DocuPrint M255 df/M255 z

User Guide

FUJI Xerox

Contents

Preface 9
Trademarks and Document Disclaimer 10
About License 11
Types of Manuals 12
Using This Guide 13
Organization 13
Conventions 14
Safety Notes 15
Electrical Safety 16
Machine Installation 18
Operational Safety 21
Consumable 23
Warning and Caution Labels 24
Environment 25
Regulation 26
Radio Frequency Emissions (Class B) 26
Product Safety Certification (UL, CB) 26
Illegal Copies and Printouts 27
Product Features 28

1 Specifications 31
Copy Function 32
Print Function 34
Scan Function 36
Fax Function 37
Direct Fax Function 38

2 Basic Operation 39
Main Components 40
Front View 40
Rear View 41
Automatic Document Feeder (ADF) 41
Operator Panel 42
Turning On the Printer 44
Setting Initial Settings on the Operator Panel 45
Printing the Panel Settings Page 46
The Operator Panel 46
The Printer Setting Utility (Windows Only) 46
Power Saver Mode 47
Exiting the Power Saver Mode 47

3 Printer Management Software 49
Print and Scan Drivers 50
CentreWare Internet Services 51
Creating an Administrative Password 51
Printer Setting Utility (Windows Only) 52
SimpleMonitor (Windows Only) 53
Launcher (Windows Only) 54
Address Book Editor 56
Express Scan Manager 57
User Setup Disk Creating Tool (Windows Only) 58
DocuWorks (Windows Only) 60

4 Printer Connection and Software Installation 61
Overview of Network Setup and Configuration 62
Connecting Your Printer 63
Connecting Printer to a Computer or a Network 64
Setting the IP Address 67
TCP/IP and IP Addresses 67
Automatically Setting the Printer's IP Address 67
Dynamic Methods of Setting the Printer's IP Address 68
Assigning an IP Address (for IPv4 Mode) 69
Verifying the IP Settings 71
Printing and Checking the System Settings Page 71
Installing Print Drivers on Computers Running Windows 73
Identifying Print Driver Pre-install Status (for Network Connection Setup) 74
Inserting the Software Pack CD-ROM 75
USB Connection Setup 75
Network Connection Setup 76
Configuring Wireless Network Settings (DocuPrint M255 z only) 77
Setting Up the Printer for Shared Printing 104
Using the XML Paper Specification Print Driver 113
Installing Print Drivers on Computers Running Mac OS X 114
Configuring Wireless Settings on the Operator Panel (DocuPrint M255 z only) 115
Installing Print Drivers on Computers Running Linux (CUPS) 120
Installing Print Drivers 121
Specifying the Queue 122
Specifying the Default Queue 125
Specifying Printing Options 126
Setting the Password for Authority as the Printer Administrator 128
Uninstalling Print Drivers 129

5 Printing Basics 131
About Print Media 132
Print Media Usage Guidelines 132
Automatic Document Feeder (ADF) Guidelines 133
Print Media That Can Damage Your Printer 134
Print Media Storage Guidelines 135
Supported Print Media 136
Usable Print Media 137
Standard Paper and Tested Paper 139
Loading Print Media 143
Capacity 143
Print Media Dimensions 143
Loading Print Media in the Paper Tray 144
Loading Print Media in the Priority Sheet Inserter (PSI) 152
Using the Output Tray Extension 157
Setting Paper Sizes and Types 158
Setting Paper Sizes 158
Setting Paper Types 158
Printing 159
Printing from the Computer 159
Canceling a Print Job 160
Duplex Printing 161
Direct Printing Using a USB Storage Device 166
Selecting Printing Options 167
Printing Custom Size Paper 172
Checking Status of a Print Job 174
Printing a Report Page 175
Printer Settings 176
Printing with the Web Services on Devices 178
Adding Roles of Print Services 178
Printer Setup 179

6 Copying 181
Loading Paper for Copying 182
Preparing a Document 183
Making Copies From the Document Glass 184
Making Copies From the Automatic Document Feeder (ADF) 186
Customizing Copy Options 187
Number of Copies 188
Paper Size 189
Collated 191
Reduce/Enlarge 192
Document Size 194
Document Type 195
Lighten/Darken 196
Sharpness 197

Auto Exposure 198
2-Sided 199
N-Up 200
Margin Top/Bottom 202
Margin Left/Right 203
Margin Middle 204
Copying an ID Card 205
Changing the Default Copy Settings 206

7 Scanning 207
Scanning Overview 208
Scanning to a USB Connected Computer 209
Using the Operator Panel 209
Using the TWAIN Driver 210
Using the WIA Driver 212
Using a Scanner on the Network 213
Overview 214
Confirming the Login name and the Password 216
Specifying a Destination to Store Scanned Documents 218
Configuring the Printer 228
Sending the Scanned File to the Network 233
Scanning to a USB Storage Device 234
Sending an E-Mail With the Scanned Image 235
Adding an Entry to the Address Book 235
Sending an E-mail With the Scanned File 237
Customizing Scan Options 238
Changing the Default Scan Settings 238
Changing the Scan Settings for an Individual Job 241

8 Faxing 243
Connecting the Telephone Line 244
Configuring Fax Initial Settings 246
Setting Your Region 246
Setting the Printer ID 246
Setting the Time and Date 247
Changing the Clock Mode 248
Sending a Fax 249
Loading a Source Document
on the Automatic Document Feeder (ADF) 249
Loading a Source Document on the Document Glass 250
Resolution 251
Document Type 251
Lighten/Darken 252
Inserting a Pause 252
Sending a Fax from Memory 253

Sending a Fax Manually 254
Confirming Transmissions 254
Automatic Redialing 255
Sending a Delayed Fax 256
Sending a Fax Using the Driver (Direct Fax) 257
Sending a Fax from Windows 258
Sending a Fax from Mac OS X 260
Receiving a Fax 262
About Receiving Modes 262
Loading Paper for Receiving Faxes 262
Receiving a Fax Automatically in the FAX Mode 263
Receiving a Fax Manually in the TEL Mode 263
Receiving a Fax Automatically in the TEL/FAX Mode or Ans/FAX Mode 263
Receiving a Fax Manually Using an External Telephone 263
Receiving Faxes in the DRPD Mode 264
Receiving Faxes in the Memory 264
Polling Receive 264
Automatic Dialing 265
Speed Dialing 265
Storing a Fax Number for Speed Dialing 265
Sending a Fax Using Speed Dialing 266
Group Dialing 266
Creating Group Dial Numbers 267
Editing Group Dial Numbers 268
Sending a Fax Using Group Dialing (Multi-address Transmission) 269
Printing the Address Book List 269
Other Ways to Fax 270
Using the Secure Receiving Mode 270
Using an Answering Machine 271
Using a Computer Modem 272
Setting Sounds 273
Speaker Volume 273
Ringer Volume 273
Specifying the Fax Settings 274
Customizing Fax Options 274
Available Fax Options 275
Changing the Default Fax Settings 278
Printing a Report 279

9 Using the Operator Panel Menus and Keypad 281
Understanding the Operator Panel Menus 282
Report / List 283
Meter Readings 284
Admin Menu 284

Defaults Settings 317
Tray Settings 328
Panel Language 330
Panel Lock Feature 331
Enabling the Panel Lock Feature 331
Disabling the Panel Lock Feature 332
Limiting Access to Copy, Fax, Scan, and USB Direct Print Operations 333
Changing the Power Saver Mode Settings 334
Resetting to Factory Defaults 335
Changing the Language 336
Using the Operator Panel 336
Using the Printer Setting Utility (Windows Only) 336
Using the Numeric Keypad 337
Entering Characters 337
Changing Numbers or Names 337

10 Troubleshooting 339
Clearing Jams 340
Avoiding Jams 341
Identifying the Location of Paper Jams 342
Clearing Paper Jams
From the Automatic Document Feeder (ADF) 343
Clearing Paper Jams From the Front of the Printer 346
Clearing Paper Jams From the Rear of the Printer 351
Clearing Paper Jams From the Center Output Tray 353
Jam Problems 356
Basic Printer Problems 357
Display Problems 358
Printing Problems 359
Print Quality Problems 361
The Output Is Too Light 362
Toner Smears or Print Comes Off/Stain on Back Side 363
Random Spots/Blurred Images 364
The Entire Output Is Blank 364
Streaks Appear on the Output 365
Mottle 365
Ghosting 366
Fog 367
Bead-Carry-Out (BCO) 367
Auger Mark 368
Wrinkled/Stained Paper 369
The Top Margin Is Incorrect 370
Protrudent/Bumpy Paper 370
Copy Problem 371
Copy Quality Problems 372
Fax Problems 373

Scanning Problems 375
Scan Driver/Printer Utility Problems 377
Other Problems 378
Understanding Printer Messages 379
Contacting Service 388
Getting Help 389
LCD Panel Messages 389
SimpleMonitor Alerts 389
Obtaining the Product Information 390
Enabling Non-Genuine Mode 391
Using the Operator Panel 391
Using the Printer Setting Utility (Windows Only) 392

11 Maintenance 393
Cleaning the Printer 394
Cleaning the Scanner 395
Cleaning the ADF Feed Roller 397
Replacing the Toner Cartridge 398
When to Replace the Toner Cartridge 399
Removing the Toner Cartridge 400
Installing a Toner Cartridge 402
Ordering Supplies 404
Consumables 404
When to Order a Toner Cartridge 404
Recycling Supplies 405
Storing Consumables 406
Managing the Printer 407
Checking or Managing the Printer with the CentreWare Internet Services 407
Checking Printer Status with the SimpleMonitor (Windows Only) 408
Checking Printer Status Through E-mail 409
Conserving Supplies 410
Checking Page Counts 411
Moving the Printer 412

12 Contacting Fuji Xerox 415
Technical Support 416
Online Services 417

Preface

Thank you for purchasing the DocuPrint M255 df/M255 z.

This guide is intended for users who use the printer for the first time, and provides all the necessary operating information about the Copy, Print, Scan, and Fax functions.

Please read this guide to achieve the best performance from your printer.

This guide assumes you are familiar with computers and the basics of network operation and configuration.

After reading this guide, keep it safe and handy for future reference.

DocuPrint M255 df/M255 z User Guide Help

Copyright© 2012 by Fuji Xerox Co., Ltd.

Fuji Xerox Co., Ltd.
July 2012 (Edition 2)
No. ME5830E2-2

Trademarks and Document Disclaimer

Apple®, Bonjour®, ColorSync®, Macintosh®, and Mac OS® are trademarks of Apple Inc. in the United States and/or other countries.

PCL® is a trademark of Hewlett-Packard Corporation in the United States and/or other countries.

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

Linux is a registered trademark of Linus Torvalds.

Novell is a registered trademark and SUSE is a trademark of Novell, Inc. in the United States and other countries.

Red Hat and Red Hat Enterprise Linux are registered trademarks of Red Hat, Inc. in the U.S. and other countries.

RSA, BSAFE are either registered trademarks or trademarks of EMC Corporation in the United States and/or other countries.

Mozilla is a registered trademark of the Mozilla Foundation.

All product/brand names are trademarks or registered trademarks of the respective holders.

In this manual, safety instructions are preceded by the symbol ⚠. Always read and follow the instructions before performing the required procedures.

Fuji Xerox is not responsible for any breakdown of machines due to infection of computer virus or computer hacking.

WARNING:

This equipment will be inoperable when mains power fails.

IMPORTANT:

1. This manual is copyrighted with all rights reserved. Under the copyright laws, this manual may not be copied or modified in whole or part, without the written consent of the publisher.
2. Parts of this manual are subject to change without prior notice.
3. We welcome any comments on ambiguities, errors, omissions, or missing pages.
4. Never attempt any procedure on the machine that is not specifically described in this manual. Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.
5. Decompiling this manual is prohibited.

   An export of this product is strictly controlled in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States.

XEROX, the sphere of connectivity design, CentreWare Internet Services, and DocuPrint are trademarks or registered trademarks of Xerox Corporation in the U.S. or Fuji Xerox Co., Ltd.

DocuWorks is a trademark of Fuji Xerox Co., Ltd.

All Xerox and Fuji Xerox product names are either registered trademarks or trademarks of Xerox Corporation or Fuji Xerox Co., Ltd.

About License

RSA BSAFE

Your printer includes RSA BSAFER Cryptographic software from EMC Corporation.

DES

This product includes software developed by Eric Young.

(eay@mincom.oz.au)

AES

Copyright© 2003, Dr BrianGladman, Worcester, UK. All rights reserved. This product uses published AES software provided by Dr Brian Gladmanunder BSD licensing terms.

TIFF(libtiff)

LibTIFFCopyright© 1988-1997 SamLeffler

Copyright© 1991-1997 Silicon Graphics, Inc.

JPEG

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

Types of Manuals

Safety Guide	Describes the information you need to know before using the printer and to operate the printer safely.
Setup Guide	Provides step-by-step instructions on how to set up your printer. Also describes how to setup wireless network. (The wireless LAN feature is available only on the DocuPrint M255 z model.)
User Guide (HTML files) (this guide)	Describes how to get ready to print and set various features. It also covers the operator panel menus, troubleshooting tips, and maintenance information. This guide is on the *Software Pack CD-ROM*.
PostScript Level3 Compatible User Guide	Describes how to set up your printer as a PostScript Level3 Compatible printer and the features that can be configured on your print driver. This guide is on the *Software Pack CD-ROM*.

Using This Guide

This section includes:

- "Organization" on page 13
- "Conventions" on page 14

■ Organization

This guide is organized into the following chapters. The summary of each chapter is as follows:

1 Specifications	Describes the printer specifications.
2 Basic Operation	Describes the main components of the printer, power saver modes, and how to turn on the printer.
3 Printer Management Software	Describes the software available for the printer.
4 Printer Connection and Software Installation	Describes the basic information about how to connect the printer to your computer and how to install the print driver.
5 Printing Basics	Describes the supported paper, how to load paper, and how to print data using various print features.
6 Copying	Describes how to copy documents and the adjustment features.
7 Scanning	Describes how to set and use the Scan features.
8 Faxing	Describes how to set and use the Fax features.
9 Using the Operator Panel Menus and Keypad	Describes the setting items available on the operator panel, their setup procedures, and how to use the numeric keypad.
10 Troubleshooting	Describes the troubleshooting tips for printer problems such as paper jams.
11 Maintenance	Describes how to clean the printer, how to replace the toner cartridge, and how to see the printer status.
12 Contacting Fuji Xerox	Describes support information.

■ Conventions

1 In this guide, personal computers and workstations are collectively called “computers”.

2 The following terms are used throughout this guide:

IMPORTANT:

- Important information that must be read and followed.

NOTE:

- Additional information that merits emphasis.

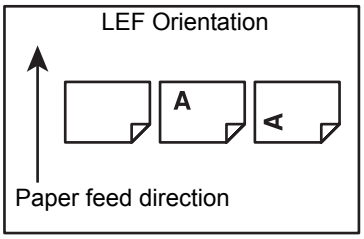
See also:

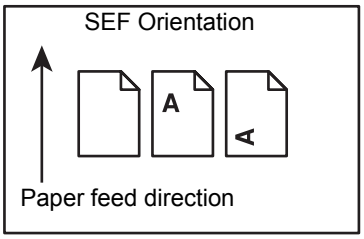
- References within this guide.

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

, , Long Edge Feed (LEF): Loading the document or paper in the landscape orientation.

, , Short Edge Feed (SEF): Loading the document or paper in the portrait orientation.





4 The screen shots and illustrations in this guide are those of the DocuPrint M255 z unless otherwise specified. Some of the items in the screen shots and illustrations may not be displayed or available depending on your printer model.

5 Some features are not available on some models.

Safety Notes

Before using this product, read “Safety Notes” carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

> ⚠ **WARNING:**
>
> - **Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Fuji Xerox representative for more information.**

Follow all warning instructions marked on this product. The warning marks stand for the followings:

⚠**DANGER**	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
⚠**WARNING**	Used for items that if not followed strictly, can lead to severe or fatal injuries.
⚠**CAUTION**	Used for items that if not followed strictly, can cause injuries to user or damages to machine.
	△: A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely. Caution Flammable Explodable Electric shock Heated surface Moving object Pinched fingers
	⃠: A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts. Prohibited No fire Do not touch Do not use in bathroom Do not tear down Keep away from wet Never touch with wet hand
	●: A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks. Instructions Unplug Ground/ Earth

■ Electrical Safety

⚠ WARNING

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.

WARNING:

- **Connect this product to a protective earth circuit.**

This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal.

Improper connection of a grounding conductor may cause electric shock.

Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local Fuji Xerox representative to check if an outlet is grounded.

Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.

Never touch the power cord with wet hands. It may cause electric shock.

Do not put an object on the power cord.

Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.

To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Fuji Xerox.

The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

If the power cord is damaged or insulated wires are exposed, contact your local Fuji Xerox representative for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

⚠ CAUTION

When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.

Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.

Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.

Switch off and unplug the product when it (i.e., fax function) is not used over weekends or long holidays. Please note that it cannot receive fax message during switch-off.

Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact your local Fuji Xerox representative.

■ Machine Installation

⚠ WARNING

Do not locate this product where people might step on or trip over the power cord.

Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

⚠ CAUTION

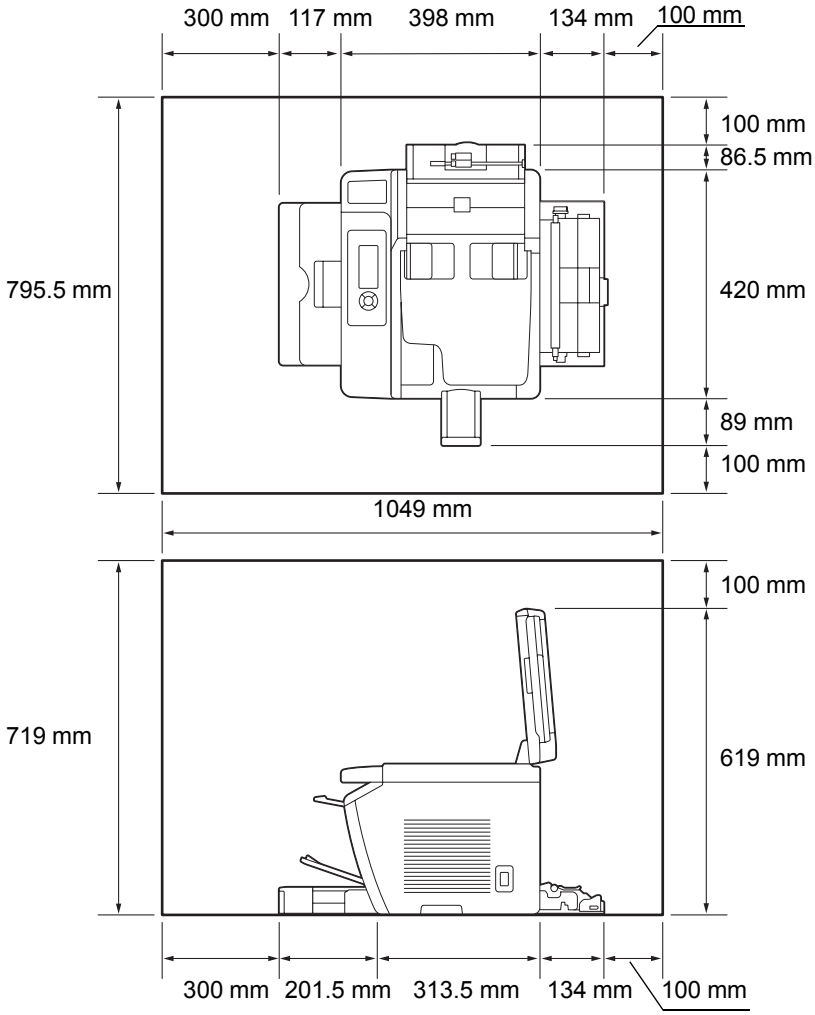
Never locate this product in the following places:

- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers

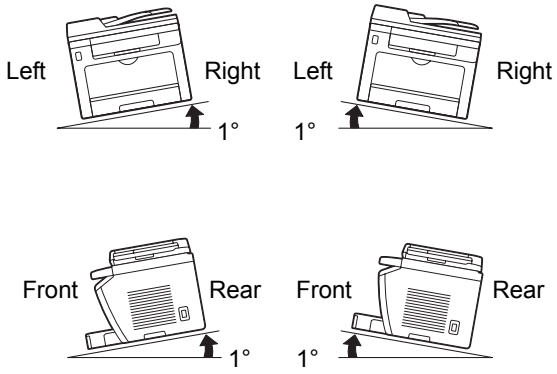
Locate this product on a level and sturdy surface that can withstand a weight of 12.0 Kg. Otherwise, if tilted, the product may fall over and cause injuries.

Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product.

Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.



Do not incline the product at more than 1 degree angle. Otherwise, it may fall over and cause injuries.



To bundle wires and cables, always use the cable ties and spiral tubes that Fuji Xerox supplies. Otherwise, it may cause some defects.

Others

To keep this product in a good performance and condition, always use it in the following environment:

- Temperature: 10 – 32 °C
- Humidity: 10 – 85%

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.

■ Operational Safety

⚠ WARNING

The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.

This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.

To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your local Fuji Xerox representative.

- The product emits smoke or its surface is unusually hot.
- The product emits unusual noise or odor.
- The power cord is cracked or worn down.
- A circuit breaker, fuse or any other safety device becomes activated.
- Any liquid is spilled into the product.
- The product is soaked in water.
- Any part of the product is damaged.

Do not insert any object into slots or openings of this product.
Do not put any of the followings on the product:

- Liquid container such as flower vases or coffee cups
- Metal parts such as staples or clips
- Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.

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

When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.

If you cannot remove the paper jam by doing the procedures in the manual, do not try to forcibly remove the jam. Doing so may cause injuries. Contact your local Fuji Xerox representative.

Never play the CD-ROM supplied with the product on an audio player. Always use a CD-ROM player. Otherwise, large sound may damage audio players or your ears.

⚠ CAUTION

Always follow all warning instructions marked on or supplied with this product.

To avoid the risk of burn injuries and electric shock, never touch the area with the “High Temperature” or “High Voltage” marks on.

Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.

	Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.
	Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.
	Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room. Provide proper ventilation to ensure the comfortable and safe environment.

■ Consumable

⚠ WARNING

	Store all consumables in accordance with the instructions given on its package or container.
	Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills. It may catch fire by electric sparks inside the vacuum cleaner and cause explosion. If you spill a large volume of toner, contact your local Fuji Xerox representative.
	Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

⚠ CAUTION

	Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.
	When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.
	If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

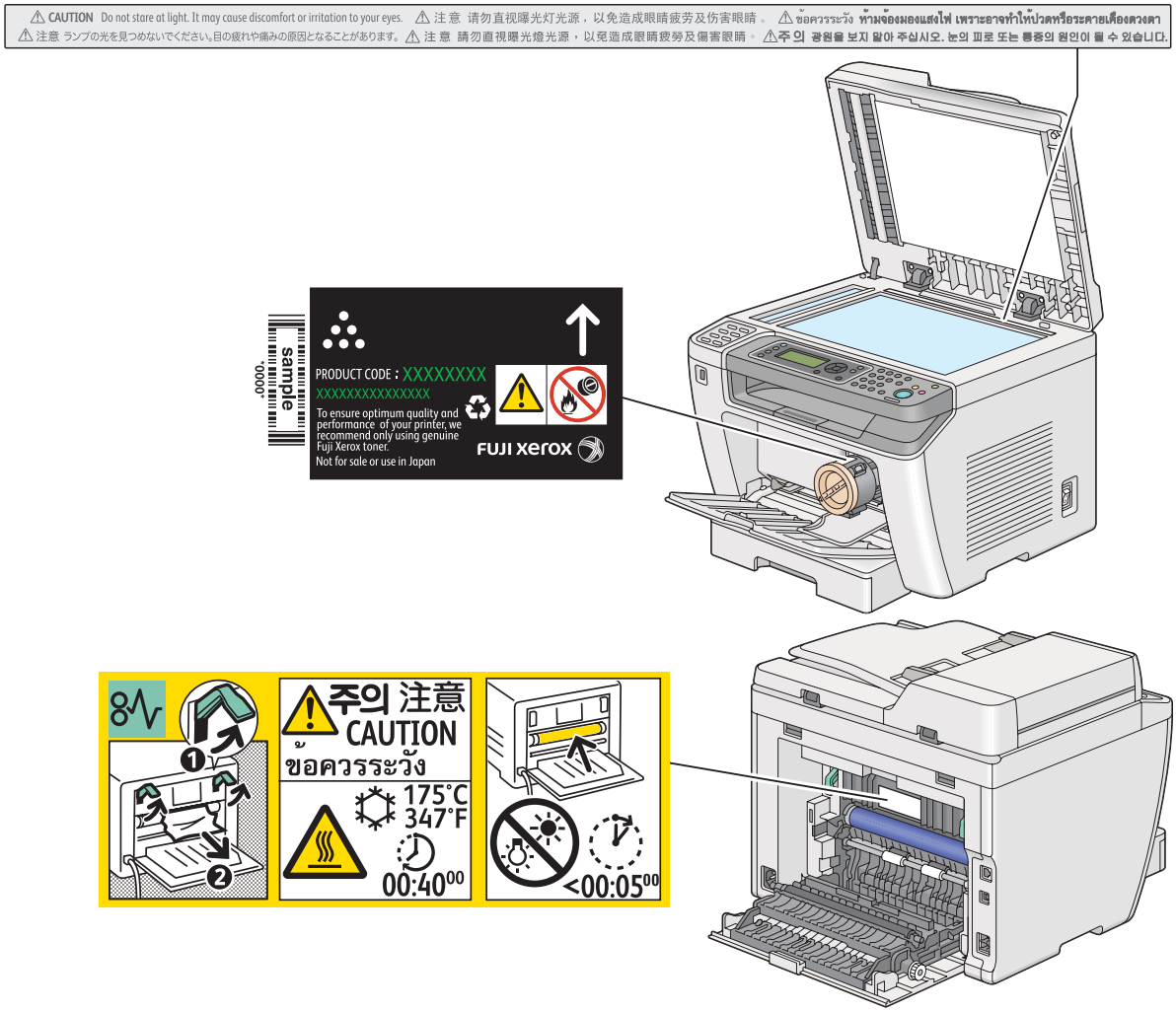
■ Warning and Caution Labels

Always follow all warning instructions marked on or supplied with this product.

To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.

NOTE:

- The following shows the toner cartridge label for DocuPrint M255 z.



Environment

- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drums (photoreceptors) to make recycle parts, recycle materials or energy recovery.
- Proper disposal is required for toner cartridges no longer needed. Do not open toner cartridges. Return them to your local Fuji Xerox representative.

Regulation

■ Radio Frequency Emissions (Class B)

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to the International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radiocommunications Act 1992 in Australia/New Zealand. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This product generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this product does cause harmful interference to radio or television reception, which can be determined by turning this product off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Changes and modifications to this product not specifically approved by Fuji Xerox may void the user's authority to operate this product.

■ Product Safety Certification (UL, CB)

This product is certified by the following agency using the safety standards listed.

Standard

IEC60950-1:ed. 2

Illegal Copies and Printouts

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

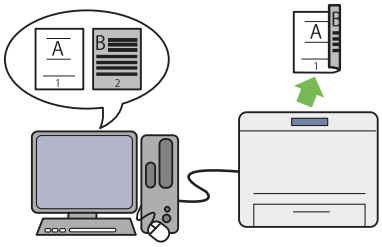
- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Product Features

This section describes the product features and indicates their links.

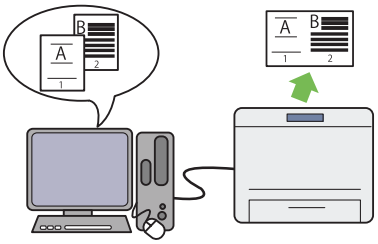
Duplex Print



When you have multiple pages to print, you can use the duplex feature of the computer to print on either side of paper to save paper consumption.

For more information, see "Duplex Printing" on page 161.

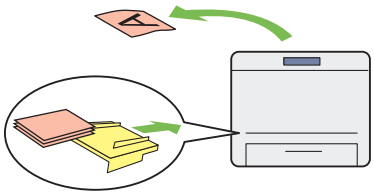
Multiple Up Print



With the Multiple Up print feature of the printer, you can print multiple pages on a single sheet of paper to save paper consumption.

For more information, see the print driver's help.

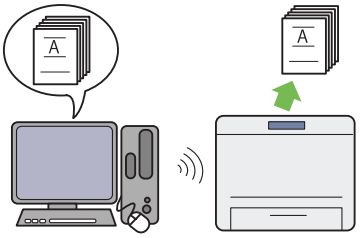
Priority Sheet Inserter (PSI)



Print media loaded in the PSI is given precedence over the media in the paper tray. Using the PSI, you can print on print media of another type or size preferentially over the regular media in the paper tray.

For more information, see "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152.

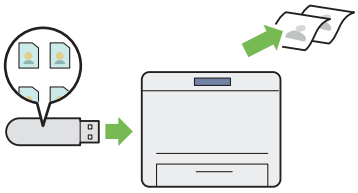
Wireless Print (DocuPrint M255 z only)



With the wireless LAN feature of the printer, you can place your printer at any location and print from a computer without cabling.

For more information, see "Configuring Wireless Network Settings (DocuPrint M255 z only)" on page 77.

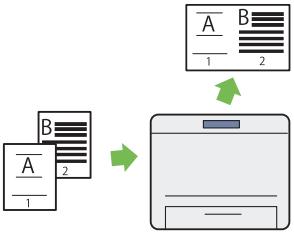
USB Direct Print



You can print directly from your USB storage device without starting your computer and an application.

For more information, see "Direct Printing Using a USB Storage Device" on page 166.

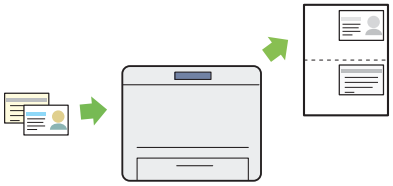
2-in-1 Copy



You can copy two original pages on one side of a single sheet of paper to save paper consumption.

For more information, see "N-Up" on page 320.

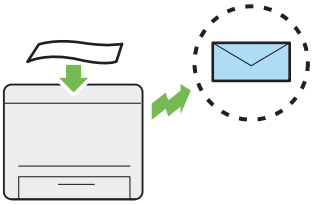
ID Card Copy



You can copy both sides of an ID card on one side of a single sheet of paper in its original size by selecting `ID Card Copy` on the operator panel.

For more information, see "Copying an ID Card" on page 205.

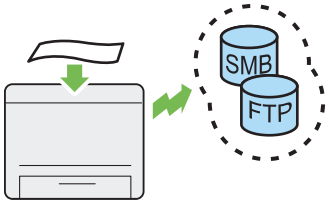
Scan to E-Mail



You can directly send scanned data as an e-mail attachment. You can choose destination e-mail addresses from the Address Book or enter addresses directly using the numeric keypad.

For more information, see "Sending an E-Mail With the Scanned Image" on page 235.

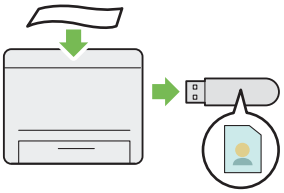
Scan to SMB/FTP (Network)



You can transfer scanned data to a computer or a server via SMB or FTP without service software. Although prior registration of the destination FTP server or the computer on the Address Book is required, it helps save your time.

For more information, see "Using a Scanner on the Network" on page 213.

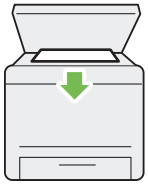
Scan to USB Storage Device



You do not need a computer to connect your USB storage device to save scanned data. Insert your USB storage device into the front USB port on the printer, and save scanned data directly to your USB storage device.

For more information, see "Scanning to a USB Storage Device" on page 234.

Scan from Document Glass



You can scan pages of a book or a brochure from the document glass. When you scan documents using the document glass, place them face down.

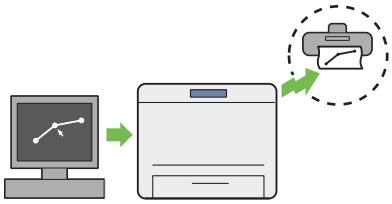
For more information, see "Making Copies From the Document Glass" on page 184.

Scan from ADF

You can scan pieces of unbound paper using the Automatic Document Feeder (ADF). When you scan documents using the ADF, load them face up.

For more information, see "Making Copies From the Automatic Document Feeder (ADF)" on page 186.

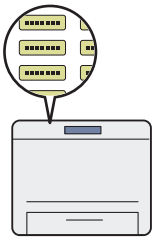
Direct Fax from Computer



You can directly send faxes from your computer using the fax driver. You can select a recipient from the Phone Book (PC Fax Address Book) or Address Book (Device Address Book), or enter a name and fax number directly using the numeric keypad.

For more information, see "Sending a Fax Using the Driver (Direct Fax)" on page 257.

Address Book



The Address Book simplifies the recipient specification. You can use the Address Book on the printer as well as on the server. Select the desired address or fax number from the Address Book when using the Scan to E-Mail or Scan to Network feature, or sending faxes.

For more information, see "Address Book Editor" on page 56.

1

Specifications

This chapter includes:

- "Copy Function" on page 32
- "Print Function" on page 34
- "Scan Function" on page 36
- "Fax Function" on page 37
- "Direct Fax Function" on page 38

Copy Function

Type	Console
Memory	256 MB
HDD	—
Scanning Resolution	Document glass: 600 × 600 dpi Automatic Document Feeder (ADF): 600 × 300 dpi
Printing Resolution	Standard: 600 × 600 dpi High Resolution: 1200 × 1200 dpi* * When printing in high resolution mode, printing speed may be reduced due to image quality adjustment. Printing speed may also be reduced depending on documents.
Halftone	256 grayscale gradation
Warm-up Time	45 seconds or less* * The values are based on a room temperature of 22 °C and on the factory default setting. **IMPORTANT:** • It may take longer due to image quality adjustment.
Original Paper Size	Document glass: The maximum size is 215.9 × 297 mm for both sheets and books. Automatic Document Feeder (ADF): The maximum size is 215.9 × 355.6 mm.
Output Paper Size	Paper tray: Maximum: Legal Minimum: 76.2 × 127 mm (3 × 5") Priority Sheet Inserter (PSI): Maximum: Legal Minimum: A5 Image loss width: Top edge, 4.1 mm or less; bottom edge, 4.1 mm or less; left and right edges, 4.1 mm or less
Output Paper Weight	Paper tray: 60 – 163 gsm (for postcard 60 – 190 gsm is available) Priority Sheet Inserter (PSI): 60 – 163 gsm **IMPORTANT:** • Use paper recommended by Fuji Xerox. Copying may not be performed correctly depending on the conditions. For more information, see "Print Media That Can Damage Your Printer" on page 134.
First Copy Output Time	20 seconds (for A4 /standard mode)
Reduction/Enlargement	Size-for-Size: 1:1 ± 1.3% Preset %: 1:0.50, 1:0.70, 1:0.81, 1:1.00, 1:1.22, 1:1.41, 1:2.00 Variable %: 1:0.25 - 1:4.00 (1% increments)

Continuous Copy Speed	Document glass: A4: 30 sheets/minute (Measured by making 11 copies of a single page document.) Automatic Document Feeder (ADF): A4: 20 sheets/minute (Measured by making a single copy of an 11-page document.) **IMPORTANT:** • The speed may be reduced due to image quality adjustment. • The performance may be reduced depending on the paper type.
Paper Weight	60 - 163 gsm
Paper Tray Capacity	Standard: 250 sheets (Paper tray) + 10 sheets (PSI) Maximum paper capacity: 260 sheets (standard) **IMPORTANT:** • Fuji Xerox P paper (64 gsm)
Continuous Copy	99 images **NOTE:** • The machine may pause temporarily to perform image stabilization.
Output Tray Capacity	Center output tray: Approximately 125 sheets (A4) Document output tray: Approximately 50 sheets (A4) **IMPORTANT:** • Fuji Xerox P paper (64 gsm)
Power Supply	AC 220 – 240 V ± 10%/110 – 127 V ± 10%, 5/9A for both 50/60 Hz ± 3Hz
Power Consumption	Sleep mode: 4 W or less Low Power mode: 8 W or less Standby mode: 55 W or less
Dimensions	Width 420 × Depth 398* × Height 365 mm * Measured when the paper tray is inserted but not extended.
Machine Weight	12.0 kg **IMPORTANT:** • The weight of paper is not included. • The weight of the toner cartridge is included.
Space Requirement	Width 795.5 × Depth 1049* mm * Measured when the front cover and the rear cover are open.

