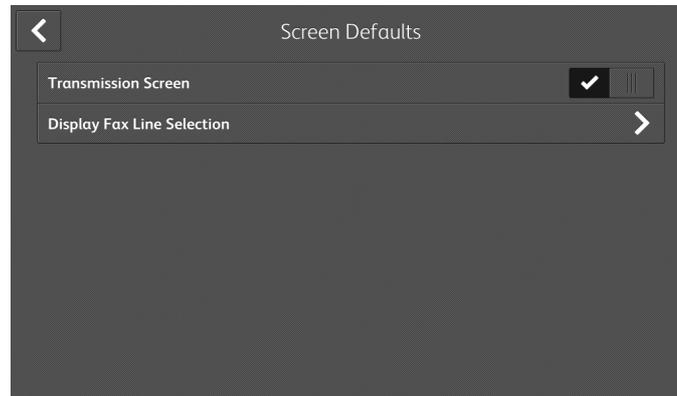
Item	Description
Transmission Screen	Displays transmission status.
Display Fax Line Selection	Displays [Line Selection] in feature list.

Fax Control

Fax Control
Re-enter Recipient — Enter Once Only
Re-enter Broadcast Recipients — Broadcast Disabled
Re-enter Contacts — Display Confirmation Screen
Re-enter Group Recipients — Display Confirmation Screen
Display Broadcast Option
Chain Dial — No
Manual Redial List - Saved Entries — 15
Manual Redial List - Dial Mode — Normal Dial

Item	Description
Re-enter Recipient	Sets whether it is necessary to re-enter recipient after specifying recipient, in order to prevent mistaken sending of a fax or IP fax (SIP).
	This displays a screen for specifying the recipient again, if set to [Enter Twice] and the recipient is specified using dial input. Sending is enabled only when there is a match with the recipient specified the first time.
Re-enter Broadcast Recipients	Sets whether to allow broadcast sending.
Re-enter Contacts	Displays a confirmation screen when recipient in address book is specified.
Re-enter Group Recipients	Displays a confirmation screen when recipient in group is specified.
Display Broadcast Option	Displays [Enable Broadcast] in feature list.
Chain Dial	Enables specifying as a single recipient by combining dial number of recipient set in address book with entered number.
Manual Redial List - Saved Entries	Sets number of entries saved as redial recipients.

Item	Description
Manual Redial List - Dial Mode	Sets type of recipient saved as redial recipient. If all check marks are removed, there is no redial feature.
Trans Header / Cover Page	Sets recipient items printed in destination space of transmission header and cover page. The first 18 characters are printed from the set text string. 💡 **Note** • The text string set for the recipient is printed when sending to a recipient for which a [Transmission Header] is set in the address book.
Transmission Header Text - Polling	Sets to attach a transmission header to polled files.
Polled Files - Auto Delete	Enables deletion of polled files after sending.
Polling / Storage for Remote Devices	Enables use of following features: • Store for polling (store for remote device) • Send polled files due to instruction from remote device • Store Fax - Local
Rotate 90 degrees	Sets whether to rotate orientation of original.
G3 Sender ID - Fax	Enables notification to destination of G3-ID during G3 communication.
G3 Sender ID - IP Fax (SIP)	Enables notification to IP fax (SIP) destination of G3-ID during G3 communication.
Save Unsent Faxes	Enables saving of files if a fax cannot be sent. If indicated with a check mark, [Unsent Faxes] are displayed on the [Jobs] screen. It is possible to resend a job that hasn't been sent by choosing it from the [Unsent Faxes] screen.
Save Deleted Faxes	Enables saving of deleted faxes.
Saved Faxes - Auto Delete	Enables deletion of saved files after 24 hours.
Transmission Interval	Sets the time after one transmission is finished until the next transmission begins. The longer the transmission interval, the longer the overall time needed for tasks like broadcast sending, but receiving is possible while standing by.
Batch Send	If multiple transmissions have been reserved, and there are some with the same recipient, this enables sending files to the same recipient in one transmission.
Manual Send / Receive Default	Sets the status displayed first on the touch panel display to manually receive or manually send if on-hook or off-hook is used.
Fax Receiving Mode	Sets whether to receive transmission from remote terminal automatically or manually.
Border Limit	Sets length for splitting into pages when length of received file is longer than paper size.
Auto Reduce On Receipt	Enables reduction of image so it fits within the paper when length of the received file exceeds length of paper within the border limit. If the check mark is removed, the image at the part exceeding the paper length is cut off.

Item	Description
Receiving Paper Size	Sets the method for notification from the fax receiving side to the sending side about the paper for printing the received file.
Tray Mode	Sets the paper tray used for printing the received fax file. Only the paper tray set here is used for printing the received file. It is possible to set a multiple number of any of the paper trays except the bypass tray. If printing cannot be done with the paper tray specified here, a message is displayed prompting the user to load paper into the bypass tray.
User Mode	Specifies the paper size for printing, and targets only paper of the specified size, regardless of loading in tray. Multiple paper sizes can be chosen.
2 Pages per Side On Receipt	Sets so 2 pages are received by combining into 1 page.
2 Sided Printing	Enables printing of the received fax file on 2 sides of paper.
Edge Erase - Top & Bottom Edges	Sets edge erase at top and bottom direction of original.
Edge Erase - Left & Right Edges	Sets edge erase at left and right direction of original.
Reduce 8.5 × 11" ◻ Original to A4 ◻	Enables reduction to A4 if [Reduce / Enlarge] is [Auto %], and original is scanned at 8.5 x 11" size.
Pseudo-Photo Gradation Mode	Sets gradation expression mode for photo original. Switches processing method for parts of intermediate brightness (gray) to approach photo image quality. Can be set to [Error Diffusion] or [Dither]. When changed, this also changes the gradation expression mode of photo originals for output color (2 gradations) of the scan feature.
Line 1 Add Service **to** **Line 3 Add Service**	Sets whether to use service provided by telephone company for lines 1 to 3. If there is a caller ID contract, set [Caller ID] to [On], and if there is a dial-in contract, set [Dial-In] to [On]. If no service is used, set to [Off].
Folder Selector by Telephone Number	Enables use of folder selector feature by telephone number / G3-ID. This enables sorting and storage of received files into specified folders, by remote terminal's telephone number (caller telephone number), remote terminal's G3-ID, or one's own telephone number (dial-in number).
Folder Selector - Service Priority	When using the folder selector feature by telephone number / G3-ID, this sorts received files into folders by setting priority for the sending remote terminal's telephone number (caller telephone number) or G3-ID, or the receiving local terminal's telephone number (dial-in).
Folder Selector Setup	Enables use of folder selector setup feature by receiving line. If folder selector setup is used, it is possible to sort and store into specified folders by line with which received file was received.
Filename for Folder Storage	Sets filename format when saving fax files to folder.
Memory Full Procedure	Scanning of an original is suspended if storage area runs short while scanning an original. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
Maximum Stored Pages	Sets maximum stored pages of fax original.
Mixed Size Originals Scan Mode	Sets scan mode when scanning originals with a mixture of multiple sizes using an automatic document feeder.
Fax Data in Folder Priority 1 **to** **Fax Data in Folder Priority 5**	Sets priority for displaying fax data in folder received files.
Direct Fax	Enables sending of faxes initiated from client PC with fax driver.
Block Inbound Faxes	Sets G3-IDs (telephone numbers) for blocking fax reception.

Item	Description
Block Unknown Fax Numbers	Sets whether to limit reception if there is no notification of G3-ID from recipient.

Fax Received Options

Sets method of sorting received files into folders, and output destination when printing at reception.

> **Note**
> - When using both [Folder Selector by G3 ID] and [Folder Selector Setup], the sorting of [Folder Selector by G3 ID] is promoted.

Item	Description
Folder Selector by G3 ID	Enables sorting and storage of received files into folders, by remote terminal's telephone number (caller telephone number), remote terminal's G3-ID, or one's own telephone number (dial-in number).
Folder Selector Setup	Sorts and stores into specified folders by line with which received file was received.
Output Destination Setup	Sets items such as output destination for each receiving line.
Fax Received - Line 1 to Fax Received - Line 3	Sets output tray for each line.
Fax Received - SIP	Sets output tray for IP fax (SIP)
Public Folder Printed Files	Sets output tray for public folder.

Reduce / Enlarge Presets

Sets reduce / enlarge displayed for [Reduce / Enlarge]. Enables assignment of any desired reduce / enlarge to each button other than [100 %] and [Auto %]

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Original Size Defaults

Sets original size displayed when [Manual Size Input] for [Original Size] has been chosen.

Original Size Defaults	
Original Size 1	A3
Original Size 2	A4
Original Size 3	A4
Original Size 4	A5
Original Size 5	A6
Original Size 6	JIS B4
Original Size 7	JIS B5
Original Size 8	8K

Local Terminal Information

Sets settings relating to local terminal such as local name and fax name.

Local Terminal Information	
Local Name	(Not Set)
Fax Name	(Not Set)
Device Password	(Not Set)
Line 1 - Fax Name	(Not Set)
G3 Line 1 - Fax ID	(Not Set)
G3 Line 1 - Dial Type	Tone
G3 Line 1 Transmission	Detect Tone
SIP Line - Fax Name	(Not Set)

Item	Description
Local Name	Sets local terminal name as local name. The local name is displayed on the remote terminal's display or in activity reports. However, in some cases it may not be displayed, depending on the remote terminal machine.
Fax Name	Sets name of fax. The fax name is the name of the local terminal where items like transmission header and cover page are printed.
Device Password	A device password is set when limiting the other parties who send in faxes. When a device password is set, receiving and polling are only received from other parties who send in by specifying the correct device password with an F code. This makes it impossible to receive from equipment such as faxes without an F code feature.
Line 1 - Fax Name to Line 3 - Fax Name	Sets name of fax for lines 1 to 3. The fax name is the name of the local terminal where items like transmission header and cover page are printed.
G3 Line 1 - Fax ID to G3 Line 3 - Fax ID	Sets the G3-IDs for G3 communication of lines 1 to 3. Normally, the fax number of the local terminal is set for the G3-ID.
G3 Line 1 - Dial Type to G3 Line 3 - Dial Type	Sets dial type for lines 1 to 3.

Item	Description
G3 Line 1 Transmission to G3 Line 3 Transmission	Sets transmission for lines 1 to 3. 💡 **Note** • This is set to [Detect Tone] at factory shipment. Normally, this should not be changed.
Detect Tone	Set when sending with PBX. Please choose if you are using an ordinary telephone line, private branch exchange line, etc., and want to originate a call when a dial tone is detected.
Do Not Detect Tone	Please choose if transmission is impossible with PBX settings.
SIP Line - Fax Name	Sets name of fax for IP fax (SIP). The fax name is the name of the local terminal where items like transmission header and cover page are printed.
G3 SIP Line - ID	Sets G3-ID for sending to remote terminal when performing IP fax (SIP).

Add Fax Comment

Sets comment to be attached to cover page.
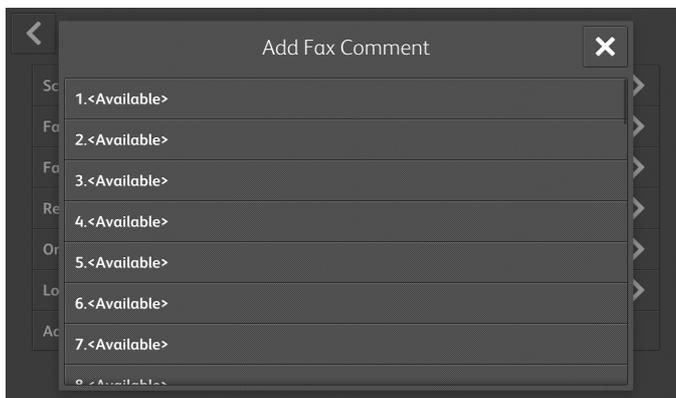
Internet Fax Settings

[Fax Control], [Fax Received Options], [Reduce / Enlarge Presets], [Original Size], and [Local Terminal Information] are the same as [Fax Settings].

Screen Defaults
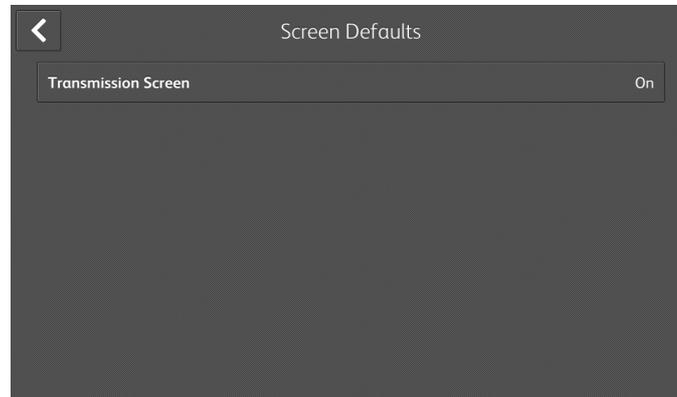
Item	Description
Transmission Screen	Displays transmission status.

Internet Fax Control
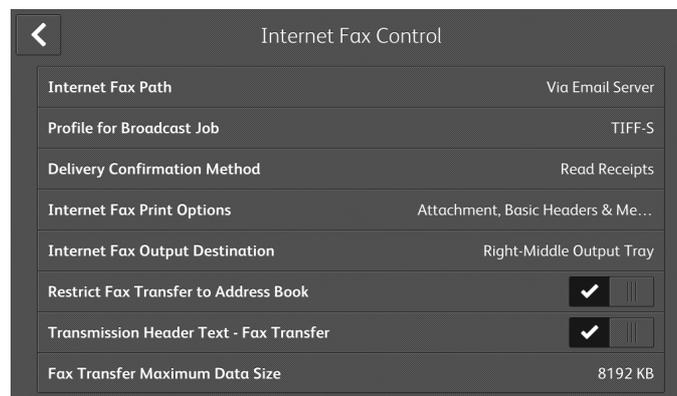
Item	Description
Internet Fax Path	
Via Email Server	Sends email via SMTP server.
Direct (P2P)	Sends directly to Internet fax compatible machine, not via SMTP server.
Profile for Broadcast Job	Sets defaults for Internet fax profile when performing broadcast sending of an Internet fax.
TIFF-S	Select this for sending originals larger than A4 size reduced to A4.
TIFF-F	Select this to specify ultra-high image quality, or to send A3 size or JIS B4 size originals.
TIFF-J	Select this for sending originals by JBIG.

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Item	Description
Delivery Confirmation Method	Sets method for confirming that email sent as Internet fax was delivered on receiving side. To print the sending result, please set [Email Control]>[Print Delivery Confirmation Mail] to [On].
Delivery Receipts	Enables confirmation whether email sent as Internet fax was correctly sent to the final recipient mailbox.
Read Receipts	Enables confirmation whether email sent as Internet fax was correctly processed, including processing of attachment files at the final recipient.
Internet Fax Print Options	Enables setting of printing operation when email is received from an Internet fax compatible machine and addressed to the email address of the machine.
Internet Fax Output Destination	Sets output tray for file received as Internet fax.
Restrict Fax Transfer to Address Book	Limits so that email received as Internet fax in SMTP format is not transferred to fax not set in address book.
Transmission Header Text - Fax Transfer	Sets to attach transmission header (communication start time, fax name, recipient name, G3-ID, quantity, etc.) when sending received email from Internet fax to fax.
Fax Transfer Maximum Data Size	Sets maximum data size when sending received email from Internet fax to fax.

Email Control

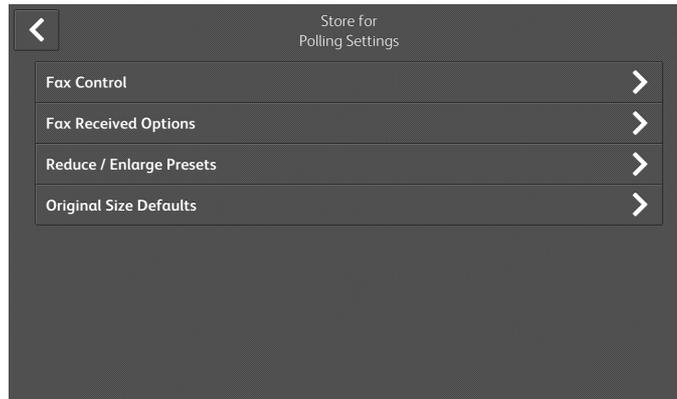This is the same as [Email Control] for [Scan Settings].
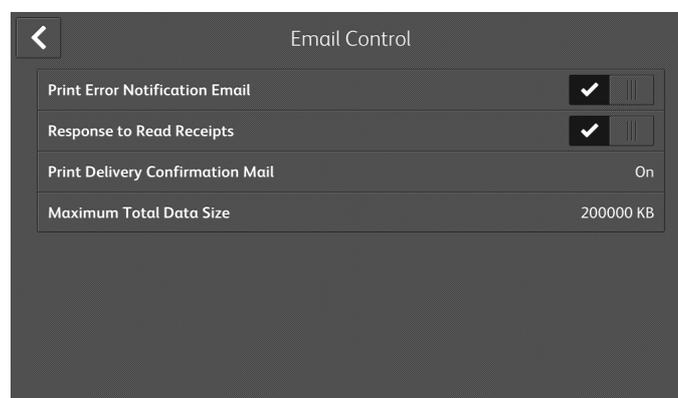
Store for Polling Settings

This is the same as [Fax Settings].

Address Book Settings
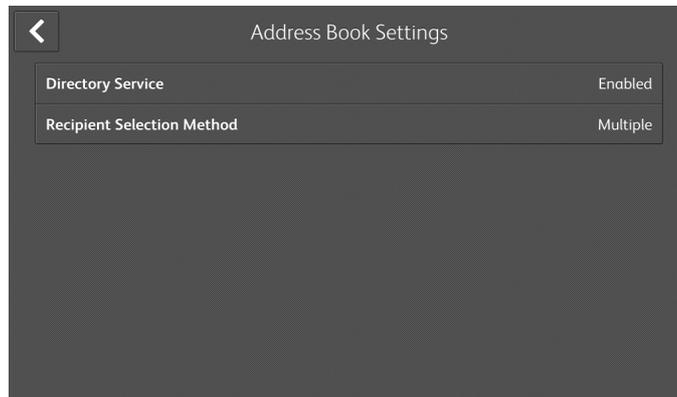
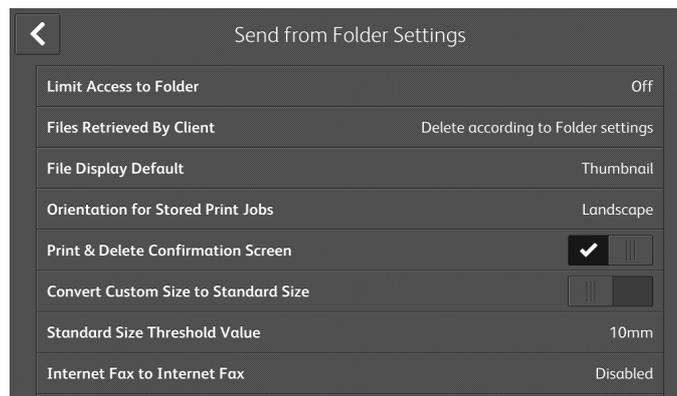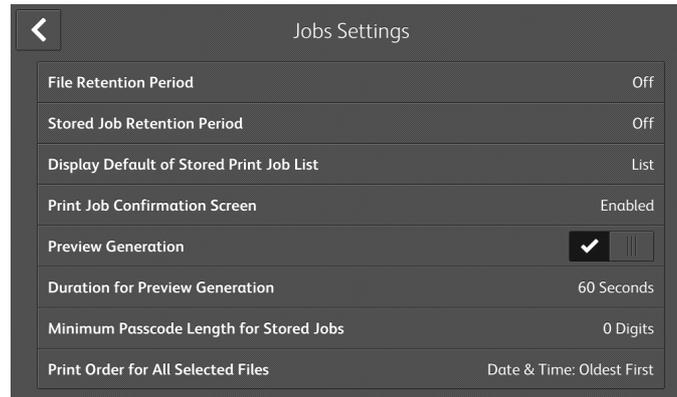| Item	Description
Directory Service	Enables use of address book saved on directory server.
Recipient Selection Method	Enables choosing of multiple recipients at one time when choosing recipients in the address book.

Send from Folder Settings

Sets method of processing files saved in folder.

Item	Description
Limit Access to Folder	Enables making password input mandatory.
Files Retrieved By Client	Enables deletion of files when files saved in a folder have been retrieved from the client side.
File Display Default	Sets method of display when screen listing files in folder has been opened.
Orientation for Stored Print Jobs	Sets orientation when saving custom size files. Even if [Portrait] is specified, saving in [Landscape] is forced if a print job is saved with an orientation that cannot be loaded into the paper tray.
Print & Delete Confirmation Screen	Enables display of confirmation screen for deleting file after printing file in folder.
Convert Custom Size to Standard Size	Enables changing from custom size to standard size when transferring fax / file received as Internet fax in folder, folder polled files, etc.
Standard Size Threshold Value	Sets threshold value for changing custom size to standard size when [Convert Custom Size to Standard Size] has been indicated with a check mark.
Internet Fax to Internet Fax to Internet Fax to Email	Enables transfer of file received as Internet fax via Internet fax.
Quality / File Size	Sets file image quality and file size for high compression and retrieval of files from folder.
File Retention Period	Sets the retention period for files in folders. Files are deleted when the retention period expires. The setting is common for all folders.

Jobs Settings

This is the same as [Printer Reports].

Jobs Settings	
File Retention Period	Off
Stored Job Retention Period	Off
Display Default of Stored Print Job List	List
Print Job Confirmation Screen	Enabled
Preview Generation	✔
Duration for Preview Generation	60 Seconds
Minimum Passcode Length for Stored Jobs	0 Digits
Print Order for All Selected Files	Date & Time: Oldest First

Job Flow Sheets Settings

Job Flow Sheet List Default

Sets default owner and target displayed when [Job Flow Sheets] on Home screen is tapped.

Job Flow Sheet List Default		
Owner		
Administrator		✔
Non-Administrator		✔
Target		
Scan		✔
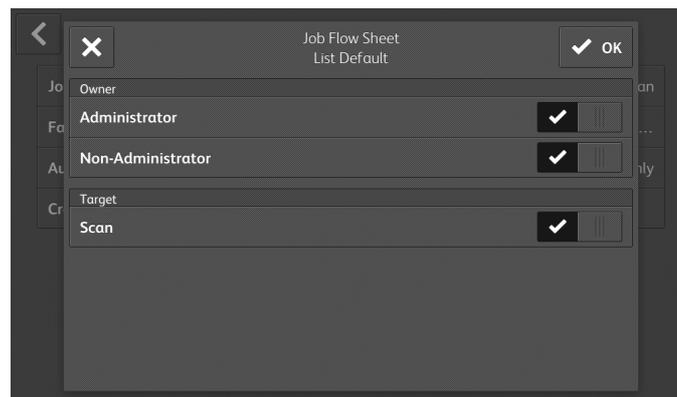
Item	Description
Owner	Enables display of job flow sheets for administrator and non-administrator.
Target	Enables display of scan job flow sheets.

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Fax Transfer Resolution

Sets resolution when sending color file as fax using job flow sheets.

Fax Transfer Resolution		✓ OK
Same Resolution (High Quality)		
200 dpi (High Speed)		

This feature converts color images to black and white images when being transferred as fax jobs. Conversion of high resolution color images will take longer. Selecting 200 dpi (High Speed) option reduces the time when converting color images of 300 dpi or higher to black and white images. 200 dpi is equivalent to the Fine quality in fax transmission.

Auto Start Job Flow Sheet

Sets users allowed to start job flow.
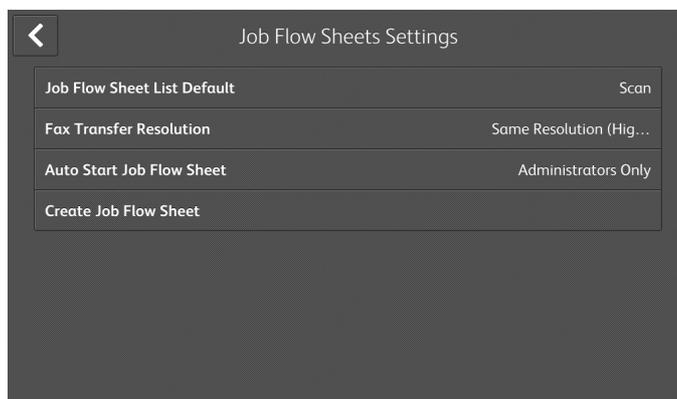
Job Flow Sheets Settings

Job Flow Sheet List Default	Scan
Fax Transfer Resolution	Same Resolution (Hig…
Auto Start Job Flow Sheet	Administrators Only
Create Job Flow Sheet	

Create Job Flow Sheet

Enables tasks such as creating a new job flow, or changing its content.

Job Flow Sheets

Sheet Filtering   Name Ascending
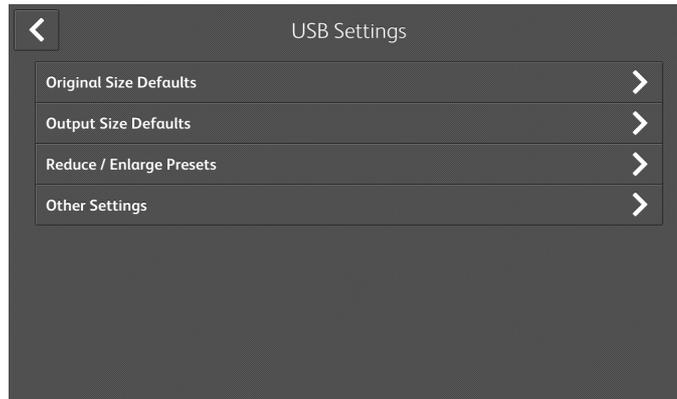
No job flow sheets to display.
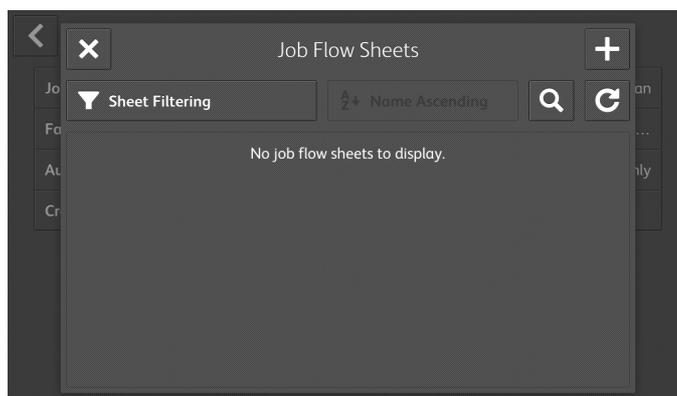
Refer

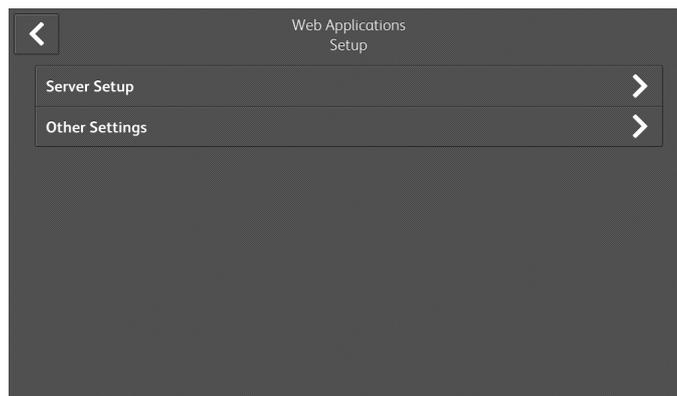- Refer to "Creation of Job Flow Sheets" (p.89).

USB Settings

This is the same as [Scan Settings].

Web Applications Setup

Feature for carrying out tasks such as directly displaying remote services linked with the machine, uploading files scanned with the machine to remote services, and directly printing by choosing a file saved on a remote server.

| Item	Description
Server Setup	Sets up server for web applications.
Other Settings	
When Sending User Details	Enables display of confirmation screen when sending user details from user authentication on the machine (authenticated user ID, password, email address, service restrictions, etc.) to the connection destination server for web applications.