Print Function

Type	Built-in
Continuous Print Speed*1	A4 : When plain paper is fed from the paper tray 1 Sided*2: 30 sheets/min **IMPORTANT:** *1 Print speed may decrease due to factors such as paper type, paper size, and printing conditions. *2 When continuously printing a single document of A4 .
Print Resolution	Standard: 600 × 600 dpi High Resolution: 1200 × 1200 dpi* * When printing in high resolution mode, printing speed may be reduced due to image quality adjustment. Printing speed may also be reduced depending on documents.
PDL	Standard: PCL® 5e, PCL® 6, PostScript Level3 Compatible, PDF (Ver. 1.6), TIFF, JPEG
Protocol	DocuPrint M255 df: Ethernet (standard): TCP/IP (LPD, Port9100, WSD) DocuPrint M255 z: Ethernet (standard): TCP/IP (LPD, Port9100, WSD) IEEE802.11b/g (standard) **NOTE:** • WSD stands for Web Services on Devices. • WSD is available only on Microsoft® Windows Vista® or Windows® 7.

Operating System*1	Microsoft® Windows® XP, Microsoft® Windows® XP x64 Edition, Microsoft® Windows Vista®, Microsoft® Windows Vista® x64 Edition, Microsoft® Windows Server® 2003, Microsoft® Windows Server® 2003 x64 Edition, Microsoft® Windows Server® 2008, Microsoft® Windows Server® 2008 x64 Edition, Microsoft® Windows Server® 2008 R2 x64 Edition, Microsoft® Windows® 7, Microsoft® Windows® 7 x64 Edition, Mac OS®*2, Linux® OS*3 **IMPORTANT:** *1 For the latest information about the supported operating systems, contact our Customer Support Center or your dealer. *2 Mac OS® X 10.4.11/10.5.8 - 10.6, 10.7 are supported. *3 Red Hat Enterprise Linux® 5/6 Desktop (x86), SUSE® Linux Enterprise Desktop 10/11 (x86), and Ubuntu 8/10 (x86) are supported.
Connectivity	DocuPrint M255 df: Standard: Ethernet (100BASE-TX/10BASE-T), USB 2.0 DocuPrint M255 z: Standard: Ethernet (100BASE-TX/10BASE-T), USB 2.0, IEEE802.11b/g

Scan Function

Type	Color scanner
Original Paper Size	Same as the Copy Function
Scanning Resolution	1200 × 1200 dpi, 600 × 600 dpi, 300 × 300 dpi, 200 × 200 dpi
Scanning Halftone	Monochrome: 1 bit for the line-art image, 8 bit for the gray-scale image Color: 24 bit
Connectivity	DocuPrint M255 df: Standard: Ethernet (100BASE-TX/10BASE-T), USB 2.0 DocuPrint M255 z: Standard: Ethernet (100BASE-TX/10BASE-T), USB 2.0, IEEE802.11b/g
Scan to PC	Protocol: TCP/IP (SMB, FTP) Operating System: Microsoft® Windows® XP, Microsoft® Windows Server® 2003, Microsoft® Windows Server® 2008, Microsoft® Windows Vista®, Microsoft® Windows® 7, Microsoft® Windows® XP x64, Microsoft® Windows Server® 2003 x64, Microsoft® Windows Server® 2008 x64, Microsoft® Windows Vista® x64, Microsoft® Windows Server® 2008 R2 x64, Microsoft® Windows® 7 x64, Mac OS® X 10.4.11/10.5.8 - 10.6, 10.7 **IMPORTANT:** • For the latest information about the supported operating systems, refer to the Fuji Xerox Web Site. File Format: PDF (multi page 1 file) / JPEG / TIFF (1 page 1 file)
Scan to e-mail	Protocol: TCP/IP (SMTP, POP3) File Format: TIFF (1 page 1 file) / JPEG / PDF (multi page 1 file)

Fax Function

Send Document Size	Document glass: Maximum: 215.9 × 297 mm Automatic Document Feeder (ADF): Maximum: 215.9 × 355.6 mm
Recording Paper Size	Maximum: Legal Minimum: A5
Transmission Time	3 seconds (V.34) **IMPORTANT:** • When transmitting an A4 size 700-character document in the standard quality (8 × 3.85 lines/mm) and high speed mode (28.8 kbps or above: JBIG). This is only the transmission speed for image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, the machine that the recipient uses, and the status of the communication line.
Transmission Mode	ITU-T Super G3, ITU-T G3 ECM, ITU-T G3
Scanning Resolution	400 × 400 pixel/25.4 mm (R16 × 15.4 line/mm) 300 × 300 pixel/25.4 mm (R8 × 15.4 line/mm) 200 × 200 pixel/25.4 mm (R8 × 7.7 line/mm) 200 × 100 pixel/25.4 mm (R8 × 3.85 line/mm)
Coding Method	Monochrome: 1 bit, JBIG, MMR, MR, MH encoding Color: Not supported.
Transmission Speed	V.34 (33.6 /31.2 /28.8 /26.4 /24 /21.6 /19.2 /16.8 /14.4 /12 /9.6 /7.2 /4.8 /2.4kbps) V.17 (14.4 /12 /9.6 /7.2kbps) V.29 (9.6 /7.2kbps) V.27ter (4.8 /2.4kbps)
No. of Fax Lines	RJ-11, 1 line PSTN, PBX. Leased line (3.4KHz/2-wire)

Direct Fax Function

Document Size	A4, Letter, Folio, Legal
Transmission Speed	Same as the Fax function
Transmission Resolution	Same as the Fax function
Applicable Lines	Same as the Fax function
Operating System	Microsoft® Windows® XP, Microsoft® Windows Vista®, Microsoft® Windows Server® 2003, Microsoft® Windows Server® 2008, Microsoft® Windows® 7, Microsoft® Windows® XP x64, Microsoft® Windows Server® 2003 x64, Microsoft® Windows Server® 2008 x64, Microsoft® Windows Vista® x64, Microsoft® Windows Server® 2008 R2 x64, Microsoft® Windows® 7 x64, Mac OS® X 10.4.11/10.5.8 - 10.6, 10.7 **IMPORTANT:** • For the latest information about the supported operating systems, refer to the Fuji Xerox Web Site.

2

Basic Operation

This chapter includes:

- "Main Components" on page 40
- "Turning On the Printer" on page 44
- "Setting Initial Settings on the Operator Panel" on page 45
- "Printing the Panel Settings Page" on page 46
- "Power Saver Mode" on page 47

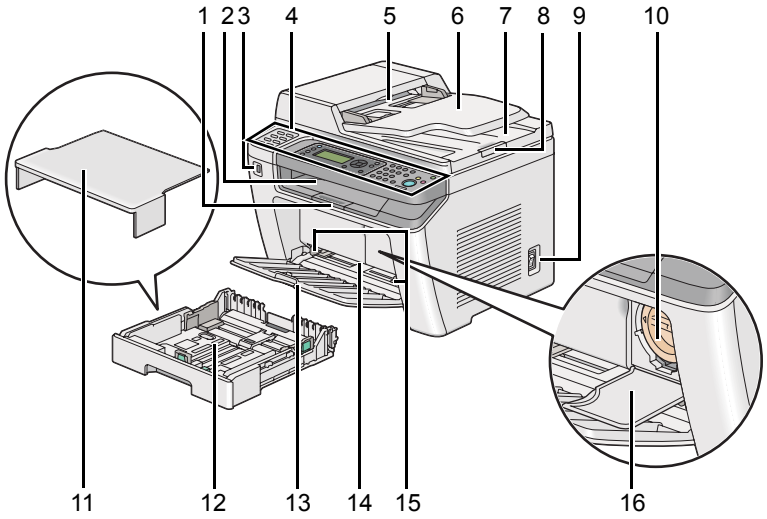
Main Components

This section provides an overview of your printer.

This section includes:

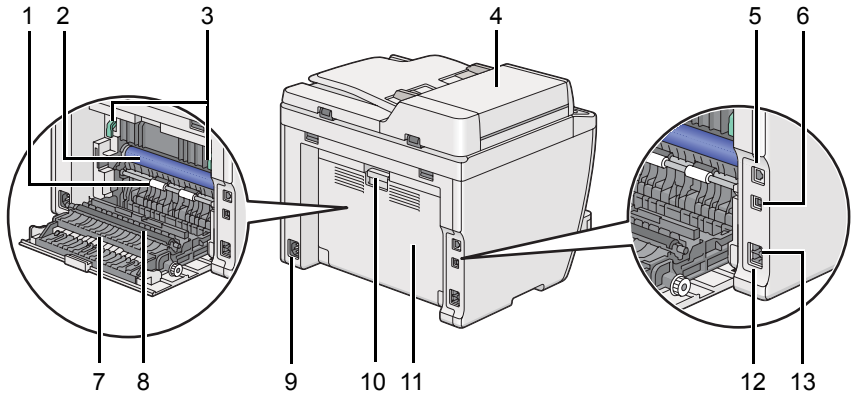
- "Front View" on page 40
- "Rear View" on page 41
- "Automatic Document Feeder (ADF)" on page 41
- "Operator Panel" on page 42

■ Front View



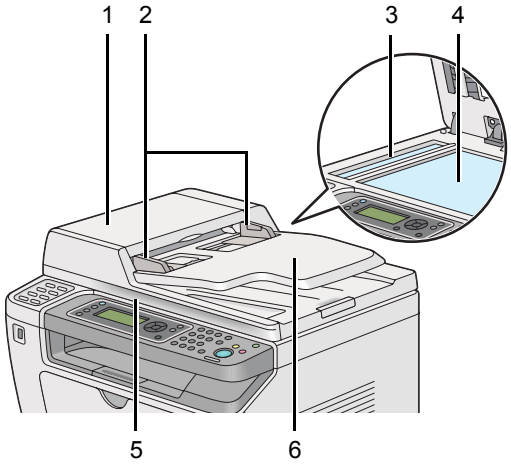
1	Output Tray Extension	2	Center Output Tray
3	Front USB Port	4	Operator Panel
5	Automatic Document Feeder (ADF)	6	Document Feeder Tray
7	Document Output Tray	8	Document Stopper
9	Power Switch	10	Toner Cartridge
11	Paper Tray Cover	12	Paper Tray
13	Front Cover	14	Priority Sheet Inserter (PSI)
15	Paper Width Guides	16	Toner Access Cover

■ Rear View



1	Registration Roller	2	OPC Drum
3	Levers	4	ADF Cover
5	Ethernet Port	6	USB Port
7	Paper Chute	8	Transfer Roller
9	Power Connector	10	Rear Cover Handle
11	Rear Cover	12	Phone Connector
13	Wall Jack Connector		

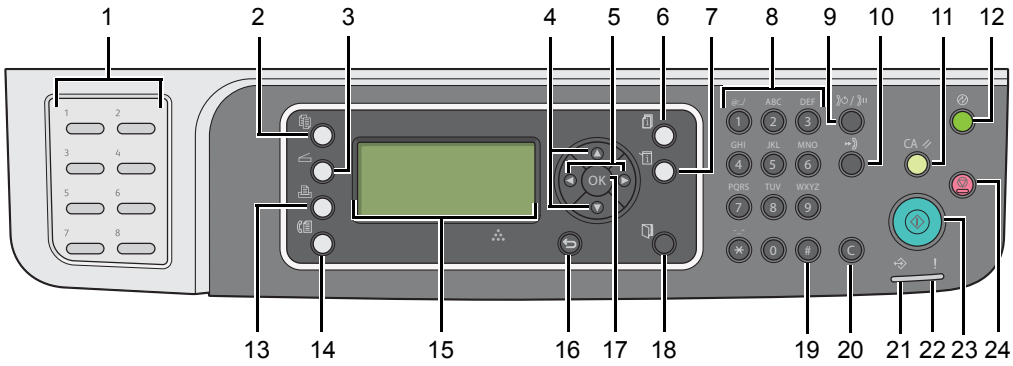
■ Automatic Document Feeder (ADF)



1	ADF Cover
2	Document Guides
3	ADF Glass
4	Document Glass
5	Document Cover
6	Document Feeder Tray

■ Operator Panel

The operator panel has a 4-line by 28-character liquid crystal display (LCD), light-emitting diodes (LED), control buttons, one-touch buttons, and numeric keypad, which allow you to control the printer.



1	One-touch buttons	Calls up the stored fax number registered in the Phone Book. The first eight fax numbers in the Phone Book are assigned to the buttons in row order, starting from the top left corner.
2	(**Copy**) button/LED	Moves to the top level of the Copy menu.
3	(**Scan**) button/LED	Moves to the top level of the Scan menu.
4	▲ ▼ buttons	Moves a cursor or highlight up or down.
5	◀ ▶ buttons	Moves a cursor or highlight left or right.
6	(**Job Status**) button/LED	Moves to the top level of the Job Status menu.
7	(**System**) button/LED	Moves to the top level of the System menu.
8	Numeric keypad	Enters characters and numbers.
9	(**Redial/Pause**) button	• Re-dials a telephone number. • Inserts a pause during dialing.
10	(**Speed Dial**) button	Calls up a stored telephone number.
11	**CA** (**Clear All**) button	Resets the current setting, and returns to the top level of each service menu.
12	(**Energy Saver**) button/LED	Lights up in the Sleep mode. Press this button to exit the Sleep mode.
13	(**Print**) button/LED	Moves to the top level of the Print menu.
14	(**Fax**) button/LED	Moves to the top level of the Fax menu.
15	LCD Panel	Displays various settings, instructions, and error messages.
16	(**Back**) button	Returns to the previous screen.
17	OK button	Confirms the entry of values.
18	(**Address Book**) button	Pressing this button at the Fax menu moves to the top level of the Phone Book menu.
19	**#** button	Enters characters "(space) & ( )".
20	**C** (**Clear**) button	Deletes characters and numbers.
21	(**Data**) LED	Lights up for incoming, outgoing, or pending jobs.
22	**!** (**Error**) LED	Lights up when the printer has an error.
23	(**Start**) button	Starts a job.
24	(**Stop**) button	Cancels the current processing or pending job.

NOTE:

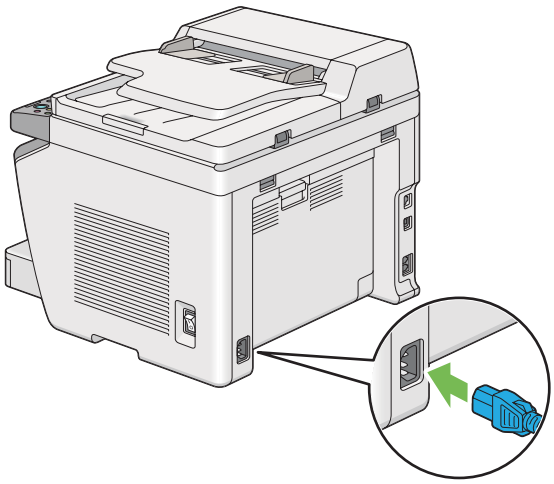
- Selecting a different menu or returning to the previous screen cancels the current entry or setting. Be sure to press the OK button to save the current entry or setting.
- For details on how to use the numeric keypad to enter alphanumeric characters, see "Using the Numeric Keypad" on page 337.

Turning On the Printer

IMPORTANT:

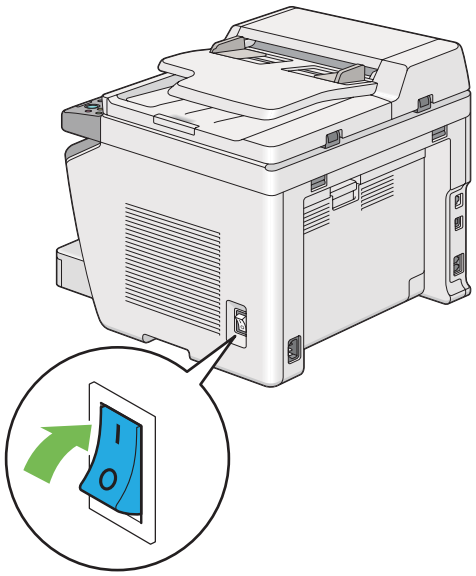
- Do not use extension cords or power strips.
- Do not connect the printer to an uninterruptible power supply (UPS) system.

1 Connect one end of the power cord to the power connector on the rear of the printer (see "Rear View" on page 41).



2 Connect the other end to a power source.

3 Turn on the printer.



NOTE:

- When you turn on the printer for the first time, follow the on-screen instructions on the LCD panel to configure the initial settings of your printer.

See also:

- "Setting Initial Settings on the Operator Panel" on page 45

Setting Initial Settings on the Operator Panel

You need to set the printer language and the clock date and time when you turn on the printer for the first time.

When you turn on the printer, a wizard appears on the LCD panel. Follow the steps below to configure the initial settings.

NOTE:

- If you do not start configuring the initial settings, `Select Function` appears on the LCD panel in three minutes. After that, you can configure the following initial settings by selecting `Power On Wizard` on the operator panel as needed.
  For details on the operator panel, see "Understanding the Operator Panel Menus" on page 282.

1. Select the language you want to use on the operator panel, and then press the OK button.
2. Press the OK button to start setting the region.
3. Select your region, and then press the OK button.
4. Select the appropriate time zone, and then press the OK button.
5. Specify the current date, and then press the OK button.
6. Specify the current time, and then press the OK button.
7. Press the OK button for fax setup.
   If you want to skip the fax setup, press the ◇ (**Start**) button.
8. Enter your fax number, and then press the OK button.
9. Enter a name, and then press the OK button.
10. Press the OK button to complete the initial settings on the operator panel.

Printing the Panel Settings Page

The Panel Settings page shows current settings on the operator panel menus.

This section includes:

- "The Operator Panel" on page 46
- "The Printer Setting Utility (Windows Only)" on page 46

■ The Operator Panel

NOTE:

- The reports and lists are all printed in English.

1. Press the (**System**) button.
2. Select `Report / List`, and then press the OK button.
3. Select `Panel Settings`, and then press the OK button.
   The Panel Settings page is printed.

■ The Printer Setting Utility (Windows Only)

The following procedure uses Microsoft® Windows® 7 as an example.

NOTE:

- The reports and lists are all printed in English.

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

   NOTE:

   - The window to select a printer appears in this step when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

   The Printer Setting Utility starts.
2. Click the **Prifnter Settings Report** tab.
3. Select **Reports** from the list at the left side of the page.
   The **Reports** page is displayed.
4. Click the **Panel Settings** button.
   The Panel Settings page is printed.

Power Saver Mode

The printer has a power saving feature that reduces power consumption during periods of inactivity and operates in two modes: Low Power and Sleep. In Low Power mode, only the LCD panel goes blank. In Sleep mode, all LEDs, except for the (**Energy Saver**) LED, on the operator panel go out and the LCD panel goes blank. When the printer is in Sleep mode, it consumes less power than in Low Power mode.

By default, the printer enters Low Power mode in one minute of inactivity after completion of the last job, and then enters Sleep mode in another six minutes of inactivity. You can change these default settings in the following ranges:

Low Power mode: 1 to 30 minutes

Sleep mode: 6 to 11 minutes

See also:

- "Changing the Power Saver Mode Settings" on page 334

■ Exiting the Power Saver Mode

The printer automatically exits the power saver mode when it receives a print job from a computer or fax data through the telephone line. Alternatively, you can manually bring it back into standby mode. Press any button on the operator panel in Low Power mode. In Sleep mode, press the (**Energy Saver**) button. Whether the printer is in Low Power or Sleep mode, it will take about 25 seconds for the printer to resume standby mode.

NOTE:

- In Low Power mode, opening and closing the rear cover will bring the printer back into standby mode.
- When the printer is in Sleep mode, all buttons on the operator panel except for the (**Energy Saver**) button do not function. To use the buttons on the operator panel, press the (**Energy Saver**) button to exit the power saver mode.

See also:

- "Changing the Power Saver Mode Settings" on page 334

3

Printer Management Software

Use the *Software Pack CD-ROM* supplied with your printer to install a combination of software programs, depending on your operating system.

This chapter includes:

- "Print and Scan Drivers" on page 50
- "CentreWare Internet Services" on page 51
- "Printer Setting Utility (Windows Only)" on page 52
- "SimpleMonitor (Windows Only)" on page 53
- "Launcher (Windows Only)" on page 54
- "Address Book Editor" on page 56
- "Express Scan Manager" on page 57
- "User Setup Disk Creating Tool (Windows Only)" on page 58
- "DocuWorks (Windows Only)" on page 60

Print and Scan Drivers

To access all of your printer's features, install print and scan drivers from the *Software Pack CD-ROM*.

- A printer driver enables communications between your computer and printer and provides access to your printer features.
- The scan driver enables you to scan images directly to your personal computer and place scanned images directly into an application via USB or the network. (The network feature is available only on the DocuPrint M255 z.)

The scan driver is installed along with your print driver. It is available for Microsoft® Windows® and Mac OS® X.

See also:

- "Installing Print Drivers on Computers Running Windows" on page 73
- "Installing Print Drivers on Computers Running Mac OS X" on page 114
- "Installing Print Drivers on Computers Running Linux (CUPS)" on page 120

CentreWare Internet Services

This section provides information on the CentreWare Internet Services.

The CentreWare Internet Services is a hyper text transfer protocol (HTTP)-based web page service that is accessed through your web browser.

Using the CentreWare Internet Services, you can confirm the printer status, and change the printer configuration options easily. Anyone on your network can access the printer using the CentreWare Internet Services. In administrative mode, you can change the configuration of the printer, set up your fax directories, and manage your printer settings without leaving your computer.

NOTE:

- Users who are not given passwords by the administrator can still view the configuration settings in user mode. They will not be able to save or apply any changes to the current configuration and settings.
- For details on the menu items of the CentreWare Internet Services, refer to the Help on the CentreWare Internet Services.

■ Creating an Administrative Password

1. Launch your web browser.
2. Enter the IP address of the printer in the address bar, and then press the **Enter** key.
3. Click the **Properties** tab.
4. In the left navigation panel, scroll down to **Security** and select **Administrator Settings**.
5. Select **Enabled** for **Administrator Mode**.
6. In the **Administrator Login ID** field, enter a name for the administrator.

   NOTE:

   - The default ID and password are “11111” and “x-admin” respectively.
7. In the **Administrator Password** and **Re-enter Password** fields, enter a password for the administrator.
8. In the **Maximum Login Attempts** field, enter the number of login attempts allowed.
9. Click **Apply**.

   Your new password has been set and anyone with the administrator name and password can log in and change the printer configuration and settings.

Printer Setting Utility (Windows Only)

The Printer Setting Utility allows you to view or specify the system settings. You can also diagnose the system settings with the Printer Setting Utility.

The Printer Setting Utility consists of the **Printer Settings Report**, **Printer Maintenance**, and **Diagnosis** tabs.

The Printer Setting Utility is installed along with print drivers.

NOTE:

- The **Password** dialog box appears the first time you attempt to change settings on Printer Setting Utility when the Panel Lock feature is enabled on the printer. In this case, enter the password you specified, and click **OK** to apply the settings.

SimpleMonitor (Windows Only)

You can check the printer status with the SimpleMonitor. Double-click the SimpleMonitor printer icon on the taskbar at the bottom right of the screen. The **Printer Selection** window appears, which displays the printer name, printer connection port, printer status, and model name. Check the column **Status** to know the current status of your printer.

Settings button: Displays the **Settings** window and allows you to modify the SimpleMonitor settings.

Click the name of the desired printer listed on the **Printer Selection** window. The **Printer Status** window appears.

The **Printer Status** window alerts you when there is a warning or when an error occurs, for example, when a paper jam occurs or toner is running low.

By default, the **Printer Status** window appears automatically when an error occurs. You can specify the conditions for starting the **Printer Status** window in **Printer Status Window Properties**.

To change the pop-up settings for the **Printer Status** window:

1. Right-click the SimpleMonitor printer icon on the taskbar at the bottom right of the screen.
2. Select **Printer Status Window Properties**.

   The **Printer Status Window Properties** window appears.
3. Select the type of the pop-up and then click **OK**.

You can also check the toner level of your printer (when a genuine toner cartridge is installed) and the job information on the **Printer Status** window.

The SimpleMonitor is installed along with print drivers.

Launcher (Windows Only)

Using the **Launcher-Btype** window, you can open the **Status Window**, **Printer Setting Utility**, **Troubleshooting**, **Address Book Editor**, and **Express Scan Manager**.

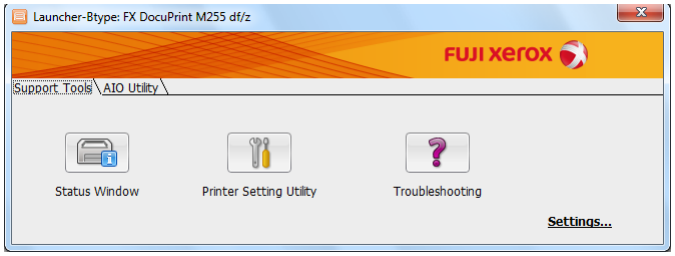
To use the Launcher, select to install the Launcher when you install print drivers.

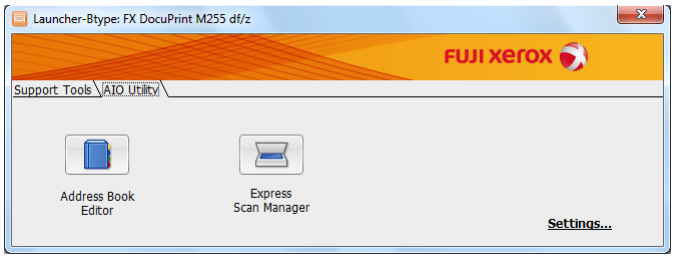
The following procedure uses Windows 7 as an example.

To start the Launcher:

1 Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Launcher**.

The **Launcher-Btype** window appears.





2 The **Launcher-Btype** window provides several buttons: **Status Window**, **Printer Setting Utility**, **Troubleshooting**, **Address Book Editor**, and **Express Scan Manager**.

To exit, click the **X** button at the top-right of the window.

For more information, click the **Help** button/icon of each application.

Status Window	Opens the **Printer Status** window. **See also:** • "SimpleMonitor (Windows Only)" on page 53
Printer Setting Utility	Starts the Printer Setting Utility. **See also:** • "Printer Setting Utility (Windows Only)" on page 52
Troubleshooting	Opens the Troubleshooting guide, which allows you to resolve issues by yourself.

Address Book Editor	Starts the Address Book Editor, which allows you to add and edit Address Book entries. **See also:** • "Address Book Editor" on page 56
Express Scan Manager	Starts the Express Scan Manager. **See also:** • "Express Scan Manager" on page 57

Address Book Editor

The Address Book Editor provides a convenient interface for modifying the printer's Address Book entries. With it you can add:

- Fax entries
- E-Mail entries
- Server entries

When you start the software, the Address Book Editor reads the printer's Address Book. You can add, edit, and delete entries. After making changes, you can then save the updated Address Book to the printer or to your computer.

The Address Book Editor is installed along with your print driver. It is available for Windows and Mac OS X.

Express Scan Manager

The Express Scan Manager handles scan jobs sent from the printer to your computer via USB. When scan jobs are sent from the printer to the computer, the Express Scan Manager automatically manages the scan jobs.

Before scanning to your computer, start the Express Scan Manager and specify the location to send scanned image files.

Click **Open the image file** to display scanned files saved in the specified destination after scanning.

The Express Scan Manager is installed along with your print driver. It is available for Windows and Mac OS X.

NOTE:

- When you separately install the Express Scan Manager from the *Software Pack CD-ROM*, you also need to install the scan driver from the *Software Pack CD-ROM*.

See also:

- "Using the Operator Panel" on page 209

User Setup Disk Creating Tool (Windows Only)

You can use the User Setup Disk Creating Tool program in the **MakeDisk** folder within the **Utilities** folder and drivers in the respective folders of the *Software Pack CD-ROM* to create a driver installation package. A driver installation package can contain a group of print driver settings and other data for things such as:

- Print orientation and Multiple Up print (document settings)
- Watermarks

If you want to install the print driver with the same settings on multiple computers running on the same operating system, create a setup disk in a floppy disk or in a server on the network. Using the setup disk that you have created will reduce the amount of work required when installing the print driver.

- Install print drivers for your printer on the computer on which the setup disk is to be created.
- The setup disk can only be used on the operating system on which the disk was created or computers running the same operating system. Create a separate setup disk for each of the operating systems.

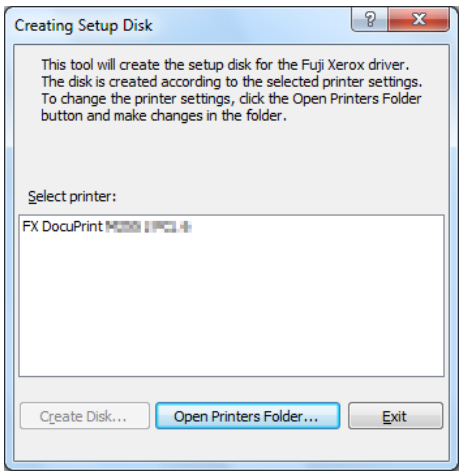
To create a setup disk, follow the procedure below. The procedure uses Windows 7 as an example.

1. Right-click the icon for your printer in the **Devices and Printers** folder and select **Printing preferences** to open the print driver window.
2. Specify the settings that you want to include in a driver installation package (for example, the **Multiple Up** setting on the **Layout** tab).
3. Insert the *Software Pack CD-ROM* into the CD/DVD drive and open the disc.

   NOTE:

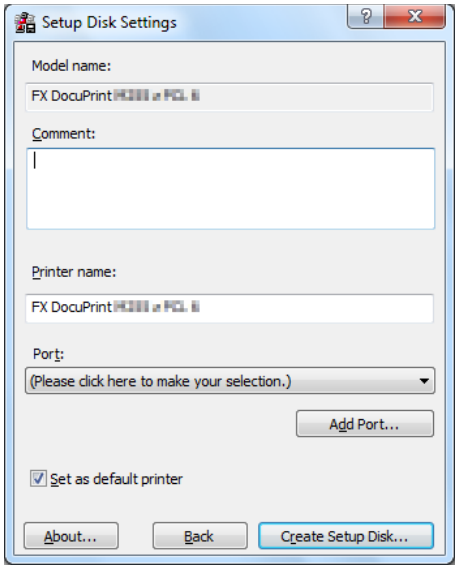
   - If the **AutoPlay** window appears, click **Open folder to view files**.
4. Double-click **Utilities** → **MakeDisk** → your desired language.
5. Double-click **makedisk.exe**.

   The **Creating Setup Disk** window appears.



6 Select your printer and click **Create Disk**.

The **Setup Disk Settings** window appears.



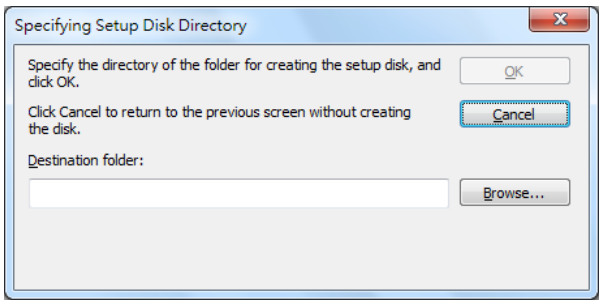
7 Enter a description of your printer settings in the **Comment** field and select an output port from the **Port** list box.

NOTE:

- Alternatively, you can click **Add Port** to create your desired port.
- Select the **Set as default printer** check box as needed.

8 Click **Create Setup Disk**.

The **Specifying Setup Disk Directory** window appears.



9 Enter the path to the destination folder directly into the **Destination folder** box or click **Browse** to select the folder.

10 Click **OK**.

DocuWorks (Windows Only)

When installing the DocuWorks, run the appropriate EXE file in the *DocuWorks document handling software*.

Windows supports the DocuWorks and the DocuWorks Viewer Light.

The DocuWorks is available only for Windows.

NOTE:

- For details on the DocuWorks, refer to the readme file on the *DocuWorks document handling software*.

4

Printer Connection and Software Installation

This chapter includes:

- "Overview of Network Setup and Configuration" on page 62
- "Connecting Your Printer" on page 63
- "Setting the IP Address" on page 67
- "Installing Print Drivers on Computers Running Windows" on page 73
- "Installing Print Drivers on Computers Running Mac OS X" on page 114
- "Installing Print Drivers on Computers Running Linux (CUPS)" on page 120

Overview of Network Setup and Configuration

To set up and configure the network:

1. Connect the printer to the network using the recommended hardware and cables.
2. Turn on the printer and the computer.
3. Print the System Settings page and keep it for referencing network settings.
4. Install the driver software on the computer from the *Software Pack CD-ROM*. For information on driver installation, see the section in this chapter for the specific operating system you are using.
5. Configure the printer's TCP/IP address, which is required to identify the printer on the network.
   - Microsoft® Windows® operating systems: Run the installer on the *Software Pack CD-ROM* to automatically set the printer's Internet Protocol (IP) address if you connect the printer to an established TCP/IP network. You can also manually set the printer's IP address on the operator panel.
   - Mac OS® X and Linux® systems: Manually set the printer's TCP/IP address on the operator panel. To use a wireless connection (DocuPrint M255 z only), also configure wireless network settings on the operator panel.
6. Print the System Settings page to verify the new settings.

NOTE:

- The reports and lists are all printed in English.
- If the *Software Pack CD-ROM* is not available, you can download the latest driver from our web site: http://www.fujixeroxprinters.com/

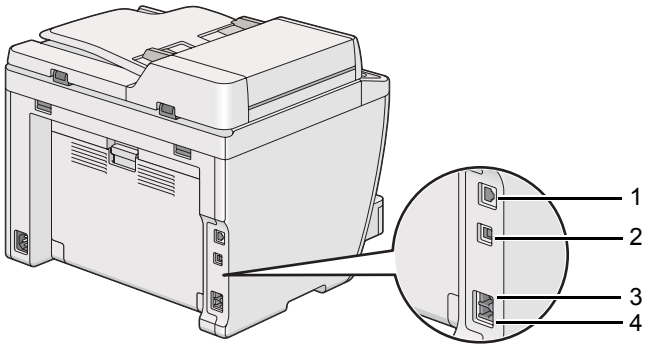
See also:

- "Printing the System Settings Page" on page 175

Connecting Your Printer

The interface cables of your printer must meet the following requirements:

Connection Type	Connection Specifications
Ethernet	10 Base-T/100 Base-TX compatible
USB	USB 2.0 compatible
Wireless (DocuPrint M255 z only)	IEEE 802.11b/802.11g
Wall Jack Connector	RJ11
Phone Connector	RJ11WAll



1 Ethernet Port	
2 USB Port	
3 Wall Jack Connector	LINE
4 Phone Connector	PHONE

■ Connecting Printer to a Computer or a Network

Connect your printer via a USB, Ethernet, or wireless (DocuPrint M255 z only) connection. Hardware and cabling requirements vary for the different connection methods. Ethernet cables and hardware are not supplied with your printer and must be purchased separately.

The available features for each connection type are shown in the following table.