Web Browser Setup

Item	Description
Web Applications Version	Sets web applications version.
Delete Persistent Cookie Upon Closing	Enables deletion of persistent (expiring) cookies when closing access to web applications.
Clear Cache Upon Closing	Enables deletion of cache when closing access to web applications.
Use Cache	Enables use of cache.
Accept Cookies	Enables use of cookies.
SSL Cert Verification Failure	Sets whether to display an access confirmation screen asking whether to cancel access to server when verification of SSL server certificate has failed.
Enable File Printing	Enables use of file printing feature. The file printing feature enables direct printing of printable files retrieved from remote web servers.
Functional Code	Set as necessary when using services linked with another machine.

Remote Assistance Settings

Sets maximum wait time to start service for remote assistance.
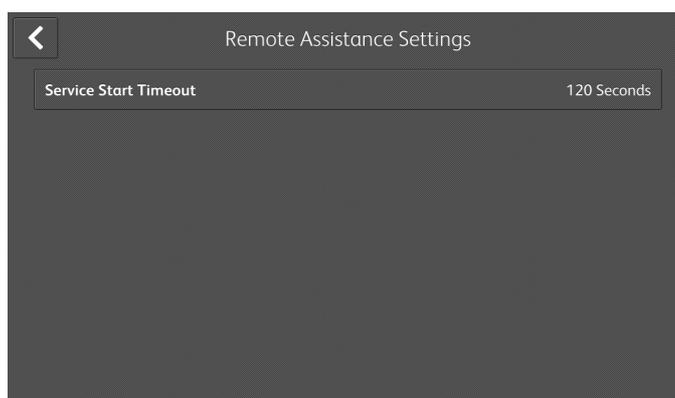
One-touch Button Settings

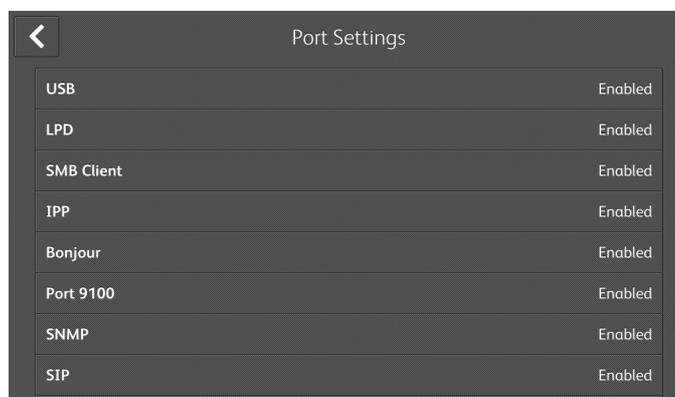Assigns recipients set in address book to one-touch buttons.

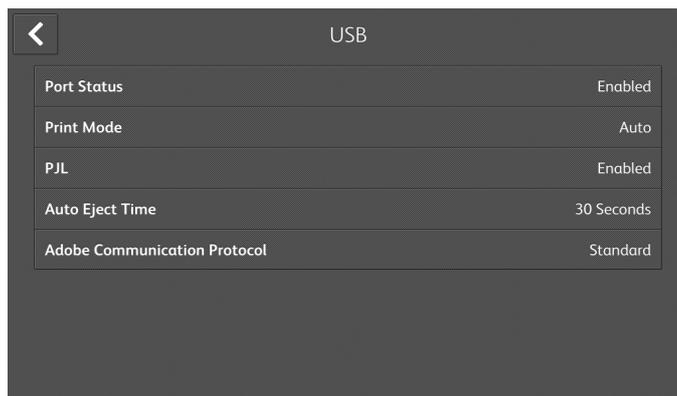| One-touch Button Settings		Print
1.	Fuji Taro 04528	
2.	Fuji Hanako 0123	
3.	<Available>	
4.	<Available>	
5.	<Available>	
6.	<Available>	
7.	<Available>	
8.	<Available>	

Connectivity & Network Setup

Note

- Please do not use the same port numbers as other ports for LPD, port 9100, HTTP-SSL/TLS communication, SIP, primary server, and secondary server.
- Please do not use the same port numbers as LPD, port 9100, or HTTP-SSL/TLS communication for ports which use HTTP (IPP, Internet services (HTTP), UPnP discovery, SOAP, WSD).
- If any of the following port numbers are set, the machine may fail to operate normally due to the port setting situation.
  - 25
  - 139
  - 427
  - 445
  - 631
  - 15000

Port Settings

Sets settings of interfaces of the machine connected to clients.

Port Settings	
USB	Enabled
LPD	Enabled
SMB Client	Enabled
IPP	Enabled
Bonjour	Enabled
Port 9100	Enabled
SNMP	Enabled
SIP	Enabled

USB

Port Status	Enabled
Print Mode	Auto
PJL	Enabled
Auto Eject Time	30 Seconds
Adobe Communication Protocol	Standard

Item	Description
Port Status	Set to [Enabled] to use USB.
Print Mode	Sets type of print language used. If set to [Auto], it is determined what language is used to express data received from host, and appropriate print processing is performed in accordance with the data.
PJL	PJL (Printer Job Language) commands are data attached at the beginning of an actual print job. Normally, the machine is used with this left set to [Enabled].
Auto Eject Time	Sets time from when it becomes impossible for data to be sent to the machine until paper is ejected.
PostScript Wait Timeout	When set to [Disabled], the time until the connection is disconnected when printing data follows [Auto Eject Time]. If set to [Enabled], the time complies with the PostScript timeout. 💡 **Note** • Please set the [Adobe Communication Protocol] to [RAW].
Adobe Communication Protocol	
Standard	Set when printer driver output protocol is ASCII format.
Binary	Set when printer driver output protocol is BCP format.
TBCP	Set when printer driver output protocol is TBCP format.
RAW	Set when printer driver output protocol is ASCII format or binary format. Data is output as is, without any control by the Adobe communication protocol.

LPD

LPD	
Port Status	Enabled
Port Number	515
Maximum Number of Sessions	5

Item	Description
Port Status	Set to [Enabled] to use LPD.
Port Number	Sets port number used with LPD.
Maximum Number of Sessions	Sets maximum number of clients that can be connected simultaneously to the machine with LPD.

SMB Client

| SMB Client	
Port Status	Enabled

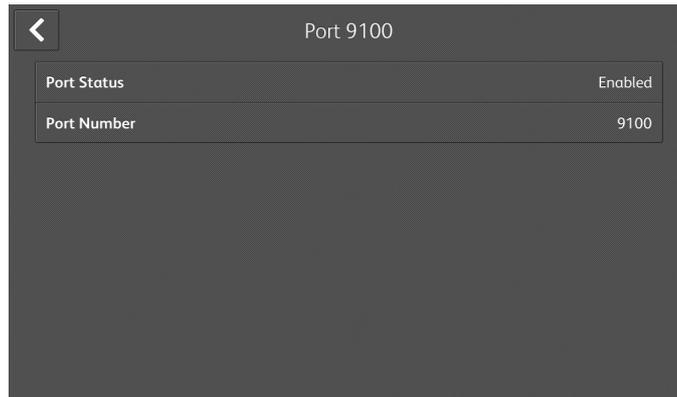| Item	Description
Port Status	Set to [Enabled] to use SMB. This is set when performing SMB transfer using [Scan], and when performing SMB authentication.

IPP

	IPP	
Port Status		Enabled
Added Port Number		80
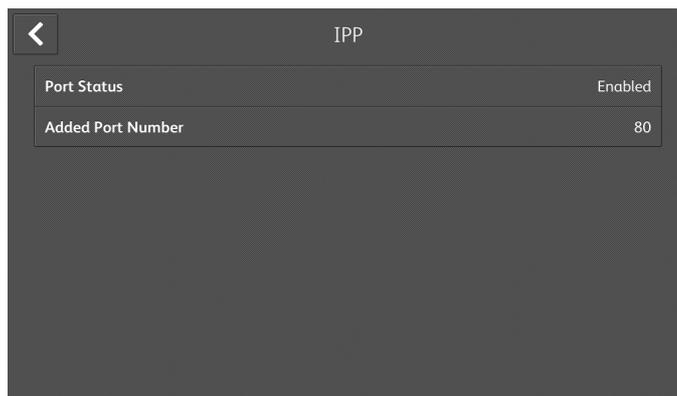
Item	Description
Port Status	Set to [Enabled] to use IPP. This is set when printing via the Internet using IPP (Internet Printing Protocol).
Added Port Number	Sets so that IPP is received at a non-standard port number.

Bonjour

	Bonjour	
Port Status		Enabled
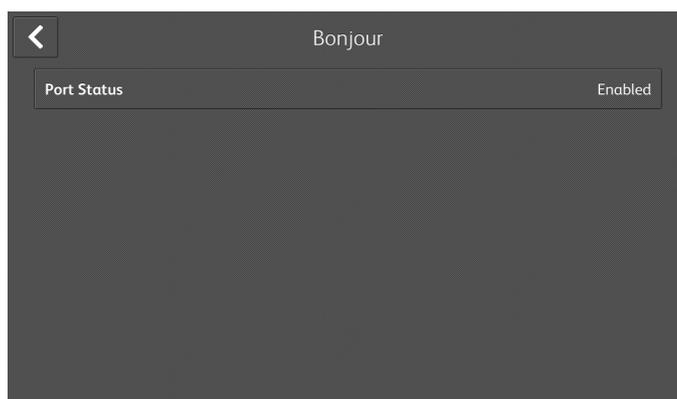
Item	Description
Port Status	Set to [Enabled] to use Bonjour.

Port 9100

Item	Description
Port Status	Set to [Enabled] to use Port 9100.
	Set when using RAW protocol with normal TCP/IP port monitor of Windows.
Port Number	Sets port number used with Port 9100.

SNMP

Item	Description
Port Status	Set to [Enabled] to use SNMP. This is set when using Fuji Xerox applications for managing the machine using a network.

SIP

Item	Description
Port Status	Set to [Enabled] to use IP fax (SIP).
Port Number	Sets port number used with IP fax (SIP).

FTP Client

Item	Description
Port Status	Set to [Enabled] to use FTP. 💡 **Note** • Setting of the starting rate when sending a scanned image via FTP communication is performed with CentreWare Internet Services.

Receive Email
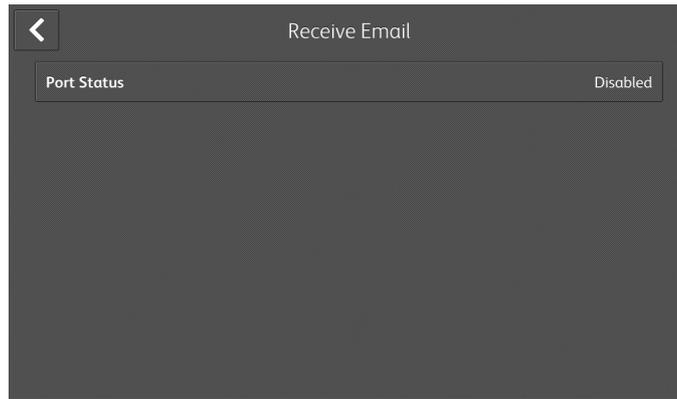
Item	Description
Port Status	Set to [Enabled] to receive email or Internet fax.

Send Email
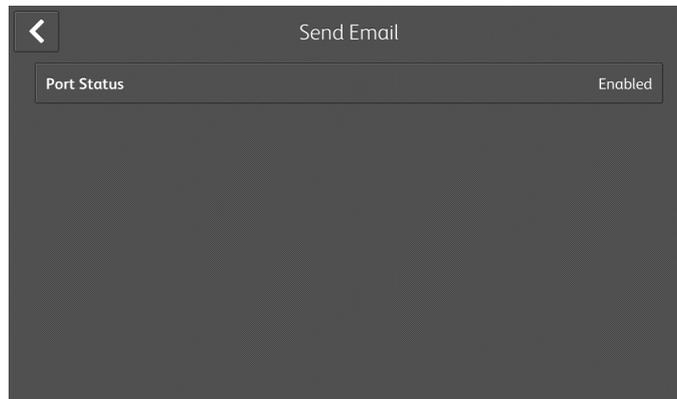
Item	Description
Port Status	Set to [Enabled] to send email or Internet fax.

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Email Notification Service

Item	Description
Port Status	Set to [Enabled] to use email notification service.
	The status of the notified machine is: [Consumables Status], [Parts Status], [Paper Tray Status], [Output Tray Status], [Jam Status], [Interlock Status], or [Fault Notice].
	Note
	• Setting of the email notification service is done with CentreWare Internet Services.

UPnP Discovery

Item	Description
Port Status	Set to [Enabled] to use UPnP.
Port Number	Sets port number used with UPnP communication.

WSD

WSD	
Port (Print from Desktop)	Enabled
Port (Scan to Desktop)	Enabled
Port Number	80
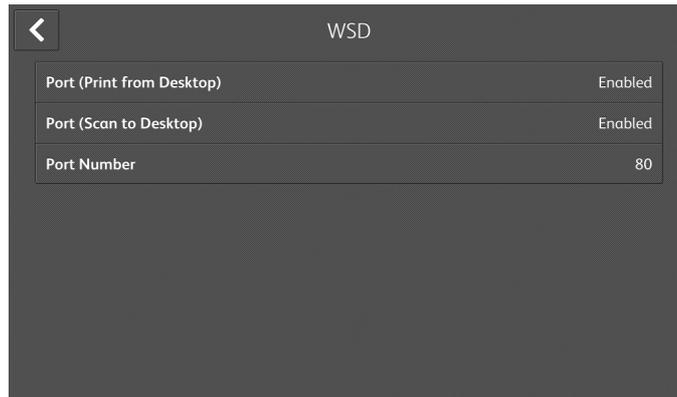
Item	Description
Port (Print from Desktop)	Set to [Enabled] to use WSD print. This is set when searching devices on a network from Windows OS.
Port (Scan to Desktop)	Set to [Enabled] to use scan to desktop. This is set when searching devices on a network from Windows OS.
Port Number	Sets port number used with WSD communication.

Internet Services (HTTP)

Internet Services (HTTP)	
Port Status	Enabled
Port Number	80
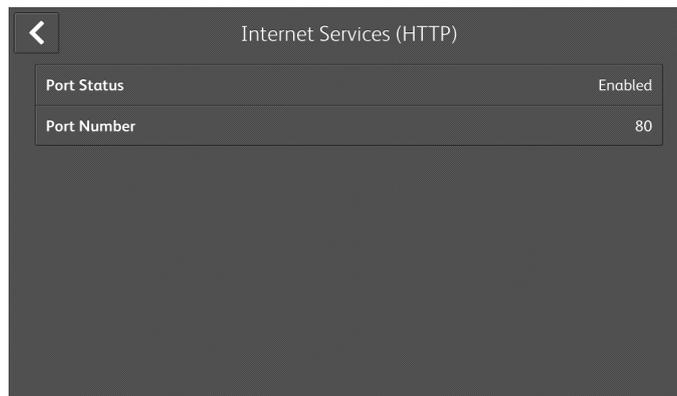
Item	Description
Port Status	Set to [Enabled] to use CentreWare Internet Services.
Port Number	Sets port number used with CentreWare Internet Services.

SOAP

SOAP
Port Status   Enabled
Port Number   80

Item	Description
Port Status	Set to [Enabled] to use SOAP port. This is set when using applications such as Device Setup (device setup tool).
Port Number	Sets port number used with SOAP.

WebDAV

WebDAV
Port Status   Enabled
Port Number   80
Operation Timeout   30 Seconds

Item	Description
Port Status	Set to [Enabled] to use WebDAV. This is set when accessing the machine's folder using an application.
Port Number	Sets port number used with WebDAV.
Operation Timeout	Sets timeout time.

ThinPrint

Item	Description
Port Status	Set to [Enabled] to use ThinPrint. The machine supports printing in the ThinPrint environment. Printing is done by decompressing data compressed and sent from a print server.
Port Number	Sets port number used with ThinPrint. 💡 **Note** • Can be used when communication protocol operates with IPv4. • The maximum number of simultaneous connections is 3.

SFTP Client

Item	Description
Port Status	Set to [Enabled] to use SFTP.

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Wireless LAN Settings
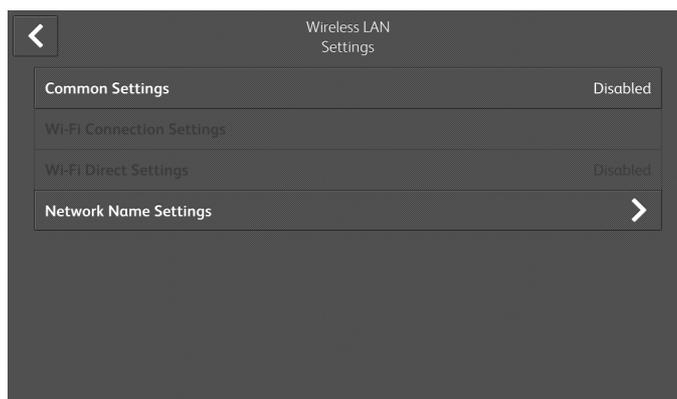
Refer
- Refer to "Wireless Network Kit" (p.3).

Protocol Settings

Sets the conditions needed for communication.

Ethernet Settings

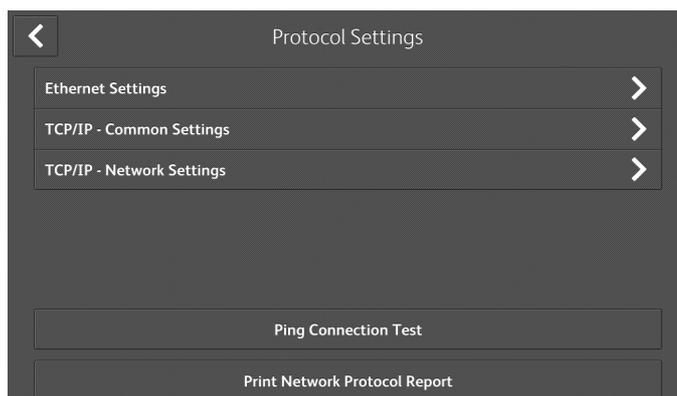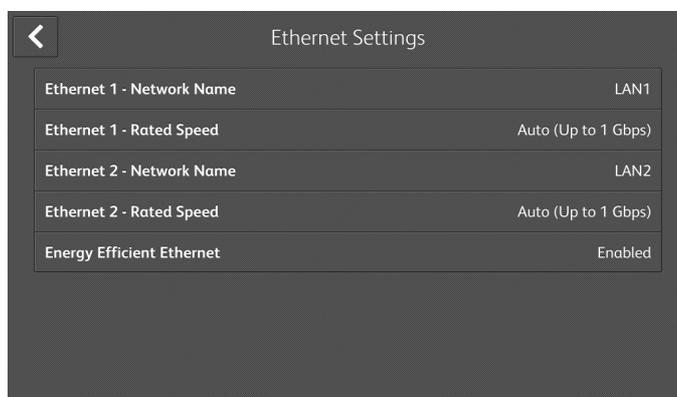| Item	Description
Ethernet 1 - Network Name / Ethernet 2 - Network Name	Sets the names of each line when using 2 Ethernet interface lines.

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Item	Description
Ethernet - Rated Speed / Ethernet 1 - Rated Speed / Ethernet 2 - Rated Speed	Sets communication speed of Ethernet interface. Choose auto detect or fixed speed according to the connected network environment.
Energy Efficient Ethernet	Enables energy efficient feature of Ethernet interface.

TCP/IP - Common Settings

Item	Description
Primary Network	Displays name of network operating as primary network when using multiple interfaces. 💡 **Note** • Setting of the primary network is done with CentreWare Internet Services.
IP Mode	Sets TCP/IP operation mode.

TCP/IP - Network Settings / TCP/IP - Network Settings (Ethernet 1), TCP/IP - Network Settings (Ethernet 2), TCP/IP - Network Settings (Wi-Fi)
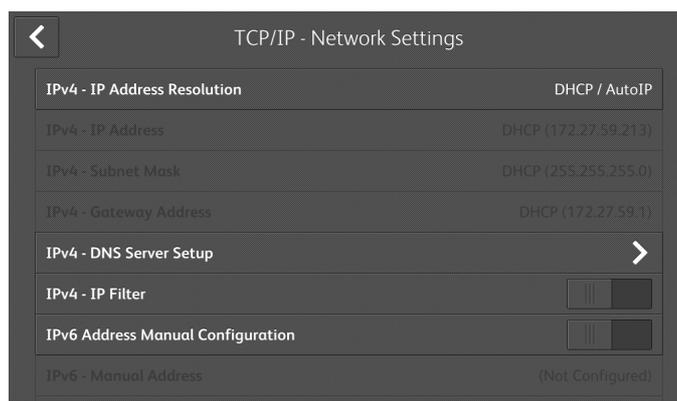
- It is not possible to set IP addresses the same as [TCP/IP - Network Settings (Ethernet 1)], [TCP/IP - Network Settings (Ethernet 2)], or [TCP/IP - Network Settings (Wi-Fi)].
- Ports usable in a secondary network are: LPD, Port 9100, SNMP, Internet services (HTTP), Bonjour, IPP, ThinPrint, WSD, AirPrint, and Mopria. A secondary network interface may fail to operate if it is set with an application that uses another port.

| Item	Description
IPv4 - IP Address Resolution	Sets method of retrieving IP address, subnet mask, and gateway address.
IPv4 - IP Address	Specifies IP address.
IPv4 - Subnet Mask	Specifies subnet mask.
IPv4 - Gateway Address	Specifies gateway address.
IPv4 - DNS Server Setup	Sets DNS server.
Get IP Address from DHCP	Enables retrieval of DNS server address from DHCP server.
Preferred DNS Server to Alternate DNS Server 2	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
IPv4 - IP Filter	Enables limitation of connection to the machine with the IPv4 address. **Note** - [IPv4 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), CentreWare Internet Services, and web applications. - To enable [IP Filtering] and perform FTP transfer of a scanned image from the machine, please be sure to switch the FTP starting rate to [Active Mode]. Switching of the FTP starting rate is done using CentreWare Internet Services. - Setup of the IPv4 address for receiving connections is done with [IP Filtering] of CentreWare Internet Services.
IPv6 Address Manual Configuration	Enables manual setting of IPv6 address.
IPv6 - Manual Address	Specifies IPv6 address.
IPv6 - Manual Prefix	Sets prefix length.
IPv6 - Manual Gateway	Sets gateway address.
IPv6 - DNS Server Setup	Sets DNS server.
Get IP Address from DHCP	Enables retrieval of DNS server address from DHCP server.
Preferred DNS Server to Alternate DNS Server 2	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
Automatically Configured IPv6 Address	Displays set IP address. **Note** - If the IP address is set manually, up to 2 addresses can be assigned with stateless automatic configuration.
IPv6 - IP Filter	Enables limitation of connection to the machine with the IPv6 address. **Note** - [IPv6 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), CentreWare Internet Services, and web applications. - To enable [IP Filtering] and perform FTP transfer of a scanned image from the machine, please be sure to switch the FTP starting rate to [Active Mode]. Switching of the FTP starting rate is done using CentreWare Internet Services. - Setup of the IPv6 address for receiving connections is done with [IP Filtering] of CentreWare Internet Services.

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Ping Connection Test

Enables confirmation whether normal communication is possible between the machine and client PC under the set conditions.
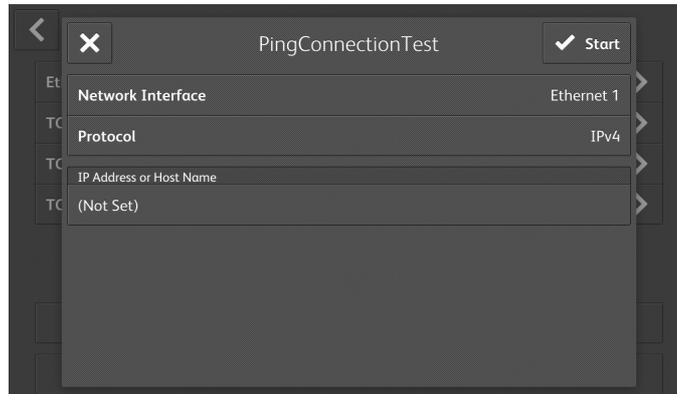
Print Network Protocol Report

Outputs report on protocol settings for primary interface.
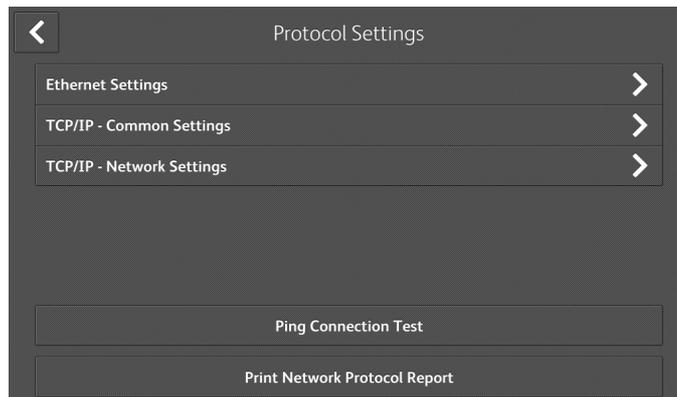
Device's Email Address / Host Name
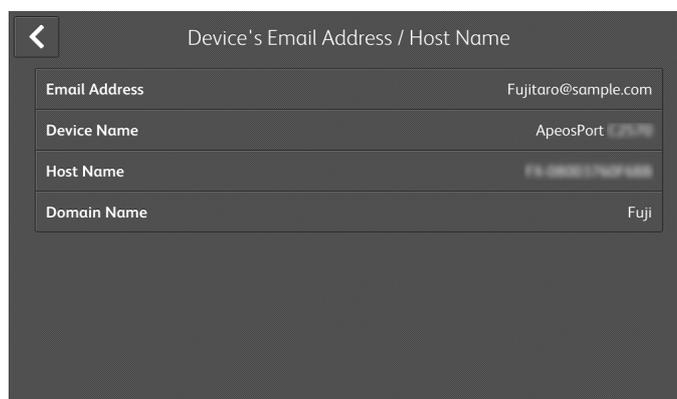
Email Address

Input the email address of the machine in 128 characters or less.
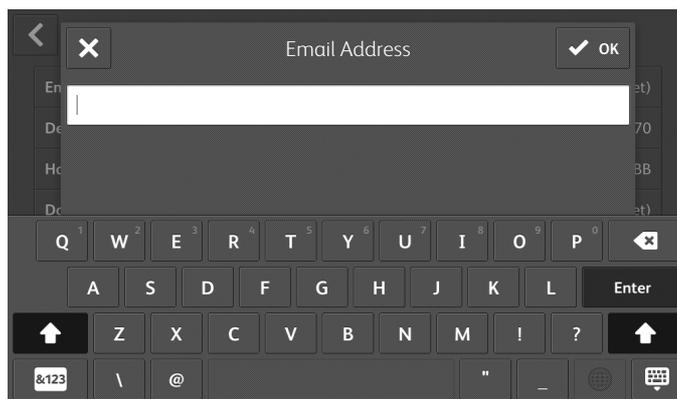
■ SMTP Reception

Any name can be set for the account (part to the left of the @ mark). Set the combination of the host name and domain name as the address part (part to the right of the @ mark). An alias cannot be set.

For example,
- Account name: mymail
- Host name: myhost
- Domain name: example.com

In this case, the email address is mymail@myhost.example.com.

■ POP3 Reception

For the account (part to the left of the @ mark) set the POP3user name, and for the address name (part to the right of the @ mark), set the name of the POP3 email server for reception. An alias such as mymail@example.com can also be set.

For example,
- Account name: mymail

In this case, the email address is mymail@myhost.example.com.

Device Name

Input the name of the machine in 32 characters or less.
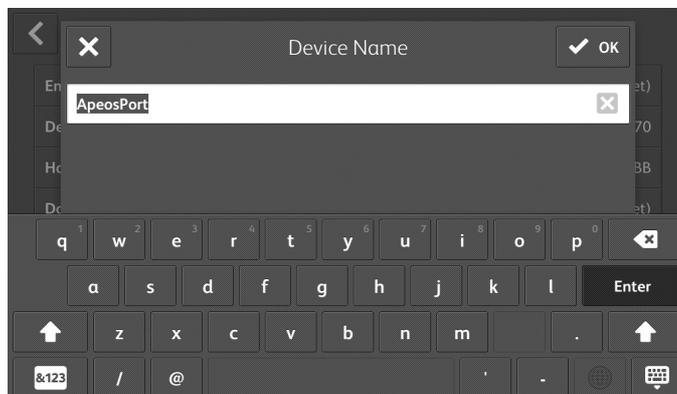
Host Name

Input the host name in 32 half-size characters or less.
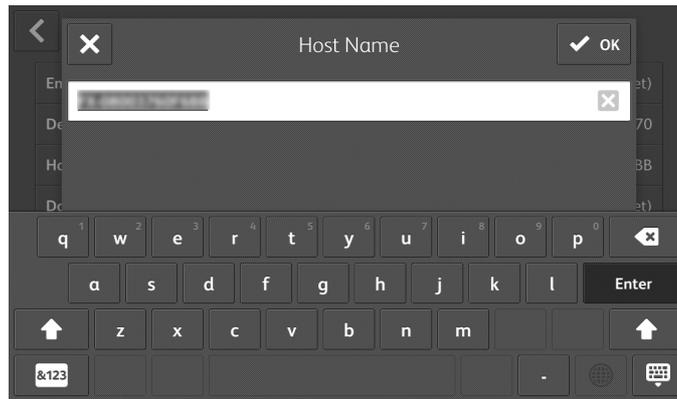
> 💡 **Note**
> - In communication with SMB, the part from the beginning to 15 half-size characters is used as a host name. To correctly identify the machine, please set the host name to 15 half-sized characters or less.

Domain Name

Input the domain name in 64 characters or less.
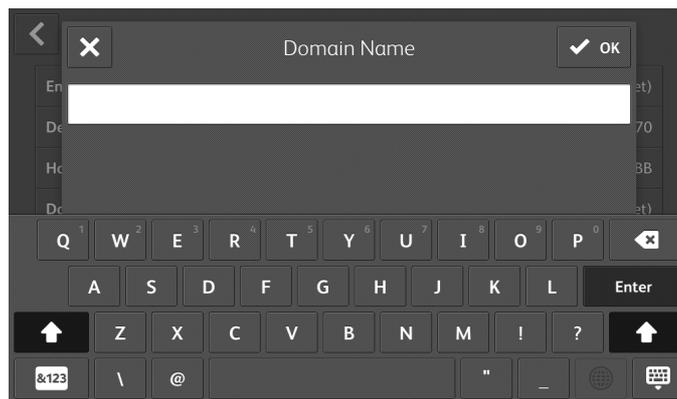
Proxy Server List

Please set when using web applications.

> **Note**
> • Please change the settings only when using services that require proxy setting.

Proxy Server Settings / Proxy Server Settings - Ethernet 1, Proxy Server Settings - Ethernet 2, Proxy Server Settings - Wi-Fi

Proxy server settings can be set for each interface, in accordance with the network environment.

	Proxy Server Settings	
Use Proxy Server		
Proxy Server Setup	Same Proxy for All Protocols	
Enter URL to Configuration Script	(Not Set)	
Addresses to Bypass Proxy Server	(Not Set)	
HTTP Proxy Server Name	(Not Set)	
HTTP Proxy Server Port Number	8080	
HTTP Proxy Server Authentication	Disabled	
HTTP Proxy Server Login Name	(Not Set)	

> **Note**
> • These are also applied to connection with SFTP servers.

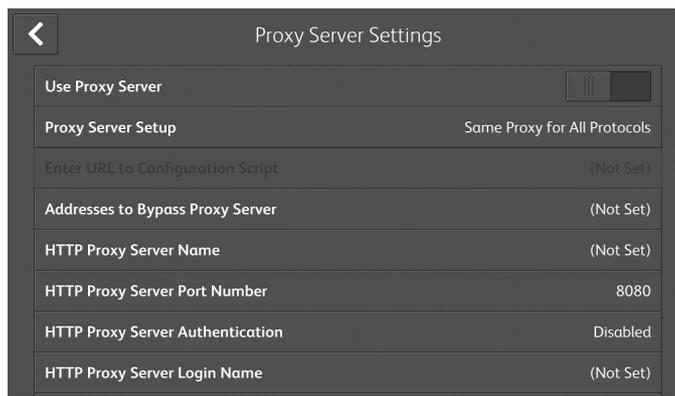| Item	Description
Use Proxy Server	Enables use of proxy server.

Proxy Server Setup	Sets method of specifying proxy server.
	• [Same Proxy for All Protocols]
	  Settings for HTTPS proxy server are applied to HTTP proxy server.
	
	• [Different Proxy for Each Protocol]
	  Enables different settings for HTTPS proxy server and HTTP proxy server, respectively.
	
	• [Use Automatic Proxy Configuration Script]
	  Setting is done by using PAC file for setting HTTPS proxy server and HTTP proxy server.
	
	• [Automatic]
	  Detects settings for HTTPS proxy server and HTTP proxy server.

Enter URL to Configuration Script	Specifies URL when setting [Proxy Server Setup] to [Use Automatic Proxy Configuration Script].
Addresses to Bypass Proxy Server	Sets addresses for not using a proxy server. Specification can be done with IPv4 address, IPv6 address, and FQDN format. Specification can also be done using "*" (wild card).
HTTP Proxy Server Name / HTTPS Proxy Server Name	Input server name or IP address. Specification can be done with IPv4 address, IPv6 address, and FQDN format.
HTTP Proxy Server Port Number / HTTPS Proxy Server Port Number	Specifies port number of HTTP proxy server and HTTPS proxy server.

Item	Description
HTTP Proxy Server Authentication / HTTPS Proxy Server Authentication	Set to [Enabled] if authentication is necessary when connecting to an HTTP proxy server or HTTPS proxy server.
HTTP Proxy Server Login Name / HTTPS Proxy Server Login Name	Input the login name.
HTTP Proxy Server Password / HTTPS Proxy Server Password	Input password.

EP Proxy Server Setup

Sets settings for proxy server for EP connection, when using theEP systemfor EP-BB multifunction device management service via the Internet.

This is the same as [Proxy Server List].

Note

- There are countries and regions where the EP-BB multifunction device management service is not available.

Refer

- Refer to the Fuji Xerox official site for information on the EP-BB multifunction device service.
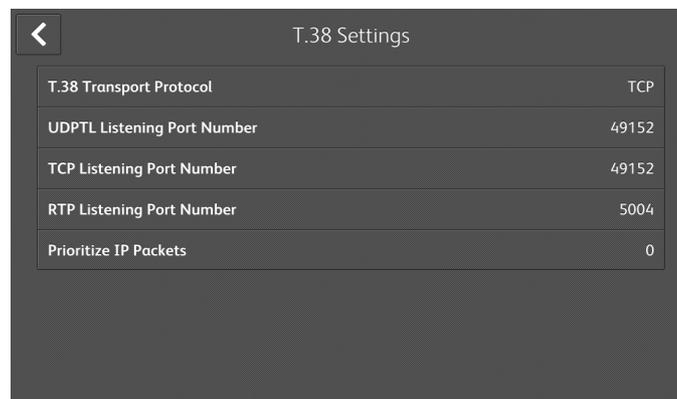
SIP Settings

Set when using IP fax (SIP).

SIP Settings	
SIP User ID (Sign-in Name)	(Not Configured)
SIP Transport Protocol	UDP
Enable SIP Server	No
SIP Server IP Address Resolution	DHCP
SIP Proxy Server Setup	DHCP (Pending)
SIP Registrar Server Setup	DHCP (Pending)
VoIP Gateway Setup	(Not Set)

Item	Description
SIP User ID (Sign-in Name)	Sets SIP user ID of the machine. **Note** • If an SIP server is not used, please specify the IP address of the machine after @. • If an SIP server made by Cisco is used, then for the [SIP User ID (Sign-in Name)] set for the machine, it is only possible to specify the IPv4 address text string for the SIP server after the @ mark. The system will not operate if an IPv6 address text string, FQDN text string, or SIP domain name text string has been specified.
SIP Transport Protocol	Sets SIP transport protocol. **Note** • Please set [UDP] to use an SIP server made by Cisco.
Enable SIP Server	Enables use of SIP server.
SIP Server IP Address Resolution	Specifies the method of resolving the IP address of the SIP proxy server and SIP registrar server. **Note** • Even in the case of [DHCP] or [DHCPv6], there is a need to manually set port numbers, login user names, login passwords, and types for the SIP proxy server and SIP registrar server. • To automatically resolve IP addresses by setting to [DHCP], please set [IPv4 - IP Address Resolution] to [DHCP] or [DHCP / AutoIP] with TCP/IP - Network Settings of the machine. • If the IP address is automatically resolved, the same automatically resolved IP address is set for both the proxy server and registrar server. To use different addresses for the proxy server and registrar server, please set manually. • When multiple addresses are automatically resolved, the first address is set as the primary proxy / registrar server, and the second address is set as the secondary proxy / registrar server. Third and subsequent addresses are not used. • Even is an IP address is automatically resolved, it is not possible to automatically resolve the port number, login user name, login password, and server type. Please set these items manually.
SIP Proxy Server Setup	Sets SIP proxy server. This enables setting of the primary server and secondary server. **Note** • Up to 2 SIP proxy servers can be used.

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Item	Description
SIP Registrar Server Setup	Sets SIP registrar server. Enables setting of primary server and secondary server. **Note** • Up to 2 SIP registrar servers can be used.
VoIP Gateway Setup	Sets VoIP Gateways 1 to 50. This enables setting of separate VoIP gateways depending on the telephone number of the remote terminal. **Note** • When using a fixed VoIP gateway, do not set an ID for VoIP gateway 1. Please set the address only. • This cannot be used with an IPv6 network.
VoIP Gateway 1 to VoIP Gateway 50	
ID	Sets numerals for specifying telephone number of remote terminal. For example, if "03" is set, then this VoIP gateway is used for telephone numbers starting with "03" such as 0312345678 and 0312345679. **Note** • To specify a specific telephone number, please set the entire telephone number, e.g., 0312345678.
Gateway Address	Input the IP address of the VoIP gateway. Specification can be done with an IPv4 address, IPv6 address, or FQDN format.

T.38 Settings

Sets settings for T.38 when using IP fax (SIP). Normally, no change is necessarily.

T.38 Settings	
T.38 Transport Protocol	TCP
UDPTL Listening Port Number	49152
TCP Listening Port Number	49152
RTP Listening Port Number	5004
Prioritize IP Packets	0

Outgoing / Incoming Email Settings

Outgoing / Incoming Email Settings

| POP3 Server Settings | > |
| SMTP Server Settings | > |

POP3 Server Settings

POP3 Server Settings

Server Name / IP Address	(Not Set)
Port Number	110
Polling Interval	10 Minutes
Login Name	(Not Set)
Password	(Not Set)
POP Password Encryption	Off (Plain Text)
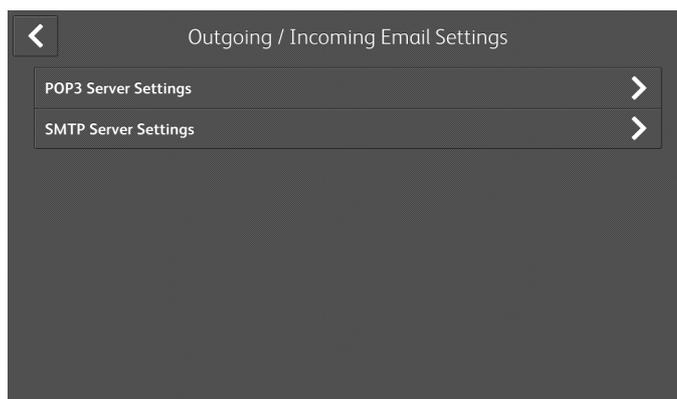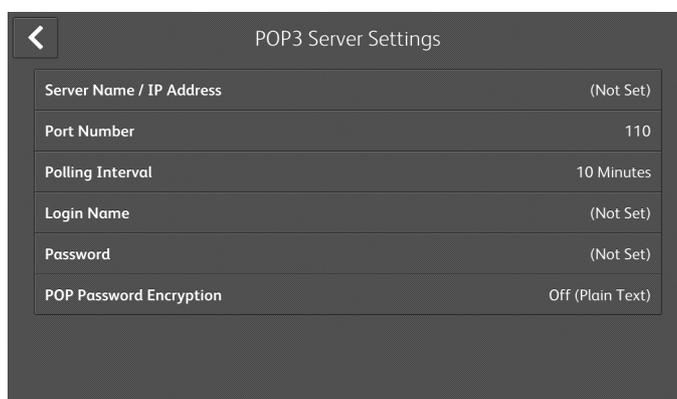
Item	Description
Server Name / IP Address	Input server name or IP address of POP3 server.
Port Number	Sets port number of POP3 server.
Polling Interval	Sets interval for checking POP3 server for email.
Login Name	Input name for logging in to POP3 server.
Password	Sets password for POP reception.
POP Password Encryption	Enables password encryption.

SMTP Server Settings

Enables confirmation of the connection situation between the machine and SMTP server by tapping on [Connection Test] and sending a test email to an email address specified by the machine. Also, if [Connection Test]>[Print SMTP Comm Report] is chosen, a report is printed showing the specifics of the SMTP communication protocol sent / received by the machine.

SMTP Server Settings	
SMTP Server Name / IP Address	(Not Set)
SMTP Server Port Number	25
Email Send Authentication	Off
Login Credentials for Email Send	System
SMTP AUTH Login Name	(Not Set)
SMTP AUTH Password	(Not Set)
Connection Test	

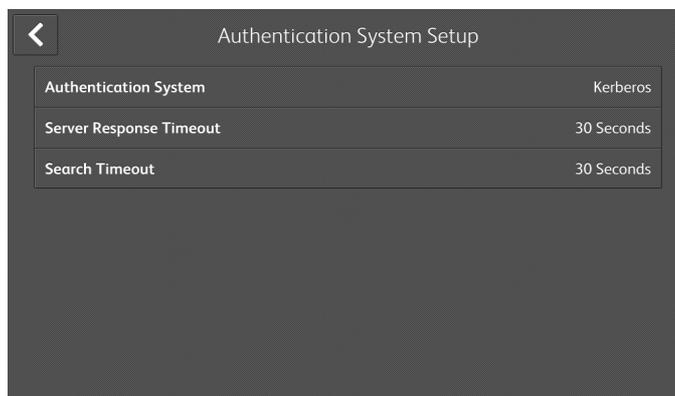| Item	Description
SMTP Server Name / IP Address	Input server name or IP address of SMTP server.
SMTP Server Port Number	Sets port number of SMTP server.
Email Send Authentication	Sets method of authentication for sending via SMTP. 💡 **Note** • As authentication methods, the system supports AUTH GSSAPI (only when specifying Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH LOGIN, and AUTH CRAM-MD5.
Login Credentials for Email Send	Sets Login Credentials for Email Send. If set to [User of Log In to Remote Accounts], login to the SMTP server is performed with the remote authentication user name / password if log in to remote accounts is performed on the machine prior to running a job. Operation in case login fails can also be chosen. If log in to remote accounts is not used, then the user name / password set for the device is used.
SMTP AUTH Login Name	Sets login name for SMTP server.
SMTP AUTH Password	Sets login password for SMTP server.

Remote Authentication / Directory Service

Authentication System Setup

Item	Description
Authentication System	Chooses system for performing authentication. 💡 **Note** • Please choose [Authentication Agent] when using ApeosWare Management Suite 2 (sold separately) for the remote authentication server. • Setting of the Azure Active Directory is done with CentreWare Internet Services.
Server Response Timeout	Sets server response timeout for authentication.
Search Timeout	Sets timeout for user details search.

Kerberos Server Settings
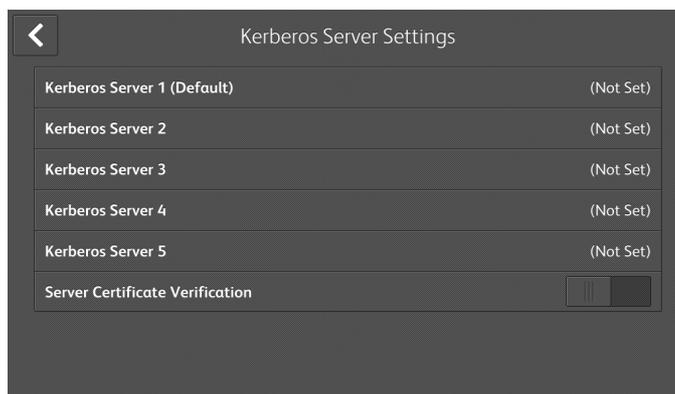
Item	Description
Kerberos Server 1 (Default) to Kerberos Server 5	Kerberos Server 1 to 5 are set, respectively, as follows. The specifics set for Kerberos Server 1 are used as the default for authentication.
Primary Server Name / Address	Input server name or IP address of primary server.
Primary Server - Port Number	Input port number of primary server.
Secondary Server Name / Address	Input server name or IP address of secondary server.

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Item	Description
Secondary Server - Port Number	Input port number of secondary server.
Domain Name	When using Active Directory of a Windows Server as the server, set the domain name of Active Directory as the domain name. 💡 **Note** • Please be sure to set the domain name in all uppercase letters. An authentication error will occur if set in lowercase letters.
Server Certificate Verification	Server Certificate can be verified.

LDAP Server / Directory Service Settings

Sets items such as the directory server and authentication method for performing LDAP authentication and address book search using LDAP, and the attributes and scope for search.

Connection with the server can be confirmed by tapping on [Connection Test].

Item	Description
Primary Server Name / Address	Input server name or IP address of primary server.
Primary Server - Port Number	Input port number of primary server.
Secondary Server Name / Address	Input server name or IP address of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
Secondary Server - Port Number	Input port number of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
Authentication Method	
Direct Authentication	Authentication for the LDAP server is performed with the entered user ID and password.
Authentication of User Attributes	Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Typed User Name].

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Item	Description
Attribute of Typed User Name	Sets attribute name when authentication method for LDAP authentication is [Authentication of User Attributes]. Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Typed User Name]. For example, set "mail" to have users input their email address. 💡 **Note** • Please set an attribute guaranteed to be unique for each user.
Attribute of Login User Name	Input the attribute name to be used as the user's display name or identifier. 💡 **Note** • Please set an attribute guaranteed to be unique for each user. • Login is not possible if the set attribute cannot be retrieved from the LDAP server. • If the authentication method is [Direct Authentication], please set to an item the same as the user ID attribute input at authentication from the operation panel.
Use Added Text String	Enables automatic addition of information input with [Text String Added to User Name] when entering user details from the touch panel display.
Text String Added to User Name	If [Enabled] is set for [Use Added Text String], that fixed text string is input. For example, if "@myhost.example.com" is set when authenticating using an email address (user@myhost.example.com), login can be done by entering "user" only.
Attribute of Smart Card	Sets search attribute of card ID when performing LDAP authentication using a smart card.
Network User ID Attribute	Sets attribute of login user name for searching by card ID of smart card, when performing LDAP authentication using a smart card. The retrieved user name is used as the user details provided to the remote service.
Login Credentials to Search Entries	Sets credentials used when searching.
Login Name	Sets user name when accessing directory server using address book search and LDAP certification via the [Authentication of User Attributes] method. Please set only when directory service authentication is necessary. 💡 **Note** • Input should basically be done in the DN format. However, attribute values such as display name can also be specified in the case of Active Directory. For details, please visit the official website of Microsoft.
Password	Sets login password of user specified with [Login Name].
Search Directory Root	Input the text string to serve as the root for search. 💡 **Note** • The root specified here serves as the basis for user search. Please specify the root of the hierarchy containing the users who log in. However, if the number of users or groups contained in the hierarchy below the root is too large, it may take some time to log in to the machine.
Search Scope	Sets the search scope from the directory root.
Object Class of Search Target	Input the object class for search.
LDAP Referrals	Enables reconnection to specified server when an instruction to connect to another LDAP server is given by the connected LDAP server.
LDAP Referral Hop Limit	When using the referral feature this sets how many times to allow switching of the connected server.

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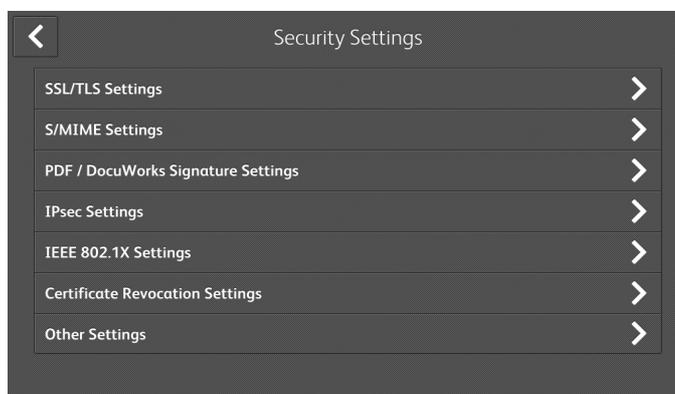| Item	Description
LDAP Server	Sets software used with directory server.
Search Entries by Common Name	Enables use of the attribute type of name as a search condition when searching with a name as the search key.
Search Entries by Surname	Enables use of the attribute type of surname as a search condition when searching with a name as the search key.
Search Entries by Given Name	Enables use of the attribute type of given name as a search condition when searching with a name as the search key.
Attribute Type of Name	Sets attribute type of recipient name. This enables input of attribute name of field used as recipient name from the among items of user details set for the LDAP server to be used. For Windows, input "cn" for the attribute name used as the recipient name.
Attribute Type of Surname	Sets attribute type of recipient surname.
Attribute Type of Given Name	Sets attribute type of recipient given name.
Attribute Type of Email Address	Sets attribute type of email address. Sets attribute name of field used as email information from among the items of user details set for the LDAP server to be used. For Windows, input "mail" for the attribute name used as the email information.
Attribute Type of Fax Number	Sets attribute type of fax number.
Attribute Type of IP Fax (SIP) Number	Sets IP fax (SIP) number from user details set for the LDAP server to be used, as attribute name of field to be used.
Attribute Type of Email (Internet Fax)	Sets Attribute Type of Email (Internet Fax).
Attribute Type of Custom Item 1 to Attribute Type of Custom Item 3	Sets LDAP attribute types for custom items 1 to 3. Enables free specification of user attributes set at LDAP server that is the search target, other than [Attribute Type of Name] or [Attribute Type of Email Address].
Attribute Name of Custom Item 1 to Attribute Name of Custom Item 3	Sets attributes names assigned to custom items 1 to 3.
Attribute Type of Certificate	Sets attribute type of certificate. This enables input of attribute name of field used as certificate from among the items of user details set for the LDAP server to be used. For Windows, input "userCertificate;binary" for the attribute name of the certificate. This information is used as an S/MIME certificate when choosing a recipient using directory service, and performing S/MIME encryption for sending email. 💡 **Note** • To carry out encrypted communication, setup is necessary for all the trusted root certificate authorities and intermediate certificate authorities set in the certificate path used for the machine.
Maximum Number of Search Results	Sets the number of results for displaying addresses matching search conditions. If the search results exceed the maximum number, further search processing is suspended.
Search Timeout	Sets search timeout time.

SMB Server Settings

Set when using an SMB server as the remote authentication server.

SMB Server Settings	
SMB Server Setup	By Domain Name
SMB Server 1 (Default)	(Disabled)
SMB Server 2	(Disabled)
SMB Server 3	(Disabled)
SMB Server 4	(Disabled)
SMB Server 5	(Disabled)

Item	Description
SMB Server Setup	Sets method of specifying server. SMB servers 1 to 5 are each set as follows, according to the specification method set here. The specifics set for SMB server 1 are used as the default for authentication.
SMB Server 1 (Default) to SMB Server 5	
Domain Name	Sets domain name of server. Setting of domain names is mandatory, regardless of the method of specifying the SMB server set with [SMB Server Setup]. **Note** • For the domain name, please specify the NetBIOS domain name, or the domain name of Active Directory.
Server Name / IP Address	Input server name or IP address of server. **Note** • For the server name, specify the NetBIOS computer name, or the full computer name with DNS suffix.

Security Settings
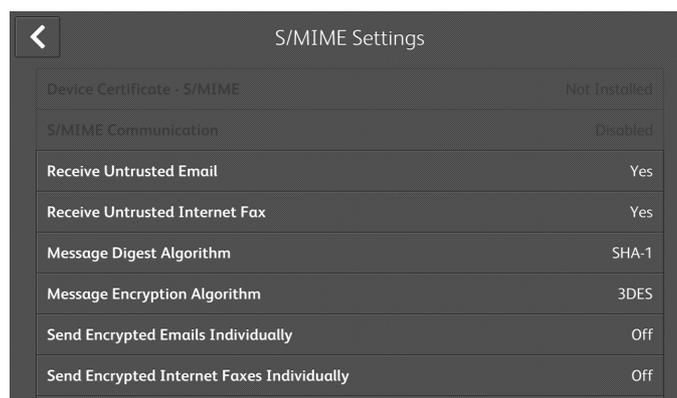
Security Settings	
SSL/TLS Settings	>
S/MIME Settings	>
PDF / DocuWorks Signature Settings	>
IPsec Settings	>
IEEE 802.1X Settings	>
Certificate Revocation Settings	>
Other Settings	>

SSL/TLS Settings

Set when encrypting communication between the machine and servers or client PCs.

	SSL/TLS Settings	
Device Certificate - Server		Installed
HTTP - SSL/TLS Communication		Enable HTTP/HTTPS
HTTP - SSL/TLS Port Number		443
LDAP - SSL/TLS Communication		Disabled
SMTP - SSL/TLS Communication		Disabled
ThinPrint - SSL/TLS Communication		Disabled
Device Certificate - Client		Not Installed
Verify Remote Server Certificate		Disabled

Item	Description
Device Certificate - Server	Sets server certificate for SSL/TLS communication.
HTTP - SSL/TLS Communication	Enables use of SSL/TLS communication only. **Note** • If set to [Enable HTTPS Only], the ports for [UPnP Discovery] and [WSD] are stopped.
HTTP - SSL/TLS Port Number	Specifies port number for SSL/TLS communication.
LDAP - SSL/TLS Communication	Enables SSL/TLS communication for accessing authentication, search, etc. To enable SSL communication, it is necessary to change the [Primary Server - Port Number] and [Secondary Server - Port Number] for [LDAP Server / Directory Service Settings]. The port number for SSL communication of the LDAP directory server is ordinarily 636.
SMTP - SSL/TLS Communication	Sets settings for SSL/TLS communication. **Note** • Internet fax direct (P2P) is not supported.
Disabled	SSL/TLS communication is not performed.
STARTTLS (If Available)	Performs SSL/TLS communication after verifying certificate. SSL/TLS communication is not performed if certificate cannot be verified.
STARTTLS	Performs SSL/TLS communication after verifying certificate. Communication is not performed if certificate cannot be verified.
SSL/TLS	Performs SSL/TLS communication.
ThinPrint - SSL/TLS Communication	Enables SSL/TLS communication.
Device Certificate - Client	Sets client certificate for performing SSL/TLS communication.
Verify Remote Server Certificate	Enables verification of remote server certificate when operating the machine as an SSL client.

S/MIME Settings

Set when sending and receiving emails and Internet faxes using encryption or signature features.

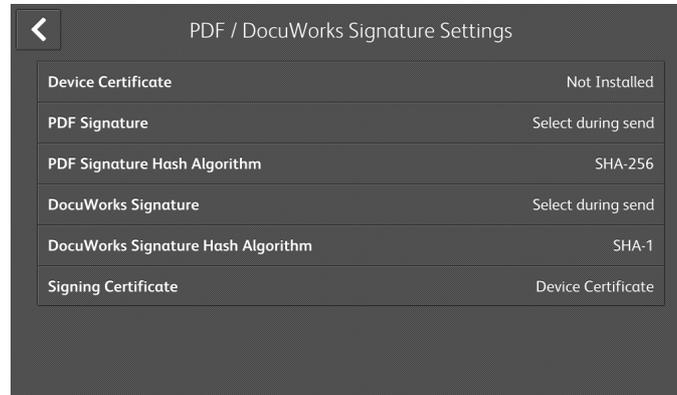| S/MIME Settings	
Device Certificate - S/MIME	Not Installed
S/MIME Communication	Disabled
Receive Untrusted Email	Yes
Receive Untrusted Internet Fax	Yes
Message Digest Algorithm	SHA-1
Message Encryption Algorithm	3DES
Send Encrypted Emails Individually	Off
Send Encrypted Internet Faxes Individually	Off

Refer

- For more information on encryption and signature features, please refer to "Encryption and Signature Features" in the *Reference Guide - Appendix*.