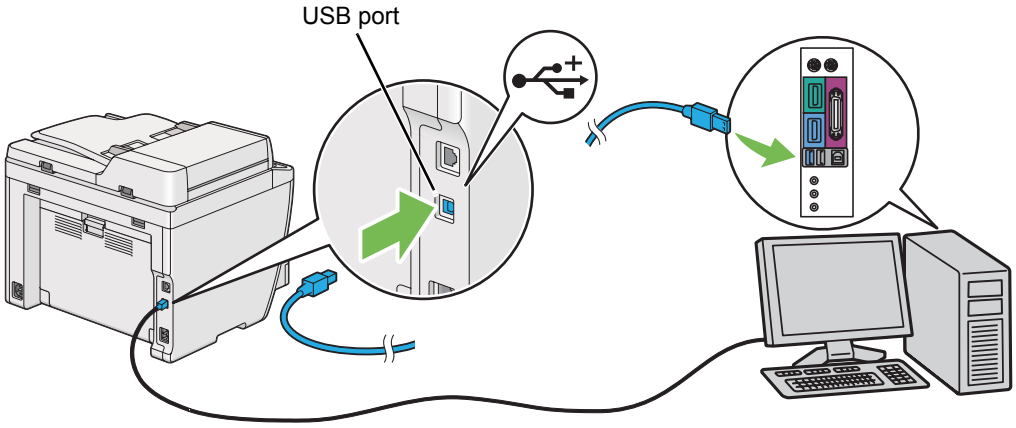
Connection Type	Available Features
USB	When connected via USB connection you can: • Instruct print jobs from a computer. • Scan and print an image into an application. • Scan and print an image to a folder on the computer. • Use the Address Book Editor to manage Address Book entries.
Ethernet	When connected via Ethernet connection you can: • Instruct print jobs from a computer on the network. • Scan and print an image to a computer on the network. • Scan and print an image to an FTP server. • Scan to e-mail. • Use the CentreWare Internet Services to manage Address Book entries.
Wireless (DocuPrint M255 z only)	When connected via wireless connection you can: • Instruct print jobs from a computer on the network. • Scan and print an image to a computer on the network. • Scan and print an image to an FTP server. • Scan to e-mail. • Use the CentreWare Internet Services to manage Address Book entries.

USB Connection

If your printer is connected to a network instead of your computer, skip this section and go to "Network Connection" on page 66.

To connect the printer to a computer:

1 Connect the smaller end of the supplied USB cable to the USB port on the rear of the printer, and the other end to a USB port on the computer.



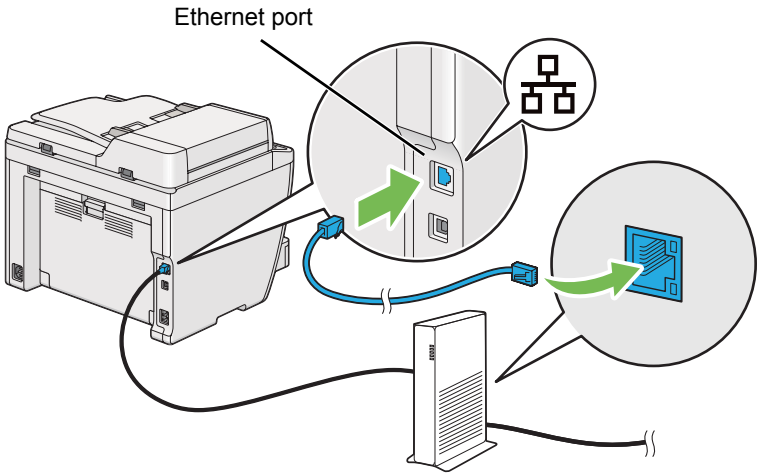
NOTE:

- Do not connect the printer USB cable to the USB connector available on the keyboard.

Network Connection

To connect the printer to an Ethernet network:

1. Ensure that the printer, computer and any other connected devices have been turned off and all cables have been disconnected.
2. Connect one end of an Ethernet cable to the Ethernet port on the rear of the printer, and the other end to a LAN drop or hub.



NOTE:

- Do not connect the Ethernet cable when you intend to use the wireless network feature of the DocuPrint M255 z model.

See also:

- "Configuring Wireless Network Settings (DocuPrint M255 z only)" on page 77

Setting the IP Address

This section includes:

- "TCP/IP and IP Addresses" on page 67
- "Automatically Setting the Printer's IP Address" on page 67
- "Dynamic Methods of Setting the Printer's IP Address" on page 68
- "Assigning an IP Address (for IPv4 Mode)" on page 69
- "Verifying the IP Settings" on page 71
- "Printing and Checking the System Settings Page" on page 71

■ TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional system settings information.

If you are creating your own small Local Area Network or connecting the printer directly to your computer using Ethernet, follow the procedure for automatically setting the printer's IP address.

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each printer and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your printer can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every computer and printer on the network that is configured to use DHCP. A DHCP server is built into most cable and Digital Subscriber Line (DSL) routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

■ Automatically Setting the Printer's IP Address

If the printer is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software Pack CD-ROM* to detect or assign an IP address to your printer. For further instructions, insert the *Software Pack CD-ROM* into your computer's CD/DVD drive. After the Installer starts, follow the prompts for installation.

NOTE:

- For the automatic installer to function, the printer must be connected to an established TCP/IP network.

■ Dynamic Methods of Setting the Printer's IP Address

There are two protocols available for dynamically setting the printer's IP address:

- DHCP
- DHCP/Auto IP (enabled by default)

You can turn on/off either protocol using the operator panel, or use the CentreWare Internet Services to turn on/off the DHCP protocol.

NOTE:

- You can print a report that includes the printer's IP address. On the operator panel, press the (**System**) button, select `Report / List`, press the OK button, select `System Settings`, and then press the OK button. The IP address is listed on the System Settings page.

Using the Operator Panel

To turn on/off either the DHCP or the AutoIP protocol:

1. On the operator panel, press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Network`, and then press the OK button.
4. Select `TCP/IP`, and then press the OK button.
5. Select `IPv4`, and then press the OK button.
6. Select `Get IP Address`, and then press the OK button.
7. Select `DHCP/AutoIP` or `DHCP`, and then press the OK button.

Using the CentreWare Internet Services

To turn on/off the DHCP protocol:

1. Launch your web browser.
2. Enter the IP address of the printer in the address bar, and then press the **Enter** key.
   The CentreWare Internet Services appear on your browser.
3. Select **Properties**.
4. Select **TCP/IP** from the **Protocol Settings** folder on the left navigation panel.
5. In the **IP Address Mode** field, select the **DHCP/AutoIP** option.
6. Click the **Apply** button.

■ Assigning an IP Address (for IPv4 Mode)

NOTE:

- When you assign an IP address manually in **IPv6** mode, use the CentreWare Internet Services. To display the CentreWare Internet Services, use the link local address. To check a link local address, see "Printing and Checking the System Settings Page" on page 71.
- Assigning an IP address is considered as an advanced function and is normally done by a system administrator.
- Depending on the address class, the range of the IP address assigned may be different. On Class A, for example, an IP address in the range from `0.0.0.0` to `127.255.255.255` will be assigned. For assignment of IP addresses, contact your system administrator.

You can assign the IP address by using the operator panel or the Printer Setting Utility.

Using the Operator Panel

1. Turn on the printer.
   Ensure that the LCD panel shows `Select Function`.
2. On the operator panel, press the (**System**) button.
3. Select `Admin Menu`, and then press the OK button.
4. Select `Network`, and then press the OK button.
5. Select `TCP/IP`, and then press the OK button.
6. Select `IPv4`, and then press the OK button.
7. Select `Get IP Address`, and then press the OK button.
8. Select `Panel`, and then press the OK button.
9. Press the ⮌ (**Back**) button, and then ensure that `Get IP Address` is selected.
10. Select `IP Address`, and then press the OK button.
11. Enter the value of the IP address using the numeric keypad.
12. Press the ▶ button.
13. Repeat steps 11 and 12 to enter all of the digits in the IP address, and then press the OK button.
14. Press the ⮌ (**Back**) button, and then ensure that `IP Address` is selected.
15. Select `Subnet Mask`, and then press the OK button.
16. Enter the value of the subnet mask using the numeric keypad.
17. Press the ▶ button.
18. Repeat steps 16 and 17 to set subnet mask, and then press the OK button.
19. Press the ⮌ (**Back**) button, and then ensure that `Subnet Mask` is selected.
20. Select `Gateway Address`, and then press the OK button.

21 Enter the value of the gateway address using the numeric keypad.

22 Press the ▶ button.

23 Repeat steps 21 and 22 to set gateway address, and then press the OK button.

24 Turn off and turn on the printer.

See also:

- "Operator Panel" on page 42

Using the Printer Setting Utility (Windows Only)

The following procedure uses Windows 7 as an example.

NOTE:

- When you use IPv6 mode for network printing, you cannot use the Printer Setting Utility to assign an IP address.

1 Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

NOTE:

- The window to select a printer appears in this step when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

The Printer Setting Utility starts.

2 Click the **Printer Maintenance** tab.

3 Select **TCP/IP Settings** from the list at the left side of the page.

The **TCP/IP Settings** page is displayed.

4 Select **Panel** from **IP Address Mode**, and then enter the values in **IP Address**, **Subnet Mask**, and **Gateway Address**.

5 Click the **Restart printer to apply new settings** button to take effect.

The IP address is assigned to your printer. To verify the setting, display the web browser on any computer connected to the network and enter the IP address into the address bar on the browser. If the IP address is set up correctly, the CentreWare Internet Services appears on your browser.

You can also assign the IP address to the printer when installing the print drivers with installer. When you use the network installation feature, and the `Get IP Address` is set to `DHCP` or `DHCP/AutoIP` on the operator panel menus, you can set the IP address from `0.0.0.0` to the desired IP address on the printer selection window.

■ Verifying the IP Settings

The following procedure uses Windows 7 as an example.

NOTE:

- The reports and lists are all printed in English.

1. Print the System Settings page.
2. Look under the **IPv4** heading on the System Settings page to ensure that the IP address, subnet mask, and gateway address are appropriate.

To verify if the printer is active on the network, run the ping command in your computer:

1. Click **Start**, and select **Search programs and files**.
2. Enter **cmd**, and then press the **Enter** key.

   A black window appears.
3. Enter **ping xx.xx.xx.xx** (where **xx.xx.xx.xx** is the IP address of your printer), and then press the **Enter** key.
4. Reply from the IP address denotes printer is active on the network.

See also:

- "Printing and Checking the System Settings Page" on page 71

■ Printing and Checking the System Settings Page

Print the System Settings page and check your printer's IP address.

This section includes:

- "Using the Operator Panel" on page 71
- "Using the Printer Setting Utility (Windows Only)" on page 72

Using the Operator Panel

NOTE:

- The reports and lists are all printed in English.

1. Press the (**System**) button.
2. Select `Report / List`, and then press the OK button.
3. Select `System Settings`, and then press the OK button.

   The System Settings page is printed.
4. Confirm the IP address next to **IP Address** under **Wired Network** (DocuPrint M255 df) or **Wired Network/Wireless Network** (DocuPrint M255 z) on the System Settings page. If the IP address is **0.0.0.0**, wait for a few minutes to resolve the IP address automatically, and then print the System Settings page again.

   If the IP address is not resolved automatically, see "Assigning an IP Address (for IPv4 Mode)" on page 69.

Using the Printer Setting Utility (Windows Only)

The following procedure uses Windows 7 as an example.

NOTE:

- The reports and lists are all printed in English.

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

   NOTE:

   - The window to select a printer appears in this step when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

   The Printer Setting Utility starts.

2. Click the **Printer Settings Report** tab.

3. Select **Reports** from the list at the left side of the page.

   The **Reports** page appears.

4. Click the **System Settings** button.

   The System Settings page is printed.

   If the IP address is **0.0.0.0** (the factory default) or **169.254.xx.xx**, an IP address has not been assigned.

See also:

- "Assigning an IP Address (for IPv4 Mode)" on page 69

Installing Print Drivers on Computers Running Windows

You can use three types of print drivers on your printer: PCL®, PostScript Level3 Compatible, and XML Paper Specification print drivers. This section provides information on the PCL print driver.

For information on the other drivers, see the following:

PostScript Level3 Compatible print driver:	*PostScript Level3 Compatible User Guide*
XML Paper Specification print driver:	"Using the XML Paper Specification Print Driver" on page 113

This section includes:

- "Identifying Print Driver Pre-install Status (for Network Connection Setup)" on page 74
- "Inserting the Software Pack CD-ROM" on page 75
- "USB Connection Setup" on page 75
- "Network Connection Setup" on page 76
- "Configuring Wireless Network Settings (DocuPrint M255 z only)" on page 77
- "Setting Up the Printer for Shared Printing" on page 104
- "Using the XML Paper Specification Print Driver" on page 113

■ Identifying Print Driver Pre-install Status (for Network Connection Setup)

Before installing print drivers on your computer, print the System Settings page to check the IP address of your printer.

This section includes:

- "Using the Operator Panel" on page 74
- "Using the Printer Setting Utility" on page 74
- "Disabling the Firewall Before Installing Printer Drivers" on page 75

Using the Operator Panel

NOTE:

- The reports and lists are all printed in English.

1. Press the (**System**) button.
2. Select `Report / List`, and then press the OK button.
3. Select `System Settings`, and then press the OK button.

   The System Settings page is printed.
4. Find the IP address under **Wired Network** (DocuPrint M255 df) or **Wired Network/Wireless Network** (DocuPrint M255 z) on the System Settings page.

   If the IP address is **0.0.0.0**, wait for a few minutes to resolve the IP address automatically, and then print the System Settings page again.

   If the IP address is not resolved automatically, see "Assigning an IP Address (for IPv4 Mode)" on page 69.

Using the Printer Setting Utility

The following procedure uses Windows 7 as an example.

NOTE:

- The reports and lists are all printed in English.

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

   NOTE:

   - The window to select a printer appears in this step when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

   The Printer Setting Utility starts.
2. Click the **Printer Settings Report** tab.
3. Select **TCP/IP Settings** from the list on the left side of the page.

   The **TCP/IP Settings** page is displayed.

If the IP address shows **0.0.0.0** (the factory default) or **169.254.xx.xx**, an IP address has not been assigned. To assign one for your printer, see "Assigning an IP Address (for IPv4 Mode)" on page 69.

Disabling the Firewall Before Installing Printer Drivers

If you are running one of the following operating systems, you must disable the firewall before installing print drivers:

- Windows 7
- Windows Vista®
- Windows Server® 2008 R2
- Windows Server 2008
- Windows XP

The following procedure uses Windows 7 as an example.

1. Click **Start** → **Help and Support**.

   NOTE:

   - For Windows Vista, Windows Server 2008, Windows Server 2008 R2 and Windows 7 operating systems, if you use **Online Help**, switch to **Offline Help** on **Windows Help and Support** window.

2. In the **Search Help** box, enter **firewall** and then press the **Enter** key.

   In the list, click **Turn Windows Firewall on or off** and then follow the instructions on the screen.

   Enable the firewall after the installation of the printer software is complete.

■ Inserting the Software Pack CD-ROM

1. Insert the *Software Pack CD-ROM* into your computer's CD/DVD drive. When the **AutoPlay** window appears, click **Run setup.exe** to start the **Easy Install Navi**.

   NOTE:

   - If the CD does not automatically start or the **AutoPlay** window does not appear, click **Start** (**start** for Windows XP) → **Computer** → **D:\setup.exe** (where D is the drive letter of your CD), and then click **OK**.

■ USB Connection Setup

The following procedure uses Windows 7 as an example.

1. Connect your computer and printer with a USB cable.
2. Turn on the printer.
3. Click **Installing Drivers and Software**.
4. Select **Personal Installation**, and then click **Next**.
5. If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.
6. Select whether to restart your computer and click **Finish** to exit the wizard.

• USB Printing

A personal printer is a printer connected to your computer or a print server using a USB. If your printer is connected to a network and not to your computer, see "Network Connection Setup" on page 76.

■ Network Connection Setup

NOTE:

- To use your printer in a Linux environment, you need to install print drivers for the Linux operating systems. For details on how to install and use the drivers, see also "Installing Print Drivers on Computers Running Linux (CUPS)" on page 120.
- When using a CD drive in a Linux environment, you need to mount the drive to your system environment. The command strings are mount/media/CD-ROM.

The following procedure uses Windows 7 as an example.

1. Click **Installing Drivers and Software**.
2. Select **Network Installation**, and then click **Next**.
3. If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.
4. Select the printer you want to install from the printer list, and then click **Next**. If the target printer is not displayed on the list, click **Refresh** to refresh the list or click **Add Printer** to add a printer to the list manually. You may specify the IP address and port name at this point.

   If you have installed this printer on the server computer, select **I am setting up this printer on a server** check box.

   NOTE:

   - If the installer displays **0.0.0.0** when you intend to use the **AutoIP** feature, you must enter a valid IP address to continue.

5. Specify the printer settings, and then click **Next**.
   a. Enter the printer name.
   b. If you want other users on the network to access this printer, select **Share this printer with other computers on the network**, and then enter a share name that users can identify.
   c. If you want to set a printer as the default for printing, select the **Set this printer as default for printing** check box.
   d. If you want to set a printer as the default for scanning, select the **Set this printer as default for scanning** check box.
   e. If you want to install the fax driver, select the **Install fax driver** check box.
6. Select the software and documentation you want to install, and then click **Install**. You can specify folders in which to install the software and documentation. To change the folders, click **Browse**.
7. Click **Finish** to exit the wizard.

■ Configuring Wireless Network Settings (DocuPrint M255 z only)

You can configure wireless network settings with the **Easy Install Navi**.

IMPORTANT:

- Be sure to obtain the SSID and security information from a system administrator in advance when you use a communications standard other than WPS to configure wireless network settings.
- Ensure that the Ethernet cable has been disconnected from the printer before you configure the wireless network settings.

The wireless network specifications are described below:

Item	Specification
Connectivity	Wireless
Connectivity Standard	IEEE 802.11b/g compliant
Bandwidth	2.4 GHz
Data Transfer Rate	IEEE 802.11b mode: 11, 5.5, 2, 1 Mbps IEEE 802.11g mode: 54, 48, 36, 24, 18, 12, 9, 6 Mbps
Security	64 (40-bit key)/ 128 (104- bit key) WEP, WPA- PSK (TKIP, AES), WPA2-PSK (AES)(IEEE802.1x attestation function of WPA 1x non-corresponds)
Certifications	Wi-Fi, WPA2.0 (Personal)
Wi-Fi Protected Setup (WPS)	Push Button Configuration (PBC), Personal Identification Number (PIN), WPS2.0 supported

You can select a method to configure wireless network settings from the following:

Wizard Setup Through USB Connection	
Advanced Setup Through	Ethernet connection
	Operator Panel
	CentreWare Internet Services
	WPS-PIN*1
	WPS-PBC*2

*1 WPS-PIN (Wi-Fi® Protected Setup-Personal Identification Number) is a method to authenticate and register devices required for wireless configuration, by entering PIN code in the printer and computer. This setting, performed through access point, is available only when the access points of your wireless router supports WPS.

*2 WPS-PBC (Wi-Fi Protected Setup-Push Button Configuration) is a method to authenticate and register devices required for wireless configuration, by pressing the button provided on the access point via wireless routers, and then performing WPS-PBC setting on the operator panel. This setting is available only when the access point supports WPS.

This section includes:

- "Using Wizard Setup to Configure Wireless Network Settings" on page 78
- "Using Advanced Setup to Configure Wireless Network Settings" on page 84
- "Setting Up a New Wireless Network Environment for Your Computer (When You Need to Set Up Your Wireless Connectivity With Your Computer)" on page 95

Using Wizard Setup to Configure Wireless Network Settings

The following procedure uses Windows 7 as an example.

1 Insert the *Software Pack CD-ROM* into your computer's CD/DVD drive. When the **AutoPlay** window appears, click **Run setup.exe** to start the **Easy Install Navi**.

2 Click **Start Setup**.

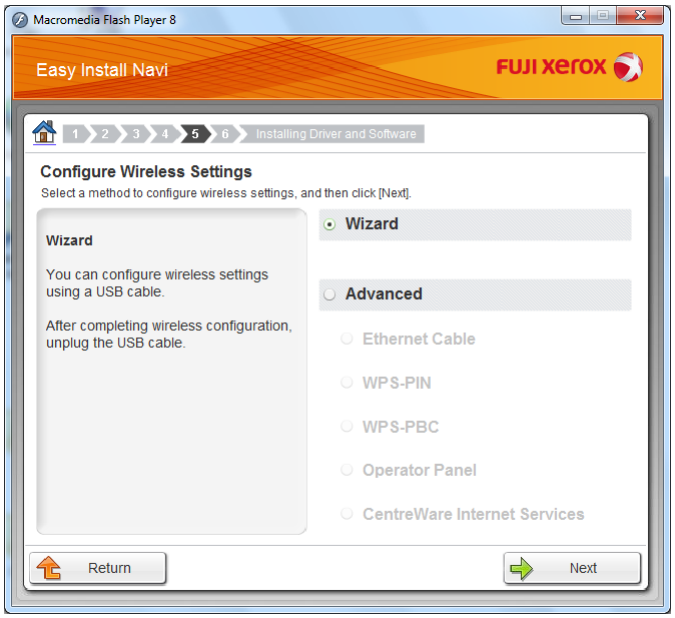
3 Click **Configure Printer**.

The connection type selection screen appears.

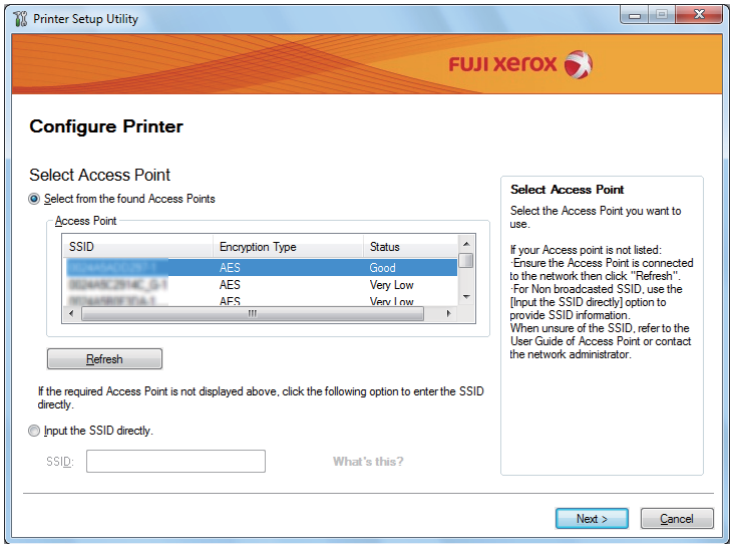
4 Select **Wireless Connection**, and then click **Next**.

The setting method selection screen appears.

5 Ensure that **Wizard** is selected, and then click **Next**.



6 Follow the on-screen instructions to connect the USB cable and perform other setup until the **Select Access Point** screen appears.

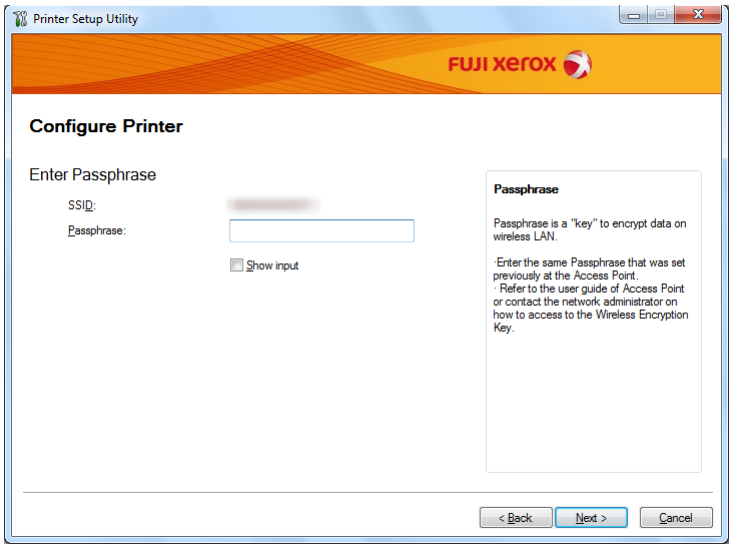


7 Select either of the following:

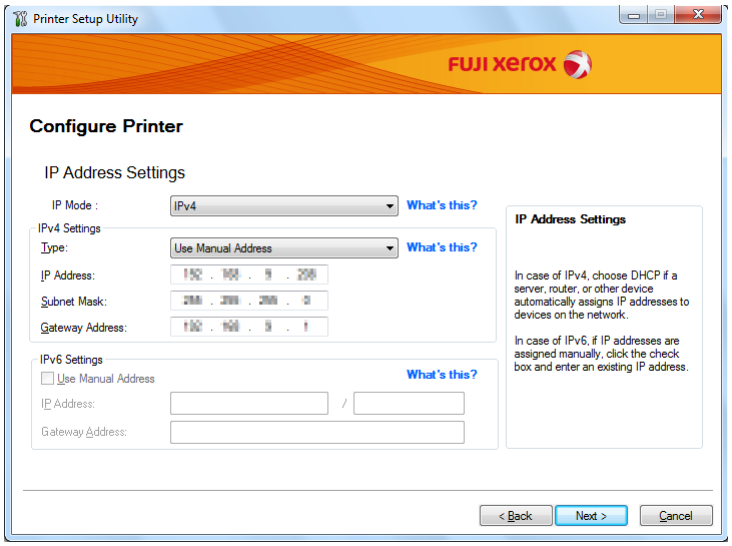
- Click the **Select from the found Access Points** radio button and select the SSID.
- Click the **Input the SSID directly** radio button and enter the SSID in the **SSID** box.

8 Click **Next**.

9 Enter for **Passphrase** for the SSID you specified above and click **Next**.



10 Configure the security setting, and then click **Next**.
The **IP Address Settings** screen appears.



11 Select **IP Mode** depending on your network scheme.
When **IPv4** is selected, configure the following:

a Select **Type**.

b If you have selected **Use Manual Address** from **Type**, enter the following items:

- **IP Address** of your printer
- **Subnet Mask**
- **Gateway Address**

When **Dual Stack** is selected, configure the following:

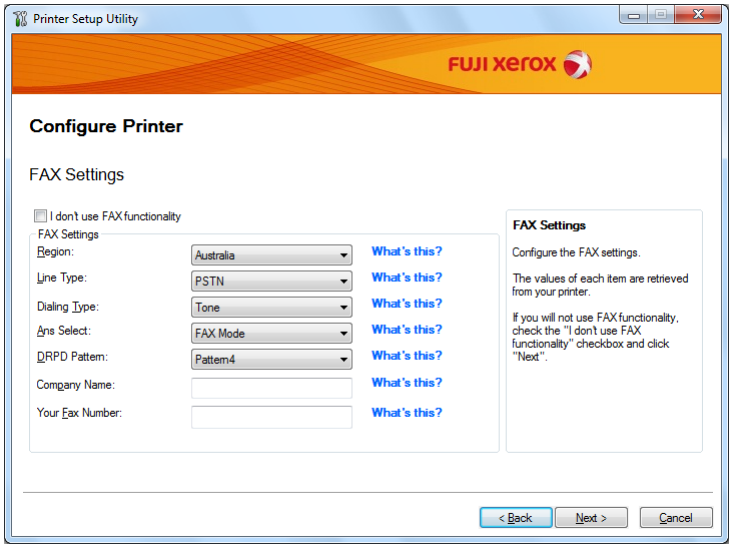
a Configure **IPv4 Settings**.

b If you have selected the **Use Manual Address** check box under **IPv6 Settings**, enter the following items:

- **IP Address** of your printer
- **Gateway Address**

12 Click **Next**.

The **FAX Settings** screen appears.



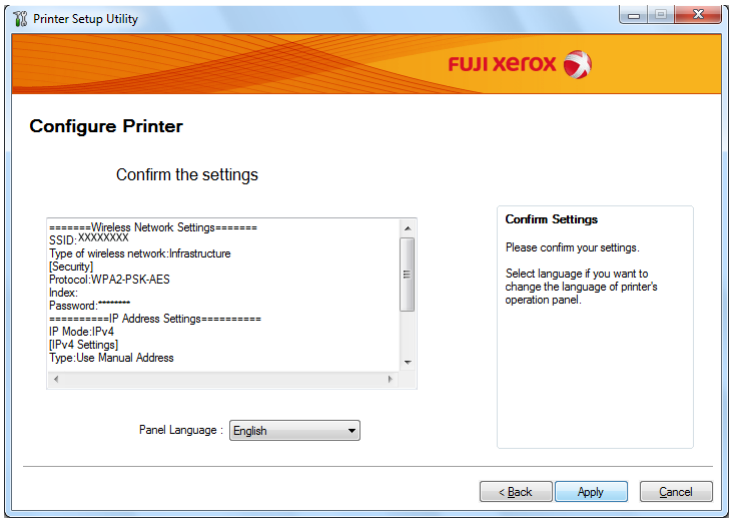
13 Configure the fax settings if necessary.

NOTE:

- If you do not intend to use the fax feature, select the **I don't use FAX functionality** check box.

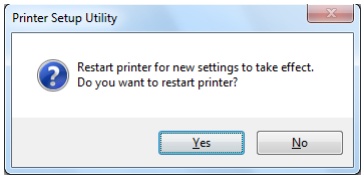
14 Click **Next**.

The **Confirm the settings** screen appears.



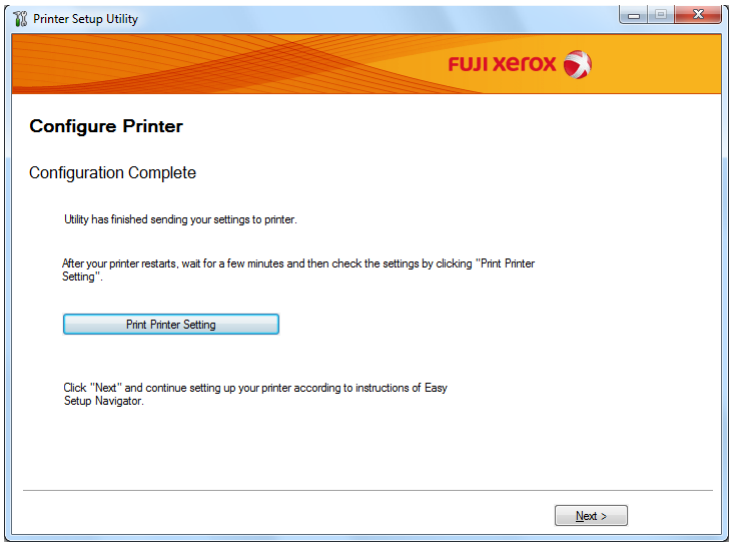
15 Ensure that the wireless network settings are displayed, and then click **Apply**.

A confirmation window appears.



16 Click **Yes**.

17 Wait a few minutes until the printer restarts to establish a wireless network connection and the **Configuration Complete** screen appears.



18 Click **Print Printer Setting**.

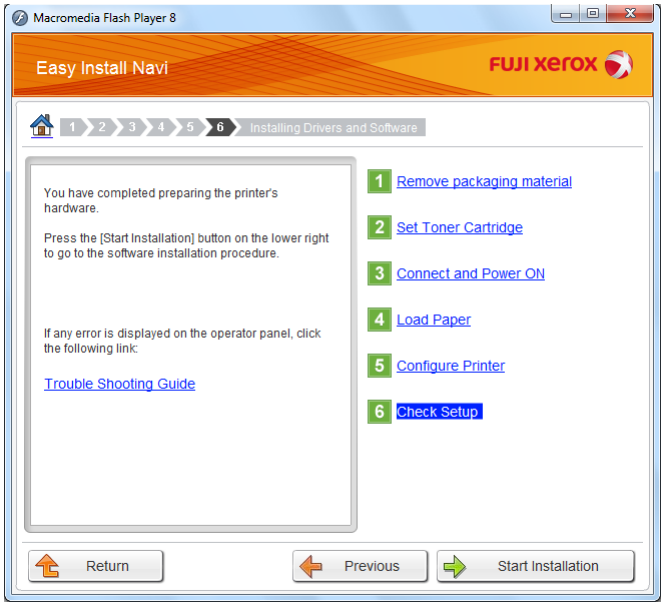
19 Confirm that "Link Quality" is shown as "Good", "Acceptable", or "Low" on the report.

NOTE:

- When "Link Quality" is shown as "No Reception", check if the wireless network settings are correctly configured. To reconfigure the wireless network settings, click **Next** on the **Configuration Complete** screen and then click **Return**.

20 Click **Next**.

21 Follow the on-screen instructions until the **Check Setup** screen appears.



22 Confirm there are no errors displayed on the LCD panel, and then click **Start Installation**.

If you see any errors, click **Trouble Shooting Guide** and follow the instruction.

23 If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.

24 Check if the printer to be installed is listed in the **Select Printer** screen, and then click **Next**.

NOTE:

- If the printer to be installed is not listed in the **Select Printer** screen, try either of the following steps:
  - Click **Refresh** to update the information.
  - Click **Add Printer**, and then enter the details of the printer manually.

25 Select the required items on the **Enter Printer Settings** screen, and then click **Next**.

26 Select the software to be installed, and then click **Install**.

27 Click **Finish** to exit this tool.

The wireless configuration is complete.

Using Advanced Setup to Configure Wireless Network Settings

To use the Advanced setup, display the **Configure Wireless Settings** screen.

The following procedure uses Windows 7 as an example.

• Displaying the Configure Wireless Settings Screen

1 Insert the *Software Pack CD-ROM* into your computer's CD/DVD drive. When the **AutoPlay** window appears, click **Run setup.exe** to start the **Easy Install Navi**.

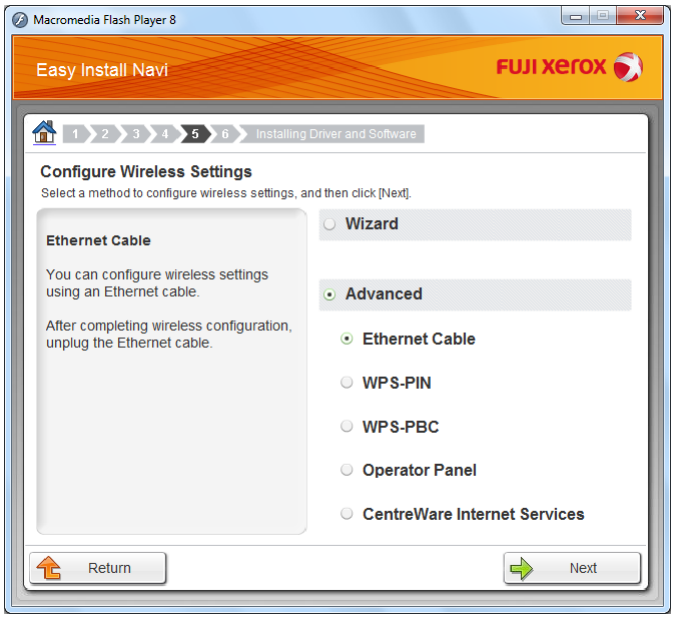
2 Click **Start Setup**.

3 Click **Configure Printer**.

4 Select **Wireless Connection**, and then click **Next**.

The setting method selection screen appears.