Item	Description
Device Certificate - S/MIME	Sets certificate used in S/MIME communication.
S/MIME Communication	Enables S/MIME communication.
Receive Untrusted Email	The following emails cannot be received when set to [No]. • Email other than S/MIME when [S/MIME Communication] has been set to enabled. • Emails for which signature / verification has failed • Emails whose attached certificate is expired
Receive Untrusted Internet Fax	The following Internet faxes cannot be received when set to [No]. • Internet faxes other than S/MIME when [S/MIME Communication] has been set to enabled. • Internet faxes for which signature / verification has failed • Internet faxes whose attached certificate is expired
Message Digest Algorithm	Sets cryptography method used when converting emails to a hash value called a message digest. **Note** • If the public key of the certificate is RSA 512-bit, then incomplete email may be sent if set to [SHA-512].
Message Encryption Algorithm	Sets message encryption algorithm.
Send Encrypted Emails Individually	Enables sending of encrypted emails individually for each recipient.
Send Encrypted Internet Faxes Individually	Enables sending of encrypted Internet faxes individually for each recipient.
Digital Signature - Email	Sets whether to always use a digital signature, or to make the choice when sending, when sending email.
Signing Certificate (Email)	Specifies the certificate used in [Digital Signature] for sending email.
Digital Signature - Internet Fax	Sets whether to always use a digital signature, or to make the choice when sending, when sending Internet faxes from the machine.

Item	Description
Certificate Auto Store	Enables saving of certificate when an email with S/MIME certificate attached is received from an email address set in the address book.

PDF / DocuWorks Signature Settings

Refer

- For more information on the signature feature, please refer to "Encryption and Signature Features" in the *Reference Guide - Appendix*.

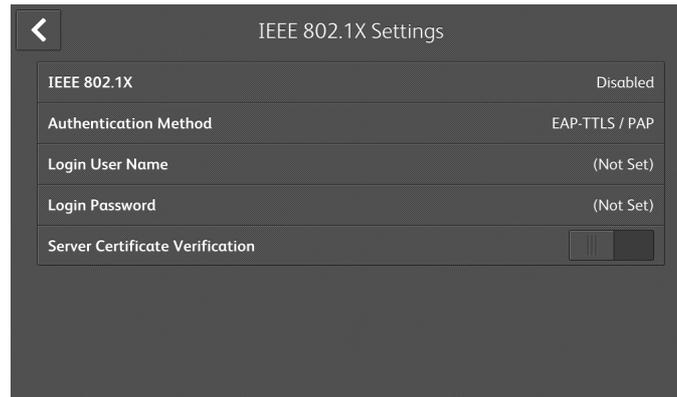| Item	Description
Device Certificate	Sets certificate used for signature.
PDF Signature	Enables signing of PDF documents.
PDF Signature Hash Algorithm	Sets hash algorithm used for PDF signatures.
DocuWorks Signature	Enables signing of DocuWorks documents.
DocuWorks Signature Hash Algorithm	Sets hash algorithm used for DocuWorks signatures.
Signing Certificate	Sets certificate used with PDF / DocuWorks signature of scanner.

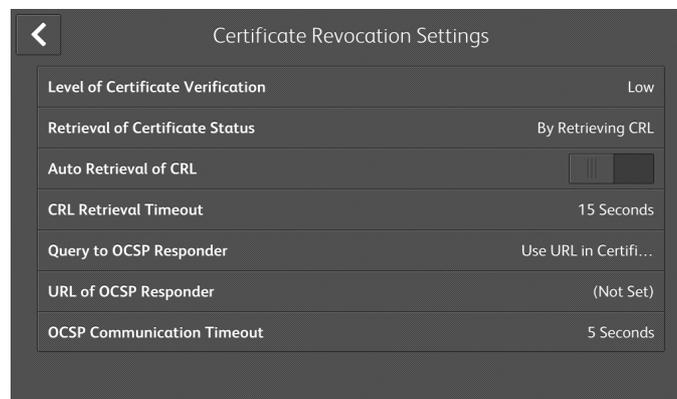# IPsec Settings

Item	Description
IPsec Settings	Sets to ensure safe communication by encrypting the network in packet units. 💡 **Note** • If a secondary Ethernet kit or wireless network kit is installed, this item can only be specified for 1 line. • Please check with the network administrator regarding [IKE Authentication Method], [Preshared Key], [DH Group], and [PFS Settings].
IKE Authentication Method	Sets IKE authentication method.
Preshared Key	Input preshared key. Set when [IKE Authentication Method] is [Authenticate by Preshared Key].
Device Certificate	Sets certificate used in IPsec communication. Set when [IKE Authentication Method] is [Authenticate by Digital Signature]. Here, a self-signed certificate created with CentreWare Internet Services cannot be used.
IPsec Communication	Enables IPSec communication.
IKE SA Lifetime	Sets valid period of IKE SA.
IPsec SA Lifetime	Sets valid period of IPsec SA.
DH Group	Sets DH group.
PFS Settings	Enables PFS.
Destination IPv4 Address	Sets IPv4 address or range of destinations for allowing communication.
Destination IPv6 Address	Sets IPv6 address or range of destinations for allowing communication.
Communicate with Non-IPsec Devices	Enables communication with devices not supported by IPsec, at addresses other than those set with the destination address.

IEEE 802.1X Settings

| Item	Description
IEEE 802.1x Settings / IEEE 802.1x Settings (Ethernet 1), IEEE 802.1x Settings (Ethernet 2)	
IEEE 802.1X	Enables use of IEEE 802.1x authentication.
Authentication Method	Sets IEEE 802.1x authentication method.
Login User Name	Input the login user name in 128 characters or less.
Login Password	Input login password in 1 to 128 bytes or less.
Server Certificate Verification	Enables verification of the server certificate if the [Authentication Method] is [PEAP / MS-CHAPv2].

Certificate Revocation Settings

Item	Description
Level of Certificate Verification	Sets level of certificate verification.
Retrieval of Certificate Status	Sets method for retrieval of certificate status.
	Set to [By Retrieving CRL] if the machine retrieves and verifies the certificate revocation list (CRL) from the validation authority. Set to [By OCSP] if confirmation is done by inquiring with the certification authority or validation authority using the OCSP (Online Certificate Status Protocol) enabling confirmation of the validity of the certificate.
Auto Retrieval of CRL	Enables auto retrieval of certificate revocation list (CRL).
CRL Retrieval Timeout	Sets upper limit on lime for retrieving certificate revocation list (CRL).
Query to OCSP Responder	Specifies method of specifying OCSP responder.
	Setting can be done from [Use URL in Certificate] or [Use URL by Administrator].

| Item	Description
URL of OCSP Responder	Set URL of inquiry contact when [Use URL by Administrator] has been chosen for [Query to OCSP Responder].
OCSP Communication Time-out	Sets upper limit of communication time with OCSP responder.

Other Settings
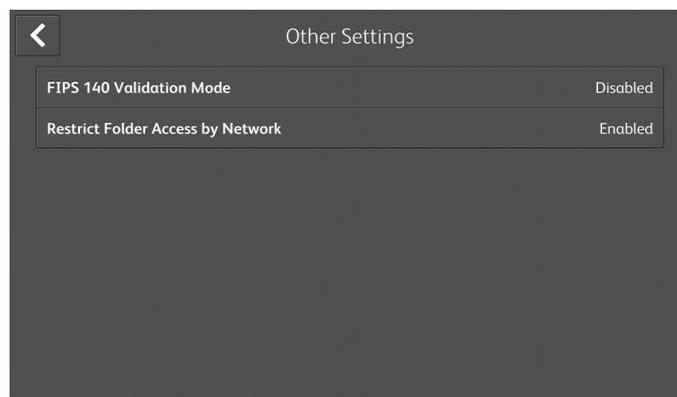
■ FIPS 140 Validation Mode

FIPS 140 (Federal Information Processing Standard 140) is a U.S. Federal Standard prescribing specifications for security requirements relating to cryptography modules.

Security can be further strengthened by setting the FIPS 140-2 mode to [Enabled].
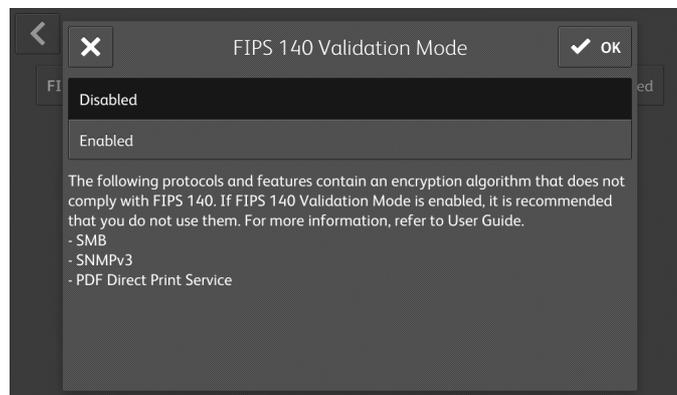

The following features operate using cryptography algorithms that are not FIPS 140 certified. Use in an environment compatible with FIPS 140 is recommended.

- SMB authentication
- SMTP authentication
- HTTP authentication
- SMB transfer

- Scan to Folder
- DocuWorks direct print
- LDAP authentication
- Kerberos authentication

- 802.1x authentication
- Email
- PDF direct print

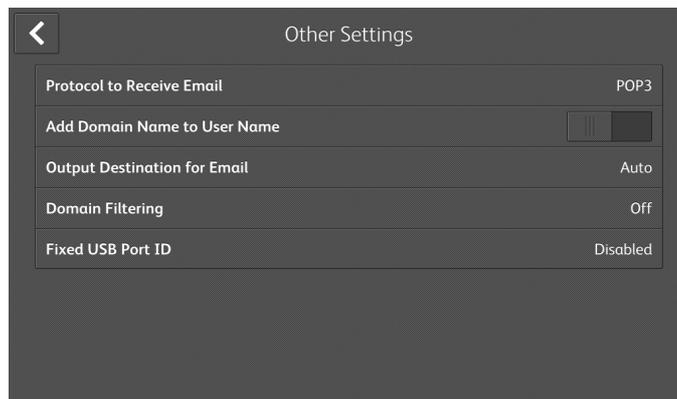Email is applicable only when S/MIME or SMTP AUTH has been used.

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■ **Restrict Folder Access by Network**

Enables limitation of networks used for storage or retrieval of files in folders.
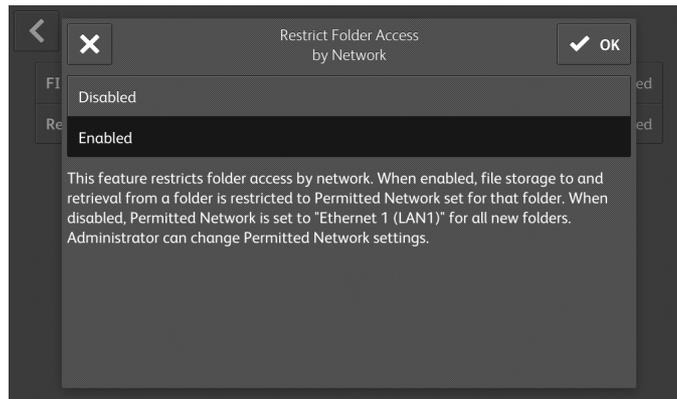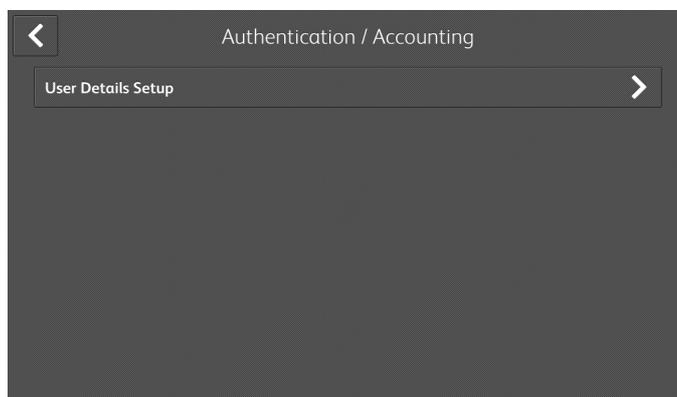

Other Settings

Sets other settings relating to the network.

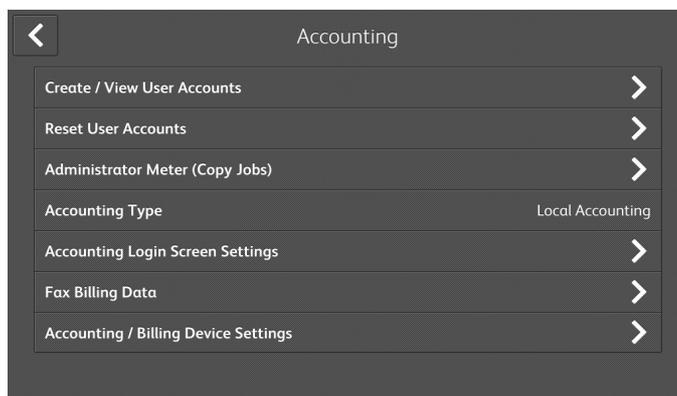| Item	Description
Protocol to Receive Email	Set according to use environment.
Add Domain Name to User Name	Enables addition of domain name to user name.
Output Destination for Email	Sets output destination for printing email. If set to [Auto], the output destination set as the default for output destination is chosen.
Domain Filtering	Sets domains for allowing or disabling sending and receiving of email, Internet faxes, and IP faxes (SIP).
Domain Filtering	Enables specification of domains for allowing sending and receiving when set to [Allow Domains]. Enables specification of domains for disabling sending and receiving when set to [Block Domains].
Domain 1 to Domain 50	Enables specification of domain names for sending and receiving when [Domain Filtering] is set to [Allow Domains] or [Block Domains].
Fixed USB Port ID	Sets whether to use a serial number or to use a fixed value as the ID for notification via the USB interface.

Authentication / Accounting

User Details Setup

```
┌─────────────────────────────────────────────────┐
│  <    Authentication / Accounting               │
│                                                 │
│  User Details Setup                         >   │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
│                                                 │
└─────────────────────────────────────────────────┘
```

Change Password

Enables login users to change their own passwords.

Refer

- Refer to "Changing a Registered User Password" (p.245).

Accounting

Performs account setup for machine users, and sets accounting type.

```
┌─────────────────────────────────────────────────┐
│  <              Accounting                       │
│                                                 │
│  Create / View User Accounts                >   │
│  Reset User Accounts                        >   │
│  Administrator Meter (Copy Jobs)            >   │
│  Accounting Type            Local Accounting    │
│  Accounting Login Screen Settings           >   │
│  Fax Billing Data                           >   │
│  Accounting / Billing Device Settings       >   │
│                                                 │
└─────────────────────────────────────────────────┘
```

Refer

- Refer to "Authentication and Accounting Function" (p.224).

Create / View User Accounts

If accounting is set to enabled, this creates a user ID and user name for authenticating the created user.

The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user.

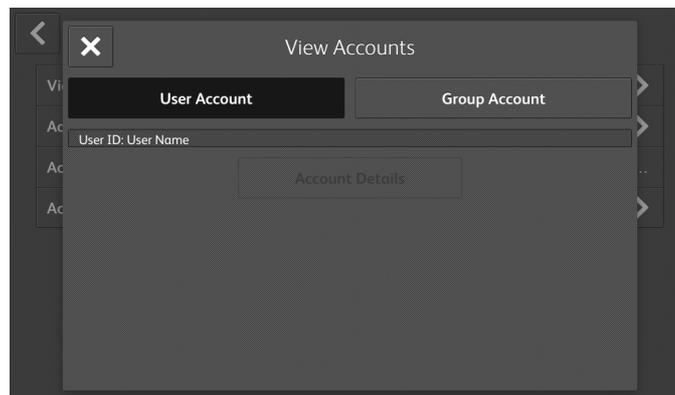This is the same as [Create / View User Accounts] for [Authentication / Security Settings]>[Authentication].
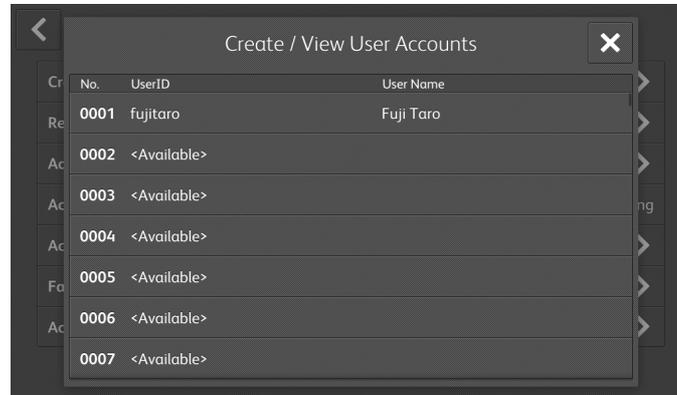
> ### 💡 Note
>
> - Please create user accounts after setting the accounting mode to be used with "Accounting Type" (p.190).
> - This item is not displayed when [Accounting Type] (p.190)is set to [Network Accounting].

View Accounts

If [Xerox Standard Accounting] is chosen for [Accounting Type], this enables confirmation of the situation of each service for created users or groups.

This also enables creation of user or group accounts.

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Reset User Accounts

Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting / resetting, it is also possible to print a report and confirm beforehand the information to be deleted / reset.

This is the same as [Reset User Accounts] for [Authentication / Security Settings]>[Authentication].
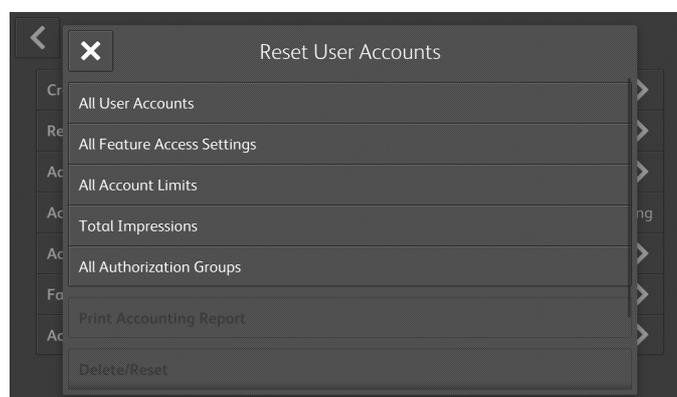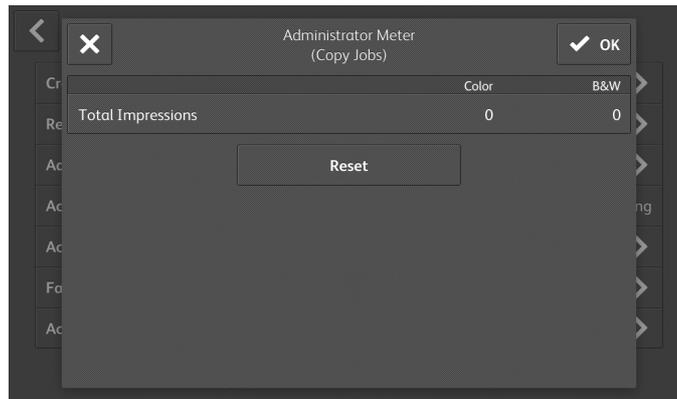

> **Note**
> • This item is not displayed when [Accounting Type] (p.190) is set to [Network Accounting] or to [Xerox Standard Accounting].

Item	Description
All User Accounts	Deletes all setting specifics set for each user. Also deletes all data such as account limits, cumulative pages, and meter (print jobs).
All Feature Access Settings	Deletes all feature access settings for all users.
All Account Limits	Resets All Account Limits to default values.
Total Impressions	Resets all total impressions for all users, including administrator. Number of pages is also reset to "0".
All Authorization Groups	Resets all authorization groups for all users.
Meter (Print Jobs)	Resets all meters (print jobs), and deletes automatically created job owner names. All meter printing counts are reset to "0". > **Note** > • [Meter (Print Jobs)] is displayed if the setting is to disable accounting for printers.
Print Accounting Report	Enables printing of report on accounting data for all apps. Used when confirming beforehand the information to be deleted / reset.
Print Meter Report	Enables printing of report on accounting data for printing. Used when confirming beforehand the information to be deleted / reset. > **Note** > • [Print Meter Report] is displayed if the setting is to disable accounting for printers.
Delete/Reset	Deletes / resets data for chosen item.

Administrator Meter (Copy Jobs)

Enables confirmation / resetting on screen of cumulative pages of copying used from administrator mode.
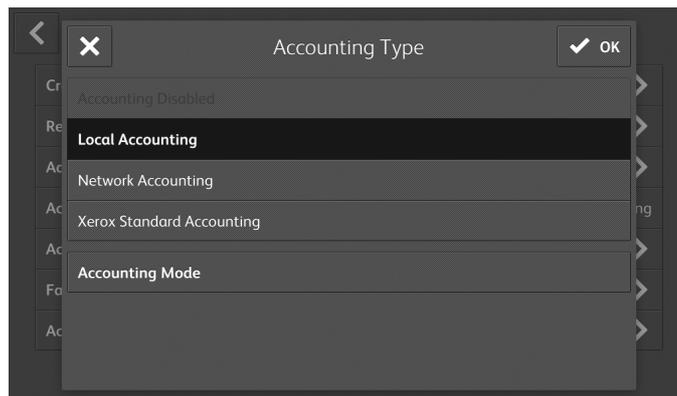

> **Note**
> • This item is not displayed when [Accounting Type] (p.190)is set to [Network Accounting].
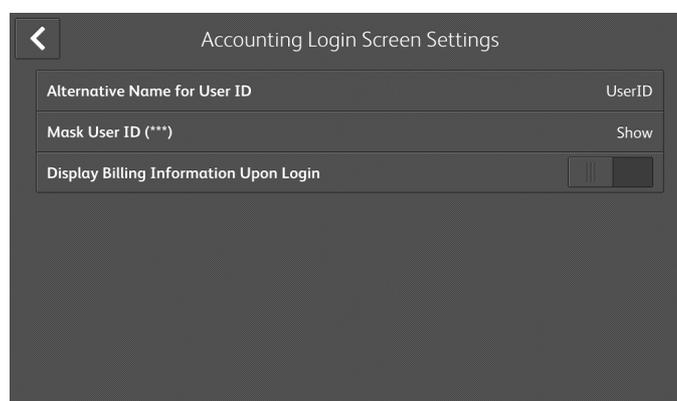
Accounting Type

Enables use of accounting feature.

Item	Description
Accounting Disabled	Accounting is not performed.
Local Accounting	Accounting is performed.
Network Accounting	Performs accounting using user details managed with remote services. User details are set from remote service. > **Note** > • [Account ID] can be input at the authentication screen displayed when an attempt is made to use services requiring accounting.
Xerox Standard Accounting	Performs accounting using user details and account information set in the machine.

Item	Description
Accounting Mode	Enables use of accounting feature for each service. 💡 **Note** • The displayed items differ depending on the installed services. • [Client Scan] is a scan operated from a client PC using AirPrint, etc. • If a service is set to [Enable Accounting], 🔒 is displayed at the pertinent service on the Home screen. The display disappears when authentication is finished.
Verify User Details	Enables verification of user details when input. If [Yes] is chosen, then [For Print / Direct Fax Jobs] can be chosen.
Customize User Prompts	Sets items input by user for authentication. 💡 **Note** • The account ID is for accounting.

# Accounting Login Screen Settings

Item	Description
Alternative Name for User ID	When necessary, this enables changing the indication, displayed as the "User ID" on the login screen displayed when the display area for user details on the touch panel display is tapped, to "UserName" or "Number".
Mask User ID (***)	Sets method of displaying text string when entering user ID.
Alternative Name for Account ID	When necessary, this changes the indication, displayed as the "Account ID" on the login screen displayed when the display area for user details on the touch panel display is tapped, to "Account Name" or "Number". 💡 **Note** • This item is displayed when [Accounting Type] (p.190) is set to [Network Accounting].
Mask Account ID (***)	Sets method of displaying text string when entering account ID. 💡 **Note** • This item is displayed when [Accounting Type] (p.190) is set to [Network Accounting].

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Item	Description

Display Billing Information Upon Login	Enables display of billing information for each user immediately after authentication.
	
	💡 **Note**
	• This item is displayed when the following items are set.
	  - [Authentication / Security Settings]>[Authentication]>[Login Type]: [Log In to Local Accounts]
	  - [Authentication / Security Settings]>[Accounting]>[Accounting Type]: [Local Accounting]

Fax Billing Data

Sets unit rates for fax billing.

	Fax Billing Data	
Charge Rate per Unit		1 Unit = 10.0
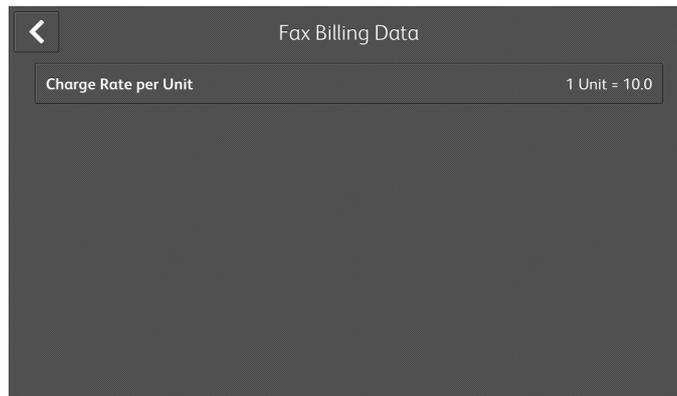
💡 **Note**

• For communication time per message in each time slot (night time, midnight, day time), please set using [Billing (Day Time)], [Billing (Night Time)], and [Billing (Midnight)] (p.96).

Accounting / Billing Device Settings

Accounting / Billing Device Settings	
Connect with Accounting / Billing Device	None
Accounting / Billing Device	None
Track Print Jobs	No Tracking
Track Scan Jobs	No Tracking
Job with Insufficient Credit	Delete Job Immediately
Charge Print Jobs	Charge by Card Number
Cumulative Device	Track with Accounting Device
Scan Ahead for Copy Job	Disabled

Item	Description
Connect with Accounting / Billing Device	Sets whether to use a connected accounting / billing device.
Accounting / Billing Device	Chooses type of accounting / billing device.
Track Print Jobs	Sets whether to track print jobs.

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Item	Description
Track Scan / Fax Jobs	Sets whether to track scan, fax, and Internet fax jobs. This can be used when equipment other than a coin kit and dispenser is installed.
Job with Insufficient Credit	Sets whether to cancel or hold jobs when credit is insufficient. This can be used when equipment other than a card-type cumulative device or smart card authentication device is installed.
Charge Print Jobs	Sets whether to charge print jobs by card number. This can be used when a card-type cumulative device or card-type subtracter is installed.
Cumulative Device	Sets timing for billing of print or copy jobs. This can be used when a card-type cumulative device is installed.
Scan Ahead for Copy Job	Sets whether to scan ahead for copy job. This can be used when a card-type cumulative device or card-type subtractor is installed.

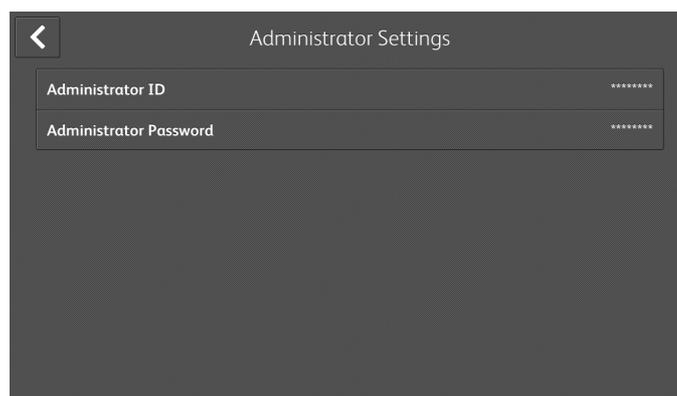# Authentication / Security Settings

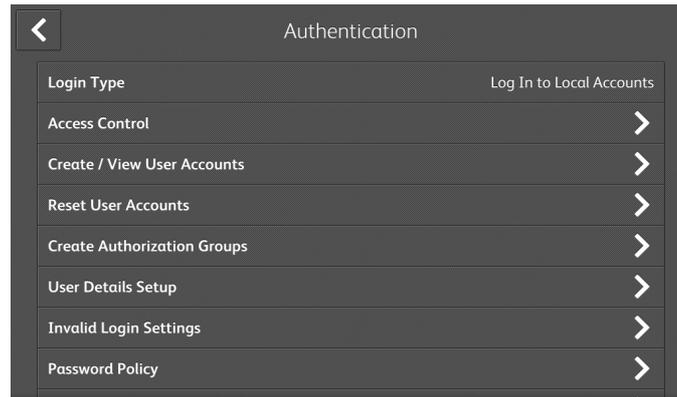Enables creation of users of the machine, and setting of authentication and security.
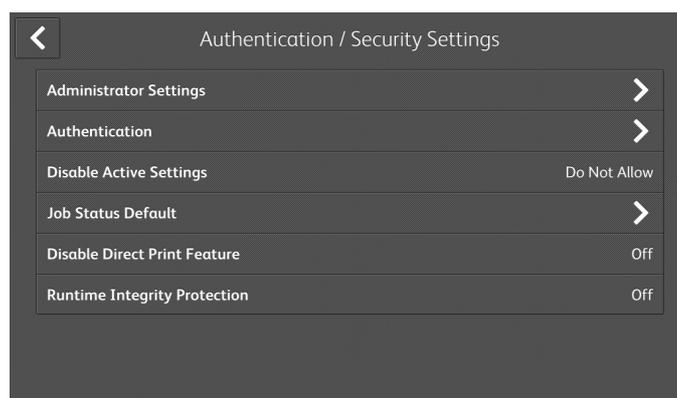
Refer
- Refer to "Authentication and Accounting Function" (p.224).

Administrator Settings

Sets user ID and password for administrator.

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Authentication

Authentication	
Login Type	Log In to Local Accounts
Access Control	＞
Create / View User Accounts	＞
Reset User Accounts	＞
Create Authorization Groups	＞
User Details Setup	＞
Invalid Login Settings	＞
Password Policy	＞

Item	Description
Login Type	Sets login type.
No Login Required	Login feature is not used.
Log In to Local Accounts	Uses user details set in the machine for login. 💡 **Note** • If the setting is changed from [Log In to Local Accounts] to [No Login Required] or [Log In to Remote Accounts], all user details set in the machine are deleted.
Log In to Remote Accounts	Uses user details set in a remote authentication server for login. 💡 **Note** • When log in to remote accounts is performed, user details are saved in the machine, and even if the remote authentication server has not started at the time of login to remote accounts, the machine can be used by logging in the user using user details saved in the machine. • Please set [Save Remote Accounts in This Device] (p.196) to [Disabled] when not saving user details used for remote accounts in the machine.
Customized Login	Set when using a server-less authentication linkage kit (sold separately).
Access Control	Enables limitation of use of the machine and each service in login mode. User login is necessary to use this. 💡 **Note** • When logging in to remote accounts (ApeosWare Management Suite 2 (sold separately)), this is based on access permission information for usable services, retrieved from the remote authentication server.
System Settings Access	Enables limitation of changes to machine settings by anyone other than the administrator.
Device Access	Enables restriction of button operation on touch panel display of the machine.
App Access	Enables limitation of each service of the machine. 💡 **Note** • If a service is set to [Locked (Show Icon)], 🔒 is displayed at the pertinent service on the Home screen. The display of 🔒 disappears when authentication is finished. • If a service is set to [Locked (Hide Icon)], the pertinent service is not displayed on the Home screen. The pertinent service is also displayed when authentication is finished.

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Item			Description
Feature Access			
		Color Copying	Enables limitation of color copying.
		Print Files from Folder	Enables limitation of printing files from folder.
		Retrieve Files from Folder	Enables limitation of sending and transfer of files from folder.
		Recipient Selection Method	Enables limitation of selecting recipients not set in address book when sending faxes, Internet faxes, or email.
			When set to [Only From Address Book], it becomes impossible to input the recipient from a keypad or keyboard. Sending is limited only to recipients set in the address book.
		Edit Address Book	Enables limitation of creating or changing recipients in address book by local users.
Create / View User Accounts			If authentication is set to enabled, this creates user IDs and user names for authentication of created users.
			The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user. User data can be created for up to 1,000 accounts.
			This is the same as [Create / View User Accounts] (p.188).
Reset User Accounts			Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting / resetting, it is also possible to print a report and confirm beforehand the information to be deleted / reset.
			This is the same as [Reset User Accounts] (p.189).
Create Authorization Groups			Enables the administrator to grant "Authorization" enabling use of features that cannot normally be used to login users. If an authorization group is created, management can be done by grouping users by authorization.
User Details Setup			Sets information needed when logging in.
		Alternative Name for User ID	When necessary, this enables changing the indication, displayed as the "User ID" on the login screen displayed when the display area for user details on the touch panel display is tapped, to "UserName" or "Number".
		Mask User ID (***)	Enables setting of method of displaying text string when entering user ID. Please set items such as strengthening of security if necessary.
			When set to [Show], the display shows the entered text string when a user ID is input. If set to [Hide], [*****] is displayed.
		Failed Access Log	Sets the number of login attempts for detecting unauthorized access. If login fails the number of times set here within a specified time (10 minutes), it is recorded as an error.
		Logout Confirmation Screen	Enables display of a confirmation screen when logging out.
		User ID for Login	Sets text type of user ID for login.
			When set to [Case Sensitive], login is done with the user ID in the created form (including both upper and lower case). When set to [Non-Case Sensitive], login is done without distinguishing upper and lower case, even if there is mixture of upper and lower case in the user ID.
		Smart Card Reader	When logging in to local accounts, user ID login can be enabled when a smart card reader is connected to the machine.
			User ID login cannot be used if set to [Smart Card Login]. If set to [Smart Card / Control Panel Login], then both smart card login and user ID login can be used.

Item	Description
Account Auto Setup for Card Login	If a user has not been created with log in to local accounts, this enables account setup when a smart card is held over the smart card reader. Account setup is not done if set to [Disabled]. Account setup is done if set to [Enabled].
Guest User	Enables use of guest users in case of log in to remote accounts.
Use of Smart Card	Enables use of smart cards when a smart card reader is connected to the machine. When set to [Enabled], it is possible to set for each feature whether to control jobs with smart cards. [Enabled (PKI Only)] is set when only the security feature is controlled, without using a smart card for authentication and job control.
Smart Card Link Mode	Enables requiring input of password at smart card login in the case of log in to remote accounts.
Smart Card Certificate Verification	Enables verification of smart card certificate when using smart card. If a check mark is indicated, the machine not only verifies the smart card owner with a PIN code, but also verifies the certificate in the smart card, and the match of the key with the private key. In this case, the host CA certificate for the smart card certificate must be imported to the machine. If the check mark is removed, the owner of the smart card is verified using a PIN code.
Smart Card Logout Timing	Sets the method of logging out in case of smart card login. If set to [Log Out when Card is Removed], logout is done when the smart card is moved away from the smart card reader. If set to [Log Out from Control Panel], logout is done through operation of the touch panel display.
Save Remote Accounts in This Device	Enables saving of user details used for log in to remote accounts in the machine. When log in to remote accounts is performed while set to save, user details are saved in the machine, and even if the remote authentication server has not been started at log in to remote accounts, the machine can be used by logging in the user using user details saved in the machine. 💡 **Note** • This applies only to users logged in with a smart card. • Users logged in using user details saved in the device are set in [(Remote Authorization Groups As Saved In This Device)].
Delete Remote Accounts	Enables deletion of user details for log in to remote accounts saved in the machine. 💡 **Note** • This applies only to users logged in with a smart card.
Invalid Login Settings	This feature is for setting so that invalid operation is not performed through impersonation. Sets the number of attempts until access is denied for the [Maximum], so that access is denied if there are consecutive failures in authenticating the same user ID. 💡 **Note** • When the machine is restarted, the number of failed attempts is reset. • When setting, please set [Maximum Login Attempts - Administrator] or [Maximum Login Attempts - Local User] to [Enabled]. • Please restart the machine to cancel the access denied state. • Maximum login attempts for local users can be set in the case of login to local accounts.

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Item	Description
Password Policy	
Password for Control Panel Login	Enables input of a password when a user uses the machine. If set to [On], the [Password] for [Create / View User Accounts] is enabled. If set to [Off], password input is not required, even if a password is specified with the above setting.
Password for Smart Card Login	Enables input of password when administrator or user performs smart card login for log in to local accounts.
Minimum Password Length	Specifies minimum password length.
Maximum Password Length	Specifies maximum password length.
Charge / Private Print Settings	Sets how to handle received print jobs.
Receive Control	Sets how to handle received print jobs.
According to Print Accounting	When [Print Jobs] of [App Access] is set to [Locked] using the authentication / accounting feature, this sets handling of jobs for, respectively, [Job Login Success], [Job Login Failure], and [Job Without User ID].
Save as Private Charge Print Job	Saves all jobs with user ID attached as private charge prints, regardless of whether the authentication feature is used or not. This sets handling of jobs for, respectively, [Job Without User ID] and [Non-PJL Command Job(s)].
Save as Charge Print Job	Saves all received jobs as charge prints, regardless of whether the authentication feature is used or not.

Disable Active Settings

Used in cases such as printing where forced printing is done, but there is no forced printing for specific output only.

Active settings can be temporarily disabled, even if active settings have been set, such as force watermark, force secure watermark, print universal unique ID, and force annotation.

If copy, folder print, stored file print, print from USB, or photo print is performed in the state set to [Allow], then active settings are disabled. (They are not disabled in the case of a fax, ordinary print, or report / list.)

This is displayed only when [Disable Active Settings] for the authorization group to which the login user belongs has been set to [Allow].
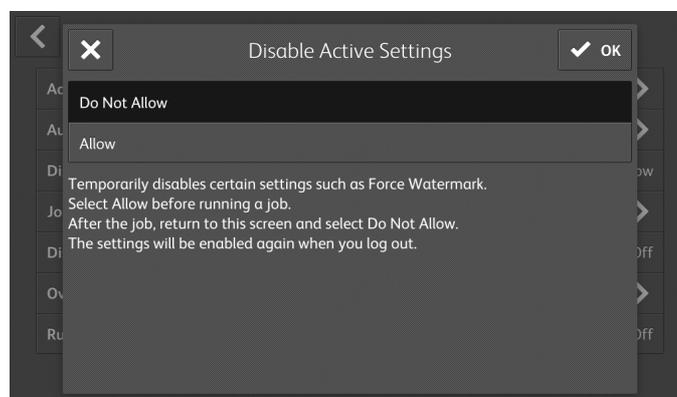
> **Note**
> - Active settings can be disabled even in cases where a file in a folder is chosen and running is done manually using job flow sheets.
> - This can be set for users with administrator rights, regardless of the authorization group.
> - Disabling is not applicable to TrustMarkingBasic (sold separately) or watermarks specified by the user in copying.

Job Status Default

Enables restriction of display of active jobs. This protects privacy and deters information leaks for unauthenticated users and users who are not job owners.

Item	Description
Active Jobs View	Enables restriction of display of information for active jobs.
Completed Jobs View	
Allow Job Viewing at All Times	Enables confirmation all finished jobs, regardless of login. Display of detailed information on jobs can be restricted.
Require Login to View Jobs	Enables confirmation of finished jobs only by users currently logged into the machine. Display of detailed information on jobs can be restricted by setting jobs that can be confirmed to only the jobs of logged in users.
No Job Viewing	Disables display of all finished jobs, regardless of login.
Job Operation Restrictions	Sets range of users allowed to perform job operation for each type of operation.

Disable Direct Print Feature

When set to [On], direct print features are disabled, such as photo print, print from USB, print email, print Internet fax, and mobile print.
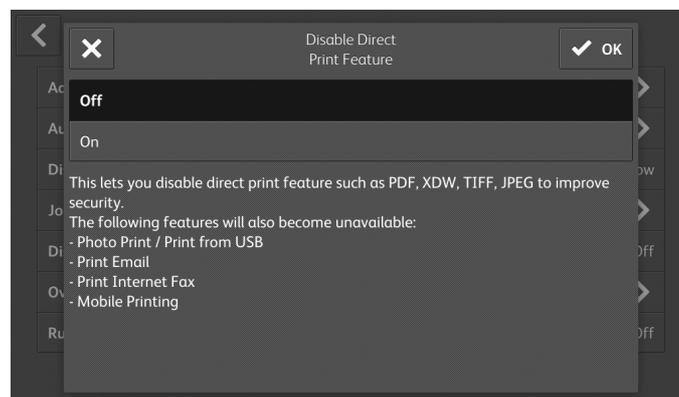
Runtime Integrity Protection

Sets whether to detect access to or running of unauthorized file during machine operation.

If set to [On], file writing or running are denied, and the specifics of the access are recorded in the audit log.

If set to [Log Only], recording is done in the audit log, but access to the file is not denied.
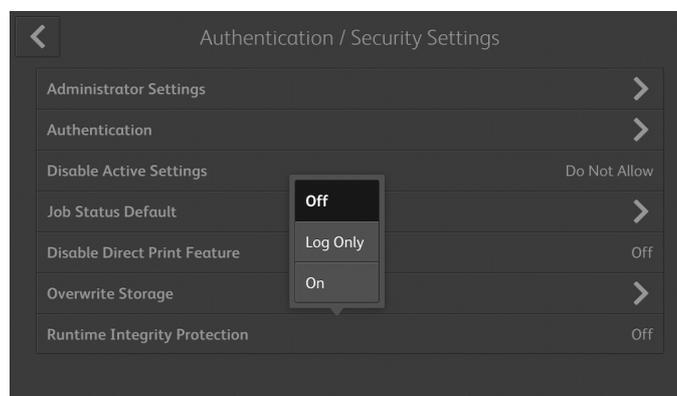
Refer

- The audit log feature must be set to enabled to record in the audit log. For details, please refer to "Audit Log Settings" (p.199).

Audit Log Settings

Sets settings for the audit log, and set settings relating to the Syslog. (The audit log is sent to other client PCs on the network using the Syslog protocol.)

The audit log records who did what work and when with the device. If the audit log feature is used, it is possible to monitor for improper use of the device, or attempts at improper use.

Note
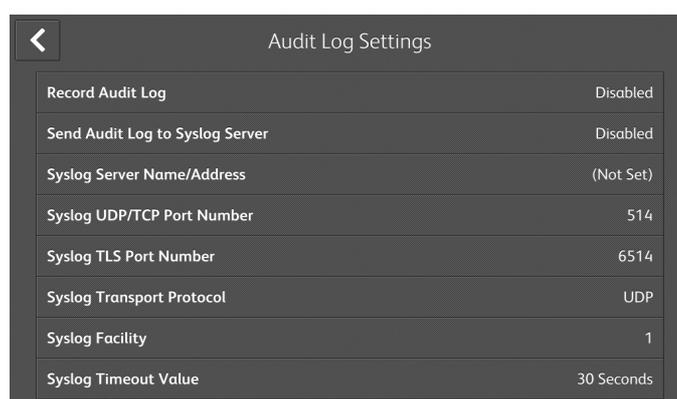
- CentreWare Internet Services are used to retrieve the audit log.

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📖 **Refer**

- For information on the items recorded in the audit log, please refer to the *Audit Log Reference Guide* provided at the Fuji Xerox official site.

Item	Description
Record Audit Log	Sets recording to audit log. An audit log is recorded in the device if the audit log feature is enabled. Up to 15,000 logs are recorded in the log, and the logs with the older date are deleted if 15,000 is exceeded.
Send Audit Log to Syslog Server	Sets to send the audit log to the Syslog server.
Syslog Server Name/Address	Input server name or IP address of Syslog server.
Syslog UDP/TCP Port Number	Input the Syslog UDP or TCP port number.
Syslog TLS Port Number	Input TLS port number of Syslog server.
Syslog Transport Protocol	Sets transport protocol when sending to Syslog.
Syslog Facility	Input facility number of audit log sent to Syslog.
Syslog Timeout Value	Input sending timeout for sending to Syslog.
When Send Error Occurs	Sets operation when audit log in device reaches maximum number of logs while sending to Syslog is not finished.
Prioritize Device Operation	Overwriting is done, starting from logs with the oldest date. Syslog sending is impossible for overwritten audit logs.
Prioritize Audit Log	A system error occurs, and the device stops. Please restart after setting to the state where the device and Syslog server can be connected.

Maintenance

Support Pages
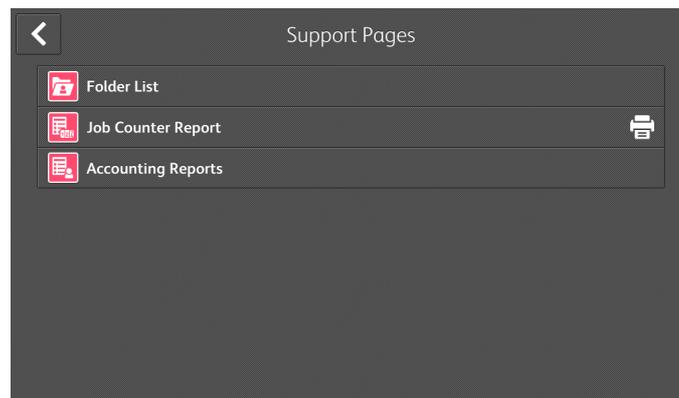
Folder List

Prints the list of settings and processing methods during folder storage for folders in the range of specified numbers.

Job Counter Report

📖 Refer

- Refer to "Job Counter Report" (p.104).

Accounting Reports

Enables printing of accounting reports by user. The screen displayed for accounting reports varies depending on whether the accounting feature has been enabled.

💡 Note

- A report cannot be printed to a file. To print a report to a file, please use ApeosWare Management Suite 2 (sold separately).

■ If [Accounting Type] is set to something other than [Local Accounting]

The following screen is displayed, and a meter report (print jobs) can be printed. This enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner).

💡 Note
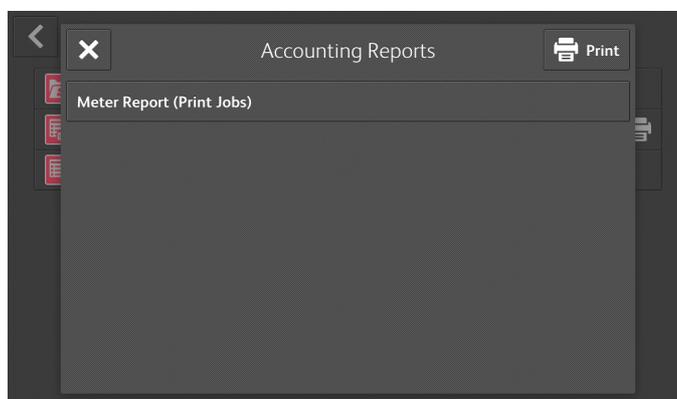
- [Meter Report (Print Jobs)] counts from the time that data was initialized.

■ If [Accounting Type] is set to [Local Accounting]

The [Accounting Reports] screen is displayed. This enables printing by feature of accounting reports by user for features for which the accounting feature has been set to [Enable Accounting].

📖 Refer

- Refer to "Accounting" (p.187).

To print an accounting report, choose any accounting report, and specify the range of user numbers.
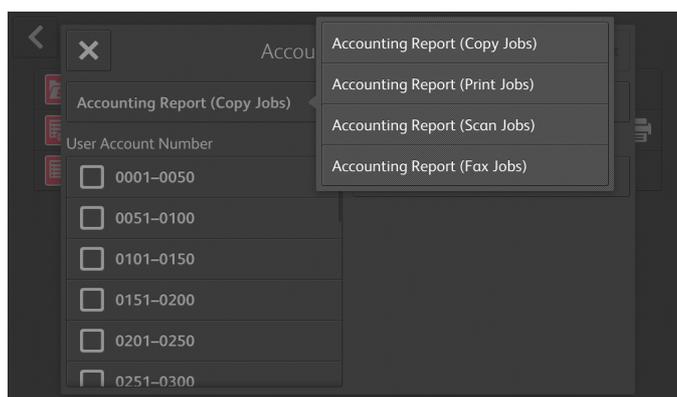
💡 **Note**

- The [No.] indicated on the report is the No. (user control no.) set at account setup with [Accounting] and [Authentication / Security Settings].

Item	Description
Accounting Report (Copy Jobs)	Enables confirmation of total pages copied, or pages printed, with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Copy Jobs)] counts from the time that data was initialized.
Accounting Report (Print Jobs)	This enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner). [Accounting Report (Print Jobs)] counts from the time that data was initialized. 💡 **Note** - If [Print Jobs] is set to [Disable Accounting] with [Accounting Mode] for [Accounting Type], [Meter Report (Print Jobs)] is displayed instead of [Accounting Report (Print Jobs)].
Accounting Report (Scan Jobs)	Enables confirmation of total pages scanned with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Scan Jobs)] counts from the time that data was initialized.
Accounting Report (Fax Jobs)	Enables confirmation by user of data such as communication sessions, and number of originals sent.

[Check Request / Repair Request] / [EP Diagnostic Request / Repair Request] / [EP Diagnosis] / [Repair Request]

If checking or repair is needed, contact your local Fuji Xerox representative.
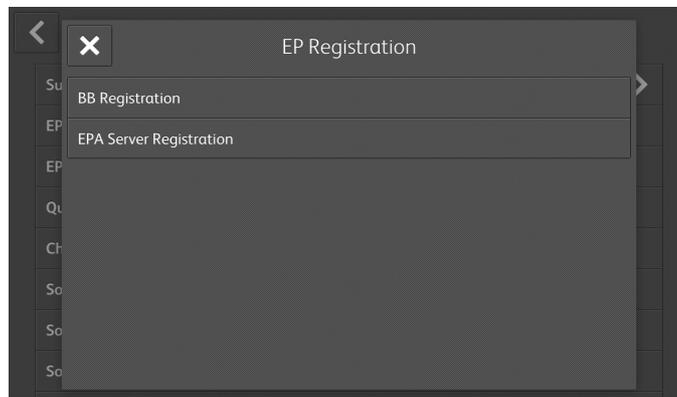
Quick Setup Home

Confirms that quick setup for using the machine is finished. The setting screen can be started from here for items that have not been finished with quick setup.
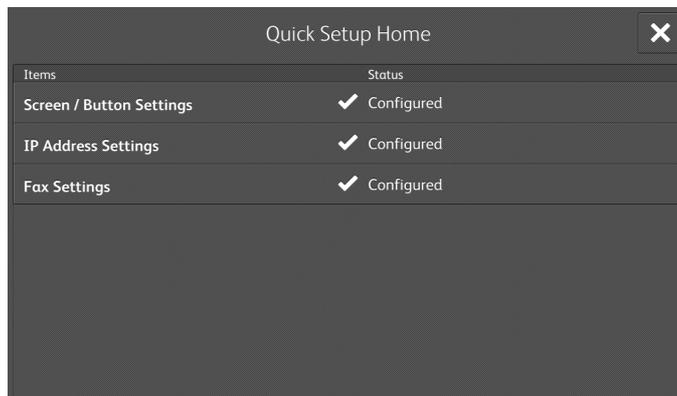
Quick Setup Home	✕
Items	Status
Screen / Button Settings	✔ Configured
IP Address Settings	✔ Configured
Fax Settings	✔ Configured

Check EP Connection

Checks whether communication with the EP-BB multifunction device management service is operating correctly.
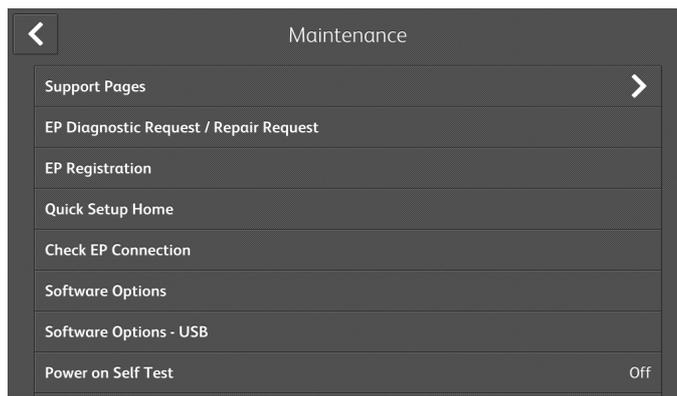
Maintenance	
Support Pages	❯
EP Diagnostic Request / Repair Request	
EP Registration	
Quick Setup Home	
Check EP Connection	
Software Options	
Software Options - USB	
Power on Self Test	Off

> 💡 **Note**

- There are countries and regions where the EP-BB multifunction device management service is not available.

> 🔭 **Refer**

- Refer to the Fuji Xerox official site for information on the EP-BB multifunction device service.

Software Options

Set by a service representative.
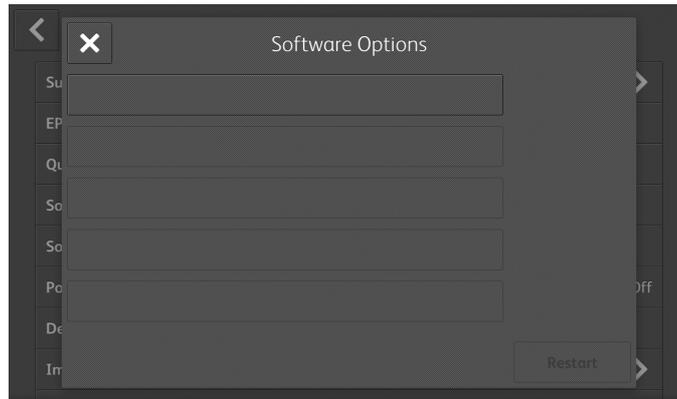
Software Options - USB

Enables use of options by mounting a USB dongle.
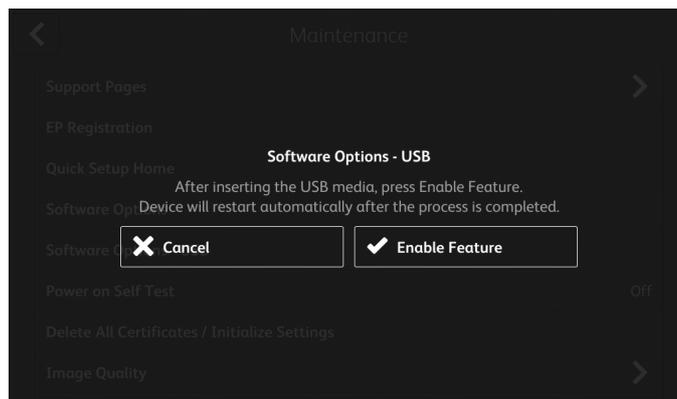
Software Update

This feature is for updating software when the software version needs to be updating.
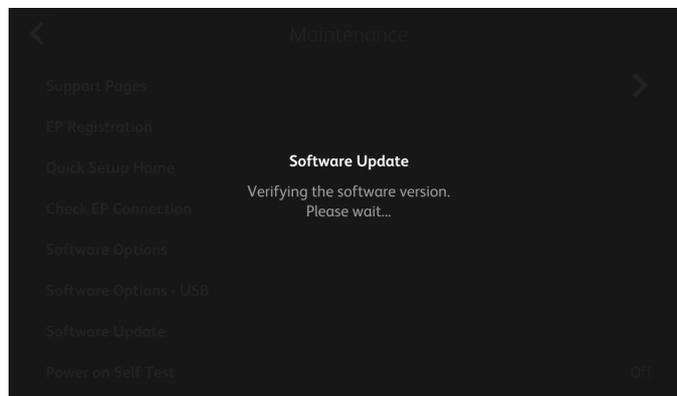
⚠ **Important**

- When software is downloaded, restart to update the software. After that, restart. When the Home screen is displayed, the software update is finished. Please do not turn off power until the software update is finished. If power is turned off midway through, the software will be incomplete, and it may be impossible for the machine to start.

Power on Self Test

Enables self testing when machine power is turned on.