5 Select **Advanced**.



• Select a connection method from the following

- "Ethernet Cable" on page 86
- "WPS-PIN" on page 91
- "WPS-PBC" on page 92
- "Operator Panel" on page 93
- "CentreWare Internet Services" on page 94

• Ethernet Cable

1 Select **Ethernet Cable**, and then click **Next**.

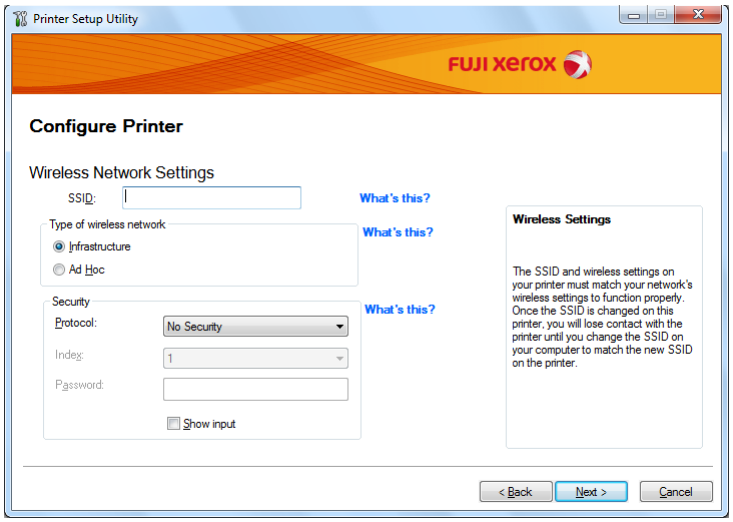
2 Follow the on-screen instructions, and then click **Next**.
The **Printer Setup Utility** screen appears.

3 Select the printer to be configured in the **Select Printer** screen, and then click **Next**.

NOTE:

- If the printer to be configured is not listed in the **Select Printer** screen, try the following steps:
  - Click **Refresh** to update the information.
  - Click **Enter IP Address**, and then enter the IP address of your printer.

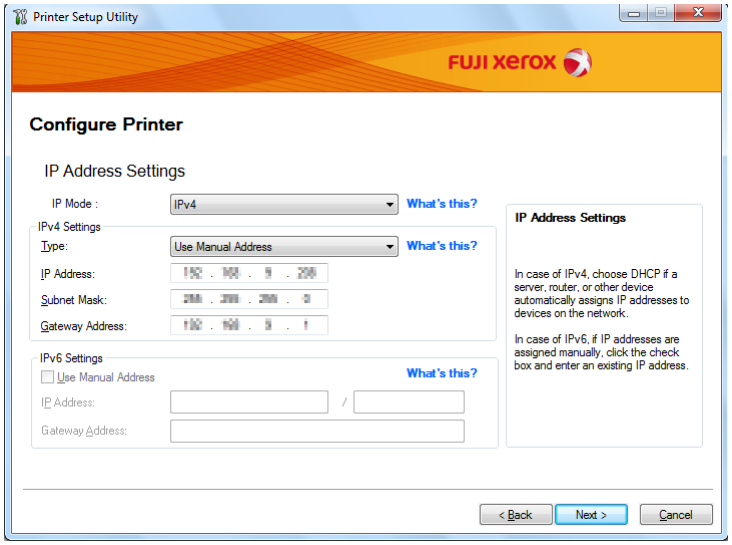
4 Enter the SSID.



5 Select **Type of wireless network**.

6 Configure the security setting, and then click **Next**.

The **IP Address Settings** screen appears.



7 Select **IP Mode** depending on your network scheme.

When **IPv4** is selected, configure the following:

a Select **Type**.

b If you have selected **Use Manual Address** from **Type**, enter the following items:

- **IP Address** of your printer
- **Subnet Mask**
- **Gateway Address**

When **Dual Stack** is selected, configure the following:

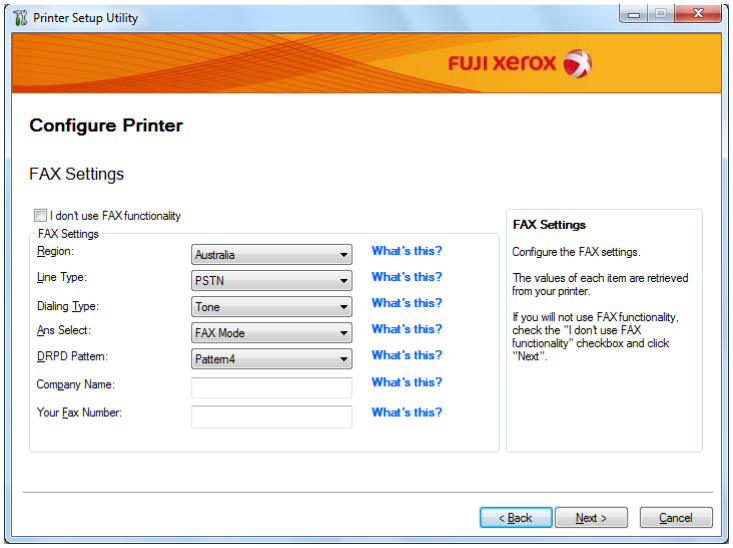
a Configure **IPv4 Settings**.

b If you have selected the **Use Manual Address** check box under **IPv6 Settings**, enter the following items:

- **IP Address** of your printer
- **Gateway Address**

8 Click **Next**.

The **FAX Settings** screen appears.



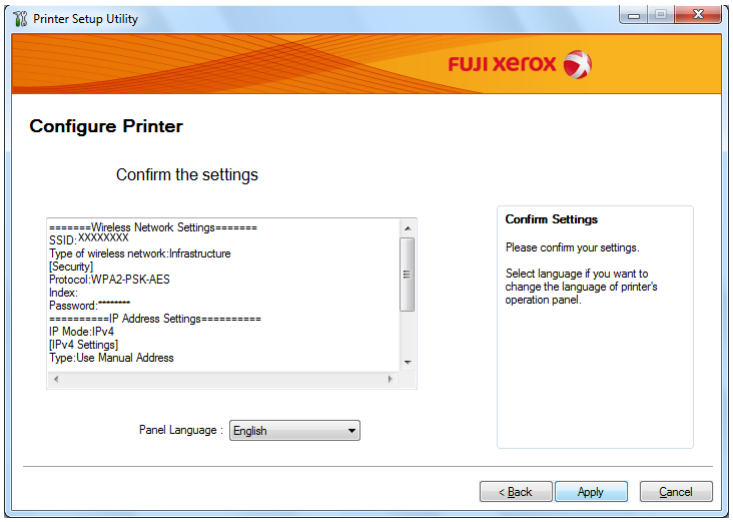
9 Configure the fax settings if necessary.

NOTE:

- If you do not intend to use the fax feature, select the **I don't use FAX functionality** check box.

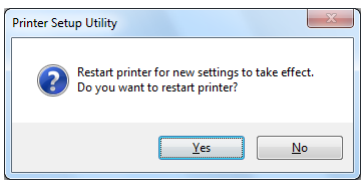
10 Click **Next**.

The **Confirm the settings** screen appears.



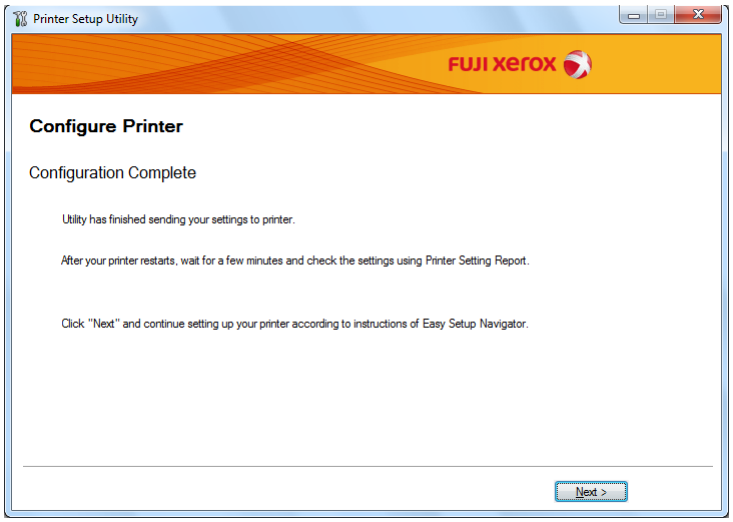
11 Ensure that the wireless network settings are displayed, and then click **Apply**.

A confirmation window appears.



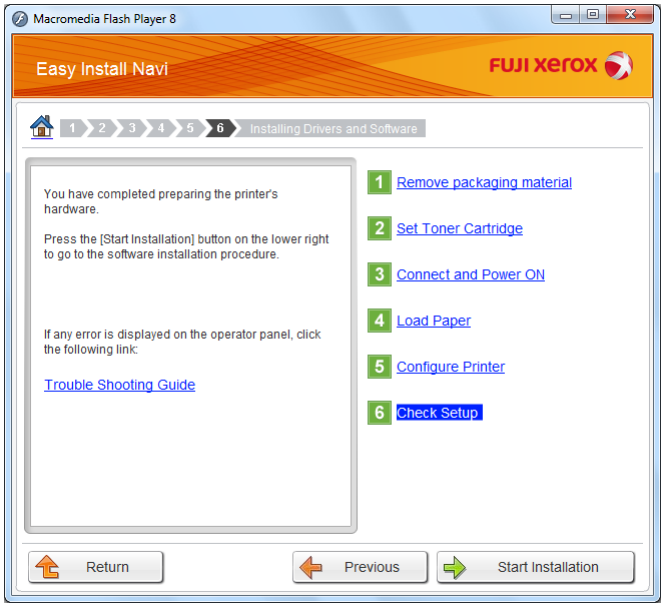
12 Click **Yes**.

13 Wait a few minutes until the printer restarts to establish a wireless network connection and the **Configuration Complete** screen appears.



14 Click **Next**.

15 Follow the on-screen instructions until the **Check Setup** screen appears.



16 Print the System Settings page using the operator panel.

See "Printing the System Settings Page" on page 175.

17 Confirm that "Link Quality" is shown as "Good", "Acceptable", or "Low" on the report.

NOTE:

- When "Link Quality" is shown as "No Reception", check if the wireless network settings are correctly configured. To reconfigure the wireless network settings, click **Return**.

18 Confirm there are no errors displayed on the LCD panel, and then click **Start Installation**.

If you see any errors, click **Trouble Shooting Guide** and follow the instruction.

19 If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.

20 Check if the printer to be installed is listed in the **Select Printer** screen, and then click **Next**.

NOTE:

- If the printer to be installed is not listed in the **Select Printer** screen, try either of the following steps:
  - Click **Refresh** to update the information.
  - Click **Add Printer**, and then enter the details of the printer manually.

21 Configure the required items on the **Enter Printer Settings** screen, and then click **Next**.

22 Select the software to be installed, and then click **Install**.

23 Click **Finish** to exit this tool.

The wireless configuration is complete.

NOTE:

- To make the specified wireless network settings effective, you need to restart the printer.

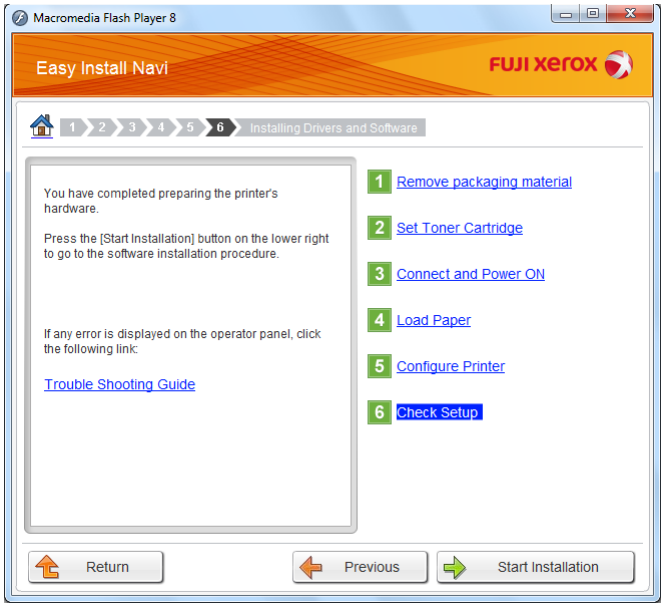
• WPS-PIN

NOTE:

- **WPS-PIN** (Wi-Fi Protected Setup-Personal Identification Number) is a method to authenticate and register devices required for wireless configuration, by entering PIN code to a printer and computer. This setting, performed through access point, is available only when the access points of your wireless router supports WPS.
- Before **WPS-PIN** starts, you will need to enter your PIN code at the web page of the wireless access point. See the access point manual for the details.

1 Select **WPS-PIN**, and then click **Next**.

2 Follow the on-screen instructions until the **Check Setup** screen appears.



3 Confirm there are no errors displayed on the LCD panel, and then click **Start Installation**.

If you see any errors, click **Trouble Shooting Guide** and follow the instruction.

4 If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.

5 Check if the printer to be installed is listed in the **Select Printer** screen, and then click **Next**.

NOTE:

- If the printer to be installed is not listed in the **Select Printer** screen, try either of the following steps:
  - Click **Refresh** to update the information.
  - Click **Add Printer**, and then enter the details of the printer manually.

6 Configure the required items on the **Enter Printer Settings** screen, and then click **Next**.

7 Select the software to be installed, and then click **Install**.

8 Click **Finish** to exit this tool.

The wireless configuration is complete.

When the **WPS-PIN** operation is successful and the printer is rebooted, wireless LAN connection is completed.

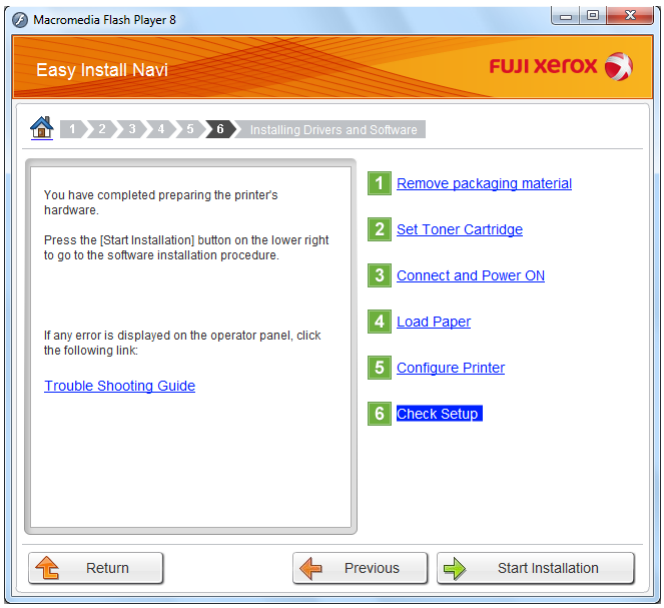
• WPS-PBC

NOTE:

- **WPS-PBC** (Wi-Fi Protected Setup-Push Button Configuration) is a method to authenticate and register devices required for wireless configuration, by pressing the button provided on the access point via wireless routers, and then performing **WPS-PBC** setting on the operator panel. This setting is available only when the access point supports WPS.

1 Select **WPS-PBC**, and then click **Next**.

2 Follow the on-screen instructions until the **Check Setup** screen appears.



3 Confirm there are no errors displayed on the LCD panel, and then click **Start Installation**.

If you see any errors, click **Trouble Shooting Guide** and follow the instruction.

4 If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.

5 Check if the printer to be installed is listed in the **Select Printer** screen, and then click **Next**.

NOTE:

- If the printer to be installed is not listed in the **Select Printer** screen, try either of the following steps:
  - Click **Refresh** to update the information.
  - Click **Add Printer**, and then enter the details of the printer manually.

6 Configure the required items on the **Enter Printer Settings** screen, and then click **Next**.

7 Select the software to be installed, and then click **Install**.

8 Click **Finish** to exit this tool.

The wireless configuration is complete.

NOTE:

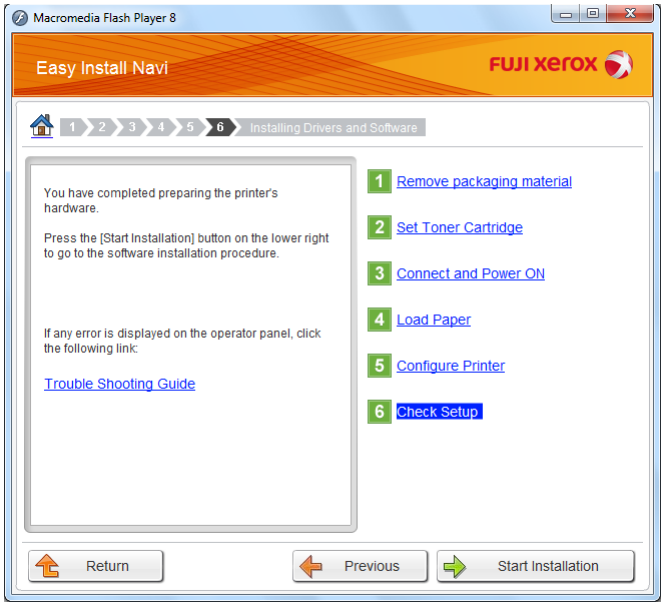
- For the **WPS-PBC** operation on the wireless LAN access point, refer to the manual supplied with the wireless LAN access point.

When the **WPS-PBC** operation is successful and the printer is rebooted, wireless LAN connection is completed.

• Operator Panel

1 Select **Operator Panel**, and then click **Next**.

2 Follow the on-screen instructions until the **Check Setup** screen appears.



3 Confirm there are no errors displayed on the LCD panel, and then click **Start Installation**.

If you see any errors, click **Trouble Shooting Guide** and follow the instruction.

4 If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.

5 Check if the printer to be installed is listed in the **Select Printer** screen, and then click **Next**.

NOTE:

- If the printer to be installed is not listed in the **Select Printer** screen, try either of the following steps:
  - Click **Refresh** to update the information.
  - Click **Add Printer**, and then enter the details of the printer manually.

6 Configure the required items on the **Enter Printer Settings** screen, and then click **Next**.

7 Select the software to be installed, and then click **Install**.

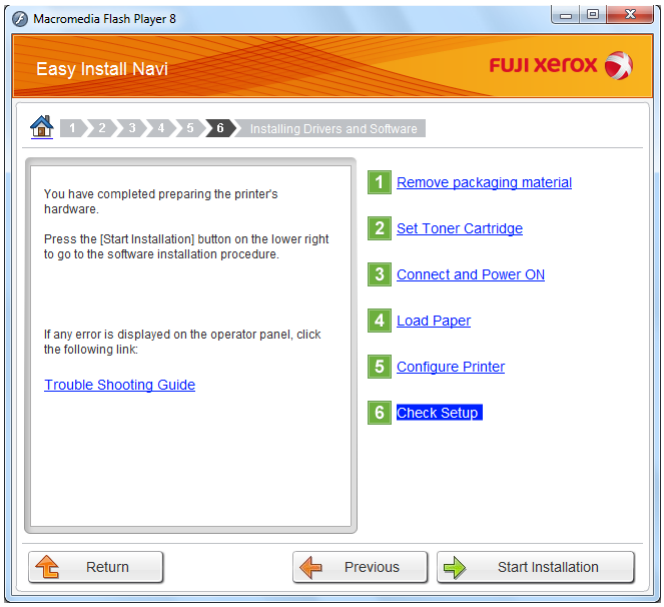
8 Click **Finish** to exit this tool.

The wireless configuration is complete.

• CentreWare Internet Services

1 Select **CentreWare Internet Services**, and then click **Next**.

2 Follow the on-screen instructions until the **Check Setup** screen appears.



3 Confirm there are no errors displayed on the LCD panel, and then click **Start Installation**.

If you see any errors, click **Trouble Shooting Guide** and follow the instruction.

4 If you agree to the terms of the **License Agreement**, click **I accept the terms of the license agreement** to continue the installation process, and then click **Next**.

5 Check if the printer to be installed is listed in the **Select Printer** screen, and then click **Next**.

NOTE:

- If the printer to be installed is not listed in the **Select Printer** screen, try either of the following steps:
  - Click **Refresh** to update the information.
  - Click **Add Printer**, and then enter the details of the printer manually.

6 Configure the required items on the **Enter Printer Settings** screen, and then click **Next**.

7 Select the software to be installed, and then click **Install**.

8 Click **Finish** to exit this tool.

The wireless configuration is complete.

When the CentreWare Internet Services operation is successful and the printer is rebooted, wireless LAN connection is completed.

Setting Up a New Wireless Network Environment for Your Computer (When You Need to Set Up Your Wireless Connectivity With Your Computer)

• For DHCP Networks:

1 Setting up your computer for wireless connectivity:

NOTE:

- You can also change the wireless network settings using the wireless application that may be installed on your computer.

For Windows XP and Windows Server 2003:

a Select **Network Connections** from **Control Panel**.

b Right-click **Wireless Network Connection** and select **Properties**.

c Select the **Wireless Networks** tab.

d Ensure that the check box for **Use Windows to configure my wireless network settings** is selected.

NOTE:

- Make note of the wireless network settings on the **Advanced** dialog box (step **f**) and the **Wireless network properties** dialog box (step **h**). You may require these settings later.

e Click the **Advanced** button.

f Select **Computer-to-computer (ad hoc) networks only** and close the **Advanced** dialog box.

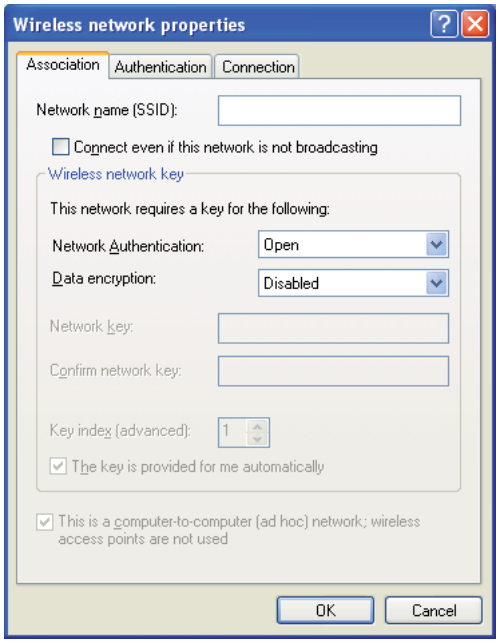
g Click the **Add** button to display **Wireless network properties**.

h On the **Association** tab, enter the following information and click **OK**.

Network name (SSID): xxxxxxxx (xxxxxxxx indicates a wireless device's SSID which you use)

Network Authentication: Open

Data encryption: Disabled



i Click the **Move up** button to move the newly added SSID to the top of the list.

j Click **OK** to close the **Wireless Network Connection Properties** dialog box.

For Windows Vista:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select **xxxxxxxx** (xxxxxxxx indicates a wireless device's SSID which you use) from the network items listed in the available network list, and click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select **xxxxxxxx** (xxxxxxxx indicates a wireless device's SSID which you use) from the network items listed in the available network list, and click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008 R2 and Windows 7:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select **xxxxxxxx** (xxxxxxxx indicates a wireless device's SSID which you use) from the network items listed in the available network list, and click **Connect**.

2 Check the IP address assigned by AutoIP on the printer.

a On the operator panel, press the (**System**) button.

b Select `Admin Menu`, and then press the OK button.

c Select `Network`, and then press the OK button.

d Select `TCP/IP`, and then press the OK button.

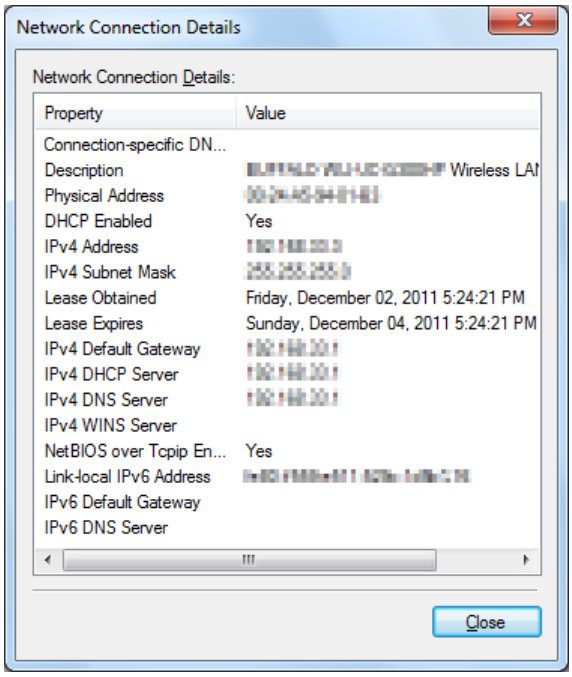
e Select `IPv4`, and then press the OK button.

f Select `IP Address`, and then press the OK button.

(Default IP address range: 169.254.xxx.yyy)

```
IP Address
169.254.000.041*
```

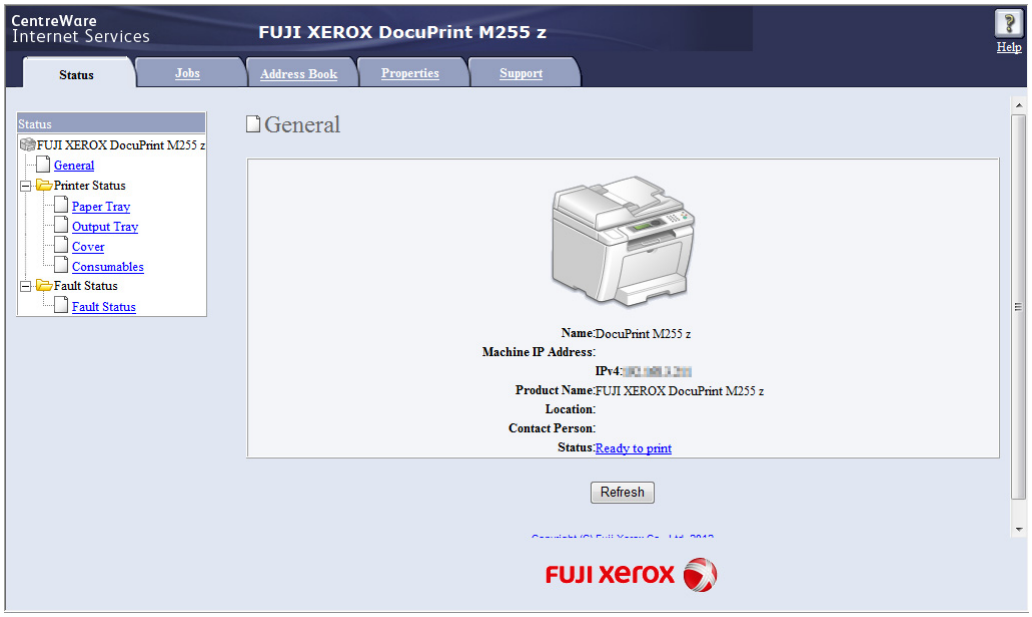
3 Ensure that the IP Address on your computer is assigned by DHCP.



4 Launch your web browser.

5 Enter the IP address of the printer in the address bar, and then press the **Enter** key.

The CentreWare Internet Services appears on your browser.



6 Configure wireless network settings for the printer on the CentreWare Internet Services.

7 Reboot the printer.

8 Restore the wireless network settings on your computer.

NOTE:

- If the operating system on your computer provides a wireless configuration software, use it to change the wireless network settings. See the instructions below.

For Windows XP and Windows Server 2003:

a Select **Network Connections** from **Control Panel**.

b Right-click **Wireless Network Connection** and select **Properties**.

c Select the **Wireless Networks** tab.

d Ensure that the check box for **Use Windows to configure my wireless network settings** is selected.

e Click **Advanced**.

f You can either set the printer to the ad-hoc mode or the infrastructure mode.

- For Ad hoc mode:

  Select **Computer-to-computer (ad hoc) networks only** and close the dialog box.

- For Infrastructure mode:

  Select **Access point (Infrastructure) networks only** and close the dialog box.

g Click **Add** to display **Wireless network properties**.

h Enter the setting that you will send to the printer and click **OK**.

i Click **Move up** to move the setting to the top of the list.

j Click **OK** to close the **Wireless Network Connection Properties** dialog box.

For Windows Vista:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select the network, and then click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select the network, and then click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008 R2 and Windows 7:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select the network, and then click **Connect**.

• For Fixed IP Networks:

1 Set up your computer for wireless connectivity:

NOTE:

- If the operating system on your computer provides a wireless configuration software, use it to change the wireless network settings. See the instructions below.

For Windows XP and Windows Server 2003:

a Select **Network Connections** from **Control Panel**.

b Right-click **Wireless Network Connection** and select **Properties**.

c Select the **Wireless Networks** tab.

d Ensure that the check box for **Use Windows to configure my wireless network settings** is selected.

NOTE:

- Be sure to write down the current wireless computer settings in step **f** and step **h** so that you can restore them later.

e Click the **Advanced** button.

f Select **Computer-to-computer (ad hoc) networks only** and close the **Advanced** dialog box.

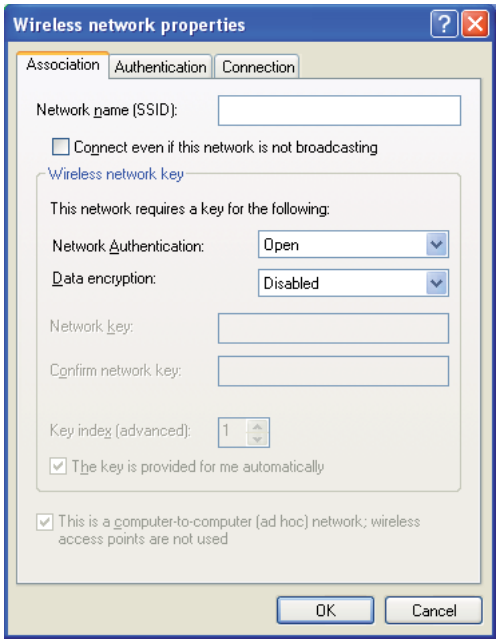
g Click the **Add** button to display **Wireless network properties**.

h On the **Association** tab, enter the following information and click **OK**.

Network name (SSID): xxxxxxxx (xxxxxxxx indicates a wireless device's SSID which you use)

Network Authentication: Open

Data encryption: Disabled



i Click the **Move up** button to move the newly added SSID to the top of the list.

j Click **OK** to close the **Wireless Network Connection Properties** dialog box.

For Windows Vista:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select **xxxxxxxx** (xxxxxxxx indicates a wireless device's SSID which you use) from the network items listed in the available network list, and click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select **xxxxxxxx** (xxxxxxxx indicates a wireless device's SSID which you use) from the network items listed in the available network list, and click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008 R2 and Windows 7:

a Display **Control Panel**.

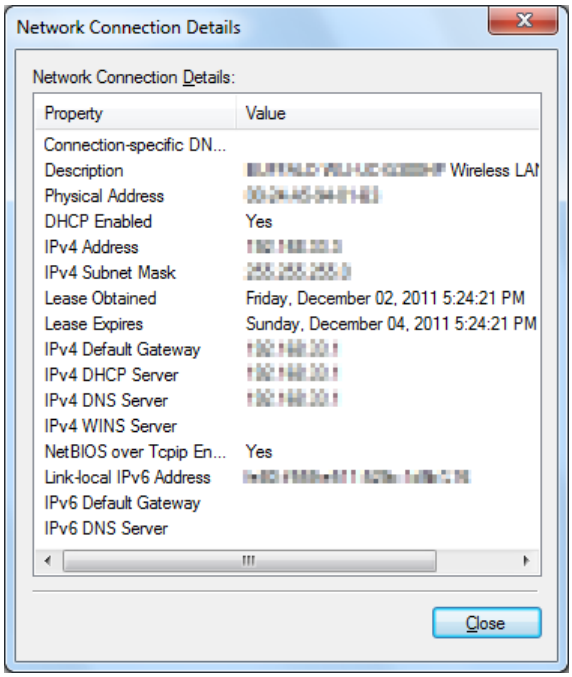
b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select **xxxxxxxx** (xxxxxxxx indicates a wireless device's SSID which you use) from the network items listed in the available network list, and click **Connect**.

2 Check the IP address on your computer.



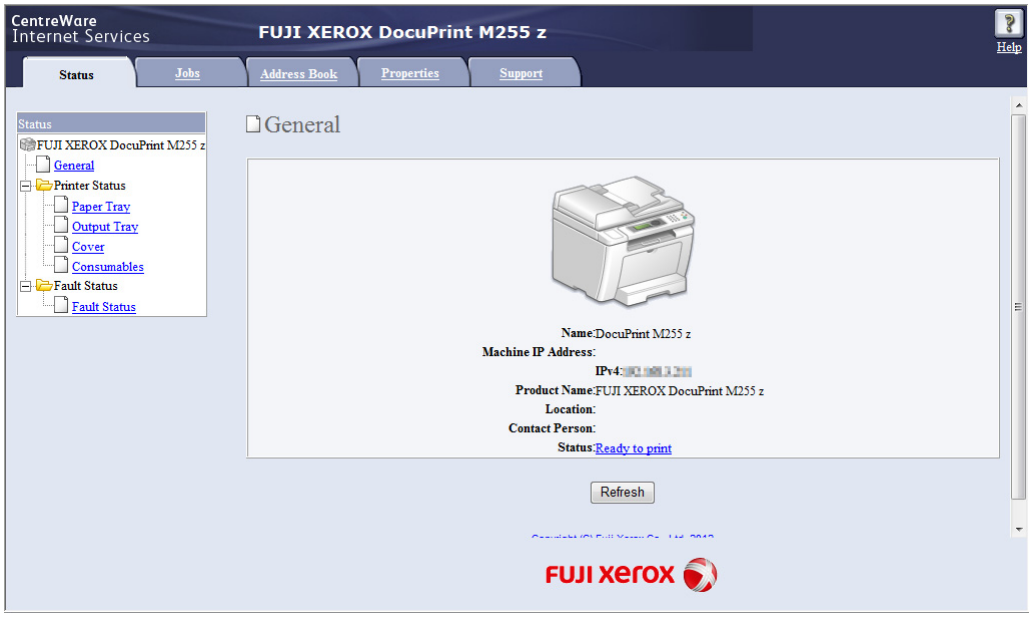
3 Set the IP address on the printer.

See "Assigning an IP Address (for IPv4 Mode)" on page 69.

4 Launch your web browser.

5 Enter the IP address of the printer in the address bar, and then press the **Enter** key.

The CentreWare Internet Services appears on your browser.



6 Change the wireless network settings for the printer on the CentreWare Internet Services.

7 Reboot the printer.

8 Restore the wireless network settings on your computer.

NOTE:

- If the operating system on your computer provides a wireless configuration software, use it to change the wireless network settings. Or you can change the wireless network settings using the tool provided with the operating system. See the instructions below.

For Windows XP and Windows Server 2003:

a Select **Network Connections** from **Control Panel**.

b Right-click **Wireless Network Connection** and select **Properties**.

c Select the **Wireless Networks** tab.

d Ensure that the check box for **Use Windows to configure my wireless network settings** is selected.

e Click **Advanced**.

f You can either set the printer to the ad-hoc mode or the infrastructure mode.

- For Ad hoc mode:

  Select **Computer-to-computer (ad hoc) networks only** and close the dialog box.

- For Infrastructure mode:

  Select **Access point (Infrastructure) networks only** and close the dialog box.

g Click **Add** to display **Wireless network properties**.

h Enter the setting that you will send to the printer and click **OK**.

i Click **Move up** to move the setting to the top of the list.

j Click **OK** to close the **Wireless Network Connection Properties** dialog box.

For Windows Vista:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select the network, and then click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select the network, and then click **Connect**.

f Click **Close** in the dialog box after confirming the connection is a success.

For Windows Server 2008 R2 and Windows 7:

a Display **Control Panel**.

b Select **Network and Internet**.

c Select **Network and Sharing Center**.

d Select **Connect to a network**.

e Select the network, and then click **Connect**.

■ Setting Up the Printer for Shared Printing

One way to make a new printer available for other computers on a network is to use the *Software Pack CD-ROM* supplied with your printer. Using the supplied CD is helpful in a way that it will install utilities including the SimpleMonitor as well. The following, however, describes the procedures for sharing a printer on a network without using the supplied CD.

To set up a printer to be shared on a network, you need to set up the printer for network sharing and install print drivers for the printer on every computer on the network.

NOTE:

- You need to purchase an additional Ethernet cable at your own cost to connect a printer to an Ethernet network.