If a problem is found in the self test, such as intentional rewriting of the program, startup is stopped, and a record is left in the audit log.
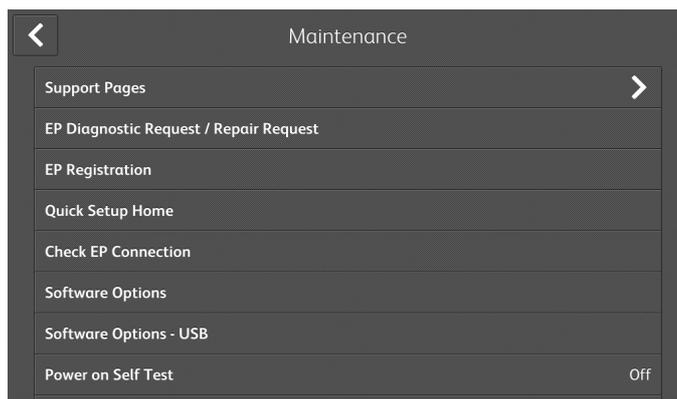
Check Smart Card Details

If [Check Smart Card Details] is chosen, and the smart card being used is touched to the smart card reader, smart card details are displayed on the touch panel display.
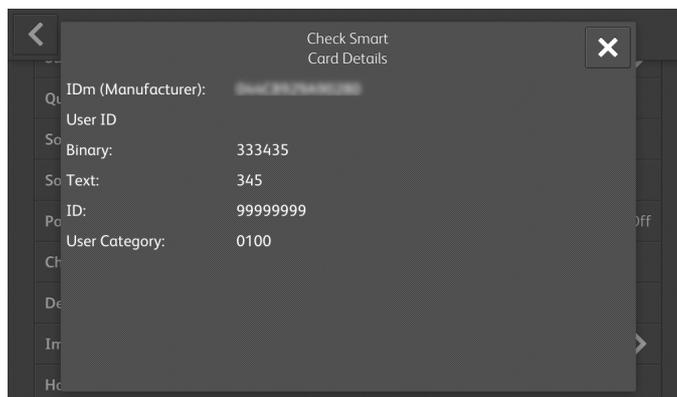
💡 **Note**

- Information used for authentication is set with CentreWare Internet Services.

Delete All Certificates / Initialize Settings

Deletes all certificates and initializes settings. This is used when certificate data can no longer be used for reasons such as errors with certificate files, even though the machine has been set to use certificates with [SSL/TLS Settings] of [Connectivity & Network Setup]>[Security Settings].
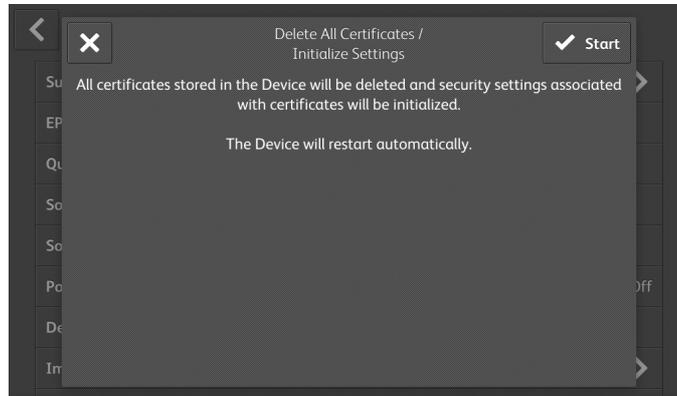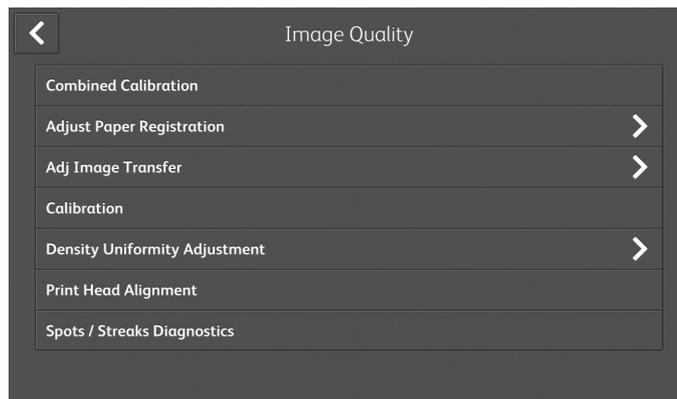
Image Quality

Note

- [Combined Calibration], [Auto Adjust Paper Registration], [Auto Adjust] for [Adj Image Transfer], [Print Head Alignment], and [Spots / Streaks Diagnostics] can be used only when there is space in the folder.
- If the situation does not improve even though image quality adjustment is regularly carried out, please contact our customer support center or sales agency.contact your local Fuji Xerox representative.

Item	Description
Combined Calibration	Automatically adjusts image quality.

Item	Description
Adjust Paper Registration	Adjusts position of image for printing on paper. 💡 **Note** • Please use paper of size at least 182 x 182 mm. • Due to image variation, it is recommended to print 3 or more copies of the chart for adjustment. **Auto Adjust Paper Registration** Adjusts the image position. **Manual Adjust Paper Registration** Enter the adjustment value to adjust the image position. 📖 **Refer** • For details, refer to "Auto Adjust Paper Registration" (p.208) / "Manual Adjust Paper Registration" (p.211).
Adj Image Transfer	Enables setting of the optimal image transfer value for each paper type when the toner image is not transferred in the optimal condition to paper.
Calibration	Calibrates gradations when the color gradations of print image quality have shifted. Calibration enables print image quality of the machine to be maintained at a fixed level. 💡 **Note** • Please reset the copy feature list before performing calibration. **Copy Screen 1** Calibrates screen gradations used for [Text], [Photo & Text], or [Map] for [Original Type]. **Copy Screen 2** Calibrates screen gradations used for [Photo] for [Original Type]. **Printer Screen 1** For PCL printer driver • Calibrates screen gradations used for all features set with the [Color Options] tab ([Image Quality], [Image Settings], [Image Types]). • Calibrates screen gradations used when [Auto Screening], [Fineness], or [Standard] has been chosen at [Screen] of the [Advanced] tab. For PostScript printer driver • Calibrates screen gradations used when [Auto Screening], [Fineness], or [Standard] has been chosen at [Screen] of the [Color Options] tab. **Printer Screen 2** For PCL printer driver • Calibrates screen gradations used when [Gradation] has been chosen at [Screen] of the [Advanced] tab. (The case when [High Resolution] is chosen for [Image Quality] is an exception.) • Calibrates screen gradations used when [Print Page Mode] has been set to [On] at the [Advanced] tab. For PostScript printer driver • Calibrates screen gradations used when [Gradation] has been chosen at [Screen] of the [Color Options] tab.
Density Uniformity Adjustment	Adjusts uniformity of density of image printed on paper. **Semi Auto Process Using Scanner** Adjusts uniformity of image. **Manual Process** Enter the adjustment value to adjust uniformity of image. 📖 **Refer** • For details, refer to "Semi Auto Process Using Scanner" (p.215) / "Manual Process" (p.217).

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Item	Description
Print Head Alignment	Adjusts periodic unevenness in vertical density. ⚲ **Note** • Please load paper of size at least 210 x 279.4 mm.
Spots / Streaks Diagnostics	Diagnoses the cause when problems such as spots or streaks appear in the output. • Diagnosis results are not displayed at the machine, but if there is a connection to the EP system, results are sent to the Fuji Xerox representative by tapping on [EP Diagnosis].

Auto Adjust Paper Registration

Adjusts the output image position per each paper tray.

Adjust the output image position when it is misaligned due to paper stretching, cutting accuracy, or paper storage conditions.

⚲ **Note**

• Adjust it with the calibration chart on the document glass. For the background sheet, print "SIQA_sheet1_11x17" or "SIQA_sheet1_A3" at the end of *Reference Guide - Main Unit* on both sides.

■ **Printing the Adjustment Chart**

1.   Load the paper for adjustment in the tray for adjustment.
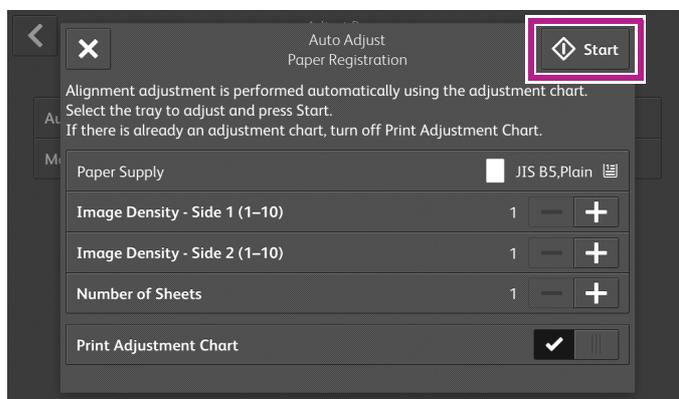
⚲ **Note**

• When printing the adjustment chart, load paper of size at least 182 x 182 mm.

2.   Log in to Administrator Mode.

3.   Tap on [Device] > [Maintenance] > [Image Quality] > [Adjust Paper Registration].

4.   Tap on [Auto Adjust Paper Registration].

5.   Set each item and tap on [Start].

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Paper Supply

Select the tray where paper was loaded in step 1.

Image Density - Side 1/Image Density - Side 2

Set the density to print on the adjustment chart.

Number of Sheets

Set the number of charts to be printed. To calculate the average value of image variation, it is recommended to print 3 or more copies.

Print Adjustment Charts

If already printing the calibration chart and only reading it, set this item off.

💡 **Note**
- When adjusting multiple paper trays at the same time, reselect the paper trays in [Paper Supply] and print again.

6. Read the printed adjustment chart.

📖 **Refer**
- "Document Glass Adjustment" (p.209)
- "Document Feeder Adjustment" (p.210)

■ **Document Glass Adjustment**

Adjust the document glass by reading the adjustment chart with it.

1. Tap on [Scan with Document Glass].

2. Load the adjustment chart and the background sheet, following the instruction on the screen, and tap on [Scan].

Align the square marks of the background sheet and the adjustment chart, and read them twice on the front side and twice on the back side.
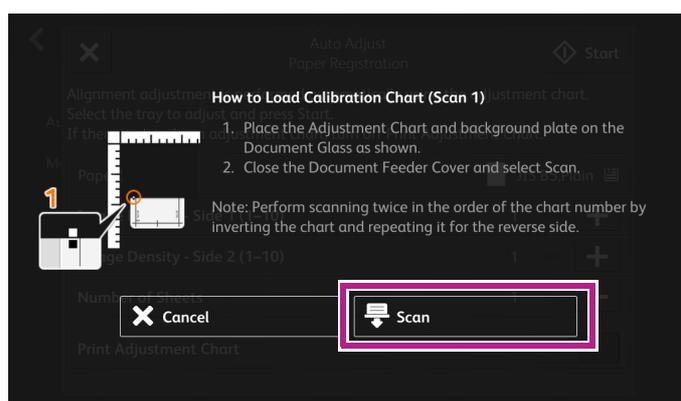
💡 **Note**
- Align the line at the top of the square mark on the adjustment chart with the bottom edge of the background sheet.

3. When printing multiple adjustment charts, tap on [Scan Next Chart] to repeat loading as many as the number of the charts.

4. When reading the adjustment chart is completed, tap on [Start Adjustment].

5. Print the print sample with [Sample Printout], and confirm adjustment results.

6. **To reflect the adjustment, tap on [Confirm].**
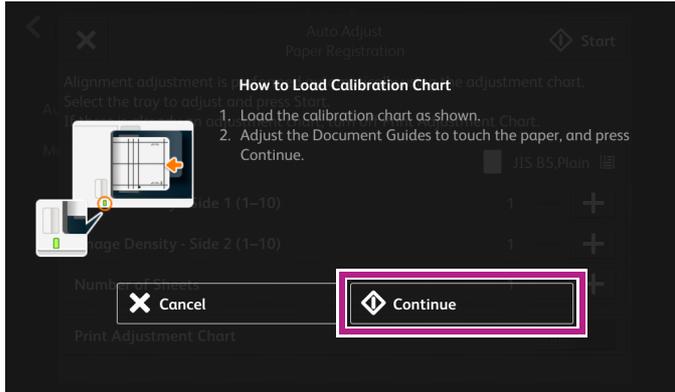
> 💡 Note
>
> • If you need to readjust, tap [Cancel] to stop the adjustment and try the adjustment again.

■ **Document Feeder Adjustment**

Adjust the document feeder by reading the adjustment chart with it.

1. **Tap on [Scan with Document Feeder].**

2. **Load the adjustment chart, following the instruction on the screen, and tap on [Continue].**

> 💡 Note
>
> • Multiple adjustment charts can be read at the same time. Also in case of the different paper tray, read the tray information automatically.
> • Do not set adjustment charts of different sizes together.

3. **Print the print sample with [Sample Printout], and confirm adjustment results.**

4. **To reflect the adjustment, tap on [Confirm].**

> 💡 Note
>
> • If you need to readjust, tap [Cancel] to stop the adjustment and try the adjustment again.

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Manual Adjust Paper Registration

Paper registration can be adjusted more accurately using manual adjust paper registration. Auto Adjust is not possible with long paper, so paper registration is adjusted manually.

■ Adjustable Items

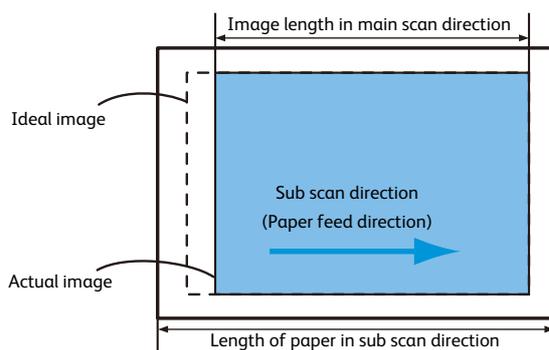Adjustment if performed in the following sequence.

◆ Perpendicularity

Adjusts image distortion (parallelogram) in the sub scan direction (paper feed direction).
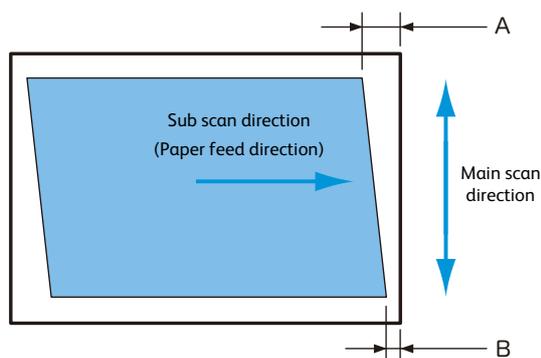
◆ Slow Scan %

Adjusts reduce / enlarge of image in sub scan direction (paper feed direction).

◆ Lead / Side Registration

Adjusts position of image in sub scan direction (paper feed direction) and main scan direction (perpendicular direction with respect to the paper feed direction).

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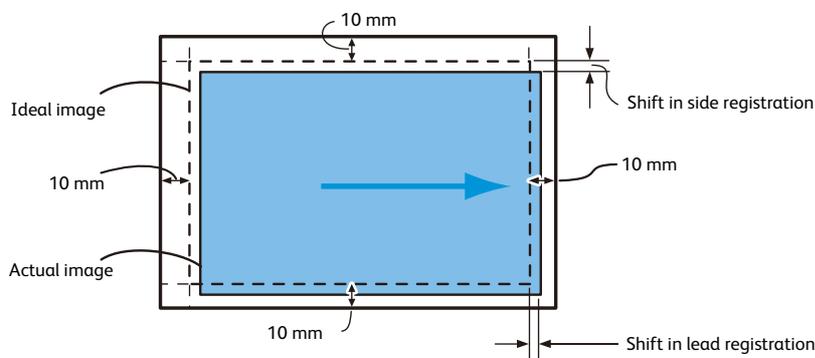
■ **Adjustment Procedure**

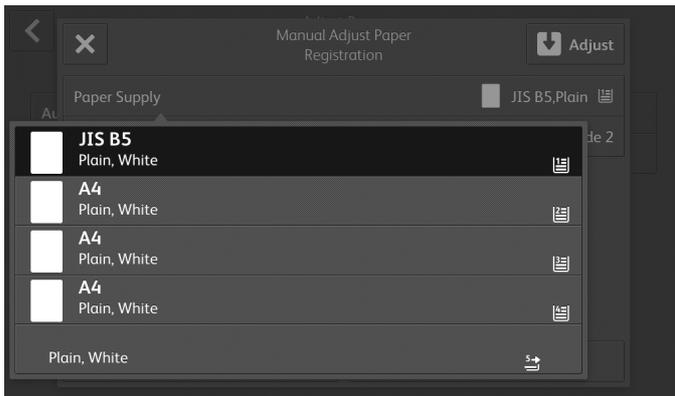1. **Load the paper for adjustment in the tray for adjustment.**

   💡 **Note**
   - When printing the sample chart for adjustment, please load one of the papers: A3⬐, A4⬐, 11 x 17"⬐, or 8.5 x 11"⬐.
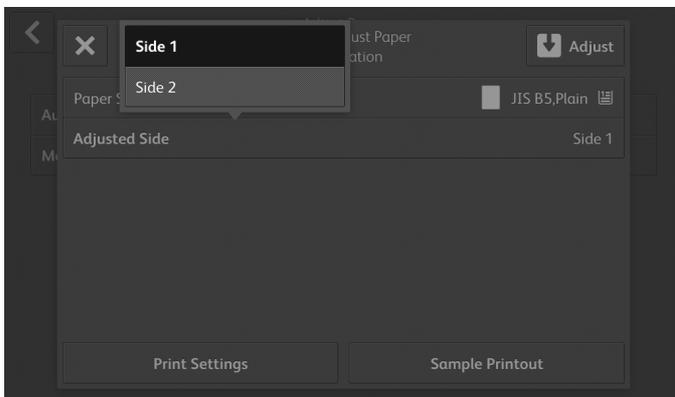
2. **Tap on [Device]>[Maintenance]>[Image Quality]>[Adjust Paper Registration].**

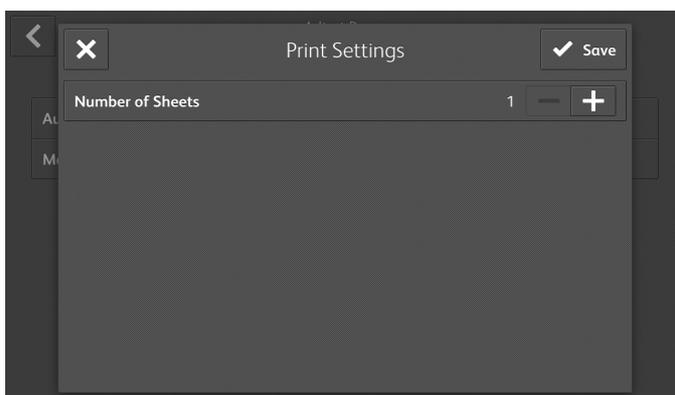3. **Tap on [Manual Adjust Paper Registration].**

4. **Tap on [Paper Supply], and choose the tray where paper was loaded in step 1.**

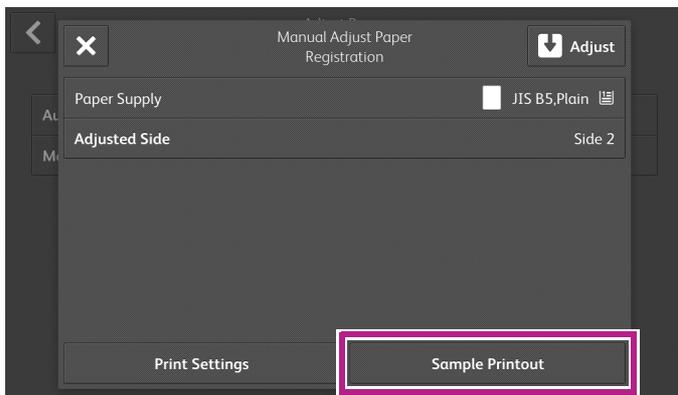5. **Choose the printing side for adjustment with [Adjusted Side].**

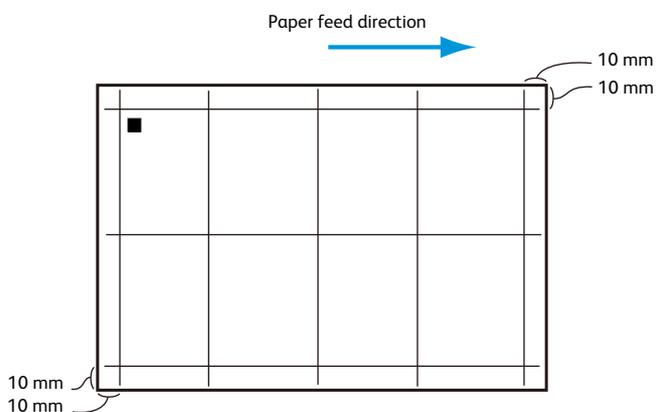6. **Specify the number of prints of the sample with [Print Settings].**

Note

- Due to image variation, it is recommended to print 3 or more copies of the sample.

7. **Tap on [Sample Printout].**

8. **Confirm the printed sample, and input the adjustment values.**

Note

- ■ (square black marks) are printed at the back edge of the paper to indicate the paper feed direction. One black square is printed on side 1, two black squares are printed on side 2.

9. **Tap on [Adjust].**

The adjustment values are applied.

10. **Tap on [Sample Printout].**

Confirm the results of adjustment.

■ Perpendicularity Adjustment

> 💡 Note
> - Adjustment cannot be done for each tray / adjusted side.

1. **Tap on [Perpendicularity].**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).**

> 💡 Note
> - Adjustment amount (mm) = Inclination amount (difference of A and B) (mm) x 400 ÷ (width in main scanning direction of paper (mm) - 20)
> - When fine-tuning is performed after Auto Adjust, calculation is done using the following formula.
>   Adjustment amount (mm) = Inclination amount (difference of A and B) (mm) x 400 ÷ (width in main scanning direction of paper (mm) - 30)
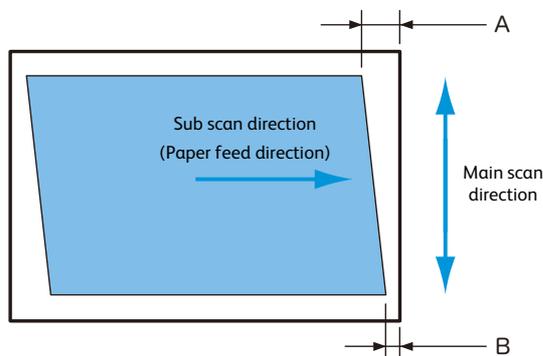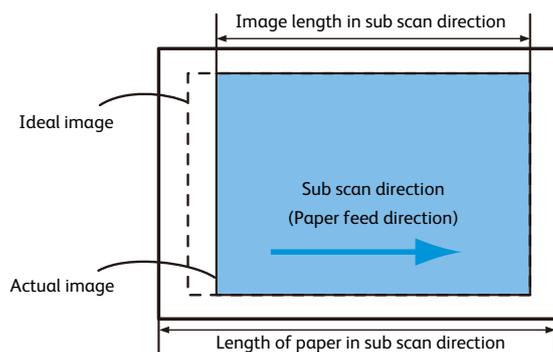

3. **Tap on [Save].**

■ Adjustment of Slow Scan %

1. **Tap on [Slow Scan %]**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.025 %).**

> 💡 Note
> - Adjustment amount (%) = (Image length in sub scan direction (mm) - Paper length in sub scan direction (mm) - 20) ÷ (Paper length in sub scan direction (mm) - 20) x 100
> - When fine-tuning is performed after Auto Adjust, calculation is done using the following formula.
> - Adjustment amount (%) = (Image length in sub scan direction (mm) - Paper length in sub scan direction (mm) - 30) ÷ (Paper length in sub scan direction (mm) - 30) x 100
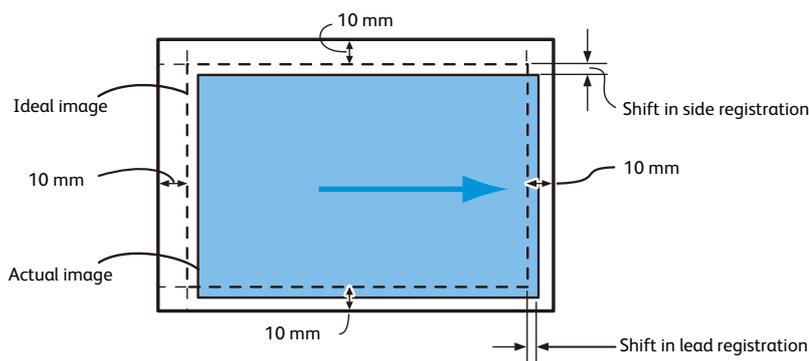
3. **Tap on [Save].**

■ **Lead / Side Registration Adjustment**

1. **Tap on [Lead / Side Registration]**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).**

> 💡 Note
> - Adjustment amount (mm) = Distance from paper edge at actual image position (mm) - 10
> - When fine-tuning is performed after Auto Adjust, calculation is done using the following formula.
>   Adjustment amount (mm) = Distance from paper edge at actual image position (mm) - 15

3. **Tap on [Save].**

Semi Auto Process Using Scanner

Adjusts density uniformity of output image.

**1.** **Load the paper for adjustment in the tray for adjustment.**

> 💡 Note
> - When printing the adjustment chart, load paper of size at least 210 x 210 mm.

2. **Log in to Administrator Mode.**

3. **Tap on [Device] > [Maintenance] > [Image Quality] > [Density Uniformity Adjustment] > [Semi Auto Process Using Scanner].**

4. **In [Paper Supply], select the tray where paper was loaded in step 1, and tap on [Start].**

The CMYK chart is printed on the first page, and the RGB chart on the second.
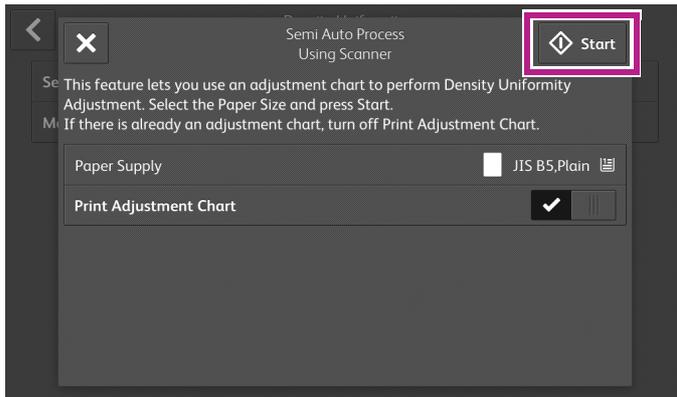
💡 **Note**

- If already printing the calibration chart and only reading it, set [Print Adjustment Charts] off.

5. **Load the CMYK chart on the document glass.**

With the print side facing down, align the side with the black mark with the back of the original glass.

6. **Place five or more blank sheets of the same size as the chart on top of the chart.**

7. **Close the document cover and tap on [Continue].**
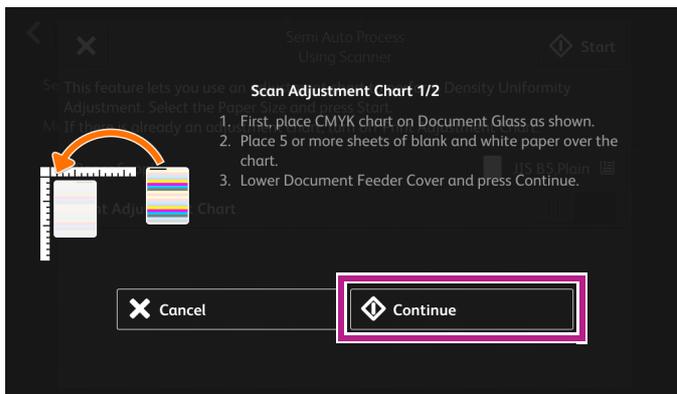
8. **Repeat from step 5 to 7, and also read the RGB chart.**
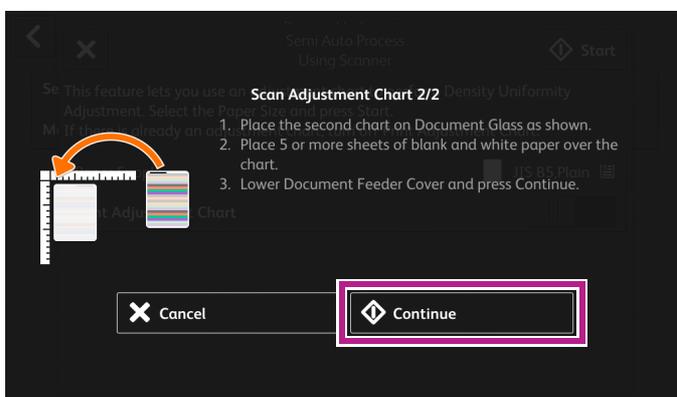
9. **Print the print sample with [Sample Printout], and confirm adjustment results.**

10. **To reflect the adjustment, tap on [Confirm].**

💡 **Note**

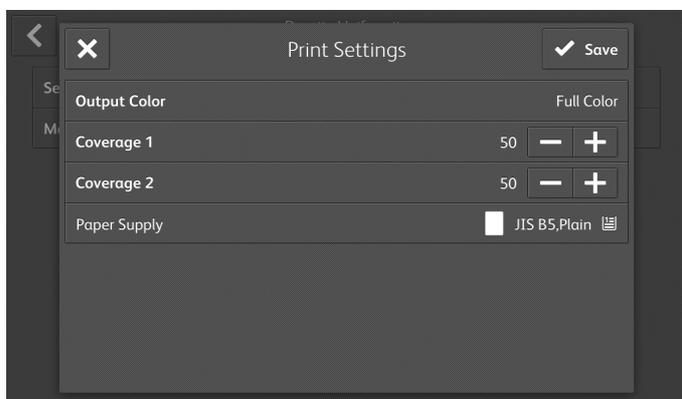- If you need to readjust, tap [Cancel] to stop the adjustment and try the adjustment again.

Manual Process

Density uniformity can be adjusted more accurately using the manual process. Auto Adjust is not possible with long paper, so density uniformity is adjusted manually.

1. **Load the paper for adjustment in the tray for adjustment.**

2. **Tap on [Device]>[Maintenance]>[Image Quality]>[Density Uniformity Adjustment]>[Manual Process]>[Print Settings].**

3. **Set each item and tap on [Save].**

✕	Print Settings	✔ Save
Output Color		Full Color
Coverage 1	50	➖ ➕
Coverage 2	50	➖ ➕
Paper Supply		JIS B5,Plain

Output Color

To confirm density and balance of all colors, choose [Color], and to confirm density only of a specific color, choose [Single Color].

If [Single Color] is chosen, please choose the color to print from [Yellow], [Magenta], [Cyan], and [Black] at [Color] on the [Manual Process] screen.
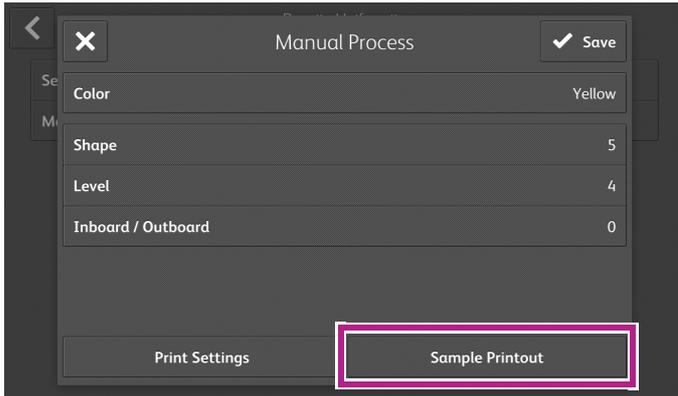
Coverage 1, 2

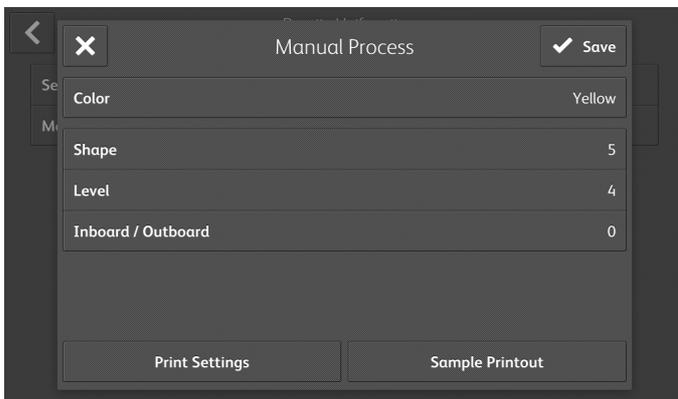Two types of density can be set to print on the print sample for each color: yellow, magenta, cyan, and black.

Paper Supply

Choose the tray where paper was loaded in step 1.

4. **Tap on [Sample Printout] at the [Manual Process]screen.**

5. **Confirm the printed sample, and if there is any non-uniformity, adjust density.**

Color

Choose the color to be adjusted.

Shape

Choose the amount of density distribution adjustment for the print sample from shapes 1 to 6.

Level

Choose the level of the density difference of the print sample from 1 to 6. Level 1 indicates no adjustment, and the larger the value, the larger the adjustment amount.

Inboard / Outboard

Adjust the density distribution as follows with respect to the print sample. Set the adjustment amount in the range -17 to 17.

The larger the value, the larger the adjustment amount.
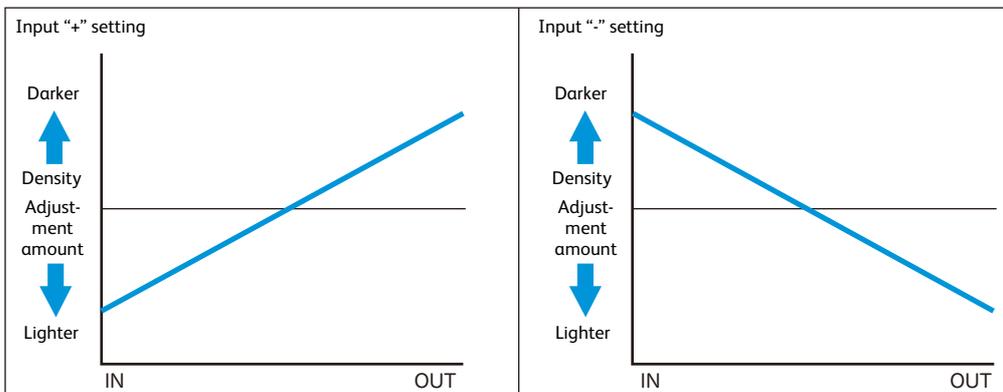
> ### 💡 Note
> - When the density distribution differs from these patterns, please adjust using [Shape] and [Level].

6. **After adjustment, print the print sample again with [Print], and confirm adjustment results.**

Hole Punch Tool

Sets either 2 / 4 hole punch unit or 2 / 3 hole punch unit (US standard).
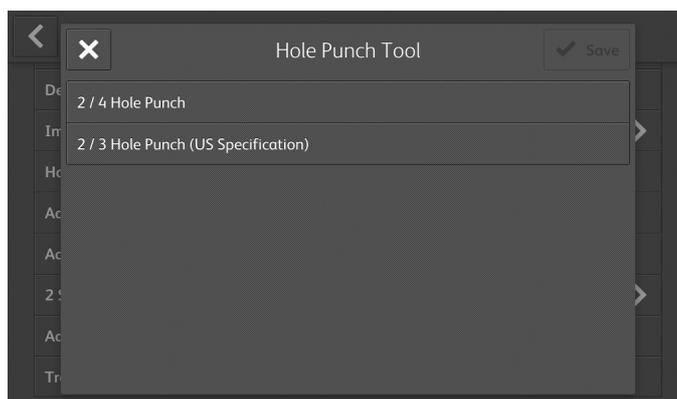
Adjust Fold Position

Enables adjustment of fold position by type of paper, and setting to 10 types. The set types are assigned to each tray.

Fold Position Type Setup

Assign the names for each type, and by following the screen, set the adjustment value for fold position for Single Fold, Booklet, C Fold, Z Fold, and Z Fold Half Sheet.

Adjust Booklet Fold Position

Sets booklet fold position for, respectively, smaller than JIS B4, and JIS B4 or larger.
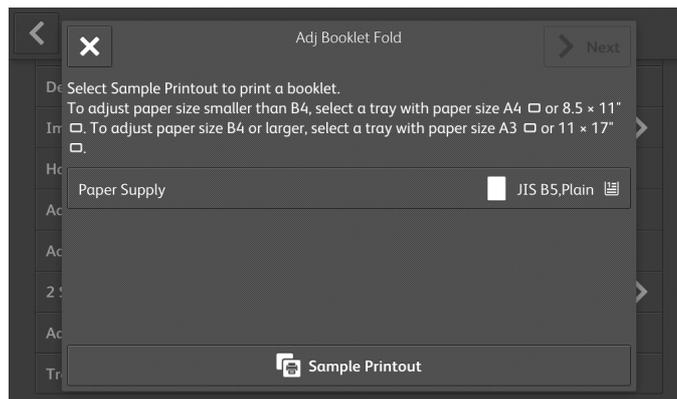
Adjust Punch Position

Set punch position for, respectively, smaller than JIS B4, and JIS B4 or larger.
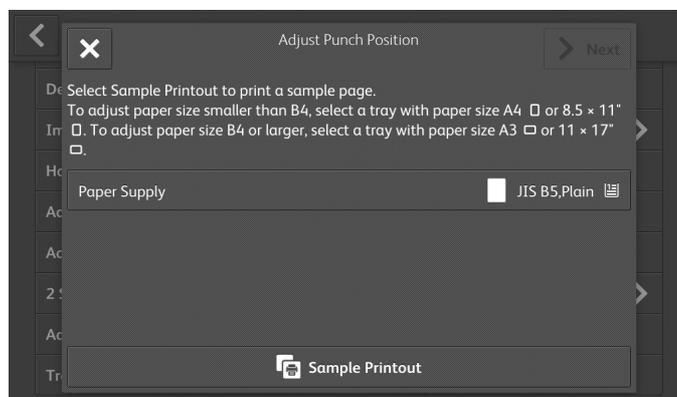
Fold Assisting Crease

Enables folding (creasing) for curbing bulge in case of saddle stapling.

A larger number of creases alleviates bulge more effectively, but slows down finishing speed.
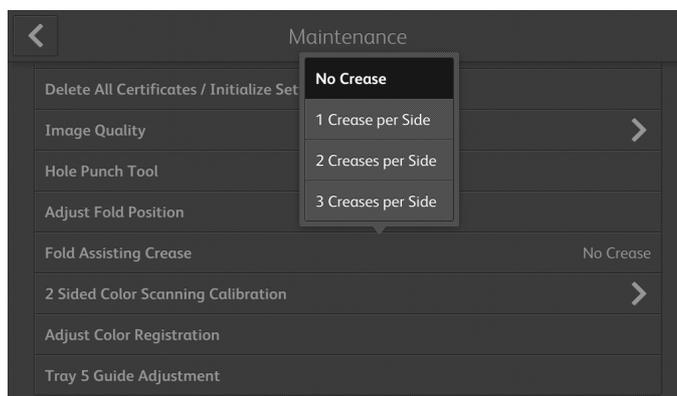
2 Sided Color Scanning Calibration

Calibrates scanning color for side 1 and side 2 of automatic 2 sided document feeder.
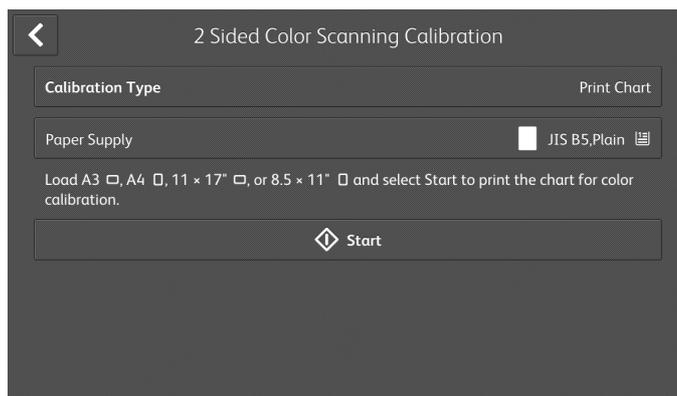
> **Note**
> • Please perform calibration (p.207) beforehand to achieve suitable print results.

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Adjust Color Registration

Adjusts color registration when a shift in color registration has occurred in the print results.
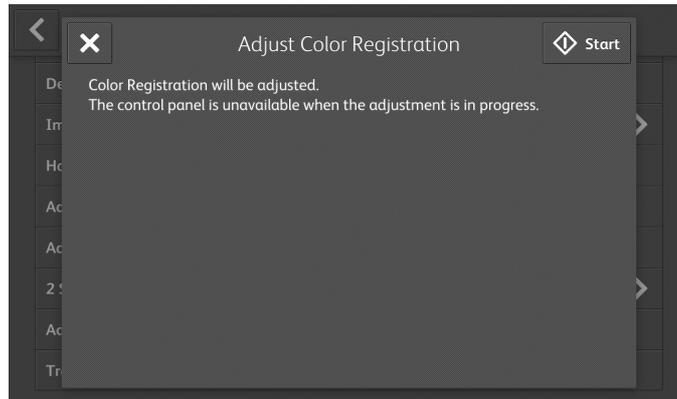
> 💡 **Note**
> • Please do not repeatedly adjust color registration as this may affect performance of the machine.

Tray 5 Guide Adjustment

Adjusts detection precision of guide width of tray 5.
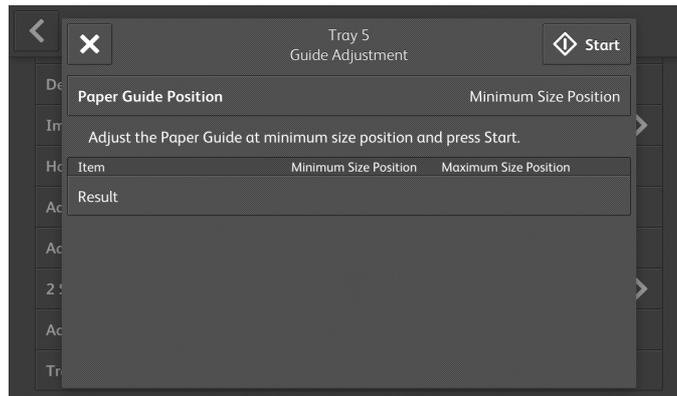
Reset
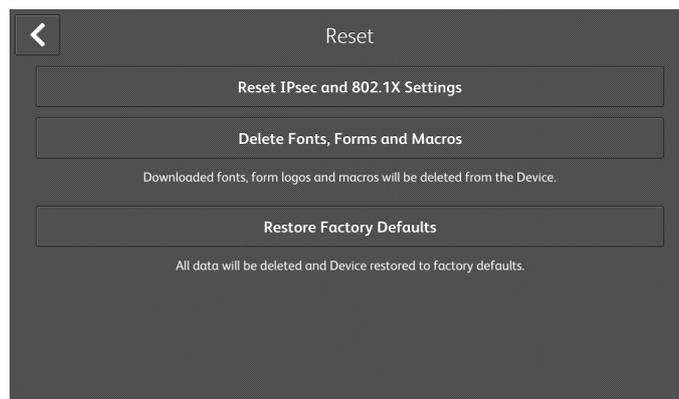
Reset IPsec and 802.1X Settings

Disables [IPsec Settings] and [IEEE 802.1X Settings] of [Connectivity & Network Setup]>[Security Settings] to initialize settings.

Delete Fonts, Forms and Macros

Erases all font data, form data, and macro data downloaded into the device.

Restore Factory Defaults

Restores all settings of the machine to state at factory shipment.

11   Authentication and Accounting Function

Summary

Use the authentication function to restrict access to the machine itself, or restrict access for each service. This also allows users to process and manage data on service usage status per user.

Types of Users

Users are grouped into the following categories when using the authentication function.

■ Administrator

This type of user is able to register and change system setting value according to the user environment.

Administrators use a specially defined user ID called an administrator ID.

■ Login User

This type of user is registered to the machine or an external server. Each user is authenticated by a user ID.

The user ID of an authenticated user can be associated with a sub user based on its intended use. The user ID of an authenticated user can be associated with up to 10 sub user IDs.

> **Note**
> - A separate application is required to use sub users. For details, contact your local Fuji Xerox representative.

■ Guest User

This type of user has not been registered.

Guest users cannot access restricted services.

Administrator Permissions and Authorization Groups

Administrator permissions and authorization groups can be set for each user on the machine.

For users using an external server, these settings are configured in ApeosWare Management Suite 2 (sold separately) or LDAP. When using LDAP, these settings are configured in CentreWare Internet Services.

> **Note**
> - When using Network Accounting in Log In to Local Accounts, functions set to authorization groups will be unavailable as authorization groups cannot be specified to a user.

Administrator Permissions

You can configure administrator and account administrator permissions for each authenticated user.

■ Administrator

The same permissions as an administrator can be granted. However, the following actions will be unavailable.
- Controlling folders
- Controlling job flow sheets
- Changing administrator passwords

■ Account Administrator

The following permissions can be granted.
- Registering, deleting, changing (password cannot be changed by themselves) or referencing (may be unavailable based on some setting configurations) user information
- Registering, deleting, changing or referencing accounting data
- Changing alternative name for user ID/mask user ID (***)
- Changing alternative name for account ID/mask account ID (***)
- Printing accounting reports

Authorization Groups

You can divide permissions allowing access to features for registering authenticated users. Users belonging to an authorization group can perform the same actions as an administrator.

📖 Refer
- Refer to "Authorization Groups" (p.235) for more information.

Usage Limit

■ Usage Limit Across Entire System

You can restrict access to the machine and each service in authentication mode. User authentication is required to use this.

📖 Refer
- Refer to "Access Control" (p.194) for more information.

■ Usage Limit By User

You can restrict the creation, editing and use of Usage Limit, Account Limit, Job Flow Sheets and Folder for a service for each user.

📖 Refer
- Refer to "Usage Limit" (p.225) and "Authentication for Job Flow Sheets and Folders" (p.231) for more information.

Combination of Authentication and Account Administration types

Services that allow Usage Limit and Accounting settings to be configured are as follows.

■ **When Using "Log In to Local Accounts" as the Authentication Mode and "Local Accounting" as the Accounting Mode**

✓ : Available; - : Not available

Service	Usage Limit by User		Aggregation by User
	Usage Limit by Function	Account Limit	
Copy	✓	✓	✓
Print	✓	✓	✓
Scan	✓	✓	✓
Fax	✓	–	✓

■ **When Using "Log In to Local Accounts" as the Authentication Mode and "Network Accounting" as the Accounting Mode**

✓ : Available; - : Not available

Service	Usage Limit by User		Aggregation by User[2]
	Usage Limit by Function[1]	Account Limit	
Copy	✓	-	✓
Print	✓	-	✓
Scan	✓	-	✓
Fax	✓	-	✓

[1] : Usage Limit can be configured in ApeosWare Management Suite 2 (sold separately).
[2] : This can be processed in ApeosWare Management Suite 2 (sold separately).

■ **When Using "Log In to Remote Accounts" as the Authentication Mode**

✓ : Available; - : Not available

Service	Usage Limit by User		Aggregation by User[2]
	Usage Limit by Function[1]	Account Limit[1]	
Copy	✓	✓	✓
Print	✓	✓	✓
Scan	✓	✓	✓
Fax	✓	-	✓

[1] : Usage Limit can be configured in ApeosWare Management Suite 2 (sold separately).
[2] : This can be processed in ApeosWare Management Suite 2 (sold separately).

> **Note**
> - The following cautions apply when using Accounting Reports in ApeosWare Management Suite 2 (sold separately).
>   - When users are registered to multiple domains, operation/management measures must be taken to ensure that duplicate user IDs are not used.
>   - Jobs issued from a client PC (Print, Fax) require the client PC to log into the remote authentication server to match the user ID.

■ When Using "Log In to Local Accounts" as the Authentication Mode and "Xerox Standard Accounting" as the Accounting Mode

✓ : Available; - : Not available

Service	Usage Limit by User		Aggregation by User
	Usage Limit by Function	Account Limit	
Copy	✓	✓	✓
Print	✓	✓	✓
Scan	✓	✓	✓
Fax	✓	✓	✓

Types of Authentication

Types of Authentication

■ Log In to Local Accounts

Authentication is performed using user information registered to the machine.

> **Note**
> - Print information sent directly from the client PC is authenticated by comparing authentication information preset in client-side printer drivers with authentication information registered to the machine, before it can be received by the machine.

■ Log In to Remote Accounts

Authentication is performed using user information managed in an external authentication server. For users using an external server (LDAP, Kerberos, SMB, ApeosWare Management Suite 2 (sold separately) or Azure Active Directory). User information is not registered to the machine.

> **Note**
> - When using Log In to Remote Accounts (other than when using ApeosWare Management Suite 2 (sold separately)), you can select available services from the touch panel display on the machine based on access permission information retrieved from the external authentication server.
> - User IDs and passwords registered to the external authentication server must be 32 characters and 128 characters or less, respectively. However, when using SMB authentication, passwords must be 32 characters or less.

Authentication Method

■ User ID Authentication

User information such as User IDs and passwords is registered to the machine or an external authentication server in advance for users to enter in their user ID and password from the touch panel display on the machine directly for authentication.

■ Card Authentication

User information such as card numbers registered to cards, user IDs and passwords is registered to the machine or an external authentication server in advance for card authentication.

■ Combined Use of Card Authentication and User ID Authentication

The machine supports the combined use of card authentication and user ID authentication.

> **Note**
> - To use card authentication and user ID authentication in Log In to Local Accounts, set [Smart Card Reader] (p.195) to [Smart Card / Control Panel Login].

Accounting Function

Types of Accounting Modes

> **Note**
> - When the authentication mode is [Log In to Remote Accounts], and [Authentication Agent] is set as the [Authentication System], ApeosWare Management Suite 2 (sold separately) acts as the accounting/authentication server.

■ Local Accounting

Accounting reports are performed using authenticated user information registered to the machine.

> **Note**
> - The following users can print accounting reports.
>   - Administrator
>   - Users granted administrator permissions
>   - Users granted account administrator permissions

■ Network Accounting

Performs accounting using user details managed with remote services.

Job data saved to the machine by the external service is collected and processed by user.

> **Note**
> - User information managed in an external service is sent from the external service to the machine and registered to the machine. When the user information managed in an external service is updated, the updated user information must be sent from the external service to the machine.
> - You can manage user information and collect job data using the ApeosWare Management Suite 2 (sold separately) external service.

■ Accounting Using an Authentication Server

With this, accounting is performed using an authentication server.

Job data saved to the machine by the external service is collected and processed by user.

> **Note**
> - The authentication server manages user information and retrieves accounting information from the external server. ApeosWare Management Suite 2 (sold separately) is the authentication server supported.

■ **Xerox Standard Accounting**

Performs accounting using user details and account information set in the machine.

Accounting is performed using the various counters for each user.

Reports are generated in CSV format using CentreWare Internet Services.

Relationship Between Authentication Mode and Accounting Mode

The authentication mode and accounting mode can be set separately. The setting configurations available are as follows.

✓ : Available; - : Not available

Authenti-cation Mode	Accounting Mode				
	Accounting Disabled	Local Accounting	Network Accounting	Authentica-tion Server	Xerox Standard Accounting
No Login Required	✓	-	✓	-	✓
Log In to Local Accounts	-	✓	✓	-	✓
Log In to Remote Accounts	✓ *1	-	-	✓ *2	-

*1 : When the authentication mode is [Log In to Remote Accounts], and the [Authentication System] is not set to [Authentication Agent], the accounting mode will be set to "Accounting Disabled". This can be processed in ApeosWare Management Suite 2 (sold separately).

*2 : When the authentication mode is [Log In to Remote Accounts], and the [Authentication System] is set to [Authentication Agent], the accounting mode will be set to the "Authentication Server", and ApeosWare Management Suite 2 (sold separately) will be used for accounting.

Services that Allow for Local Accounting

This section describes information for which accounting is possible by service jobs.

■ **Print**

Service (Job)		Applicable User	Management Items
Normal Print	Machine printer drivers	Login User	Number of sides/ sheets printed
	Non-machine printer drivers*	Guest User	
Secure Print	Print from USB	Login User	
Sample Set			
Print Files from Folder			
Delayed Print			
Charge Print			
Private Charge Print			
Print Email		Guest User	

* : Printing is possible if [Permissions]>[Permissions]>[Access Control]>[Non-Account Print] is set to [Unlocked] in CentreWare Internet Services.

■ **Scanner**

Service	Applicable User	Management Items
Email	Login User	Scanning, sending emails
Scan to Folder		Scanning
Scan		Scanning, forwarding files
Scan to USB		Scanning

■ **Fax**

Service (Job)		Applicable User	Management Items
Fax Recipient	Auto Send	Login User	Number of times / sheets to send as fax, frequency of communications
	Manual Send (outgoing calls, incoming calls)		
Receive faxes, printing	Auto Receive and Print	-*1	Number of times / sheets received, number of sides/sheets printed
	Manual Receive Print (outgoing calls, incoming calls)		
Store Fax - Local	Auto Store and Receive	-*1	Number of times / sheets received
	Store and Receive Print	Login User*2	Number of sides / sheets printed
Fax Polling	Auto Send Fax - Local	Guest User	Number of times / sheets to send as fax
	Auto Receive Print	Login User	Number of times/sheets polled, number of sides/sheets printed
	Confirm Reserved Document and Print (Folder, Public Folder)	Login User*2	Number of sides / sheets printed
Send as Direct Fax		Login User	Number of times / sheets to send as fax, frequency of communications
Send as Internet Fax		Login User	Number of times / sheets to send as Internet fax
Receive, Print Internet Fax	Auto Receive and Print	-*3	Number of times / sheets received, number of sides/sheets printed
	Auto Store and Receive		Number of times / sheets received
	Store and Receive Print	Login User*2	Number of sides / sheets printed
Receive Internet Fax, Transfer Fax	Auto Fax Recipient (transfer)	-*4	Number of times / sheets to send as fax, frequency of communications

*1 : Processed as faxes received.

*2 : If folder use is permitted in authentication function settings in administrator mode, guest user data will be accounted for.

*3 : Processed as Internet faxes received.

*4 : Processed as Internet faxes received and transferred.

◆ **Cautions When Using Accounting Reports (Fax Jobs)**

- Faxes sent to the same address from different users will not be counted as batch send jobs.
- Communication frequency is calculated using an independent timer installed within the machine. Be aware that this may result in slight differences between communication fees calculated from the communication frequency and the amount charged by the telecommunication company, etc.
- When receiving segmented pages, counting is based on the number of sides received, not the number of sheets printed.
- The communication frequency does not take into account the following communications.
  - Entering a number using the keypad, or using on-hook/off-hook
  - Using an address for which billing information has not been registered
  - When placing calls (included calls made before communications)

◆ **Fax Billing**

The following actions are not charged.
- Entering a number using the keypad and dialing the number
- Communications to an address for which billing information has not been registered
- When manually receiving, sending and polling
- When placing calls

Authentication for Job Flow Sheets and Folders

Conditions for Job Flow Sheet and Folder Use

- When using Log In to Remote Accounts or Log In to Local Accounts, changing the authentication method will delete job flow sheets and folders created by authenticated users.
- Job flow sheets and folders will not be deleted even if the authentication method is changed under the following circumstances
  - When the job flow sheet or folder has been created by an administrator
  - When the job flow sheet or folder was created by a local user while the authentication function was not in use.

When Using the Authentication Function

> **Note**
> - When using the authentication function, the following users are able to use folders and job flow sheets.
>   - Authenticated users and administrators when using [Log In to Local Accounts]
>   - Authenticated users other than guest users when using [Log In to Remote Accounts]
>   - Authenticated users 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 Folders**

When using the authentication function, the relationship between creators and users of folders that can be created/used is as follows.

Folder Creator	Permitted Users	Available Actions
Login User	Creators / administrators	View, Delete, Change Settings, View Document, Delete Document, Register Document, Print from USB, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets

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Folder Creator	Permitted Users	Available Actions
Administrator	All guest users[2]/all authenticated users/administrators	View, Delete[1], Change Settings[1], View Document, Delete Document, Register Document, Print from USB, Associate Job Flow Sheets, View Job Flow Sheets, Execute Job Flow Sheets

[1] : Actions only available to administrators.
[2] : This is available if folder use is permitted in authentication function settings in Admin mode.

■ Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators and the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators / administrators	Edit, View, Copy, Delete, Choose, Run, Associate with Folder
Administrator	All authenticated users / administrators	Edit[1], View, Copy[2], Delete[1], Choose, Run, Associate with Folder

[1] : Actions only available to administrators.
[2] : The user copying job flow sheets will be the creator of the copied job flow sheets.

■ Creating Job Flow Sheets from [Create Job Flow Sheet]

Job flow sheet creators and the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators / administrators	Edit, View, Copy, Delete, Choose, Run
Administrator	All authenticated users / administrators	Edit[1], View, Copy[2], Delete[1], Choose, Run

[1] : Actions only available to administrators.
[2] : The user copying job flow sheets will be the creator of the copied job flow sheets.

When the Authentication Function is Not Used

■ Creating Folders

The relationship between creators and users of folders is as follows.

Folder Creator	Permitted Users	Available Actions
Local User	All local users / administrators	View, Delete, Change Settings, View Document, Delete Document, Register Document, Print from USB, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets
Administrator	All local users / administrators	View, Delete*, Change Settings*, View Document, Delete Document, Register Document, Print from USB, Associate Job Flow Sheets*, View Job Flow Sheets, Execute Job Flow Sheets

* : Actions only available to administrators.