Setting Up the Printer for Network Sharing

• For Windows XP, Windows XP 64-bit Edition, Windows Server 2003, and Windows Server 2003 x64 Edition

1. Click **Start** (**start** for Windows XP) → **Printers and Faxes**.
2. Right-click the icon for your printer and select **Properties**.
3. From the **Sharing** tab, select **Share this printer**, and then enter a name in the **Share name** text box.
4. Click **Additional Drivers** and select the operating systems of all network clients using your printer.
5. Click **OK**.

   If the files are not present in your computer, and then you will be prompted to insert the server operating system CD.
6. Click **Apply**, and then click **OK**.

• For Windows Vista and Windows Vista 64-bit Edition

1. Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.
2. Right-click the printer icon and select **Sharing**.
3. Click **Change sharing options** button.
4. The "**Windows needs your permission to continue**" appears.
5. Click **Continue** button.
6. Select the **Share this printer** check box, and then enter a name in the **Share name** text box.
7. Select **Additional Drivers** and select the operating systems of all network clients using your printer.
8. Click **OK**.
9. Click **Apply**, and then click **OK**.

• For Windows Server 2008 and Windows Server 2008 64-bit Edition

1. Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.
2. Right-click the printer icon and select **Sharing**.
3. Select the **Share this printer** check box, and then enter a name in the **Share name** text box.
4. Click **Additional Drivers** and select the operating systems of all network clients using your printer.
5. Click **OK**.
6. Click **Apply**, and then click **OK**.

• For Windows 7, Windows 7 64-bit Edition, and Windows Server 2008 R2

1. Click **Start** → **Devices and Printers**.
2. Right-click the printer icon and select **Printer properties**.
3. On the **Sharing** tab, select the **Share this printer** check box, and then enter a name in the **Share name** text box.
4. Click **Additional Drivers** and select the operating systems of all network clients using your printer.
5. Click **OK**.
6. Click **Apply**, and then click **OK**.

To check that the printer is shared:

- Ensure that the printer object in the **Printers**, **Printers and Faxes** or **Devices and Printers** folder is shared. The share icon is shown under the printer icon.
- Browse **Network** or **My Network Places**. Find the host name of the server and look for the shared name you assigned to the printer.

Installing Print Drivers

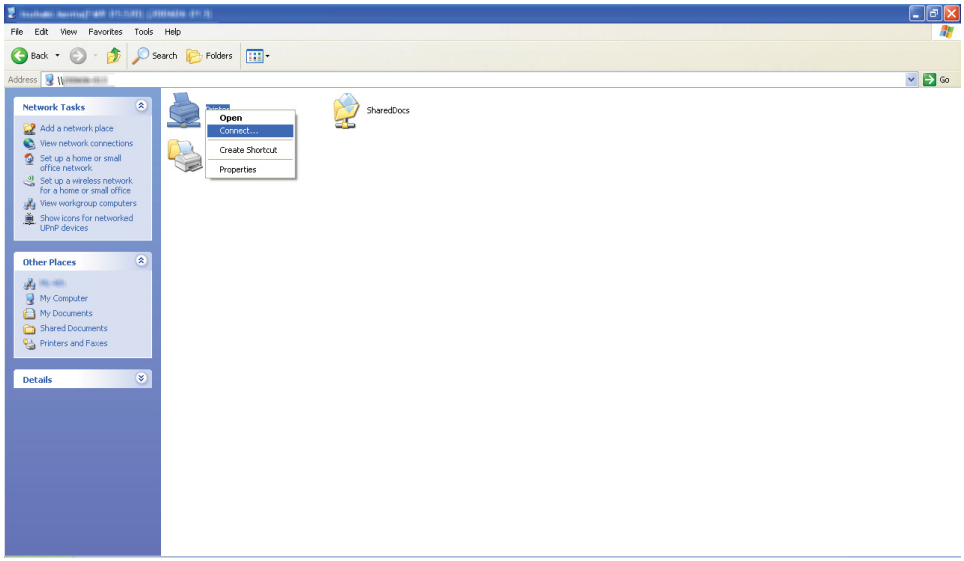
Now that the printer is set for shared printing, you need to install print drivers for the shared printer using either of the two Windows features.

• Using the Point and Print Feature

The Point and Print feature is a Windows technology that automatically downloads and installs a print driver necessary for using the shared printer on the network.

For Windows XP, Windows XP 64-bit Edition, Windows Server 2003, and Windows Server 2003 x64 Edition

1. On the Windows desktop of the client computer, double-click **My Network Places**.
2. Locate the host name of the server computer, and then double-click the host name.
3. Right-click the shared printer name, and then click **Connect**.



Wait until the driver is copied from the server to the client computer and a new printer object is added to the **Printers and Faxes** folder. It may take some time depending on the amount of network traffic.

Close **My Network Places**.

4. Print a test page to verify installation.
   a. Click **start** (**Start** for Windows Server 2003/Windows Server 2003 x64 Edition) → **Printers and Faxes**.
   b. Select the printer you have installed.
   c. Click **File** → **Properties**.
   d. On the **General** tab, click **Print Test Page**.

   When a test page is printed successfully, installation is complete.

For Windows Vista and Windows Vista 64-bit Edition

1. Click **Start** → **Network**.
2. Locate and double-click the host name of the server computer.
3. Right-click the shared printer name, and then click **Connect**.
4. Click **Install driver**.
5. Click **Continue** in the **User Account Control** dialog box.

   Wait until the driver is copied from the server to the client computer and a new printer object is added to the **Printers** folder. It may take some time depending on the amount of network traffic.
6. Print a test page to verify installation.
   a. Click **Start** → **Control Panel** → **Hardware and Sound**.
   b. Select **Printers**.
   c. Right-click the printer you just created and select **Properties**.
   d. On the **General** tab, click **Print Test Page**.

      When a test page is printed successfully, installation is complete.

For Windows Server 2008 and Windows Server 2008 64-bit Edition

1. Click **Start** → **Network**.
2. Locate the host name of the server computer, and then double-click the host name.
3. Right-click the shared printer name, and then click **Connect**.
4. Click **Install driver**.
5. Wait until the driver is copied from the server to the client computer and a new printer object will be added to the **Printers** folder. It may take some time depending on the amount of network traffic.
6. Print a test page to verify installation.
   a. Click **Start** → **Control Panel**.
   b. Select **Hardware and Sound**.
   c. Select **Printers**.
   d. Right-click the printer you just created and select **Properties**.
   e. On the **General** tab, click **Print Test Page**.

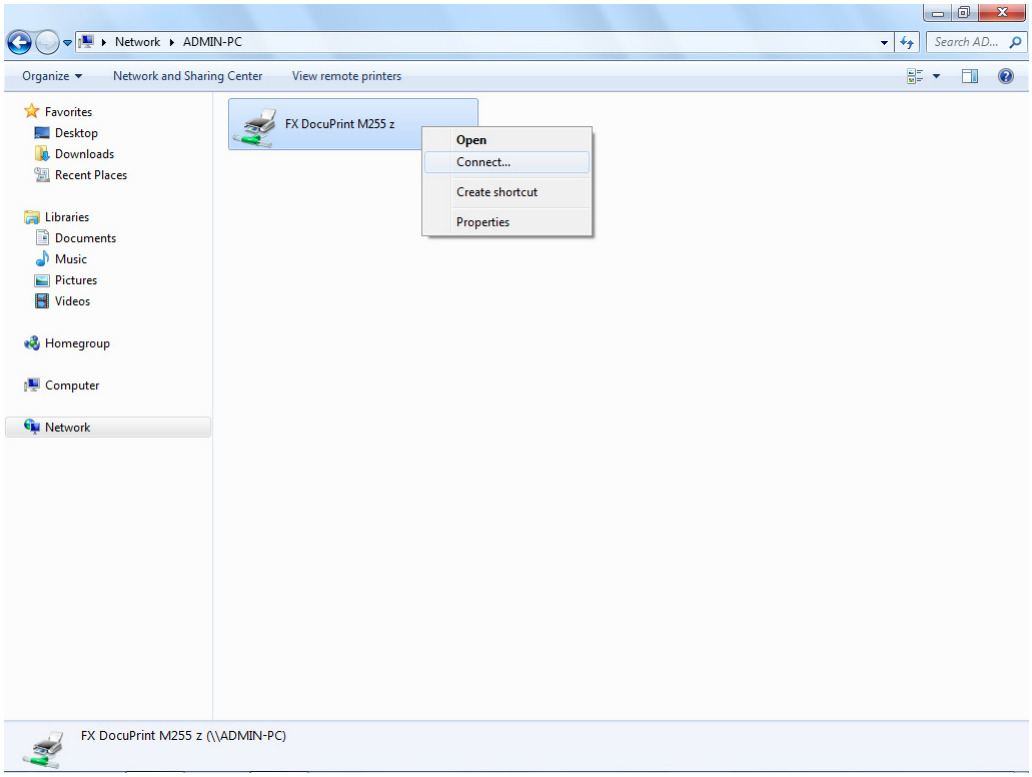
      When a test page is printed successfully, installation is complete.

For Windows 7, Windows 7 64-bit Edition, and Windows Server 2008 R2

1 Click **Start** → **Computer** → **Network**.

2 Locate the host name of the server computer, and then double-click the host name.

3 Right-click the shared printer name, and then click **Connect**.



4 Click **Install driver**.

5 Wait until the driver is copied from the server to the client computer and a new printer object will be added to the **Devices and Printers** folder. It may take some time depending on the amount of network traffic.

6 Print a test page to verify installation.

a Click **Start** → **Devices and Printers**.

b Right-click the printer you just created and select **Printer properties**.

c On the **General** tab, click **Print Test Page**.

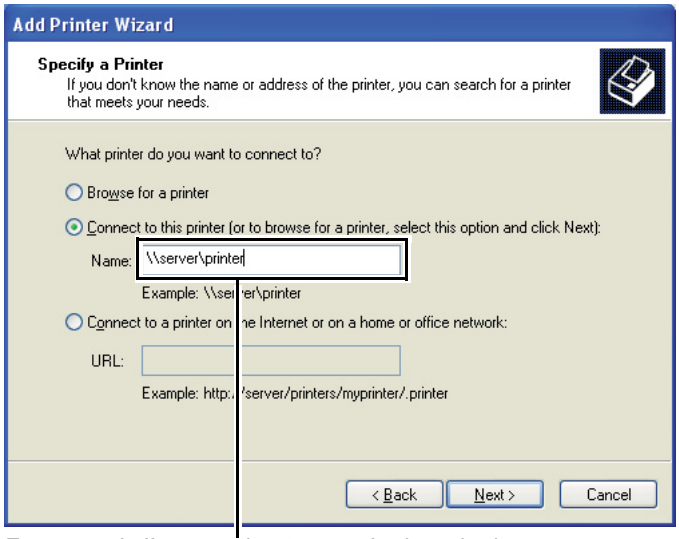
When a test page is printed successfully, installation is complete.

• Using the Peer-to-Peer Feature

With the peer-to-peer feature, you need to specify the shared printer to install a print driver.

For Windows XP, Windows XP 64-bit Edition, Windows Server 2003, and Windows Server 2003 x64 Edition

1. Click **start** (**Start** for Windows Server 2003/Windows Server 2003 x64 Edition) → **Printers and Faxes**.
2. Click **Add a printer** (**Add Printer** for Windows Server 2003/Windows Server 2003 x64 Edition) to launch the **Add Printer Wizard**.
3. Click **Next**.
4. Select **A network printer, or a printer attached to another computer**, and then click **Next**.
5. Click **Browse for a printer**, and then click **Next**.
6. Select the printer, and then click **Next**. If the printer is not listed, click **Back** and enter the path to the printer in the text box.



For example:\\<server host name>\<shared printer name>

The server host name is the name of the server computer that identifies it to the network. The shared printer name is the name assigned during the server installation process.

If this is a new printer, you may be prompted to install a print driver. If no system driver is available, specify the location where the driver is available.

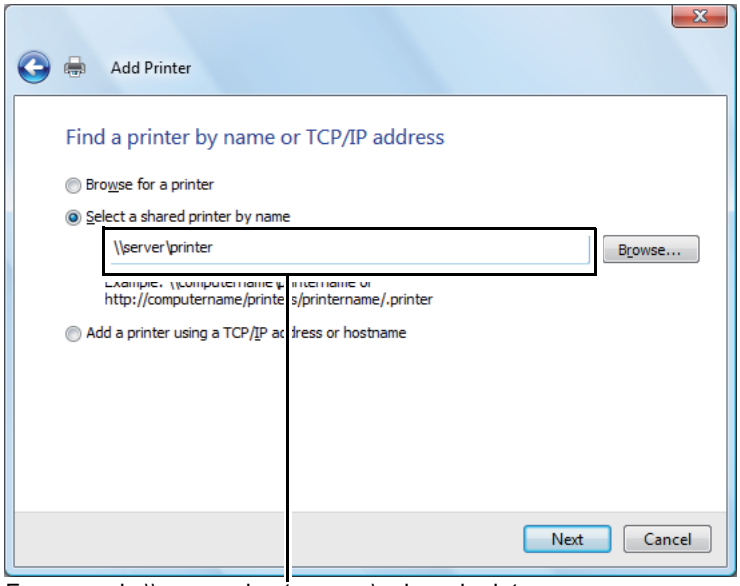
7. Select **Yes** if you want your printer to be set as the default printer, and then click **Next**.
8. Click **Finish**.

For Windows Vista and Windows Vista 64-bit Edition

1 Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.

2 Click **Add a printer** to launch the **Add Printer** wizard.

3 Select **Add a network, wireless or Bluetooth printer**. If the printer is listed, select the printer and click **Next**, or select **The printer that I want isn't listed** and enter the path to the printer in the **Select a shared printer by name** text box and click **Next**.



For example:\\<server host name>\<shared printer name>

The server host name is the name of the server computer that identifies it on the network. The shared printer name is the name assigned during the server installation process.

If this is a new printer, you may be prompted to install a print driver. If no system driver is available, specify the location where the driver is available.

4 Confirm the printer name, and then select whether to use your printer as the default printer and click **Next**.

5 If you want to verify installation, click **Print a test page**.

6 Click **Finish**.

When a test page is printed successfully, installation is complete.

For Windows Server 2008 and Windows Server 2008 64-bit Edition

1. Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.
2. Click **Add a printer** to launch the **Add Printer** wizard.
3. Select **Add a network, wireless or Bluetooth printer**. If the printer is listed, select the printer and click **Next**, or select **The printer that I want isn't listed** and enter the path to the printer in the **Select a shared printer by name** text box and click **Next**.

   For example: \\<server host name>\<shared printer name>

   The server host name is the name of the server computer that identifies it on the network. The shared printer name is the name assigned during the server installation process.

   If this is a new printer, you may be prompted to install a print driver. If no system driver is available, specify the location where the driver is available.
4. Confirm the printer name, and then select whether to use your printer as the default printer and click **Next**.
5. Select whether to share your printer or not.
6. If you want to verify installation, click **Print a test page**.
7. Click **Finish**.

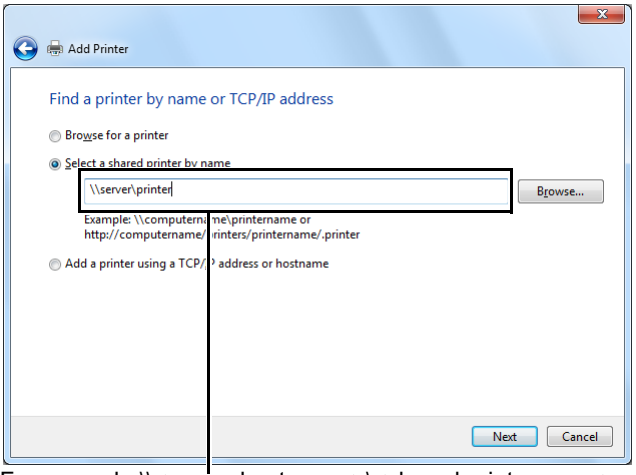
   When a test page is printed successfully, installation is complete.

For Windows 7, Windows 7 64-bit Edition, and Windows Server 2008 R2

1 Click **Start** → **Devices and Printers**.

2 Click **Add a printer** to launch the **Add Printer** wizard.

3 Select **Add a network, wireless or Bluetooth printer**. If the printer is listed, select the printer and click **Next**, or select **The printer that I want isn't listed**. Click **Select a shared printer by name** and enter the path to the printer in the text box, and then click **Next**.



For example:\\<server host name>\<shared printer name>

The server host name is the name of the server computer that identifies it to the network. The shared printer name is the name assigned during the server installation process.

If this is a new printer, you may be prompted to install a print driver. If no system driver is available, you need to specify the path to the available drivers.

4 Confirm the printer name, and then click **Next**.

5 Select whether to use your printer as the default printer.

6 If you want to verify installation, click **Print a test page**.

7 Click **Finish**.

When a test page is printed successfully, installation is complete.

■ Using the XML Paper Specification Print Driver

To use the XML Paper Specification print driver, you may need to install an additional Microsoft package depending on your operating system.

Windows Vista	VC++2008 Redistribution Package
Windows Server 2008	.Net Framework 3.5 SP1
Windows Server 2008 R2	.Net Framework 3.5.1 (Use the Server Manager interface to manually install it.)

For further information on the XML Paper Specification print driver, visit Microsoft's web site.

Installing Print Drivers on Computers Running Mac OS X

For information on how to install print drivers, refer to the *PostScript Level3 Compatible User Guide*.

This section includes:

- "Configuring Wireless Settings on the Operator Panel (DocuPrint M255 z only)" on page 115

■ Configuring Wireless Settings on the Operator Panel (DocuPrint M255 z only)

You can configure wireless settings on the operator panel.

IMPORTANT:

- The Wireless LAN feature is not available in all locations. Please check with your local Fuji Xerox representative for availability of wireless in your location.
- If you are using a method other than WPS to configure your wireless setting, be sure to get the SSID and security information from a system administrator before starting the setup procedure.
- Ensure that the Ethernet cable has been disconnected from the printer before you configure the wireless settings.

NOTE:

- Before you configure the wireless settings on the operator panel, you need to set up the wireless network settings on your computer. For details, see the Setup Guide.
- For information on the specifications of the wireless LAN feature, see the "Configuring Wireless Network Settings (DocuPrint M255 z only)" on page 77.

You can select a method to configure a wireless setting from the following:

Manual Wireless Setup for	Access Point (Infrastructure) Network
	Computer-to-computer (Ad-hoc) Network
Automatic setup using	WPS-PIN*1
	WPS-PBC*2

*1 WPS-PIN is a method to authenticate and register devices required for wireless configuration, by entering PIN code in the printer and computer. This setting, performed through access point, is available only when the access points of your wireless router supports WPS.

*2 WPS-PBC is a method to authenticate and register devices required for wireless configuration, by pressing the button provided on the access point via wireless routers, and then performing WPS-PBC setting on the operator panel. This setting is available only when the access point supports WPS.

To configure wireless settings, refer to the method you selected.

- "Manual Wireless Setup" on page 116
- "Auto Setup With the Access Point" on page 118

Manual Wireless Setup

You can manually configure wireless settings to connect your printer to an access point (infrastructure) network or computer-to-computer (ad-hoc) network.

• Connecting to Access Point Network

To configure the wireless settings through an access point such as a wireless router:

1. On the operator panel, press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Network`, and then press the OK button.
4. Select `Wireless Setup`, and then press the OK button.
5. Select the desired access point, and then press the OK button.
   If the desired access point does not appear:
   a. Select `Manual Setup`, and then press the OK button.
   b. Enter the SSID, and then press the OK button.
   Use the numeric keypad to enter the desired value, and press the ◀ or ▶ button to move a cursor.
   c. Select `Infrastructure`, and then press the OK button.
   d. Select an encryption type, and then press the OK button.

   IMPORTANT:
   - Be sure to use one of the supported encryption methods from `Mixed Mode PSK`, `WPA-PSK-TKIP`, `WPA2-PSK-AES` and `WEP` to protect your network traffic.
6. Enter the WEP key or pass phrase, and then press the OK button.
   Use the numeric keypad to enter the desired value, and press the ◀ or ▶ button to move a cursor.
   When the encryption type is WEP, select a transmit key from `Auto`, `WEP Key 1`, `WEP Key 2`, `WEP Key 3`, and `WEP Key 4` after entering the WEP key.
7. Wait a few minutes until the printer restarts to establish the wireless network.
8. Print a System Settings page from the operator panel.
   a. Press the (**System**) button.
   b. Select `Report/List`, and then press the OK button.
   c. Select `System Settings`, and then press the OK button.
   The System Settings page is printed.
9. Confirm that “Link Quality” is shown as “Good”, "Acceptable" or "Low" on the report.

   NOTE:
   - When "Link Quality" is "No Reception", check if the wireless settings are correctly configured.
   - If the wireless setting does not work, contact your system administrator or Fuji Xerox Customer Support Center.

• Using Ad Hoc Connection

To configure the wireless settings for an ad-hoc connection where the wireless devices communicate directly with each other without an access point:

1. On the operator panel, press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Network`, and then press the OK button.
4. Select `Wireless Setup`, and then press the OK button.
5. Select the desired access point, and then press the OK button.
   If the desired access point does not appear:
   a. Select `Manual Setup`, and then press the OK button.
   b. Enter the SSID, and then press the OK button.
   Use the numeric keypad to enter the desired value, and press the ◀ or ▶ button to move a cursor.
   c. Select `Ad-hoc`, and then press the OK button.
   d. Select an encryption type, and then press the OK button.

   IMPORTANT:
   - Be sure to use one of the supported encryption methods to protect your network traffic.
6. Enter the WEP key, and then press the OK button.
   Use the numeric keypad to enter the desired value, and press the ◀ or ▶ button to move a cursor.
7. Select a transmit key from `WEP Key 1`, `WEP Key 2`, `WEP Key 3`, and `WEP Key 4`.
8. Wait a few minutes until the printer restarts to establish the wireless network.
9. Print a System Settings page from the operator panel.
   a. Press the (**System**) button.
   b. Select `Report/List`, and then press the OK button.
   c. Select `System Settings`, and then press the OK button.
   The System Settings page is printed.
10. Confirm that "Link Quality" is shown as "Good", "Acceptable" or "Low" on the report.

    NOTE:
    - When "Link Quality" is "No Reception", check if the wireless settings are correctly configured.
    - If the wireless setting does not work, contact your system administrator or Fuji Xerox Customer Support Center.

Auto Setup With the Access Point

If the access point such as a wireless router supports the WPS, security settings can be made automatically.

• WPS-PBC

NOTE:

- WPS-PBC is a method to authenticate and register devices required for wireless configuration, by pressing the button provided on the access point via wireless routers, and then performing WPS-PBC setting on the operator panel. This setting is available only when the access point supports WPS.

1. On the operator panel, press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Network`, and then press the OK button.
4. Select `WPS Setup`, and then press the OK button.
5. Select `Push Button Control`, and then press the OK button.
6. Select `Yes`, and then press the OK button.
7. Press and hold the WPS button on the access point.
8. Wait a few minutes until the printer restarts to establish the wireless network.
9. Print a System Settings page from the operator panel.
   a. Press the (**System**) button.
   b. Select `Report/List`, and then press the OK button.
   c. Select `System Settings`, and then press the OK button.
   The System Settings page is printed.
10. Confirm that "Link Quality" is shown as "Good", "Acceptable" or "Low" on the report.

    NOTE:

    - When "Link Quality" is “No Reception”, check if the wireless settings are correctly configured.
    - If the wireless setting does not work, contact your system administrator or Fuji Xerox Customer Support Center.

• WPS-PIN

NOTE:

- WPS-PIN is a method to authenticate and register devices required for wireless configuration, by entering PIN code to a printer and computer. This setting, performed through access point, is available only when the access points of your wireless router supports WPS.
- Before WPS-PIN starts, you will need to enter your PIN code at the web page of the wireless access point. See the access point manual for the details.

1. On the operator panel, press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Network`, and then press the OK button.
4. Select `WPS Setup`, and then press the OK button.
5. Select `PIN Code`, and then press the OK button.
6. Take a note of PIN code displayed on the operator panel.
7. Select `Start Configuration`, and then press the OK button.
8. If SSID selection screen appears, select the SSID, and then press the OK button.
9. Enter the PIN code of the printer at the web page of the wireless access point.
10. Wait a few minutes until the printer restarts to establish the wireless network.
11. Print a System Settings page from the operator panel.
    a. Press the (**System**) button.
    b. Select `Report/List`, and then press the OK button.
    c. Select `System Settings`, and then press the OK button.
    The System Settings page is printed.
12. Confirm that “Link Quality” is shown as “Good”, “Acceptable” or “Low” on the report.

    NOTE:

    - When “Link Quality” is “No Reception”, check if the wireless settings are correctly configured.
    - If the wireless setting does not work, contact your system administrator or Fuji Xerox Customer Support Center.

Installing Print Drivers on Computers Running Linux (CUPS)

This section provides information on installing and setting up print drivers with CUPS (Common UNIX Printing System) on Red Hat Enterprise Linux® 6 Desktop (x86), SUSE® Linux Enterprise Desktop 11 (x86), and Ubuntu 10 (x86). For the information on the previous versions of the Linux operating systems, visit respective web sites.

This section includes:

- "Installing Print Drivers" on page 121
- "Specifying the Queue" on page 122
- "Specifying the Default Queue" on page 125
- "Specifying Printing Options" on page 126
- "Setting the Password for Authority as the Printer Administrator" on page 128
- "Uninstalling Print Drivers" on page 129

■ Installing Print Drivers

NOTE:

- The print driver **fx-docuprint-m255-xx-xnoar.rpm** or **fx-docuprint-m255_X-X_all.deb** is included in the **linux** folder on the *Software Pack CD-ROM*.

• For Red Hat Enterprise Linux 6 Desktop (x86)

1. Double-click **fx-docuprint-m255-xx-xnoar.rpm** on the *Software Pack CD-ROM*.
2. Click **Install**.
3. Enter the administrator's password, and then click **Authenticate**.
   Installation starts. When the installation is complete, the window automatically closes.

• For SUSE Linux Enterprise Desktop 11 (x86)

1. Double-click **fx-docuprint-m255-xx-xnoar.rpm** on the *Software Pack CD-ROM*.
2. Click **Install**.
3. Enter the administrator's password, and then click **Authenticate**.
   Installation starts. When the installation is complete, the window automatically closes.

• For Ubuntu 10 (x86)

1. Double-click **fx-docuprint-m255_X-X_all.deb** on the *Software Pack CD-ROM*.
2. Click **Install Package**.
3. Enter the user password, and click **OK**.
4. Click **Close**.
5. Click the **X** button at the top-right of the dialog box to close the **Package Installer** dialog box.

■ Specifying the Queue

To perform printing, you must set up the print queue on your workstation.

NOTE:

- When you have finished specifying the queue, you can then send print jobs from applications. Start a print job from an application, and specify the queue in the print dialog box. Depending on the application (Mozilla, for example), however, you may have to use the default queue for printing. In such a case, you must specify a queue you want to use as the default queue. For details on specifying the default queue, see "Specifying the Default Queue" on page 125.

• For Red Hat Enterprise Linux 6 Desktop (x86)

1. Open the URL "http://localhost:631" using a web browser.
2. Click **Administration**.
3. Click **Add Printer.**
4. Enter **root** as the user name, and then enter the administrator password.
5. Click **OK**.
6. Select either of the following according to the type of your printer connection.

   For a network printer:

   a. Select **LPD/LPR Host or Printer** from the **Other Network Printers** menu, and then click **Continue**.

   b. Enter the IP address of the printer in **Connection.**

      Format: **lpd://xxx.xxx.xxx.xxx** (the IP address of the printer)

   c. Click **Continue**.

   d. Enter the name of the printer in **Name** in the **Add Printer** dialog box, and then click **Continue**.

      You can optionally specify the location and description of the printer as additional information.

      If you want to share the printer, select the **Share This Printer** check box.

   For a USB printer connected to a computer running the Red Hat Enterprise Linux 6 Desktop (x86):

   a. Select **FUJI XEROX DocuPrint M255 X (FUJI XEROX DocuPrint M255 X)** from the **Local Printers** menu, and then click **Continue**.

   b. Enter the name of the printer in **Name** in the **Add Printer** dialog box, and then click **Continue**.

      You can optionally specify the location and description of the printer as additional information.

      If you want to share the printer, select the **Share This Printer** check box.

7. Select **FX** from the **Make** menu, and then click **Continue**.

8 Select **FX DocuPrint M255 xxx** from the **Model** menu, and then click **Add Printer**.

The setup is complete.

You can optionally specify the default options settings of the printer.

• For SUSE Linux Enterprise Desktop 11 (x86)

1 Select **Computer** → **More Applications...**, and then select **YaST** on the **Application Browser**.

2 Enter the administrator password.

YaST Control Center is activated.

3 Select **Hardware** on **YaST Control Center**, and then select **Printer**.

The **Printer Configurations** dialog box appears.

4 Select either of the following according to the type of your printer connection.

For a network printer:

a Click **Add**.

The **Add New Printer Configuration** dialog box appears.

b Click **Connection Wizard**.

The **Connection Wizard** dialog box appears.

c Select **Line Printer Daemon (LPD) Protocol** from **Access Network Printer or Printserver Box via**.

d Enter the IP address of the printer in **IP Address or Host Name:**.

e Select **Fuji Xerox** in **Select the printer manufacturer:**.

f Click **OK**.

The **Add New Printer Configuration** dialog box appears.

g Select **FX DocuPrint M255 x vx.x [FujiXerox/FX-DocuPrint-M255-x.ppd.gz]** from the **Assign Driver** list.

NOTE:

- You can specify the printer name in **Set Name:**.

For a USB printer connected to a computer running the SUSE Linux Enterprise Desktop 11:

a Click **Add**.

The **Add New Printer Configuration** dialog box appears.

The printer name is displayed in the **Determine Connection** list.

b Select **FX DocuPrint M255 x vx.x [FujiXerox/FX-DocuPrint-M255-x.ppd.gz]** from the **Assign Driver** list.

NOTE:

- You can specify the printer name in **Set Name:**.

5 Confirm the settings, and then click **OK**.

• For Ubuntu 10 (x86)

1. Open the URL "http://localhost:631" using a web browser.
2. Click **Administration**.
3. Click **Add Printer**.
4. Enter the **User Name** and the **Password**, and then click **OK**.
5. Select either of the following according to the type of your printer connection.

   For a network printer:

   a. Select **FUJI XEROX DocuPrint M255 X(XX:XX:XX) (Fuji Xerox FUJI XEROX DocuPrint M255 X)** from **Discovered Network Printer**.

   b. Click **Continue**.

   c. Enter the name of the printer in **Name** in the **Add Printer** dialog box, and then click **Continue**.

      You can optionally specify the location and description of the printer as additional information.

      If you want to share the printer, select the **Share This Printer** check box.

   For a USB printer connected to a computer running the Ubuntu 10 (x86):

   a. Select **FUJI XEROX DocuPrint M255 X (FUJI XEROX DocuPrint M255 X)** from the **Local Printers** menu, and then click **Continue**.

   b. Enter the name of the printer in **Name** in the **Add Printer** dialog box, and then click **Continue**.

      You can optionally specify the location and description of the printer as additional information.

      If you want to share the printer, select the **Share This Printer** check box.
6. Select **FX** from the **Make** menu, and then click **Continue**.
7. Select **FX DocuPrint M255 XXX** from the **Model** menu, and then click **Add Printer**.

   The setup is complete.

   You can optionally specify the default options settings of the printer.

■ Specifying the Default Queue

• For Red Hat Enterprise Linux 6 Desktop (x86)

1. Select **Applications** → **System Tools** → **Terminal**.
2. Enter the following command in the terminal window.

```
su
(Enter the administrator password)
lpadmin -d (Enter the queue name)
```

• For SUSE Linux Enterprise Desktop 11 (x86)

1. Select **Computer** → **More Applications...**, and then select **YaST** on the **Application Browser**.
2. Enter the administrator password.
   YaST Control Center is activated.
3. Select **Printer** from **Hardware**.
   The **Printer Configurations** dialog box appears.
4. Click **Edit**.
   A dialog box to modify the specified queue appears.
5. Confirm that the printer you want to specify as the default queue is selected in the **Connection** list.
6. Select the **Default Printer** check box.
7. Confirm the settings, and then click **OK**.

• For Ubuntu 10 (x86)

1. Select **System** → **Administration** → **Printing**.
2. Select the printer you want to specify as the default queue.
3. Select the **Printer** menu.
4. Select **Set As Default**.
5. Select whether to set this printer as the system-wide default printer, and then click **OK**.

■ Specifying Printing Options

You can specify printing options such as the duplex (2-sided) printing.

• For Red Hat Enterprise Linux 6 Desktop (x86)

1. Open the URL "http://localhost:631" using a web browser.
2. Click **Administration**.
3. Click **Manage Printers**.
4. Click the queue name for which you want to specify printing options.
5. Click the **Administration** drop down box, and then select **Modify Printer**.
6. Specify necessary printing options, and then click **Continue** or **Modify Printer**.

   The message **Printer FUJI_XEROX_DocuPrint_M255_X has been modified successfully.** appears.

   The setting is complete.

• For SUSE Linux Enterprise Desktop 11 (x86)

1. Open a web browser.
2. Enter "http://localhost:631/admin" in the address bar, and then press the **Enter** key.

   The **CUPS** window appears.

NOTE:

- Set the password for authority as the printer administrator before setting the printer queue. If you have not set it, see "Setting the Password for Authority as the Printer Administrator" on page 128.

3. Click **Manage Printers**.
4. Click **Modify Printer** on the printer.
5. Specify necessary printing options, and then click **Continue**.
6. Enter **root** as the user name, enter the administrator password, and then click **OK**.

   The message **Printer FUJI_XEROX_DocuPrint_M255_X has been modified successfully.** appears.

   The setting is complete.

• For Ubuntu 10 (x86)

1. Open the URL "http://localhost:631" using a web browser.
2. Click **Administration**.
3. Click **Manage Printers**.
4. Click the queue name for which you want to specify printing options.
5. Click the **Administration** drop down box, and then select **Modify Printer**.
6. Enter the **User Name** and the **Password**, and then click **OK**.
7. Select the printer you want to modify.
8. Specify necessary printing options, and then click **Continue** or **Modify Printer**.

   The message **Printer FUJI_XEROX_DocuPrint_M255_X has been modified successfully.** appears.

   The setting is complete.

■ Setting the Password for Authority as the Printer Administrator

For SUSE Linux Enterprise Desktop 10 and 11, you must set the password for authority as the printer administrator to do operations as the printer administrator.

• For SUSE Linux Enterprise Desktop 11 (x86)

1 Select **Computer** → **More Applications...** and select **GNOME Terminal** on the **Application Browser**.

2 Enter the following command in the terminal window.

```
su
lppasswd -g sys -a root
```

(Enter the password for authority as the printer administrator after the Enter password prompt.)

(Reenter the password for authority as the printer administrator after the Enter password again prompt.)

■ Uninstalling Print Drivers

• For Red Hat Enterprise Linux 6 Desktop (x86)

1 Select **Applications** → **System Tools** → **Terminal**.

2 Enter the following command in the terminal window to delete the print queue.

```
su
(Enter the administrator password)
lpadmin -x (Enter the print queue name)
```

3 Repeat the command above for all queues for the same model.

4 Enter the following command in the terminal window.

```
rpm -e FX-DocuPrint-M255
```

The print driver is uninstalled.

• For SUSE Linux Enterprise Desktop 11 (x86)

1 Select **Computer** → **More Applications...** and select **GNOME Terminal** on the **Application Browser**.

2 Enter the following command in the terminal window to delete the print queue.

```
su
lpadmin -x (Enter the print queue name)
```

3 Repeat the command above for all queues for the same model.

4 Enter the following command in the terminal window.

```
rpm -e FX-DocuPrint-M255
```

The print driver is uninstalled.