💡 Note

- Documents registered and printed using Network Scanner Utility 3 are outside the scope of authentication.

■ Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators and the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users / administrators	Edit, View, Copy, Delete, Choose, Run, Associate with Folder
Administrator	All local users / administrators	Edit[*1], View, Copy[*2], Delete[*1], Choose, Run, Associate with Folder

*1 : Actions only available to administrators.

*2 : The user copying job flow sheets will be the creator of the copied job flow sheets.

■ Creating Job Flow Sheets from [Create Job Flow Sheet]

Job flow sheet creators and the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users / administrators	View, Edit, Copy, Delete, Choose, Run
Administrator	All local users / administrators	View, Edit[*1], Copy[*2], Delete[*1], Choose, Run

*1 : Actions only available to administrators.

*2 : The user copying job flow sheets will be the creator of the copied job flow sheets.

Enabling User Authentication

When using Log In to Local Accounts, configure settings in the following order.
- Authentication Method
- Access Control
- Authorization Groups
- User Registration (Log In to Local Accounts)

When using Log In to Remote Accounts, configure settings in the following order.
- Authentication Method
- Access Control
- Authentication System Setup (Log In to Remote Accounts)

> **Note**
> - To require password entry for authentication, set [Password for Control Panel Login] (p.197) or [Password for Smart Card Login] (p.197) to [On].
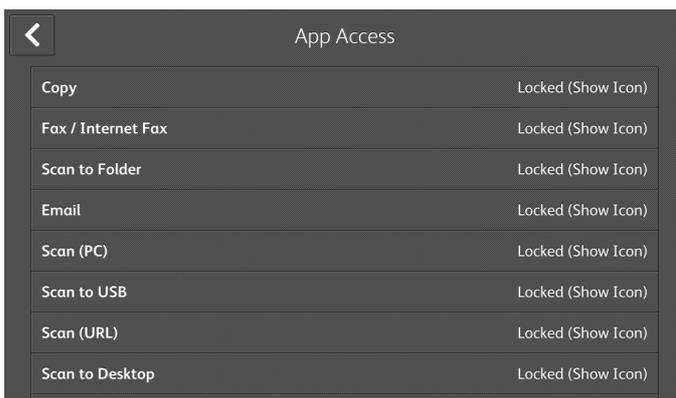
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Authentication Method

1. **Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]> [Authentication]>[Login Type].**

2. **Choose [Log In to Local Accounts] or [Log In to Remote Accounts], and then tap on [OK].**
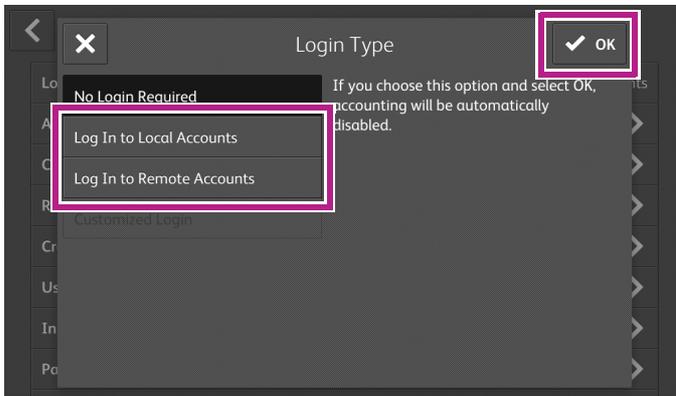
Access Control

1. **Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]> [Authentication]>[Access Control].**

2. **Tap on [Device Access], and then choose [Unlocked] or [Locked].**

3. **Tap on [App Access].**

4. **Configure authentication requirements for actions by service.**

💡 **Note**

- Set [Locked (Show Icon)] to display the 🔒 icon for the corresponding function button on the Home screen. Authentication is required to use this service.
- Setting [Locked (Hide Icon)] will not display the icon for the corresponding function button on the Home screen when authentication has not been performed.
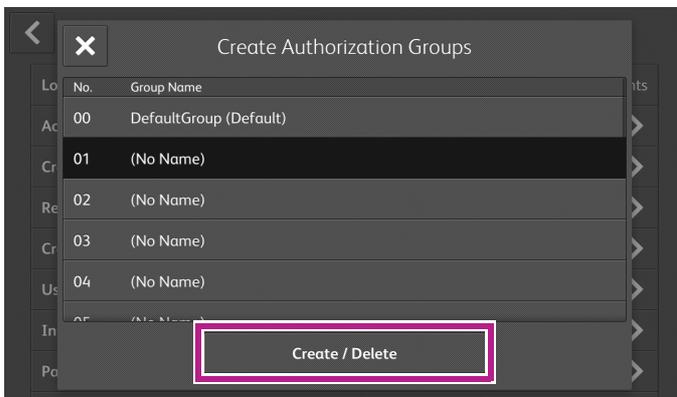
5. **Tap on [<].**

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6. Tap on [Feature Access].

7. Choose [Unlocked] or [Locked] for the feature being changed.

Feature Access	
Color Copying	Unlocked
Print Files from Folder	Locked
Retrieve Files from Folder	Locked
Recipient Selection Method	No Restriction
Edit Address Book	No
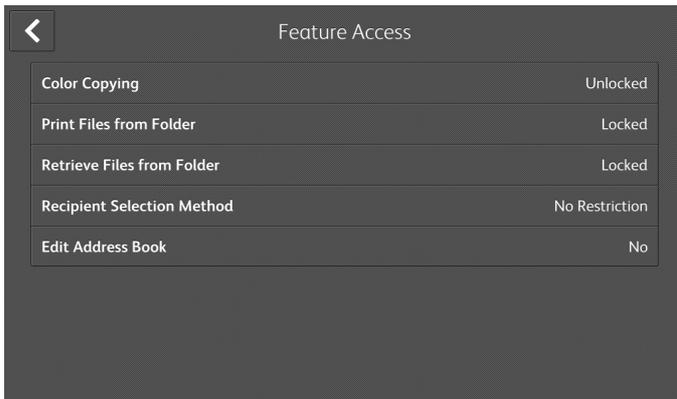
Authorization Groups

Register authorization groups to assign to users.

1. Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]> [Authentication]>[Create Authorization Groups].

2. Choose the authorization group number to register, and then tap on [Create / Delete].

Create Authorization Groups	
No.	Group Name
00	DefaultGroup (Default)
01	(No Name)
02	(No Name)
03	(No Name)
04	(No Name)

Create / Delete

> **Note**
> • The following users will belong to the No. 00 [DefaultGroup (Default)] (default authorization group).
>   - Newly created users
>   - Users that have not yet been authenticated
>   - Authenticated users for which the [Authentication System] is not set to [Authentication Agent] in Log In to Remote Accounts.
> • The default authorization group can be changed in the same manner as other authorization groups.

3. Tap on [Group Name], enter a name, and then tap on [OK].

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4. **Tap on the permission to change, and chose the setting.**
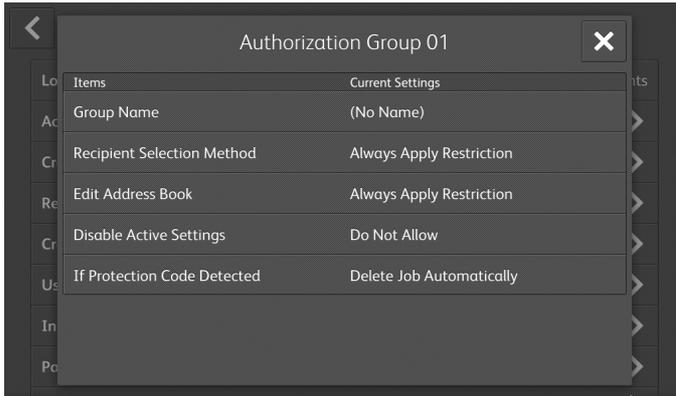
Recipient Selection Method

When communications sent to addresses not listed in the address book are restricted, this can lift the restriction.

Edit Address Book

When editing the address book is restricted, this can lift the restriction.

Disable Active Settings

When a Force Watermark, Force Secure Watermark, Print Universal Unique ID, Force Annotation or other forced printing is set, this can temporarily lift the forced printing settings.

If Protection Code Detected

If embedded job disabled code is detected, this can temporarily allow the job to continue.

User Registration (Log In to Local Accounts)

Authenticated users are registered to the machine when Log In to Local Accounts is set.

Administrator permissions, service access and account limit settings can be configured for each user.

> **Note**
> • Users can also be registered in [Create / View User Accounts] under [Accounting].

1. **Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]> [Authentication]>[Create / View User Accounts].**

2. **Tap on the [No.] for registering the user.**
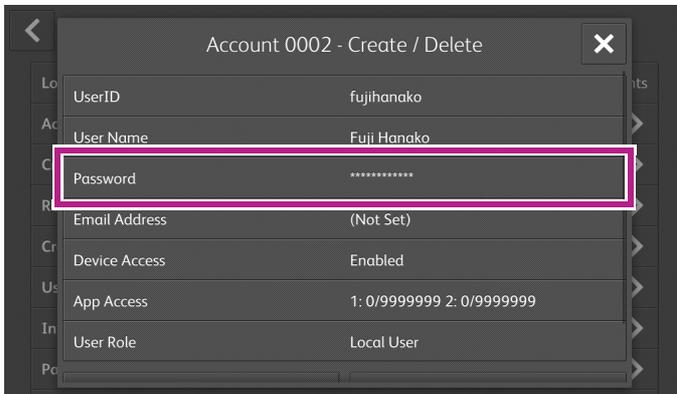
3. **Enter the user ID, and then tap on [OK].**

4. **Tap on [User Name].**
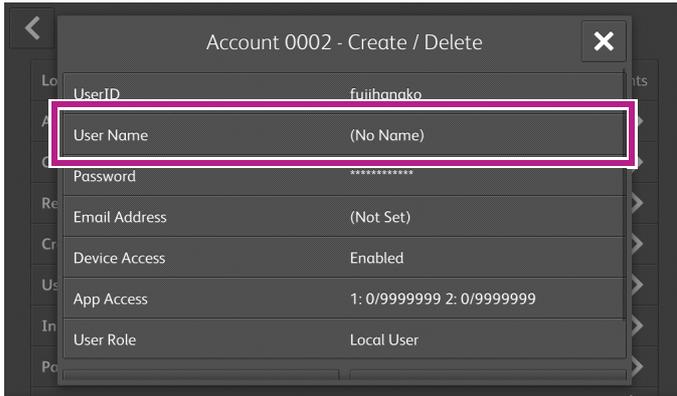
5. **Enter the user display name, and then tap on [OK].**

6. **If there is a [Password], set the password.**

7. **Tap on [Enter New Password], and then enter the password.**

8. **Tap on [Next], and then enter the same password.**

9. **Tap on [OK].**

10. **Set access restrictions and permissions as needed.**
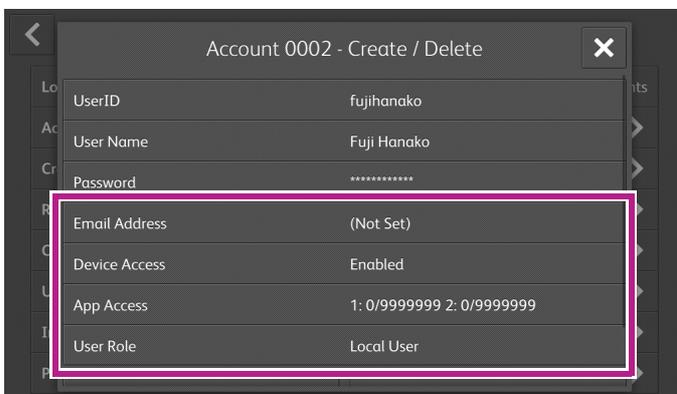
Email Address

This is used as the default [From:] address when sending emails when authenticating.

Device Use Permissions

Allows machine use.

> **Note**
> • If an IC card reader is connected, this permission can be set for each authentication method.

Service Use Restrictions

Specify use restrictions and account limit settings for each service. Choose the service, and then set either [Feature Access] or [Account Limit], and tap on [OK].

User Permissions

You can grant permissions to users. Configure authorization group settings in [Add To Authorization Group].

• [Local User]

Permissions for regular users who do not have administrator permissions.

• [Administrator]

The same permissions as an administrator can be granted. However, folders and job flow sheets cannot be modified, and administrator passwords cannot be changed.

• [Account Administrator]

The following accounting-related permissions can be granted.

- Registering / deleting / changing (some) user information
- Registering / deleting / changing accounting data
- Changing alternative name for user ID / mask user ID (***)
- Changing alternative name for account ID/mask account ID (***)
- Printing accounting reports

# Deleting Registered Users (Log In to Local Accounts)

> **Note**
> • Any job flow sheets, folders and documents inside folders that the user being deleted is an owner of will also get deleted.

■ Deleting Individual Users

1. Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]>[Authentication]>[Create / View User Accounts].

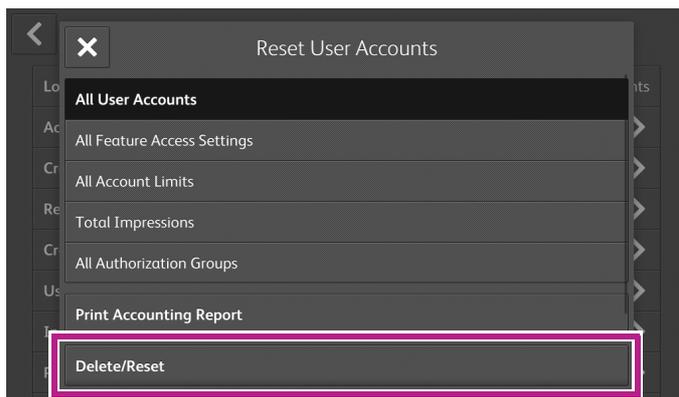**2.** Choose the user registration number to delete.

3. **Tap on [Reset Account].**
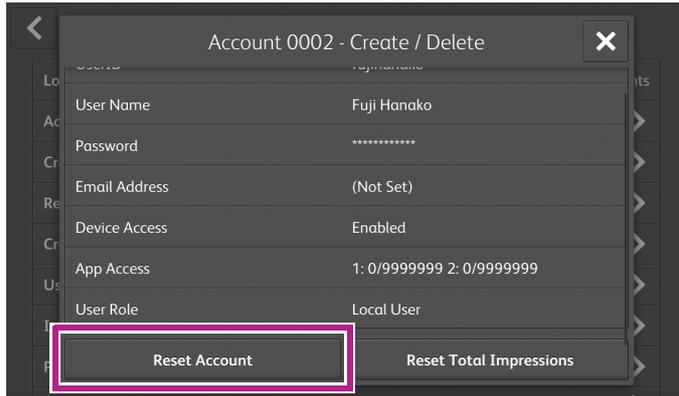
4. **Tap on [Delete].**

■ **Deleting All Users**

1. **Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]>[Authentication]>[Reset User Accounts].**

2. **Choose [All User Accounts], and then tap on [Delete/Reset].**

3. **Tap on [Delete].**

Authentication System Setup (Log In to Remote Accounts)

This registers an external authentication server to the machine.

1. **Tap on [Device]>[Connectivity & Network Setup]>[Remote Authentication / Directory Service]>[Authentication System Setup]>[Authentication System].**

2. **Choose the type of external authentication server, and then tap on [OK].**

   ⚲ **Note**
   • When using ApeosWare Management Suite 2 (sold separately) as the external authentication server, chose [Authentication Agent].

3. **If an option other than [Authentication Agent] is chosen, tap on [<], and then register the authentication server details.**
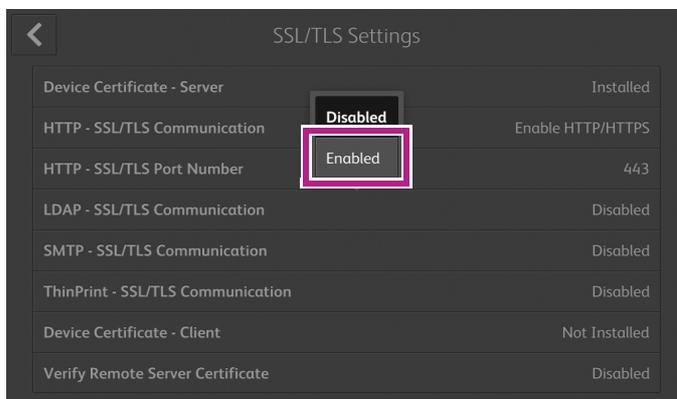
📖Refer

- Refer to the Help feature in CentreWare Internet Services when configuring Azure Active Directory settings.
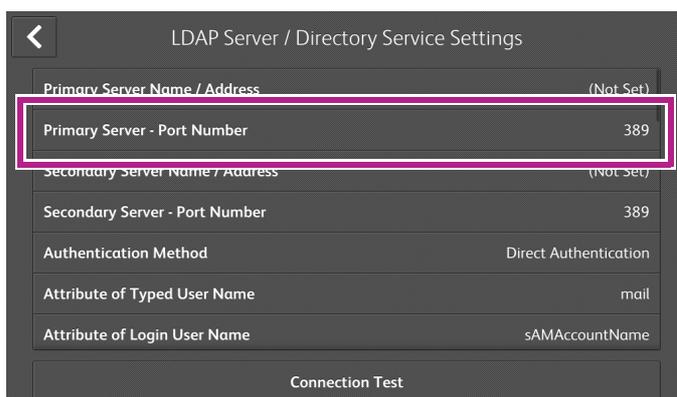
Other Settings (LDAP)

Encrypting Communications Between the Machine and the LDAP Server

1. **Tap on [Device]>[Connectivity & Network Setup]>[Security Settings]>[SSL/TLS Settings].**

2. **Set [LDAP - SSL/TLS Communication] to [Enabled].**

3. **Tap on [<] twice.**

4. **Tap on [Remote Authentication / Directory Service].**

5. **Tap on [LDAP Server / Directory Service Settings]>[Primary Server - Port Number].**

6. **Enter the port number to run LDAPS, and then tap on [OK].**

Logging In as an LDAP Server User that has Established a Trust Relationship in Active Directory
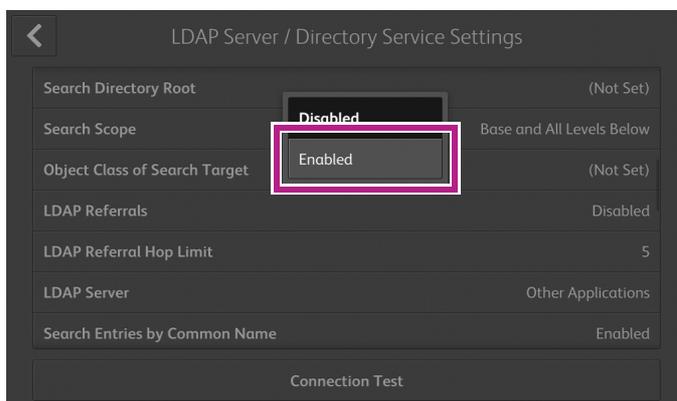
The procedure for logging into the machine as a user on a trusted domain server is described below, assuming the following conditions have been met as an example.
- The domain name is set to "w2k8adtest.local".
- A trust relationship has been established in [Active Directory Domains and Trusts].

🔭 Refer

- For more information about [Active Directory Domains and Trusts], refer to the official website of Microsoft.

1. **Tap on [Device]>[Connectivity & Network Setup]>[Remote Authentication / Directory Service]>[LDAP Server / Directory Service Settings].**

2. **Set [LDAP Referrals] to [Enabled].**

LDAP Server / Directory Service Settings	
Search Directory Root	(Not Set)
Search Scope	Base and All Levels Below
Disabled	
Enabled	
Object Class of Search Target	(Not Set)
LDAP Referrals	Disabled
LDAP Referral Hop Limit	5
LDAP Server	Other Applications
Search Entries by Common Name	Enabled
Connection Test	

3. **Set the [LDAP Referral Hop Limit] as required.**

💡 Note

- The maximum number of servers that can be connected is the value set for the [LDAP Referral Hop Limit]. If this is set to "5", up to five trust relationship connections can be made.
- With regard to [Login Credentials to Search Entries], users must also be qualified to access the trusted LDAP server.
- From a security feature perspective, connections will not be made to unencrypted trusted domains while LDAPS is in use.

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If Logging In Takes an Excessive Amount of Time, and the Same User Succeeds and Fails Login Attempts

This can be thought to be due to the following.

・The scope for searching LDAP servers is too broad

・There are too many entries contained within the search scope

Review sections [Search Directory Root] (p.177) and [Search Scope] (p.177).

Additionally, login failures may be avoided by setting a sufficiently long timeout duration for connecting to the LDAP server for the machine. However, as this will not reduce the time required to login, this should only be considered a provisional measure.

Follow the procedure below to set the connection timeout duration.

1. **Tap on [Device]>[Connectivity & Network Setup]>[Remote Authentication / Directory Service]>[Authentication System Setup].**

2. **Confirm and change the following settings as required.**
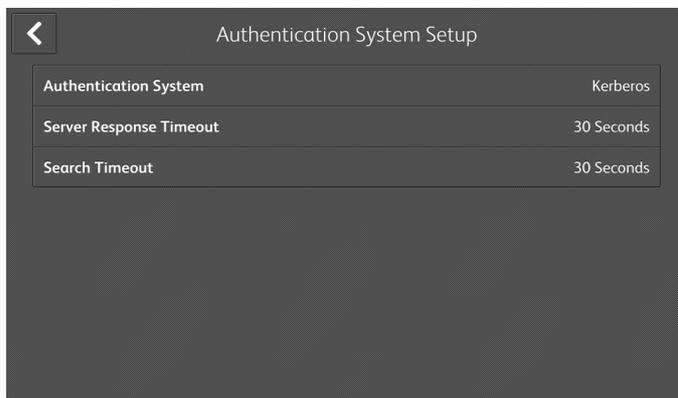
Server Response Timeout

This sets the maximum timeout duration for a response from the server when an authentication request is sent to the LDAP server.
Change this setting when the network load is thought to be causing the issue.

Search Timeout

This sets the maximum timeout duration for a response from the server when an search request is sent to the LDAP server.
Change this setting when the LDAP server load is thought to be causing the issue.

Settings for Smart Card Reader Authentication

With this, you can perform authentication using information registered to a smart card, collate information registered to a smart card with user information registered to the machine, and perform accounting tasks for usage restrictions, jobs and other machine data.

Step 1   Set a Joint Password For Use With the Smart Card

In Log In to Remote Accounts, set whether to ask for a password when logging into the machine using a smart card.

1. **Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]> [Authentication]>[User Details Setup].**

2. **Tap on [Smart Card Link Mode], and then choose [Type Password].**
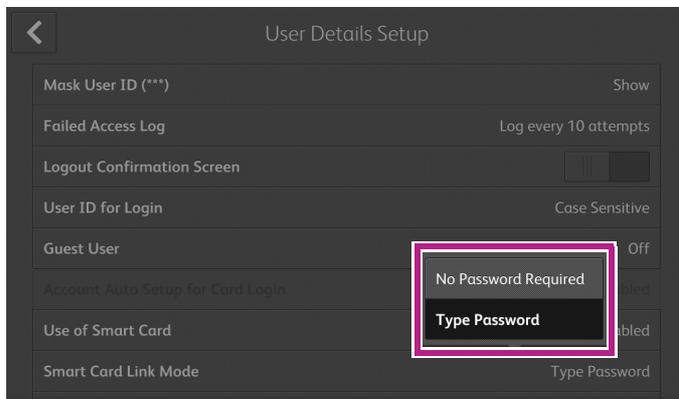
Step 2   Logout Method When Using a Smart Card

Set how to log out authentication when using a smart card.

1. **Tap on [Device]>[Authentication / Accounting]>[Authentication / Security Settings]> [Authentication]>[User Details Setup]>[Smart Card Logout Timing].**

2. **Choose how to log out authentication, and then tap on [OK].**


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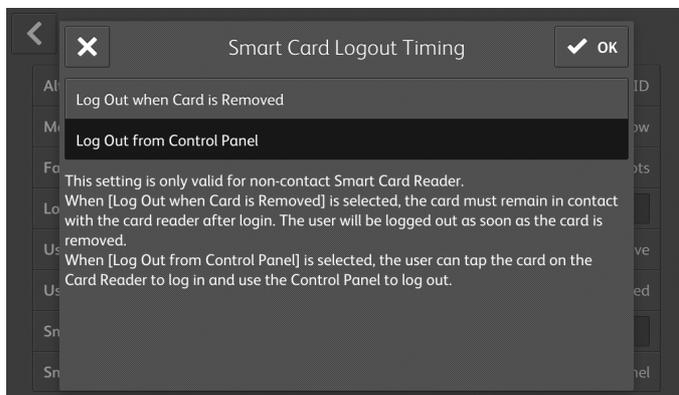
Step 3   Register Smart Card Details

An administrator uses CentreWare Internet Services to set smart card details and information used for authentication.

Step 4   Set Up the LDAP Server (Log In to Remote Accounts)

Set the attribute corresponding to the smart card ID, and attribute used to identify the user after authentication.

1.   **Tap on [Device]>[Connectivity & Network Setup]>[Remote Authentication / Directory Service]>[LDAP Server / Directory Service Settings]>[Attribute of Smart Card].**
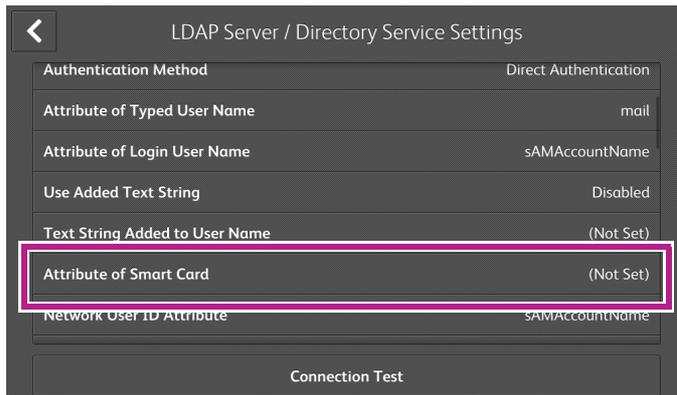
2.   **Enter the attribute name corresponding to the smart card ID, and then tap on [OK].**

> 💡 **Note**
> - The smart card ID must be registered to the attribute in advance.
> - Set an attribute that guarantees that each user is provided with a unique value.

3.   **Tap on [Network User ID Attribute].**

4.   **Once authentication using the smart card is complete, enter the user display name and the attribute name to use as the identifier, and then tap on [OK].**

> 💡 **Note**
> - Set an attribute that guarantees that each user is provided with a unique value.
> - If the set attribute cannot be retrieved from the LDAP server, you will be unable to login.

Configuration for Account Administration

1. **Tap on [Device]>[Authentication / Accounting]>[Accounting]>[Accounting Type].**

2. **Choose the accounting mode, and then tap on [OK].**
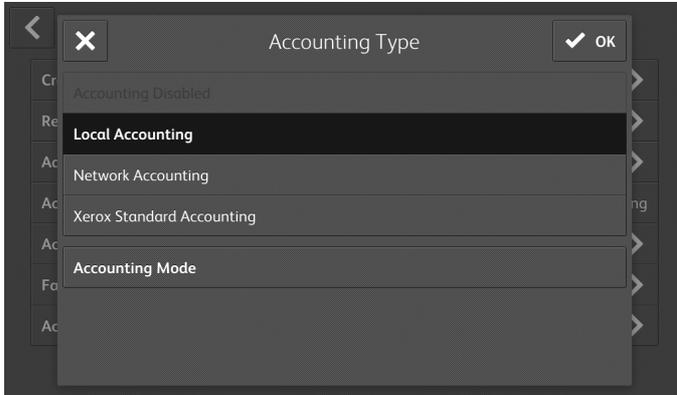
User Authentication Operations

Authenticating Login Users

You can authenticate a registered user by using the touch panel display on the machine, or touching the smart card to the smart card reader.

Changing a Registered User Password

A registered user, or an administrator can set or change a registered user password using the touch panel display, or CentreWare Internet Services.

1. **Tap on [Device]>[Authentication / Accounting]>[User Details Setup]>[Change Password].**

2. **Enter the current password, and then tap on [OK].**

3. **Tap on [Enter New Password].**

4. **Enter the new password, and then tap on [Next].**

User Authentication When Using Azure Active Directory

Refer
- Refer to "Logging in to Authentication Mode" (p.24) for more information.

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