• For Ubuntu 10 (x86)

1. Select **Applications** → **Accessories** → **Terminal**.
2. Enter the following command in the terminal window to delete the print queue.

```
sudo lpadmin -x (Enter the print queue name)
(Enter the user password)
```

3. Repeat the command above for all queues for the same model.
4. Enter the following command in the terminal window.

```
sudo dpkg -r fx-docuprint-m255
(Enter the user password if required)
```

The print driver is uninstalled.

5

Printing Basics

This chapter includes:

- "About Print Media" on page 132
- "Supported Print Media" on page 136
- "Loading Print Media" on page 143
- "Setting Paper Sizes and Types" on page 158
- "Printing" on page 159
- "Printing with the Web Services on Devices" on page 178

About Print Media

Using paper that is not appropriate for the printer can cause paper jams, image quality problems, or printer failures. To achieve the best performance from your printer, we recommend you use only the paper described in this section.

When using paper other than that recommended, contact our local representative office or authorized dealer.

This section includes:

- "Print Media Usage Guidelines" on page 132
- "Automatic Document Feeder (ADF) Guidelines" on page 133
- "Print Media That Can Damage Your Printer" on page 134
- "Print Media Storage Guidelines" on page 135

■ Print Media Usage Guidelines

The paper tray accommodates various sizes and types of paper and other specialty media. Follow these guidelines when loading paper and media:

- Before buying large quantities of any print media, it is recommended that you try a sample first.
- For 60 to 135 gsm (16 to 36 lb bond) paper, grain long, where the paper fibers run along the length of the paper, is recommended. For paper heavier than 135 gsm (36 lb bond), grain short, where the paper fibers run along the width of the paper, is preferred.
- Envelopes can be printed from the paper tray and the Priority Sheet Inserter (PSI).
- Fan paper or other specialty media before loading in the paper tray.
- Do not print on label stock once a label has been removed from a sheet.
- Use only paper envelopes. Do not use envelopes with windows, metal clasps, or adhesives with release strips.
- Print all envelopes single-sided only.
- Some wrinkling and embossing may occur when printing envelopes.
- When loading print media in the paper tray, do not load it above the fill line on the paper width guides of the paper tray.
- Slide the paper width guides to adjust to the paper size.
- If excessive jams or wrinkles occur, use paper or other media from a new package.

⚠ WARNING:

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

See also:

- "Loading Print Media in the Paper Tray" on page 144
- "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152
- "Loading Envelopes in the Paper Tray" on page 148
- "Loading Envelopes in the Priority Sheet Inserter (PSI)" on page 155
- "Printing on Custom Size Paper" on page 173

■ Automatic Document Feeder (ADF) Guidelines

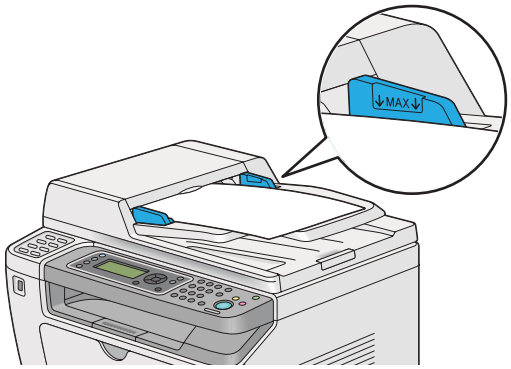
The ADF can accommodate the paper of the following sizes:

- Width: 148–215.9 mm (5.83–8.50 inches)
- Length: 210–355.6 mm (8.27–14.00 inches)

The supported paper weight ranges from 60 to 105 gsm.

Follow the guidelines below when loading source documents into the ADF:

- Load documents face up so that the top of the document enters the printer first.
- Place only loose sheets of paper in the ADF.
- Adjust the document guides so that they fit against the documents.
- Insert paper in the document feeder tray only when the ink on the paper is completely dry.
- Do not load documents above the MAX fill line. You can load up to 50 sheets of 64 gsm documents.



NOTE:

- You cannot load the following documents on the ADF. Be sure to place them on the document glass.

	Curled documents		Pre-punched paper
	Lightweight documents		Folded, creased or torn documents
	Cut and paste documents		Carbon paper

■ Print Media That Can Damage Your Printer

Your printer is designed to use a variety of media types for print jobs. However, some media can cause poor output quality, excessive paper jams, or damage to your printer.

Unacceptable media includes:

- Paper that is too heavyweight or too lightweight (less than 60 gsm or more than 190 gsm)
- Transparencies
- Photo paper or coated paper
- Tracing paper
- Illumination film
- Special ink jet printer paper and ink jet transparencies
- Static-cling paper
- Pasted-up or glued paper
- Specially coated paper
- Color paper with surface treatments
- Paper that uses ink that deteriorates with heat
- Photosensitive paper
- Carbon paper or carbonless copy paper
- Paper with a rough surface, such as Japanese paper, pulp paper or fibrous paper
- Envelopes that are not flat, or that have clasps, windows or adhesives with release strips
- Padded envelopes
- Tack film
- Water transfer paper
- Textile transfer paper
- Perforated paper
- Leather paper, embossed paper
- Conductive paper such as origami paper, carbonic paper or conductively-coated paper
- Wrinkled, creased, folded, or ripped paper
- Damp or wet paper
- Wavy or curled paper
- Paper with staples, clips, ribbons, or tape
- Label paper with some labels already peeled off, or that are partially cut off
- Paper pre-printed by another printer or copy machine
- Paper pre-printed all over rear side

⚠ WARNING:

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

■ Print Media Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store print media in dark, cool, relatively dry locations. Most paper items are susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper items should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid attics, kitchens, garages, and basements for storing print media.
- Store print media flat. Print media should be stored on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where print media is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave paper in the original packaging. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Leave the media inside the bag until you are ready to use it; reinsert unused media in the bag and reseal it for protection. Some specialty media is packaged inside resealable plastic bags.

Supported Print Media

Using unsuitable print media may lead to paper jams, poor print quality, breakdown and damage to your printer. To use the features of your printer effectively, use the suggested print media that is recommended here.

IMPORTANT:

- The toner may come off the print media, if it gets wet by water, rain, steam and so on. For more information, contact our local representative office or authorized dealer.

■ Usable Print Media

The types of print media that can be used on your printer are as follows:

Paper Tray

Paper Size	A4 SEF (210 × 297 mm) B5 SEF (182 × 257 mm) A5 SEF (148 × 210 mm) Letter SEF (8.5 × 11 inches) Executive SEF (7.25 × 10.5 inches) Legal 13 (Folio) SEF (8.5 × 13 inches) Legal 14 SEF (8.5 × 14 inches) Statement SEF (139.7 × 215.9 mm) Com-10 Envelope SEF (4.125 × 9.5 inches) Monarch Envelope SEF (3.875 × 7.5 inches) Monarch Envelope LEF (7.5 × 3.875 inches)* DL Envelope SEF (110 × 220 mm) DL Envelope LEF (220 × 110 mm)* C5 Envelope SEF (162 × 229 mm) Postcard (100 × 148 mm) Postcard (148 × 200 mm) Yougata 2 Envelope SEF (114 × 162 mm) Yougata 2 Envelope LEF (162 × 114 mm)* Yougata 3 Envelope SEF (98 × 148 mm) Yougata 3 Envelope LEF (148 × 98 mm)* Yougata 4 Envelope (105 × 235 mm) Yougata 6 Envelope (98 × 190 mm) Younaga 3 Envelope (120 × 235 mm) Nagagata 3 Envelope (120 × 235 mm) Nagagata 4 Envelope (90 × 205 mm) Kakugata 3 Envelope (216 × 277 mm) Custom size: Width: 76.2 - 215.9 mm (3 - 8.5 inches) Length: 127 - 355.6 mm (5 - 14 inches)
Paper Type	Plain (60 - 105 gsm) Lightweight Cardstock (106 - 163 gsm) Labels Envelope Recycled Postcard JPN
Loading Capacity	250 sheets of standard paper

* You can load Monarch, DL, Yougata 2, and Yougata 3 envelopes in the LEF orientation into the paper tray with the flap unfolded.

Priority Sheet Inserter (PSI)

Paper Size	A4 SEF (210 × 297 mm) B5 SEF (182 × 257 mm) A5 SEF (148 × 210 mm) Letter SEF (8.5 × 11 inches) Executive SEF (7.25 × 10.5 inches) Legal 13 (Folio) SEF (8.5 × 13 inches) Legal 14 SEF (8.5 × 14 inches) Statement SEF (139.7 × 215.9 mm) Com-10 Envelope SEF (4.125 × 9.5 inches) DL Envelope SEF (110 × 220 mm) C5 Envelope SEF (162 × 229 mm) Yougata 4 Envelope (105 × 235 mm) Younaga 3 Envelope (120 × 235 mm) Nagagata 3 Envelope (120 × 235 mm) Kakugata 3 Envelope (216 × 277 mm) Custom size: Width: 76.2 - 215.9 mm (3.0 - 8.5 inches) Length: 210 - 355.6 mm (8.2 - 14 inches)
Paper Type	Plain (60 - 105 gsm) Lightweight Cardstock (106 - 163 gsm) Labels Envelope Recycled Postcard JPN
Loading Capacity	10 sheets for plain paper or one sheet for other paper

NOTE:

- SEF and LEF indicate the paper feed orientation; SEF stands for short-edge feed. LEF stands for long-edge feed.
- Use only laser print media. Do not use ink jet paper on your printer.

See also:

- "Loading Print Media in the Paper Tray" on page 144
- "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152
- "Loading Envelopes in the Paper Tray" on page 148
- "Loading Envelopes in the Priority Sheet Inserter (PSI)" on page 155

Printing on print media that differs from the paper size or paper type selected on the print driver may lead to paper jams. To ensure that printing is correctly done, select the correct paper size and paper type.

■ Standard Paper and Tested Paper

The following paper and media are standard or usable for the printer.

When you print a generally used paper (which called general paper), please use a paper that suits the standard. To print clearly, we recommend the standard paper shown in the following table. For information about the other paper and media, contact Fuji Xerox Customer Support Center.

	Paper Name	Size	Weight	Paper Type	Notes
Standard Paper	FX P	A4	64 gsm	Recycled	Medium-thickness paper for in-house documents and general office use.
	XC Premier 80	A4	80 gsm	Plain	
	Colotech +90	A4	90 gsm	Plain	
	Business 4200	Letter	20 lb	Plain	
Supported Paper	Business 4200	Legal	20 lb	Plain	
	Cascade X-9000	Folio		Plain	
	Cascade X-9000	Letter		Plain	
	Hammermill Tidal MP	Letter		Plain	
	Hammermill Fore MP	Legal	24 lb	Plain	
	Business 4200	Letter		Plain	
	Hammermill Laser Print	Letter		Plain	
	Color Xpressions Select	Letter		Plain	
	GP Laser1000	Executive		Plain	
	Color Xpressions Elite	Letter	28 lb	Plain	
	Business 4200	Letter		Plain	
	FX P	B5	64 gsm	Recycled	Medium-thickness paper for in-house documents and general office use.
	FX P	A5		Recycled	
	FX FR	A4		Recycled	Environmentally-conscious paper (50% of pulp sourced from plantation-grown trees + 50% of recycled pulp).
	V-Paper	A4		Recycled	
	Oji-Recycle 100	B5	66 gsm	Recycled	
	Oji-Recycle 100	A4		Recycled	
	V-paper MG	A4	67 gsm	Recycled	
	FX G70	A4		Recycled	Recycled copy/printer paper compounded 70% of recycled pulp.
	FX G100	A4		Recycled	

	Paper Name	Size	Weight	Paper Type	Notes
Supported Paper (Cont'd)	FX C2	A5	70 gsm	Recycled	Paper for general office use with minimum see-through.
	FX C2R	A4		Recycled	70% recycled pulp paper.
	XC Premier 80	A5	80 gsm	Plain	
	XC Business 80	A4		Plain	
	Data Copy	A4		Plain	
	Steinbeis Recycling Copy	A4		Plain	
	Yes Bronze	A4		Plain	
	Berga Focus	A4		Plain	
	XC Premier 90	A4	90 gsm	Plain	
	Conqueror Laid laser Paper	A4		Plain	
	FX JD	B5	98 gsm	Plain	Double-sided paper suitable for a variety of uses, including brochures and booklet.
	FX JD	A4		Plain	
	Multicopy Nymolla	A4	100 gsm	Plain	
Special Paper	FX Label (No Cut)	A4	Label	Labels	
	FX Label (20 Cut)	A4		Labels	
	Xerox Label (No Cut)	A4		Labels	
	Xerox Label (24 Cut)	A4		Labels	
	Avery Labels 5165 (No Cut)	Letter		Labels	
	Avery Labels 5160 (30 Cut)	Letter		Labels	
	Columbia CO125	Com-10	Envelope	Envelope	
	Print Master	Monarch		Envelope	
	River Series	DL		Envelope	
	Autofill 90 gsm	DL		Envelope	
	River Series	C5		Envelope	
	Autofill 90 gsm	C5		Envelope	
	Heart Hatsushiba	Yougata 2		Envelope	
	Heart Hatsushiba	Yougata 3		Envelope	
	Heart Hatsushiba	Yougata 4		Envelope	
	Heart Hatsushiba	Yougata 6		Envelope	
	Heart Tokushiro 80	Nagagata 3		Envelope	
	Heart Tokushiro 81	Nagagata 4		Envelope	
	Heart Tokushiro 82	Kakugata 3		Envelope	

	Paper Name	Size	Weight	Paper Type	Notes
Special Paper (Cont'd)	Official Postcard	Japanese Postcard	Postcard 190 gsm	Postcard JPN	**IMPORTANT:** • Do not use a special ink jet printer postcard. It can cause the printer failure.
	Official Postcard	Reply-paid Postcard		Postcard JPN	
	Esselte Oxford Index Card	3 x 5 inches	-	Lightweight Cardstock	
	Xerox Color Xpressions Elite	Letter	120 gsm	Lightweight Cardstock	
	OK Prince 127	A4	128 gsm	Lightweight Cardstock	
	Shiraoi	A4	156 gsm	Lightweight Cardstock	
	OK Prince 157	A4	157 gsm	Lightweight Cardstock	
	Premier TCF 160	A4	160 gsm	Lightweight Cardstock	
IBG Paper	PFX V704	A4	70 gsm	Plain	
	FXCL Xplore	A4		Plain	
	FXCL Xcellence 70	A4		Plain	
	FXCL Xceed 70	A4		Plain	
	Topgun	A4		Plain	
	OAHING PAPER	A4		Plain	
	UPM Office Multifunction	A4		Plain	
	AG Docupaper	Folio		Plain	
	FXK A704	A4	75 gsm	Plain	
	FXK K704A	A4		Plain	

	Paper Name	Size	Weight	Paper Type	Notes
IBG Paper (Cont'd)	PFX Red & White Packaging	A4	80 gsm	Plain	
	FXA Professional	A4		Plain	
	FXCL Xcite	A4		Plain	
	FXCL Xcellence 80	A4		Plain	
	FXCL Xceed 80	A4		Plain	
	Double A Laser Paper	A4		Plain	
	KX H-Paper	A4		Plain	
	Green Member	A4		Plain	
	BIO TOP 3 Extra	A4		Plain	
	AG Red Label	Folio		Plain	
	THFX Paper-Q Advance Argo	A4		Plain	
	FXM Diplomat	A4		Plain	
	FXM Excel	A4		Plain	
	FXM Xerox One	A4		Plain	
	FXA Colotech Idol 80 gsm	A4		Plain	
	FXA Colotech Idol 100 gsm	A4	100 gsm	Plain	
	Colotech Plus 120 gsm	A4	120 gsm	Lightweight Cardstock	
	FXM Label 16up	A4	140 gsm	Labels	
	FXM Label 8up	A4		Labels	

Loading Print Media

Loading print media properly helps prevent jams and ensures trouble-free printing.

Before loading print media, identify the recommended print side of the print media. This information is usually on the print media package.

NOTE:

- After loading paper in the paper tray or the Priority Sheet Inserter (PSI), specify the same paper type on the operator panel.

■ Capacity

The paper tray can accommodate:

- 250 sheets of standard paper
- 27.5 mm (1.08 inches) of thick paper
- 27.5 mm (1.08 inches) of postcards
- 10 envelopes
- 20 labels

The Priority Sheet Inserter (PSI) can accommodate:

- 10 sheets for plain paper or one sheet for other paper

■ Print Media Dimensions

The paper tray can accommodate print media within the following dimensions:

- Width: 76.2 - 215.9 mm (3.00 - 8.50 inches)
- Length: 127.0 - 355.6 mm (5.00 - 14.00 inches)

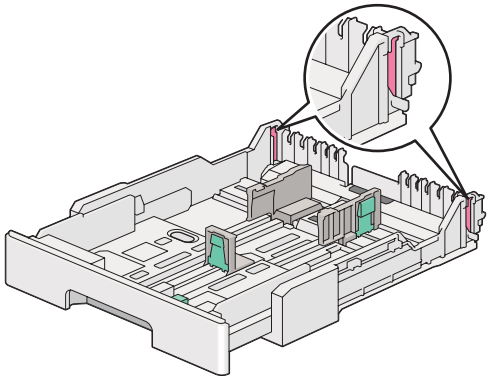
The Priority Sheet Inserter (PSI) can accommodate print media within the following dimensions:

- Width: 76.2 - 215.9 mm (3.00 - 8.50 inches)
- Length: 210.0 - 355.6 mm (8.20 - 14.00 inches)

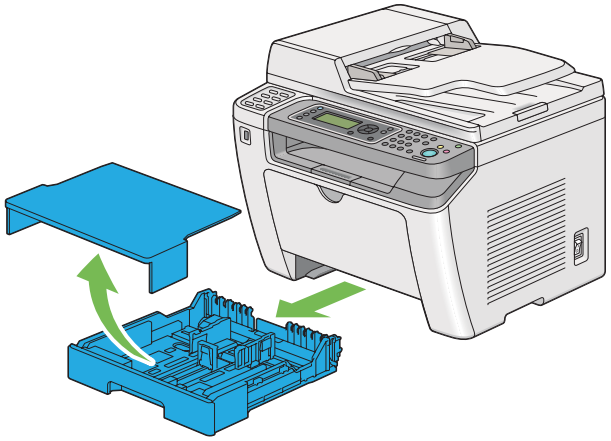
■ Loading Print Media in the Paper Tray

NOTE:

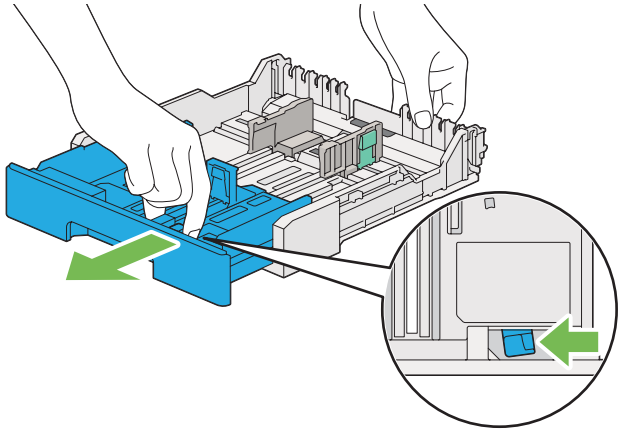
- When you are printing on any print media that is smaller than the A5 size paper, be sure to load it in the paper tray.
- To avoid paper jams, do not remove the paper tray while printing is in progress.
- Use only laser print media. Do not use ink jet paper on your printer.
- For manually loading print media for duplex (2-sided) printing, see "Manual Duplex Printing (PCL Print Driver Only)" on page 162.
- Do not wipe the pink-tinted grease off as doing so may cause paper to misfeed.



1 Pull the paper tray out of the printer about 200 mm. Hold the tray with both hands, remove it from the printer, and then remove the paper tray cover from the paper tray.

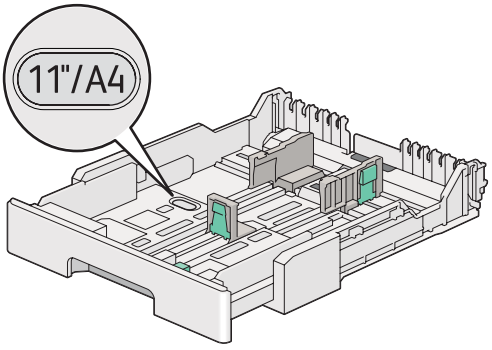


2 Hold the paper tray end with one hand, push and hold the paper tray extension lever with the other hand, and then extend the tray to your desired length.

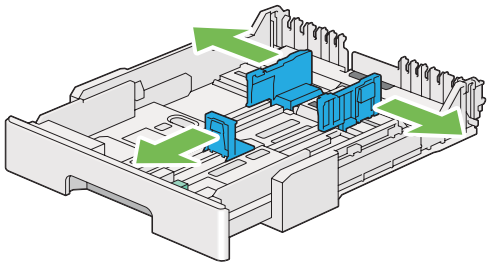


NOTE:

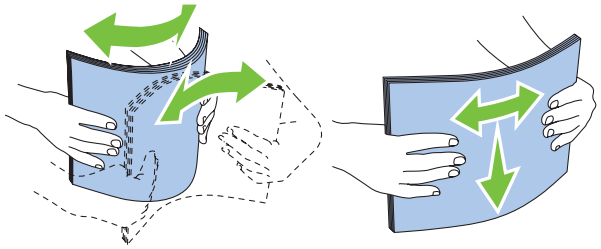
- The paper tray can accommodate a stack of A5 paper by default, and is designed to extend in two lengths. To load A4 paper media, extend the paper tray to the mid length. To load longer paper media, extend it to the full length.



3 Slide the paper width guides and the length guide to the maximum positions.



4 Before loading the print media, flex the sheets back and forth, and then fan them. Straighten the edges of the stack on a level surface.

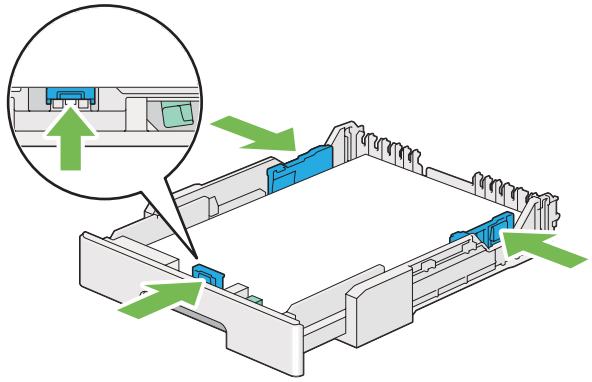


5 Load the print media into the paper tray with the recommended print surface facing up.

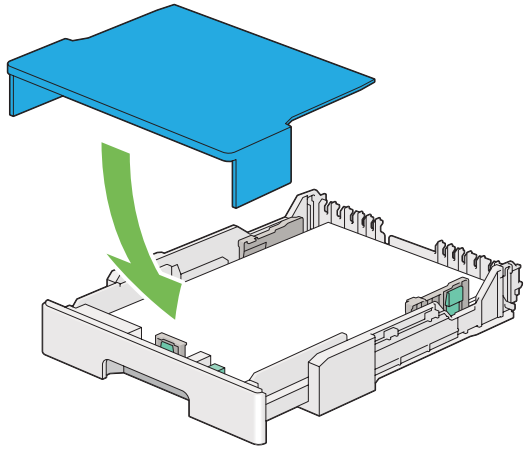
NOTE:

- Do not load paper media above the fill line on the paper width guides of the paper tray as it may cause paper jams.

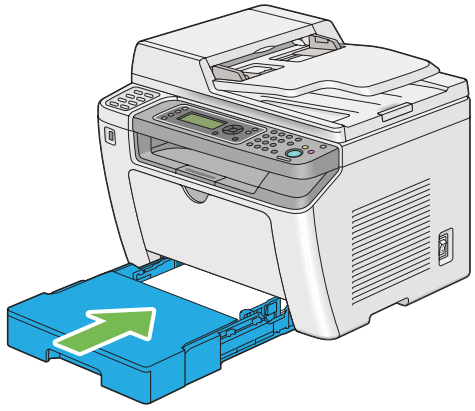
6 Slide the paper width guides and then the length guide inward until they rest lightly against the edges of the print media stack.



7 Replace the paper tray cover onto the paper tray.



8 Hold the paper tray with both hands and push it into the printer until it clicks into place.



9 Select the paper type on the print driver if the loaded print media is not standard plain paper. If a user-specified print media is loaded in the paper tray, you must specify the paper size on the print driver.

NOTE:

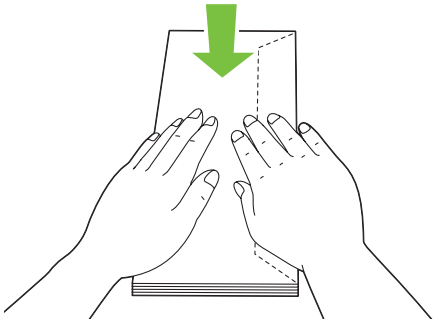
- For details on specifying the paper size and type on the print driver, refer to the Help provided for the print driver.

Loading Envelopes in the Paper Tray

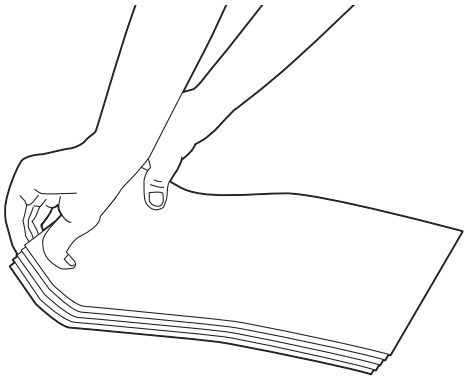
Follow the guidelines below to load envelopes in the paper tray.

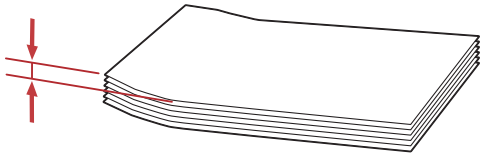
NOTE:

- When you print on envelopes, be sure to specify the envelope on the print driver. If not specified, the print image will be rotated 180 degrees.
- If you do not load envelopes in the paper tray right after they have been removed from the packaging, they may bulge. To avoid jams, flatten them as shown below before loading them in the paper tray.



- If envelopes are still not fed correctly, add some bending to the flap of the envelopes as shown in the following illustration. The amount of the bending shall be 5 mm (0.20 inches) or less.



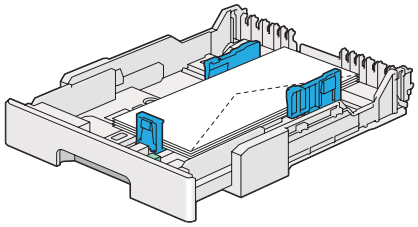


IMPORTANT:

- Never use envelopes with a window or coated linings as it causes paper jams that may result in damage to the printer.

• Loading Com-10, Yougata 4/6, or Younaga 3 Envelopes

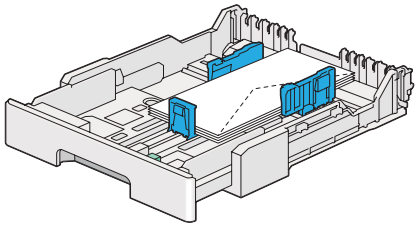
Load envelopes with the print surface facing up. Ensure that the flapped edge is pointing toward the right of the printer and each flap is folded under the envelope.



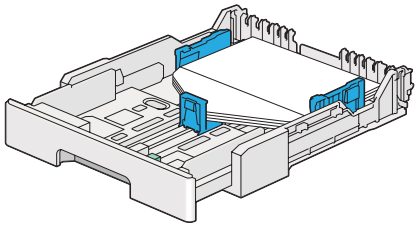
• Loading Monarch, DL, or Yougata 2/3 Envelopes

You can load Monarch, DL, and Yougata 2/3 Envelopes in either of the following orientations:

SEF: Load envelopes with the print surface facing up. Ensure that the flapped edge is pointing toward the right of the printer and each flap is folded under the envelope.



LEF: Load envelopes with the print surface facing up. Ensure that the flapped edge is pointing toward the front of the printer and the flaps are left unfolded.

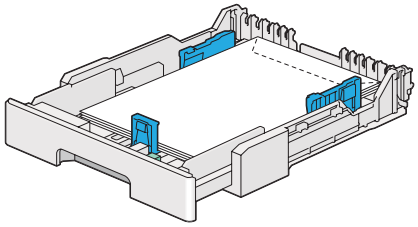


NOTE:

- When you load the envelopes in the LEF orientation, be sure to specify the landscape orientation on the print driver.
- To confirm the correct orientation of each print media such as envelopes, see the instructions on the **Envelope/Paper Setup Navigator** dialog box of the print driver.

• Loading C5, Nagagata 3/4, or Kakugata 3 Envelopes

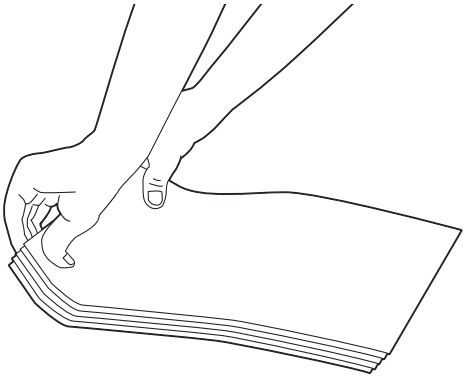
Load envelopes with the print surface facing up. Ensure that the flapped edge is pointing toward the rear of the printer and each flap is folded under the envelope.

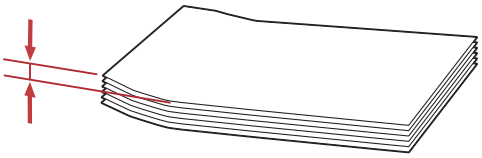


Loading Postcards in the Paper Tray

NOTE:

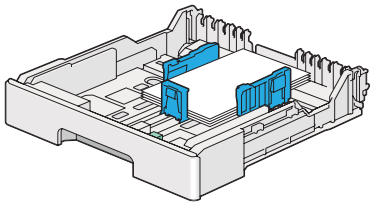
- When you print on postcards, be sure to specify the postcard on the print driver for the optimum print result.
- Before loading postcards, smooth them out, but bend the leading edge as shown in the following illustration. Bend them about 5 mm (0.20 inches).





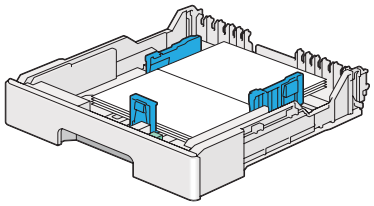
• Loading Postcards

Load postcards with the print surface facing up and the top edge first.



• Loading W-Postcards

Load W-postcards with the print surface facing up and the left edge first.



NOTE:

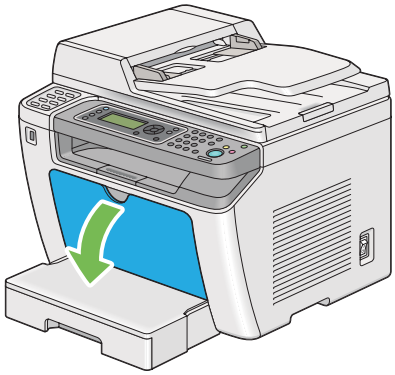
- To confirm the correct orientation of each print media such as postcards, see the instructions on the **Envelope/Paper Setup Navigator** dialog box of the print driver.

■ Loading Print Media in the Priority Sheet Inserter (PSI)

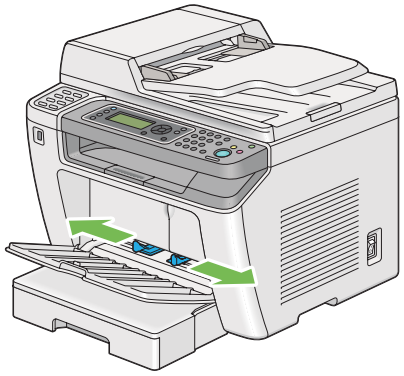
NOTE:

- Before you use the Priority Sheet Inserter (PSI), make sure that the printer has the paper tray inserted.
- Use only laser print media. Do not use ink jet paper on your printer.
- For manually loading print media for duplex (2-sided) printing, see "Manual Duplex Printing (PCL Print Driver Only)" on page 162.

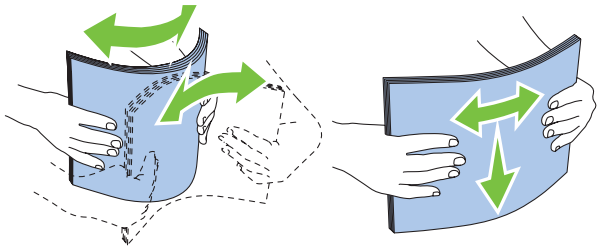
1 Open the front cover.



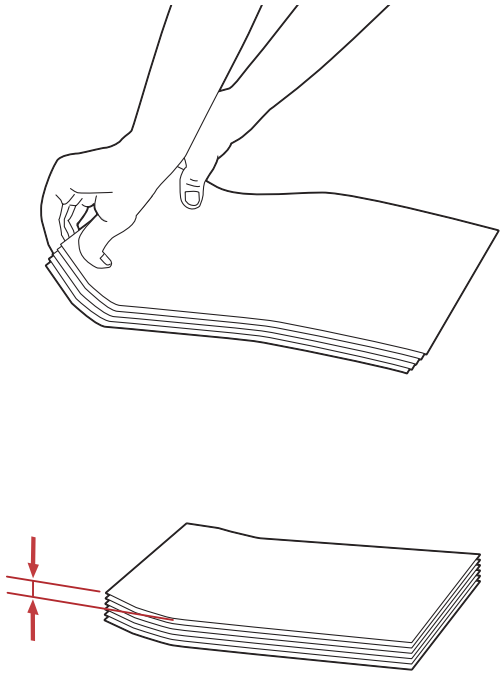
2 Slide the paper width guides to the maximum positions.



3 Before loading the print media, flex the sheets back and forth, and then fan them. Straighten the edges of the stack on a level surface.

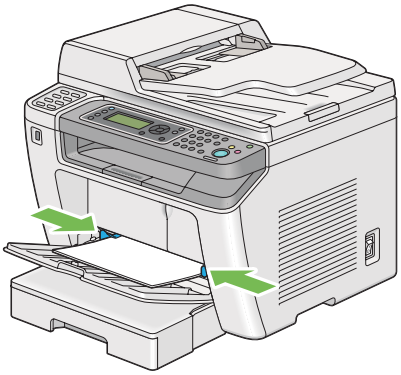


If print media are still not fed correctly, add some bending to the leading edge of the print media as shown in the following illustration. The amount of the bending shall be 5 mm (0.20 inches) or less.



4 Load print media in the PSI with the top edge first and the recommended print surface facing up.

5 Slide the paper width guides inward until they rest lightly against the edges of the print media stack.



6 Select the paper type on the print driver if the loaded print media is not plain paper. If a user-specified print media is loaded in the PSI, you must specify the paper size on the print driver.

NOTE:

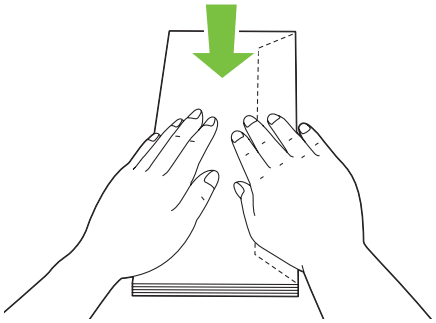
- For details on specifying the paper size and type on the print driver, refer to the Help provided for the print driver.

Loading Envelopes in the Priority Sheet Inserter (PSI)

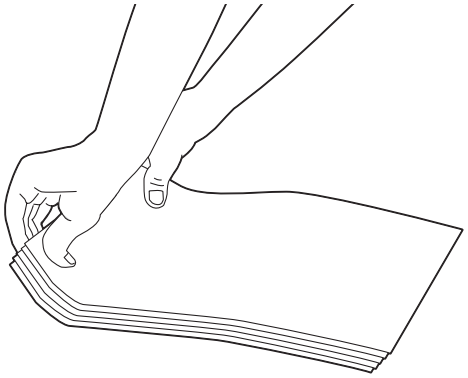
Follow the guidelines below to load envelopes in the PSI.

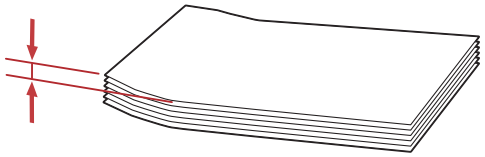
NOTE:

- Be sure to insert envelopes all the way in. Otherwise, print media that is loaded in the paper tray will be fed.
- When you print on envelopes, be sure to specify the envelope on the print driver. If not specified, the print image will be rotated 180 degrees.
- If you do not load envelopes in the PSI right after they have been removed from the packaging, they may bulge. To avoid jams, flatten them as shown below before loading them in the PSI.



- If envelopes are still not fed correctly, add some bending to the flap of the envelopes as shown in the following illustration. The amount of the bending shall be 5 mm (0.20 inches) or less.



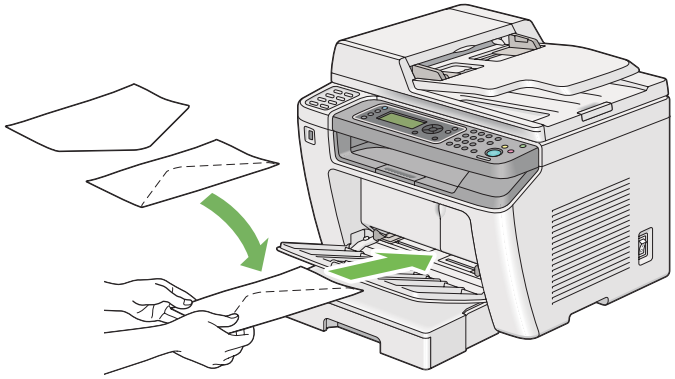


IMPORTANT:

- Never use envelopes with a window or coated linings as it causes paper jams that may result in damage to the printer.

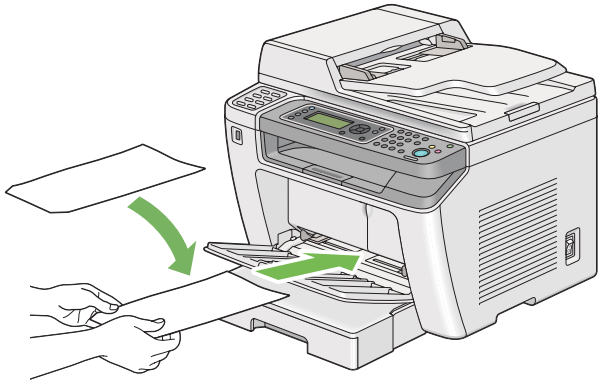
• Loading Com-10, DL, Yougata 4, or Younaga 3 Envelopes

Load envelopes with the print surface facing up. Ensure that the flapped edge is pointing toward the right of the printer and each flap is folded under the envelope.



• Loading C5, Nagagata 3, or Kakugata 3 Envelopes

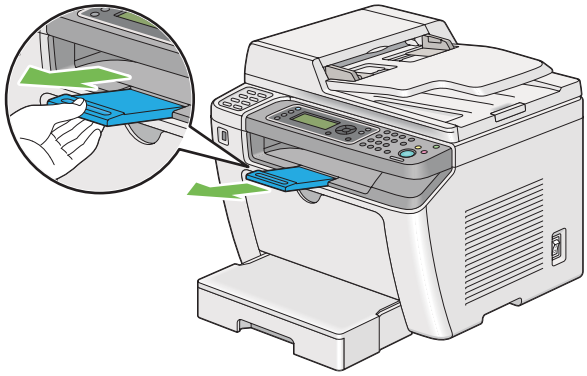
Load envelopes with the print surface facing up. Ensure that the flapped edge is pointing toward the front of the printer and the flaps are left unfolded.



■ Using the Output Tray Extension

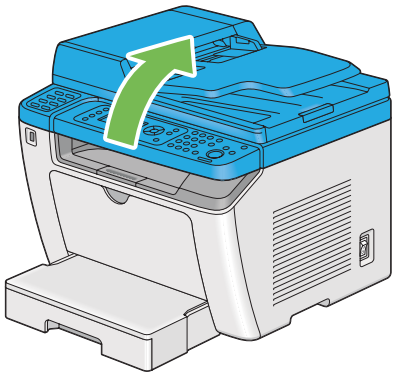
The output tray extension is designed to prevent print media from falling from the printer after the print job is complete.

Before printing a long length document, be sure to pull out the output tray extension.



NOTE:

- To pull out envelopes or small print media from the center output tray, lift up the scanner unit.



Setting Paper Sizes and Types

When loading print media, set the paper size and type on the operator panel before printing.

This section describes how to set the paper size and type on the operator panel.

See also:

- "Understanding the Operator Panel Menus" on page 282

This section includes:

- "Setting Paper Sizes" on page 158
- "Setting Paper Types" on page 158

■ Setting Paper Sizes

1. Press the (**System**) button.
2. Select `Tray Settings`, and then press the OK button.
3. Select `Paper Tray`, and then press the OK button.
4. Select `Paper Size`, and then press the OK button.
5. Select the correct paper size for the print media loaded, and then press the OK button.

■ Setting Paper Types

IMPORTANT:

- The paper type must match those of the actual print media loaded in the paper tray. Otherwise, print-quality problems can occur.

1. Press the (**System**) button.
2. Select `Tray Settings`, and then press the OK button.
3. Select `Paper Tray`, and then press the OK button.
4. Select `Paper Type`, and then press the OK button.
5. Select the correct paper type for the print media loaded, and then press the OK button.

Printing

This section covers how to print documents from your printer and how to cancel a job.

This section includes:

- "Printing from the Computer" on page 159
- "Canceling a Print Job" on page 160
- "Duplex Printing" on page 161
- "Direct Printing Using a USB Storage Device" on page 166
- "Selecting Printing Options" on page 167
- "Printing Custom Size Paper" on page 172
- "Checking Status of a Print Job" on page 174
- "Printing a Report Page" on page 175
- "Printer Settings" on page 176

■ Printing from the Computer

Install the print driver to use all the features of the printer. When you choose **Print** from an application, a window representing the print driver appears. Select the appropriate settings for the file to print. Print settings selected on the print driver have precedence over the default menu settings selected on the operator panel or the Printer Setting Utility.

The following procedure uses Microsoft® Windows® 7 WordPad as an example.

Clicking **Preferences** on the initial **Print** dialog box enables you to change the print settings. If you are not familiar with features on the print driver window, open the Help for additional information.

1. Open the file you want to print.
2. From the file menu, select **Print**.
3. Verify that the correct printer is selected in the dialog box. Modify the print settings as needed (such as the pages you want to print or the number of copies).
4. To adjust print settings not available from the first screen, such as **Paper Size**, **Paper Type**, or **Feed Orientation**, click **Preferences**.

   The **Printing Preferences** dialog box appears.
5. Specify the print settings. For more information, click **Help**.
6. Click **OK** to close the **Printing Preferences** dialog box.
7. Click **Print** to send the job to the selected printer.

■ Canceling a Print Job

There are several methods for canceling a print job.

This section includes:

- "Canceling a Job From the Operator Panel" on page 160
- "Canceling a Job From the Computer (Windows)" on page 160

Canceling a Job From the Operator Panel

1 Press the (**Stop**) button.

NOTE:

- Printing is canceled only for the current job. All the following jobs will continue to print.

Canceling a Job From the Computer (Windows)

• Canceling a Job From the Taskbar

When you send a print job, a small printer icon appears on the taskbar.

1 Double-click the printer icon.

A list of print jobs appears in the printer window.

2 Select the job you want to cancel.

3 Press the **Delete** key.

4 Click **Yes** on the **Printers** dialog box to cancel a print job.

• Canceling a Job From the Desktop

1 Minimize all programs to reveal the desktop.

Click **start** → **Printers and Faxes** (for Windows XP).

Click **Start** → **Printers and Faxes** (for Windows Server® 2003).

Click **Start** → **Devices and Printers** (for Windows 7 and Windows Server 2008 R2).

Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (for Windows Vista® and Windows Server 2008).

A list of available printers appears.

2 Double-click the printer you selected when you sent the job.

A list of print jobs appears in the printer window.

3 Select the job you want to cancel.

4 Press the **Delete** key.

5 Click **Yes** on the **Printers** dialog box to cancel a print job.

■ Duplex Printing

Duplex (2-sided) printing allows you to print on either side of a sheet of paper. The paper sizes available for duplex printing are A4, B5, A5, Letter, Executive, Folio, and Legal.

This section includes:

- "Automatic Duplex Printing" on page 161
- "Manual Duplex Printing (PCL Print Driver Only)" on page 162

Automatic Duplex Printing

The following procedure uses the PCL® 6 driver as an example.

1. Click **start** → **Printers and Faxes** (for Windows XP).
   Click **Start** → **Printers and Faxes** (for Windows Server 2003).
   Click **Start** → **Devices and Printers** (for Windows 7 and Windows Server 2008 R2).
   Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (for Windows Vista).
   Click **Start** → **Control Panel** → **Printers** (for Windows Server 2008).
   A list of available printers appears.
2. Right-click the icon for your printer and select **Printing preferences**.
   The **Paper/Output** tab appears.
3. From **Duplex**, select **Flip on Long Edge** or **Flip on Short Edge**.
4. Click **OK**.

Manual Duplex Printing (PCL Print Driver Only)

When you have a problem with automatic duplex printing, you may want to try manual duplex printing. Starting manual duplex printing displays a window containing the instructions that you can follow. Note that the window cannot be reopened once it is closed. Do not close the window until duplex printing is complete.

NOTE:

- When printing on curled paper, straighten the paper before inserting the paper.

• Operations on Your Computer

The following procedure uses Windows 7 WordPad as an example.

NOTE:

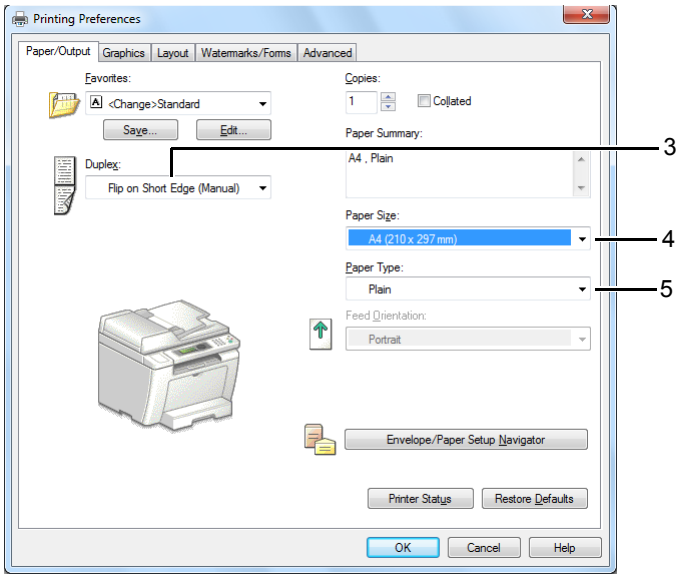
- The way to display the **Printer Properties**/**Printing Preferences** dialog box depends on the application software. Refer to the manual of your application software.

1 From the file menu, select **Print**.

2 Select the printer from the **Select Printer** list box, and then click **Preferences**.

The **Paper/Output** tab of the **Printing Preferences** dialog box appears.

3 From **Duplex**, select either **Flip on Short Edge (Manual)** or **Flip on Long Edge (Manual)** to define the way 2-sided print pages are bound.



4 From **Paper Size**, select the size of the document to be printed.

5 From **Paper Type**, select the paper type to be used.

6 Click **OK** to close the **Printing Preferences** dialog box.

7 Click **Print** in the **Print** dialog box to start printing.

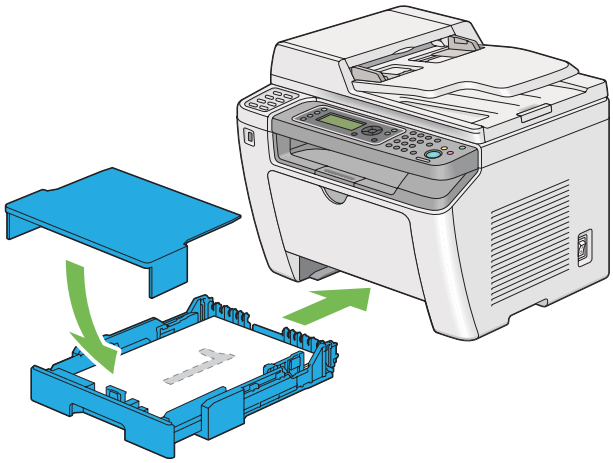
• Loading Print Media in the Paper Tray

1 First print the even pages (rear sides).

For a six page document, rear sides are printed in the order of page 6, page 4, then page 2.

When printing of the even pages is complete, the (**Data**) LED lights and the LCD panel shows the following:

```
075-921 Printer
Insert Output to Tray
Press [OK] Button to
Continue Printing
```



2 After the even pages are printed, pull out the paper tray and remove the paper tray cover.

See also:

- "Loading Print Media in the Paper Tray" on page 144

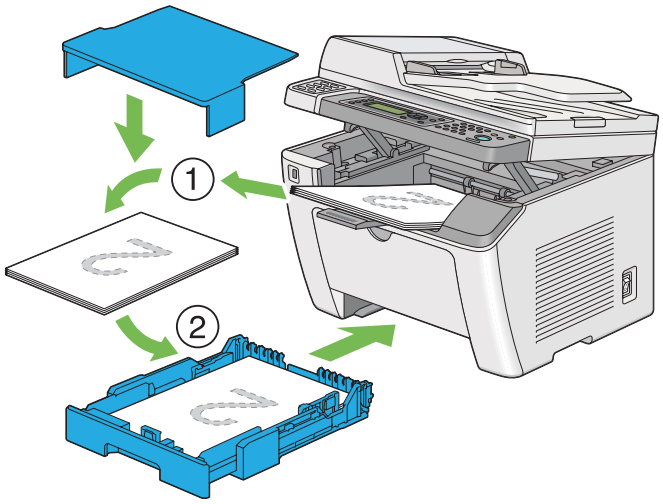
3 Remove the paper stack from the center output tray and load it into the paper tray with the blank surface facing up.

NOTE:

- Warped or curled prints can cause paper jams. Straighten them before setting them.

4 Replace the paper tray cover, insert the paper tray into the printer, and then press the OK button.

Pages are printed in the order of page 1 (rear of page 2), page 3 (rear of page 4), and then page 5 (rear of page 6).



• Loading Print Media in the Priority Sheet Inserter (PSI)

1 First print the even pages (rear sides).

For a six page document, rear sides are printed in the order of page 6, page 4, then page 2.

When printing of the even pages is complete, the (**Data**) LED lights and the LCD panel shows the following:

```
075-921 Printer
Insert Output to Tray
Press [OK] Button to
Continue Printing
```

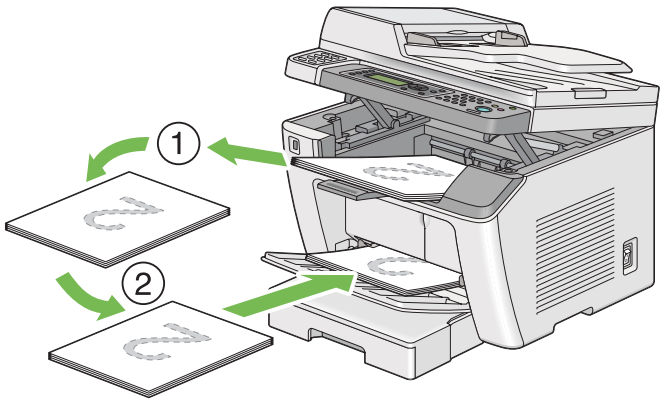
2 After the even pages are printed, remove the paper stack from the center output tray.

NOTE:

- Warped or curled prints can cause paper jams. Straighten them before setting them.

3 Load the paper stack back into the PSI, and then press the button.

Pages are printed in order of page 1 (rear of page 2), page 3 (rear of page 4), and then page 5 (rear of page 6).



■ Direct Printing Using a USB Storage Device

The Print from USB Memory feature allows you to print files stored in a USB storage device by operating on the operator panel.

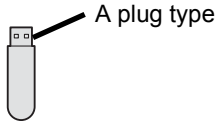
IMPORTANT:

- To prevent damage to your printer, DO NOT connect any device other than the USB storage device to the front USB port of the printer.
- DO NOT remove the USB storage device from the front USB port until the printer is finished with printing.

NOTE:

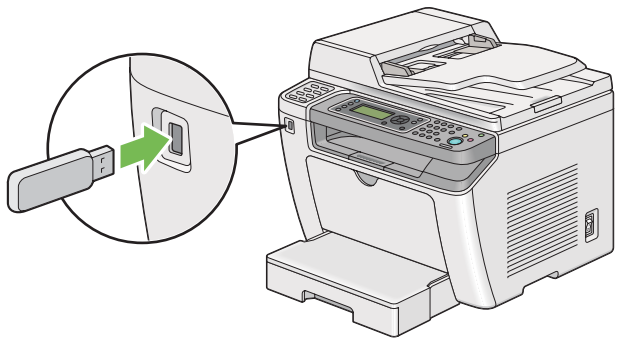
- If the `Service Lock` setting for `Print from USB` is set to `Password Locked`, you need to enter the four digit password to use the Print from USB Memory feature. If the `Service Lock` setting for `Print from USB` is set to `Locked`, the Print from USB Memory feature is disabled and the menu is not displayed on the LCD panel. For more information, "Service Lock" on page 314.

The front USB port of the printer is designed for USB 2.0 devices. You must use only an authorized USB storage device with an A plug type connector. Use only a metal shielded USB storage device.



To print a file in a USB storage device:

1. Press the (**Print**) button.
2. Insert a USB storage device to the front USB port of the printer.



3. Select `Print From`.
4. Select the desired file, and then press the OK button.
5. Select printing options as needed.
6. Press the (**Start**) button to begin printing.

   NOTE:

   - You can print the files scanned and stored using the Scan to USB Memory feature. Other files, such as those created by a user, may not be printed properly.

IMPORTANT:

- Before removing the USB storage device, ensure that the printer is not accessing the device. Removing the USB storage device while being accessed may destroy the data in the device or the USB storage device itself.

■ Selecting Printing Options

This section includes:

- "Selecting Printing Preferences (Windows)" on page 167
- "Selecting Options for an Individual Job (Windows)" on page 167
- "Selecting Options for an Individual Job (Mac OS X)" on page 170

Selecting Printing Preferences (Windows)

Printing preferences control all of your print jobs, unless you override them specifically for a job. For example, if you want to use duplex (2-sided) printing for most jobs, set this option in printing preferences.

1. Click **start** → **Printers and Faxes** (for Windows XP).

   Click **Start** → **Printers and Faxes** (for Windows Server 2003).

   Click **Start** → **Devices and Printers** (for Windows 7 and Windows Server 2008 R2).

   Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (for Windows Vista and Windows Server 2008).

   A list of available printers appears.

2. Right-click the icon for your printer, and then select **Printing preferences**.

   The printer's **Printing Preferences** dialog box appears.

3. Make selections on the driver tabs, and then click **OK** to save your selections.

NOTE:

- For details on the Windows print driver options, click **Help** on the print driver tab to view the Help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use Photo print-quality mode for a particular graphic, select this setting on the print driver before printing that job.

1. With the desired document or graphic open in your application, access the **Print** dialog box.
2. Select your printer and click **Preferences** to open the print driver.
3. Make selections on the driver tabs.

   NOTE:

   - On Windows OS, you can save current printing options with a distinctive name and apply them to other print jobs. Make selections on the **Paper/Output**, **Graphics**, **Layout**, **Watermarks/Forms**, or **Advanced** tab, and then click **Save** under **Favorites** on the **Paper/Output** tab. Click **Help** for more information.

4. Click **OK** to save your selections.
5. Print the job.

See the following table for specific printing options:

Printing Options for Windows

Operating System	Driver Tab	Printing Options
Windows XP, Windows XP x 64bit, Windows Server 2003, Windows Server 2003 x 64bit, Windows Vista, Windows Vista x 64bit, Windows Server 2008, Windows Server 2008 x 64bit, Windows Server 2008 R2, Windows 7, or Windows 7 x 64bit	**Paper/Output** tab	• Favorites • Duplex • Copies • Collated • Paper Summary • Paper Size • Paper Type • Feed Orientation • Envelope/Paper Setup Navigator • Printer Status • Restore Defaults
	Graphics tab	• Image Quality • Toner Saving Mode • Image Enhancement • Screen • Image Settings – Apply to All Elements – Apply to Selected Element – Brightness – Contrast • Tone Balance • Restore Defaults
	Layout tab	• Image Orientation • Multiple Up • Image Order • Image Border • Booklet / Poster / Mixed Document • Output Size • Reduce / Enlarge • Margin Shift/Margin • Restore Defaults

Operating System	Driver Tab	Printing Options
Windows XP, Windows XP x 64bit, Windows Server 2003, Windows Server 2003 x 64bit, Windows Vista, Windows Vista x 64bit, Windows Server 2008, Windows Server 2008 x 64bit, Windows Server 2008 R2, Windows 7, or Windows 7 x 64bit	**Watermarks/Forms** tab	• Watermarks – New Text – New Bitmap – Edit – Delete – First Page Only • Forms – Off – Create / Register Forms – Image Overlay • Header / Footer Options • Restore Defaults
	Advanced tab	• Items – Change All Colors to Black – Resolution – Show Paper Size/Type Error • Font Settings • Restore Defaults

Selecting Options for an Individual Job (Mac OS X)

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, and then click **Print**.
2. Select your printer from **Printer**.
3. Select the desired printing options from the menus and drop-down lists that are displayed.

   NOTE:

   - On Mac OS® X, click **Save As** on the **Presets** menu screen to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the **Presets** menu.
4. Click **Print** to print the job.

Mac OS X Print Driver Printing Options:

The table shown below uses Mac OS X 10.6 TextEdit as an example.

Printing options for Mac OS X

Item	Printing Options
	• Copies • Collated • Pages • Paper Size • Orientation
Layout	• Pages per Sheet • Layout Direction • Border • Two-Sided • Reverse page orientation • Flip horizontally
Color Matching	• ColorSync • In printer • Profile
Paper Handling	• Pages to Print • Page Order • Scale to fit paper size • Destination Paper Size • Scale down only
Cover Page	• Print Cover Page • Cover Page Type • Billing Info
Scheduler	• Print Document • Priority

Item	Printing Options
Printer Features	• 1. Detailed Settings – Resolution – Screen – Toner Saving Mode – Image Enhancement • 2. Paper Handling – Duplex – Paper Type – Show Paper Size/Type Error
Summary	

■ Printing Custom Size Paper

This section explains how to print on custom size paper using the print driver.

The way to load custom size paper is the same as the one to load standard size paper.

- "Loading Print Media in the Paper Tray" on page 144
- "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152
- "Setting Paper Sizes and Types" on page 158

Defining a Custom Paper Size

Before printing, define a custom size on the print driver.

NOTE:

- When defining a paper size on the print driver or the operator panel, be sure to specify the same size as the actual print media used. Specifying a wrong size for printing can cause a printer failure. This is especially true if you specify a bigger size when using a narrow width paper.

• Using the Windows Print Driver

On the Windows print driver, define a custom size in the **Custom Paper Size** dialog box. This section explains the procedure using Windows 7 as an example.

On Windows XP or later, only users with administrator rights can use the administrator's password to change the settings. Users without the rights of administrator can only view the contents.

1. Click **Start** → **Devices and Printers**.
2. Right-click the icon for your printer, and then select **Printer properties**.
3. Select the **Configuration** tab.
4. Click **Custom Paper Size**.
5. Select the custom setup you want to define from **Details**.
6. Specify the length of the short edge and long edge under **Change Setting For**. You can specify the values either by entering them directly or using the up arrow and down arrow buttons. The length of the short edge cannot be longer than the long edge, even if it is within the specified range. The length of the long edge cannot be shorter than the short edge, even if it is within the specified range.
7. To assign a paper name, select the **Name the Paper Size** check box, and then enter the name in **Paper Name**. Up to 14 characters can be used for the paper name.
8. If necessary, repeat steps **5** to **7** to define another custom size.
9. Click **OK** twice.

Printing on Custom Size Paper

Use the following procedures to print using either the Windows or Mac OS X print driver.

• Using the Windows Print Driver

This section explains the procedure using Windows 7 WordPad as an example.

NOTE:

- The way to display the **Printer Properties**/**Printing Preferences** dialog box depends on the application software. Refer to the manual of your application software.

1. From the file menu, select **Print**.
2. Select your printer and click **Preferences**.
3. Select the **Paper/Output** tab.
4. Select the size of the document to be printed from **Paper Size**.
5. Select the paper type to be used from **Paper Type**.
6. Click the **Layout** tab.
7. From **Output Size**, select the custom size you defined. If you have selected the custom size from **Paper Size** in step 4, select **Same as Paper Size**.
8. Click **OK**.
9. Click **Print** in the **Print** dialog box to start printing.

• Using the Mac OS X Print Driver

This section explains the procedure using Mac OS X 10.6 TextEdit as an example.

1. From the **File** menu, select **Page Setup**.
2. Select your printer from **Format For**.
3. From **Paper Size**, select **Manage Custom Sizes**.
4. In the **Custom Paper Sizes** window, click **+**.
   A newly created setting **Untitled** is displayed in the list.
5. Double-click **Untitled** and enter a name for the setting.
6. Enter the size of the document to be printed in the **Width** and **Height** boxes of **Paper Size**.
7. Specify **Non-Printable Area** if necessary.
8. Click **OK**.
9. Make sure that the newly created paper size is chosen in **Paper Size**, and then click **OK**.
10. From the **File** menu, select **Print**.
11. Click **Print** to start printing.

■ Checking Status of a Print Job

This section includes:

- "Checking Status (Windows Only)" on page 174
- "Checking Status on the CentreWare Internet Services (Windows & Mac OS X)" on page 174

Checking Status (Windows Only)

You can check the printer status with the SimpleMonitor. Double-click the SimpleMonitor printer icon on the taskbar at the bottom right of the screen. The **Printer Selection** window appears and displays the printer name, the printer connection port, printer status, and the model name. Check the column **Status** for the current status of your printer.

Settings button: Displays the **Settings** window and allows you to modify the SimpleMonitor settings.

Click the name of the desired printer listed on the **Printer Selection** window. The **Printer Status** window appears. You can check the printer status and print job status.

For details on the SimpleMonitor, see Help. The following procedure uses Windows 7 as an example:

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **SimpleMonitor-Btype for Asia-Pacific**.

   The **Printer Selection** window appears.

2. Click the name of the desired printer from the list.

   The **Printer Status** window appears.

3. Click **Help**.

See also:

- "SimpleMonitor (Windows Only)" on page 53

Checking Status on the CentreWare Internet Services (Windows & Mac OS X)

You can check the status of the print job sent to the printer on the **Jobs** tab of the CentreWare Internet Services.

See also:

- "Printer Management Software" on page 49

■ Printing a Report Page

You can print various types of reports and lists. For details on each report and list, see "Report / List" on page 283.

Taking the System Settings page as an example, this section describes two methods of printing a report page.

Printing the System Settings Page

To verify detailed printer settings, print the System Settings page.

• Using the Operator Panel

NOTE:

- The reports and lists are all printed in English.

1. Press the (**System**) button.
2. Select `Report / List`, and then press the (OK) button.
3. Select `System Settings`, and then press the (OK) button.
   The System Settings page is printed.

• Using the Printer Setting Utility (Windows Only)

The following procedure uses Windows 7 as an example.

NOTE:

- The reports and lists are all printed in English.

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

   NOTE:

   - The window to select a printer appears in this step when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

   The Printer Setting Utility starts.
2. Click the **Printer Settings Report** tab.
3. Select **Reports** from the list at the left side of the page.
   The **Reports** page is displayed.
4. Click the **System Settings** button.
   The System Settings page is printed.

■ Printer Settings

You can change the printer settings using either the operator panel or the Printer Setting Utility.

Changing the Printer Settings

• Using the Operator Panel

NOTE:

- Factory defaults may vary for different regions.
- Once one value is selected, it will be active until a new value is applied or the default value is restored.
- Driver settings may have precedence over the changes previously made and you may have to change the printer settings.

1. Press the (**System**) button.
2. Select the desired menu, and then press the OK button.
3. Select the desired menu or menu item, and then press the OK button.
   - If the selection is a menu, the menu opens and the list of menu items appears.
   - If the selection is a menu item, the default menu setting appears.

   A value can be:
   - A phrase or word to describe a setting
   - A numerical value that can be changed
   - An On or Off setting
4. Repeat step 3 until you reach the desired value.
5. Press the OK button to apply the selected value.
6. To continue changing the printer settings, use the ↩ (**Back**) button to ascend the operator panel menus to one of the top menus and follow steps 2 through 5.

   To quit changing the printer settings, keep pressing the ↩ (**Back**) button until the LCD panel shows `Select Function`.

• Using the Printer Setting Utility (Windows Only)

The following procedure uses Windows 7 as an example.

NOTE:

- Once one value is selected, it will be active until a new value is applied or the default value is restored.
- Driver settings may have precedence over the changes previously made and you may have to change the printer settings.

1 Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

NOTE:

- The window to select a printer appears in this step when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

The Printer Setting Utility starts.

2 Click the **Printer Maintenance** tab.

3 Select the desired menu item.

Each menu item has a list of values. A value can be:

- A phrase or word to describe a setting
- A numerical value that can be changed
- An On or Off setting

4 Select the desired value, and then click the **Apply New Settings** or **Restart printer to apply new settings** button.

Printing with the Web Services on Devices

This section provides information for network printing with the Web Services on Devices available on Windows Vista, Windows Server 2008, Windows Server 2008 R2, and Windows 7 protocol of Microsoft.

This section includes:

- "Adding Roles of Print Services" on page 178
- "Printer Setup" on page 179

■ Adding Roles of Print Services

When you use Windows Server 2008 or Windows Server 2008 R2, you need to add the roles of print services to the Windows Server 2008 or Windows Server 2008 R2 client.

• For Windows Server 2008:

1. Click **Start** → **Administrative Tools** → **Server Manager**.
2. From the **Action** menu, select **Add Roles**.
3. Select the **Print Services** check box on the **Server Roles** window in the **Add Roles Wizard**, and then click **Next**.
4. Click **Next**.
5. Select the **Print Server** check box, and then click **Next**.
6. Click **Install**.

• For Windows Server 2008 R2:

1. Click **Start** → **Administrative Tools** → **Server Manager**.
2. From the **Action** menu, select **Add Roles**.
3. Select the **Print and Document Services** check box on the **Server Roles** window in the **Add Roles Wizard**, and then click **Next**.
4. Click **Next**.
5. Select the **Print Server** check box, and then click **Next**.
6. Click **Install**.

■ Printer Setup

You can install your new printer on the network using the *Software Pack CD-ROM* that shipped with your printer, or using the **Add Printer** wizard.

Installing a Print Driver Using the Add Printer Wizard

1. Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (**Start** → **Devices and Printers** for Windows Server 2008 R2 and Windows 7).
2. Click **Add a printer** to launch the **Add Printer** wizard.
3. Select **Add a network, wireless or Bluetooth printer**.
4. In the list of available printers, select the one you want to use, and then click **Next**.

   NOTE:

   - In the list of available printers, the Web Services on Devices printer is displayed in the form of "**http://**IP address**/ws/**".
   - If no Web Services on Devices printer is displayed in the list, enter the printer's IP address manually to create a Web Services on Devices printer. To enter the printer's IP address manually, follow the instructions below. For Windows Server 2008 R2, to create a Web Services on Devices printer, you must be a member of Administrators group.
     1. Click **The printer that I want isn't listed**.
     2. Select **Add a printer using a TCP/IP address or hostname** and click **Next**.
     3. Select **Web Services Device** from **Device type**.
     4. Enter the printer's IP address in the **Hostname or IP address** text box and click **Next**.
   - Before installing the driver using the **Add Printer** wizard on Windows Server 2008 R2 or Windows 7, perform one of the followings:
     - Establish the Internet connection so that Windows Update can scan your computer.
     - Add the print driver to your computer in advance.
5. If prompted, install the print driver on your computer. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
6. Complete the additional steps in the wizard, and then click **Finish**.
7. Print a test page to verify print installation.
   a. Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (**Start** → **Devices and Printers** for Windows Server 2008 R2 and Windows 7).
   b. Right-click the printer you just created, and then click **Properties** (**Printer properties** for Windows Server 2008 R2 and Windows 7).
   c. On the **General** tab, click **Print Test Page**. When a test page is printed successfully, installation is complete.

6

Copying

NOTE:

- If the `Service Lock` setting for `Copy` is set to `Password Locked`, you need to enter the four digit password to use the copy function. If the `Service Lock` setting is set to `Locked`, the copy function is disabled and the menu is not displayed on the LCD panel. For more information, see "Service Lock" on page 314.

This chapter includes:

- "Loading Paper for Copying" on page 182
- "Preparing a Document" on page 183
- "Making Copies From the Document Glass" on page 184
- "Making Copies From the Automatic Document Feeder (ADF)" on page 186
- "Customizing Copy Options" on page 187
- "Copying an ID Card" on page 205
- "Changing the Default Copy Settings" on page 206

Loading Paper for Copying

The instructions for loading print documents are the same whether you are printing, faxing, or copying.

See also:

- "Usable Print Media" on page 137
- "Loading Print Media" on page 143

Preparing a Document

You can use the document glass or the Automatic Document Feeder (ADF) to load a source document for copying, scanning and sending a fax. You can load up to 50 sheets of 64 gsm documents for one job using the ADF or one sheet at a time using the document glass.

IMPORTANT:

- Avoid loading documents that are smaller than 148.0 × 210.0 mm (5.83 × 8.27 inch) or larger than 215.9 × 355.6 mm (8.5 × 14 inch), different sizes or weights together, booklets, pamphlets, transparencies, or documents having other unusual characteristics in ADF.
- Carbon-paper or carbon-backed paper, coated paper, onion skin or thin paper, wrinkled or creased paper, curled or rolled paper or torn paper cannot be used in ADF.
- Do not use the documents with staples, paper clips or exposed to adhesives or solvent based materials such as glue, ink and correcting fluid in ADF.

NOTE:

- To ensure the best scan quality, especially for color or gray scale images, use the document glass instead of the ADF.

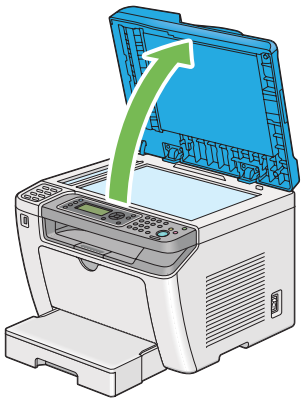
Making Copies From the Document Glass

NOTE:

- A computer connection is not required for copying.
- Ensure that no document is on the Automatic Document Feeder (ADF). If any document is detected on the ADF, it takes priority over the document on the document glass.
- Contaminants on the document glass may cause black spots on the copy printout. For best results, clean the document glass before use. For more information, see "Cleaning the Scanner" on page 395.

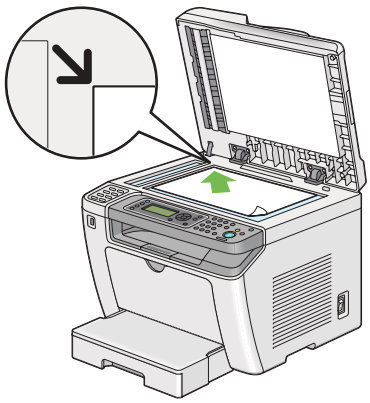
To make a copy from the document glass:

1 Open the document cover.



2 Place a single document face down on the document glass and align it with the registration guide on the top left corner of the document glass.

> **CAUTION:**
>
> - **Do not apply excessive force to hold a thick document on the document glass. It may break the glass and cause injuries.**



3 Close the document cover.

NOTE:

- Leaving the document cover open while copying may affect the copy quality and increase the toner consumption.
- If you are copying a page from a book or magazine, lift the document cover until its hinges are caught by the stopper, and then close the document cover. If the book or magazine is thicker than 20 mm, start copying with the document cover open.

4 Press the (**Copy**) button.

5 Customize the copy settings including the number of copies, copy size, and image quality.

See also:

- "Customizing Copy Options" on page 187

To clear the settings, use the **CA** (**Clear All**) button.

6 Press the (**Start**) button to begin copying.

NOTE:

- Press the (**Stop**) button to cancel a copy job at any time while scanning a document.

Making Copies From the Automatic Document Feeder (ADF)

IMPORTANT:

- Do not load more than 50 sheets on the ADF or allow more than 50 sheets to be fed to the document output tray. The document output tray should be emptied before it holds more than 50 sheets or your source documents may be damaged.

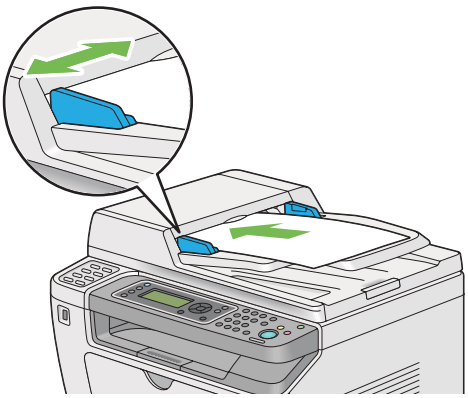
NOTE:

- To ensure the best scan quality, especially for color or gray scale images, use the document glass instead of the ADF.
- A computer connection is not required for copying.
- You cannot load the following documents on the ADF. Be sure to place them on the document glass.

	Curled documents		Pre-punched paper
	Lightweight documents		Folded, creased or torn documents
	Cut and paste documents		Carbon paper

To make a copy from the ADF:

1 Load up to 50 sheets of 64 gsm documents face up on the ADF with the top edge going in first. Then adjust the document guides to the correct document size.



NOTE:

- Ensure that you use the document guides before copying a legal-size document.

2 Press the (**Copy**) button.

3 Customize the copy settings including the number of copies, copy size, and image quality.

See also:

- "Customizing Copy Options" on page 187

To clear the settings, use the **CA** (**Clear All**) button.

4 Press the (**Start**) button to begin copying.

NOTE:

- Press the (**Stop**) button to cancel a copy job at any time while scanning a document.

Customizing Copy Options

You can customize the following options for the current copy job before pressing the ◇ (**Start**) button to make copies.

NOTE:

- After a copy job is completed, the copy options would be kept until the LCD panel shows `Select Function` (auto-reset or the ⮌ (**Back**) button is pressed), the **CA** (**Clear All**) button is pressed, or the (**Copy**) button is pressed again.

This section includes:

- "Number of Copies" on page 188
- "Paper Size" on page 189
- "Collated" on page 191
- "Reduce/Enlarge" on page 192
- "Document Size" on page 194
- "Document Type" on page 195
- "Lighten/Darken" on page 196
- "Sharpness" on page 197
- "Auto Exposure" on page 198
- "2-Sided" on page 199
- "N-Up" on page 200
- "Margin Top/Bottom" on page 202
- "Margin Left/Right" on page 203
- "Margin Middle" on page 204

■ Number of Copies

You can specify the number of copies from 1 to 99.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.

3. Enter the number of copies using the numeric keypad.

4. If necessary, customize other copy options including the copy size, and image quality.

   See also:

   - "Customizing Copy Options" on page 187

5. Press the (**Start**) button to begin copying.

■ Paper Size

You can specify the output paper size.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.

3. Select `Paper Size`, and then press the OK button.

4. Select the desired setting, and then press the OK button.

   NOTE:

   - To change the default `Paper Size` settings, change the `Paper Size` settings of `Paper Tray` under `Tray Settings`.

A4 - 210x297mm*
A5 - 148x210mm
B5 - 182x257mm
Letter - 8.5x11"
Folio - 8.5x13"
Legal - 8.5x14"
Executive
Statement
#10Env. - 4.125x9.5"
Monarch Env.
Monarch Env.L
DL Env. - 110x220mm
DL Env. L
C5 Env. - 162x229mm
Postcard JPN - 148x100mm
W-Postcard JPN - 148x200mm
Env Yougata 2
Env Yougata 2L
Env Yougata 3
Env Yougata 3L
Env Yougata 4
Env Yougata 6
Env Younaga 3
Env Nagagata 3
Env Nagagata 4
Env Kakugata 3

New Custom Size	Portrait(Y)	297mm*/11.7inch*
		127mm - 355mm/5.0inch - 14.0inch
	Landscape(X)	210mm*/8.3inch*
		77mm - 215mm/3.0inch - 8.5inch

* Factory default menu setting.

5 If necessary, customize other copy options including the number of copies, and image quality.

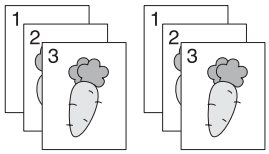
See also:

- "Customizing Copy Options" on page 187

6 Press the ◇ (**Start**) button to begin copying.

■ Collated

You can sort the copy output. For example, if you make two copies of three page documents, one complete three page document will print followed by the second complete document.



NOTE:

- Copying documents with a large amount of data may exhaust available memory. If a memory shortage occurs, cancel the collating by turning `Collated` to `Off` on the operator panel.

1 Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

See also:

- "Making Copies From the Automatic Document Feeder (ADF)" on page 186
- "Making Copies From the Document Glass" on page 184

2 Press the (**Copy**) button.

3 Select `Collated`, and then press the OK button.

4 Select the desired setting, and then press the OK button.

`Off*`	Does not copy documents in the collated order.
`On`	Copies documents in the collated order.

* Factory default menu setting

5 If necessary, customize other copy options including the number of copies, copy size, and image quality.

See also:

- "Customizing Copy Options" on page 187

6 Press the (**Start**) button to begin copying.

■ Reduce/Enlarge

You can reduce or enlarge the size of a copied image, from 25% to 400%.

NOTE:

- When you make a reduced copy, black lines may appear at the bottom of your copy.
- This item is available only when `N-Up` is set to `Off` or `Manual`.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.
3. Select `Reduce/Enlarge`, and then press the OK button.
4. Select the desired settings, and then press the OK button.

• mm system

`200%`
`A5->A4(141%)`
`A5->B5(122%)`
`100%*`
`B5->A5(81%)`
`A4->A5(70%)`
`50%`

* Factory default menu setting

• inch system

`200%`
`Stmt->Lgl(154%)`
`Stmt->Ltr(129%)`
`100%*`
`Lgl->Ltr (78%)`
`Ldgr->Ltr(64%)`
`50%`

* Factory default menu setting

NOTE:

- You can also use the numeric keypad to input the desired zoom ratio from 25% to 400%, or press the ▶ or the ◀ button to enlarge or reduce the zoom ratio by1%. See the following table for specific zoom ratios.

Copy Source	A5	B5	A4
A5	100%	122%	141%
B5	81%	100%	115%
A4	70%	86%	100%

The methods to load print media vary depending on the size and orientation of the print media. For more information, refer to "Loading Print Media in the Paper Tray" on page 144 or "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152.

For print media that can be loaded, refer to "Usable Print Media" on page 137.

5 If necessary, customize other copy options including the number of copies, and image quality.

See also:

- "Customizing Copy Options" on page 187

6 Press the ◇ (**Start**) button to begin copying.

■ Document Size

You can specify the default document size.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.

3. Select `Document Size`, and then press the OK button.

4. Select the desired setting, and then press the OK button.

`A4 - 210×297mm`*
`A5 - 148×210mm`
`B5 - 182×257mm`
`Letter - 8.5×11"`
`Folio - 8.5×13"`
`Legal - 8.5×14"`
`Executive`

* Factory default menu setting

5. If necessary, customize other copy options including the number of copies, and image quality.

   See also:

   - "Customizing Copy Options" on page 187

6. Press the (**Start**) button to begin copying.

■ Document Type

You can select the copy image quality.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.

3. Select `Document Type`, and then press the OK button.

4. Select the desired setting, and then press the OK button.

`Text`	Suitable for documents with text.
`Mixed*`	Suitable for documents with both text and photos/gray tones.
`Photo`	Suitable for documents with photos.

* Factory default menu setting

5. If necessary, customize other copy options including the number of copies, and copy size.

   See also:

   - "Customizing Copy Options" on page 187

6. Press the (**Start**) button to begin copying.

■ Lighten/Darken

You can adjust the copy density level to make the copy lighter or darker than the source document.

1 Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

See also:

- "Making Copies From the Automatic Document Feeder (ADF)" on page 186
- "Making Copies From the Document Glass" on page 184

2 Press the (**Copy**) button.

3 Select `Lighten/Darken`, and then press the OK button.

4 Select the desired setting, and then press the OK button.

`Lighten2`	Makes the copy lighter than the source document. Works well with dark print.
`Lighten1`	
`Normal*`	Works well with standard type or printed documents.
`Darken1`	Makes the copy darker than the source document. Works well with light print or faint pencil markings.
`Darken2`	

* Factory default menu setting

5 If necessary, customize other copy options including the number of copies, copy size, and image quality.

See also:

- "Customizing Copy Options" on page 187

6 Press the (**Start**) button to begin copying.

■ Sharpness

You can adjust the sharpness to make the copy sharper or softer than the source document.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.

3. Select `Sharpness`, and then press the OK button.

4. Select the desired setting, and then press the OK button.

`Sharpest`	Makes the copy sharper than the source document.
`Sharper`	
`Normal*`	Keeps the sharpness of the source document as it is.
`Softer`	Makes the copy softer than the source document.
`Softest`	

* Factory default menu setting

5. If necessary, customize other copy options including the number of copies, copy size, and image quality.

   See also:

   - "Customizing Copy Options" on page 187

6. Press the (**Start**) button to begin copying.

■ Auto Exposure

You can suppress the background of the source document to enhance text on the copy.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.
3. Select `Auto Exposure`, and then press the OK button.
4. Select `On`, and then press the OK button.
5. If necessary, customize other copy options including the number of copies, copy size, and image quality.

   See also:

   - "Customizing Copy Options" on page 187

6. Press the (**Start**) button to begin copying.

■ 2-Sided

You can make duplex (2-sided) copies with the specified binding position.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.

3. Select `2-Sided`, and then press the OK button.

4. Select the desired binding position, and then press the OK button.

`1->1-Sided*`	Makes regular single-sided copies.
`Flip on Long Edge`	Makes duplex (2-sided) copies ready to be bound on the long edge.
`Flip on Short Edge`	Makes duplex (2-sided) copies ready to be bound on the short edge.

* Factory default menu setting

5. If necessary, customize other copy options including the number of copies, copy size, and image quality.

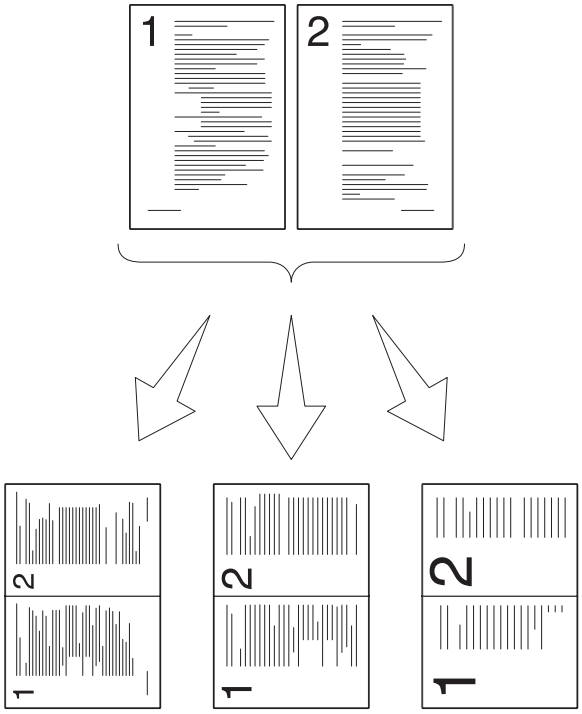
   See also:

   - "Customizing Copy Options" on page 187

6. Press the (**Start**) button to begin copying.

■ N-Up

You can print two original images to fit onto one sheet of paper.



Auto: Automatically reduces the size of the source documents to print all of them on a single sheet of paper.

ID Card Copy: Prints both sides of the ID card on a single sheet of paper in the original size.

Manual: Reduces the size of the source documents according to the Reduce/Enlarge setting and print all of them on a single sheet of paper.

1 Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

See also:

- "Making Copies From the Automatic Document Feeder (ADF)" on page 186
- "Making Copies From the Document Glass" on page 184

2 Press the (**Copy**) button.

3 Select `N-Up`, and then press the OK button.

4 Select the desired setting, and then press the OK button.

Off*	Makes regular one-to-one copies of the source documents.
Auto	Automatically reduces the size of the source documents to print all of them on a single sheet of paper.
ID Card Copy	Prints both sides of the ID card on a single sheet of paper in the original size.
Manual	Reduces the size of the source documents according to the Reduce/Enlarge setting and print all of them on a single sheet of paper.

* Factory default menu setting

5 If necessary, customize other copy options including the number of copies, copy size (only for Off or Manual), and image quality.

See also:

- "Customizing Copy Options" on page 187

6 Press the ◇ (**Start**) button to begin copying.

When you are using the document glass and N-Up is set to Auto, ID Card Copy, or Manual, the LCD panel displays a prompt for another page. Select Yes or No, and then press the OK button.

If you have selected Yes, select Continue or Cancel, and then press the OK button.

■ Margin Top/Bottom

You can specify the top and bottom margins of the copy.

1 Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

See also:

- "Making Copies From the Automatic Document Feeder (ADF)" on page 186
- "Making Copies From the Document Glass" on page 184

2 Press the (**Copy**) button.

3 Select `Margin Top/Bottom`, and then press the OK button.

4 Press the ▲ or ▼ button or enter the desired value using the numeric keypad, and then press the OK button.

`4 mm*/0.2 inch*`	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for `mm / inch` under the `System Settings` menu. See "mm / inch" on page 309 for more information.
`0-50 mm/0.0-2.0 inch`	

* Factory default menu setting

5 If necessary, customize other copy options including the number of copies, copy size, and image quality.

See also:

- "Customizing Copy Options" on page 187

6 Press the (**Start**) button to begin copying.

■ Margin Left/Right

You can specify the left and right margins of the copy.

1 Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

See also:

- "Making Copies From the Automatic Document Feeder (ADF)" on page 186
- "Making Copies From the Document Glass" on page 184

2 Press the (**Copy**) button.

3 Select `Margin Left/Right`, and then press the OK button.

4 Press the ▲ or ▼ button or enter the desired value using the numeric keypad, and then press the OK button.

`4 mm*/0.2 inch*`	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for `mm / inch` under the `System Settings` menu. See "mm / inch" on page 309 for more information.
`0-50 mm/0.0-2.0 inch`	

* Factory default menu setting

5 If necessary, customize other copy options including the number of copies, copy size, and image quality.

See also:

- "Customizing Copy Options" on page 187

6 Press the (**Start**) button to begin copying.

■ Margin Middle

You can specify the middle margin of the copy.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.

3. Select `Margin Middle`, and then press the OK button.

4. Press the ▲ or ▼ button or enter the desired value using the numeric keypad, and then press the OK button.

`0 mm*/0.0 inch*`	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for `mm / inch` under the `System Settings` menu. See "mm / inch" on page 309 for more information.
`0-50 mm/0.0-2.0 inch`	

* Factory default menu setting

5. If necessary, customize other copy options including the number of copies, copy size, and image quality.

   See also:

   - "Customizing Copy Options" on page 187

6. Press the (**Start**) button to begin copying.

Copying an ID Card

You can copy both sides of an ID card on one side of a single sheet of paper in its original size by selecting `ID Card Copy` on the operator panel.

NOTE:

- If the `Service Lock` setting for `Copy` is set to `Password Locked`, you need to enter the four digit password to use the copy function. If the `Service Lock` setting for `Copy` is set to `Locked`, the copy function is disabled and the menu is not displayed on the LCD panel. For more information, see "Service Lock" on page 314.

1. Place the front side of an ID card face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Document Glass" on page 184

2. Press the (**Copy**) button.
3. Select `N-Up`, and then press the OK button.
4. Select `ID Card Copy`, and then press the OK button.
5. If necessary, customize other copy options including the image quality.

   See also:

   - "Customizing Copy Options" on page 187

6. Press the (**Start**) button to begin copying.

   When the scanning completes, the LCD panel prompts you for another page. Select `Yes` or `No`, and then press the OK button.

7. Turn over the ID card and press the (**Start**) button to begin copying the other side.

Changing the Default Copy Settings

You can customize the default copy settings using the menu items that you use most frequently.

1. Press the (**System**) button.
2. Select `Defaults Settings`, and then press the OK button.
3. Select `Copy Defaults`, and then press the OK button.
4. Select the desired menu item, and then press the OK button.
5. Select the desired setting or enter the value using the numeric keypad, and then press the OK button.
6. Repeat steps 4 and 5, as needed.
7. To quit changing the default settings, keep pressing the (**Back**) button until the LCD panel shows `Select Function`.

7

Scanning

NOTE:

- If the `Service Lock` setting for `Scan` is set to `Password Locked`, you need to enter the four digit password to use the scan function. If the `Service Lock` setting is set to `Locked`, the scan function is disabled and the menu is not displayed on the LCD panel. For more information, see "Service Lock" on page 314.

This chapter includes:

- "Scanning Overview" on page 208
- "Scanning to a USB Connected Computer" on page 209
- "Using a Scanner on the Network" on page 213
- "Scanning to a USB Storage Device" on page 234
- "Sending an E-Mail With the Scanned Image" on page 235
- "Customizing Scan Options" on page 238

Scanning Overview

You can use your printer to turn pictures and text into editable images on your computer.

The resolution setting for scanning depends on the scan source type and how you plan to use the scanned image or document on your computer. For the best results, use these recommended settings.

Scan Source Type	Resolution
Documents	300 dpi black-and-white or 200 dpi grayscale or color
Documents of poor quality or that contain small text	400 dpi black-and-white or 300 dpi grayscale
Photographs and pictures	100-200 dpi color or 200 dpi grayscale
Images for an inkjet printer	150-300 dpi
Images for a high-resolution printer	300-600 dpi

Scanning beyond these recommended resolutions may exceed the capabilities of the application. If you require a resolution above those recommended in the above table, you should reduce the size of the image by previewing (or pre-scanning) and cropping before scanning the image.

Scanning to a USB Connected Computer

You can connect your printer to a computer with a USB cable and use the printer as a scanner.

This section includes:

- "Using the Operator Panel" on page 209
- "Using the TWAIN Driver" on page 210
- "Using the WIA Driver" on page 212

■ Using the Operator Panel

The following procedure uses Window 7 as an example.

NOTE:

- Ensure that the printer is connected to the computer with a USB cable.
- You must use the Express Scan Manager on your computer to specify the location to send scanned image files.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Scan**) button.

3. Select `Scan to Computer(USB)`, and then press the OK button.

4. If necessary, customize scan options.

5. Press the (**Start**) button.

   A scanned image file is generated.

   NOTE:

   - If a dialog box to select a program appears on your computer, select **Express Scan Manager-Btype**, and then click **OK**. Once you select the **Always use this program for this action** check box when selecting **Express Scan Manager-Btype**, the selected application is automatically used without displaying the program selection window.

See also:

- "Express Scan Manager" on page 57

■ Using the TWAIN Driver

Your printer supports the Tool Without An Interesting Name (TWAIN) driver for scanning images. TWAIN is one of the standard components provided with Microsoft® Windows® XP, Windows Server® 2003, Windows Server 2008, Windows Server 2008 R2, Windows Vista®, Windows 7, and Mac OS® X 10.4/10.5/10.6, and works with various scanners. The following procedure uses Windows 7 as an example.

NOTE:

- Ensure that the printer is connected to the computer with a USB cable.
- When using the printer as a network printer, you can also scan document(s) via a network instead of using the USB cable.

The following procedure to scan an image uses the Microsoft Clip Organizer on Windows 7 as an example.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Click **Start** → **All Programs** → **Microsoft Office** → **Microsoft Office 2010 Tools** → **Microsoft Clip Organizer**.

3. Click **File** → **Add Clips to Organizer** → **From Scanner or Camera**.

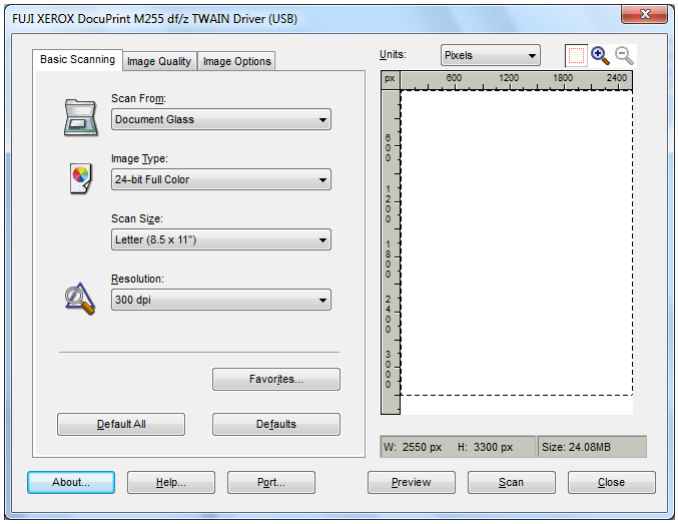
4. In the **Insert Picture from Scanner or Camera** dialog box, under **Device**, select your TWAIN device.

5. Click **Custom Insert**.

6 Select your scanning preferences and click **Preview** to display the preview image.

NOTE:

- **Preview** is grayed out and disabled when you select **Document Feeder Tray** from **Scan From**.



7 Select the desired properties from the **Image Quality** and **Image Options** tabs.

8 Click **Scan** to start scanning.

A scanned image file is generated.

■ Using the WIA Driver

Your printer also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided with Windows XP and later operating systems and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan an image and easily manipulate it without using additional software.

The following procedure uses Windows 7 as an example.

NOTE:

- Ensure that the printer is connected to the computer using the USB cable.

1 Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

See also:

- "Making Copies From the Automatic Document Feeder (ADF)" on page 186
- "Making Copies From the Document Glass" on page 184

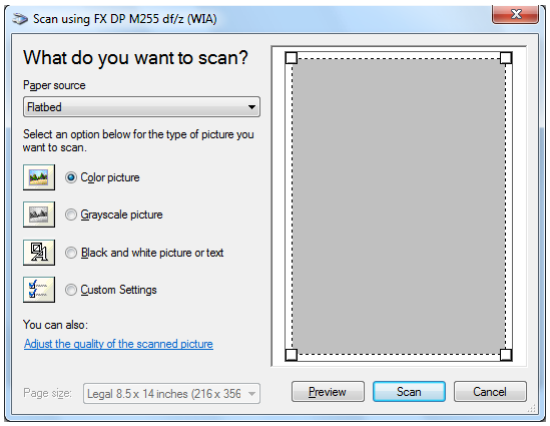
2 Start the drawing software, such as the Paint.

NOTE:

- On Windows Vista, use the Windows Photo Gallery instead of the Paint.

3 Click the **Paint** button → **From scanner or camera**.

The WIA window appears.



4 Select your scanning preferences and click **Adjust the quality of the scanned picture** to display the **Advanced Properties** dialog box.

5 Select the desired properties including brightness and contrast, and then click **OK**.

6 Click **Scan** to start scanning.

7 Click the **Paint** button → **Save as**.

8 Enter a picture name, and select a file format and destination to save the picture.

Using a Scanner on the Network

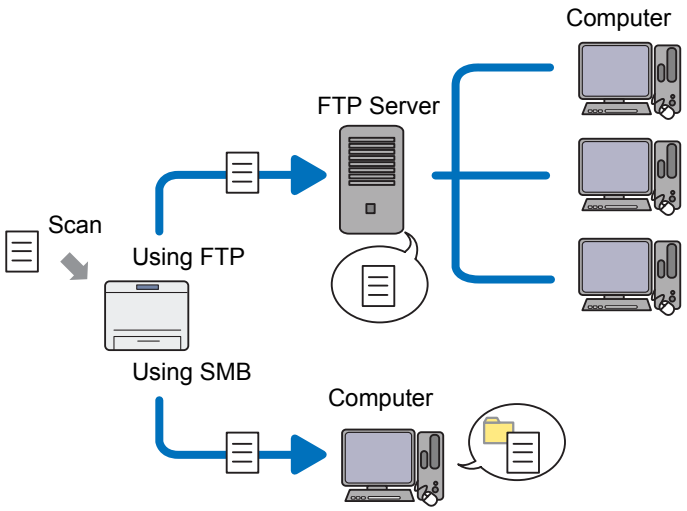
You can connect your printer to a network and use the Scan to Network feature of the computer for scanning.

This section includes:

- "Overview" on page 214
- "Confirming the Login name and the Password" on page 216
- "Specifying a Destination to Store Scanned Documents" on page 218
- "Configuring the Printer" on page 228
- "Sending the Scanned File to the Network" on page 233

■ Overview

The Scan to Server/Scan to Computer feature allows you to scan documents on the printer and send the scanned documents to a network computer using the FTP or SMB protocol.



When using the FTP protocol, you need to select a server and specify a destination to store scanned document using the CentreWare Internet Services or Address Book Editor.

The following is required to use the Scan to Server/Computer feature.

- Using the SMB

  Your computer must run on one of the following operating systems and have the folder sharing enabled.

  For Mac OS X, a shared user account is required on the Mac OS X.

  - Windows Server 2003
  - Windows Server 2008
  - Windows Server 2008 R2
  - Windows XP
  - Windows Vista
  - Windows 7
  - Mac OS X 10.4/10.5/10.6/10.7

- Using the FTP

  One of the following FTP servers and an account to the FTP server (login name and password) are required.

  - Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Vista, or Windows 7

    FTP service of Microsoft Internet Information Services 6.0

  - Windows XP

    FTP service of Microsoft Internet Information Server 3.0/4.0 or Internet Information Services 5.0/5.1

  - Mac OS X

    FTP service of Mac OS X 10.4.11/10.5.8 - 10.6, 10.7

  For information on how to configure the FTP service, contact your system administrator.

Follow the procedure below to use the Scan to Network feature.

"Confirming the Login name and the Password" on page 216

"Specifying a Destination to Store Scanned Documents" on page 218

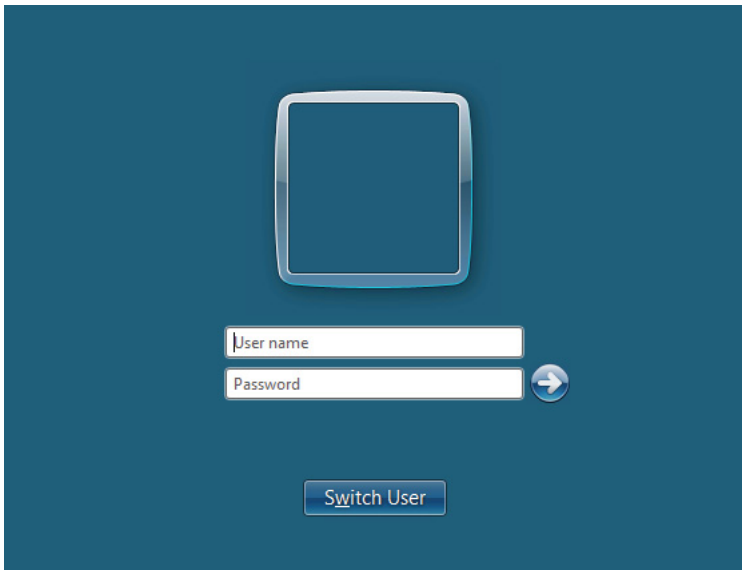
"Configuring the Printer" on page 228

"Sending the Scanned File to the Network" on page 233

■ Confirming the Login name and the Password

When Using the SMB

The Scan to Server/Scan to Computer feature requires a user login account with a valid and non-empty password for authentication. Confirm the login user name and the password.



If you do not use a password for your user login, you need to create a password for your user login account with the following procedure.

• For Windows XP:

1. Click **start** → **Control Panel** → **User Accounts**.
2. Click **Change an account**.
3. Select your account.
4. Click **Create a password** and add in a password for your user login account.

• For Windows Server 2003:

1. Click **Start** → **Administrative Tools** → **Computer Management**.
2. Click **Local Users and Groups**.
3. Double-click **Users**.
4. Right-click your account, and then select **Set Password**.

   NOTE:

   - When an alert message appears, confirm the message and then click **Proceed**.

5. Add in a password for your user login account.

• For Windows Vista and Windows 7:

1. Click **Start** → **Control Panel**.
2. Click **User Accounts and Family Safety**.
3. Click **User Accounts**.
4. Click **Create a password for your account** and add in a password for your user login account.

• For Windows Server 2008 and Windows Server 2008 R2:

1. Click **Start** → **Control Panel**.
2. Click **User Accounts**.
3. Click **User Accounts**.
4. Click **Create a password for your account** and add in a password for your user login account.

• For Mac OS X 10.4/10.5/10.6/10.7

1. Click **System Preferences** → **Accounts**.
2. Select your account.
3. Select **Change Password**.
4. Enter a password for your user login account in **New Password** (**New password** for Mac OS X 10.6).
5. Re-enter the password in **Verify**.
6. Click **Change Password**.

After you confirmed a login user name and password, go to "Specifying a Destination to Store Scanned Documents" on page 218.

When Using the FTP

The Scan to Server/Scan to Computer feature requires a user name and a password. For your user name and password, contact your system administrator.

■ Specifying a Destination to Store Scanned Documents

When Using the SMB

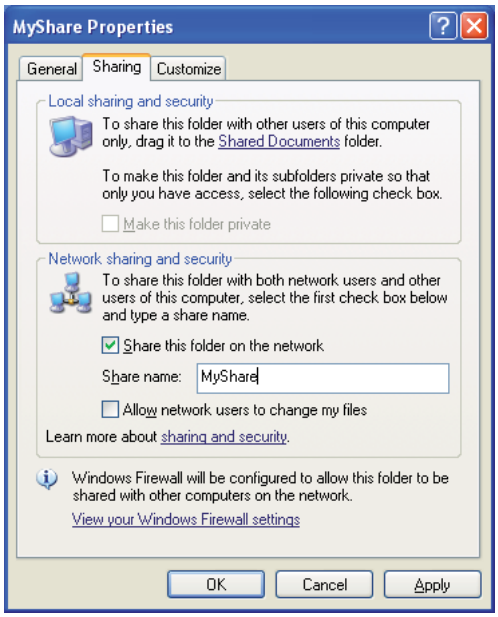
Set up a shared folder to store the scanned document using the following procedure.

• For Windows XP Home Edition:

1. Create a folder in the desired directory on your computer (Example of folder name, **MyShare**).
2. Right-click the folder, and then select **Properties**.
3. Click the **Sharing** tab, and then select **Share this folder on the network**.
4. Enter a shared name in the **Share name** box.

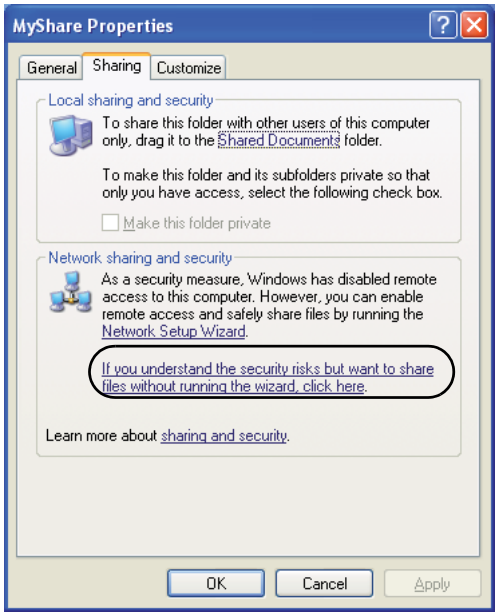
NOTE:

- Write down this shared name because you will use this name in the next setting procedure.



NOTE:

- When the following screen appears, click **If you understand the security risks but want to share files without running the wizard, click here**, then select **Just enable file sharing**, and then click **OK**.



5 Select **Allow network users to change my files**.

6 Click **Apply**, and then click **OK**.

NOTE:

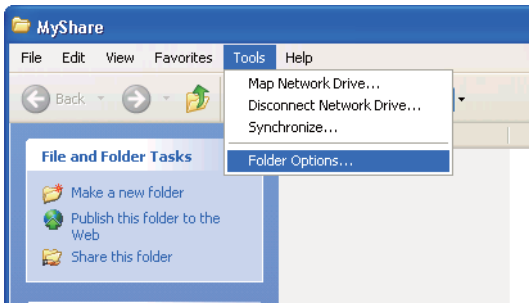
- To add sub-folders, create new folders in the shared folder you have created.
  Example: Folder name, **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
  You should now see **MyShare\MyPic\John** in your directory

When you are finished with creating the shared folder, go to "Configuring the Printer" on page 228.

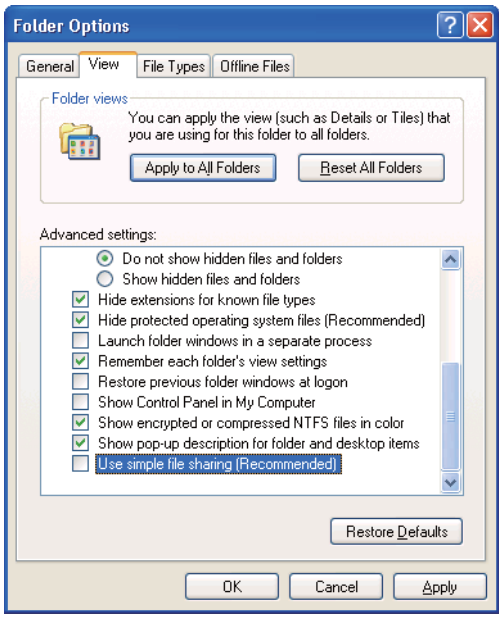
• For Windows XP Professional Edition:

1 Create a folder in the desired directory on your computer (Example of folder name, **MyShare**) and double-click the folder.

2 Select **Folder Options** from **Tools**.



3 Click **View** tab, and then deselect the **Use simple file sharing (Recommended)** check box.



4 Click **OK**, and then close the window.

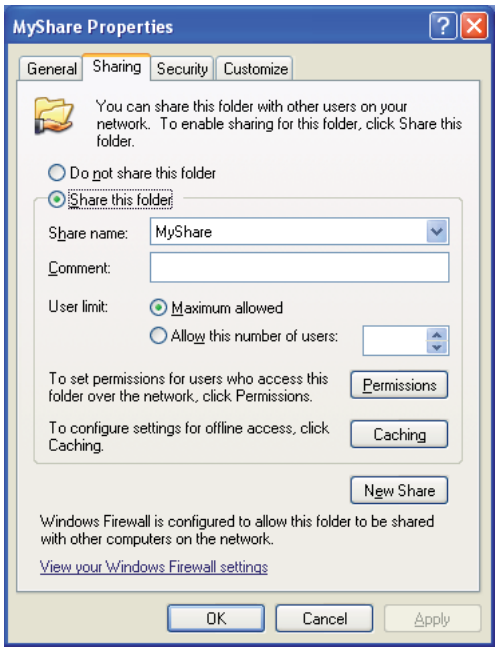
5 Right-click the folder, and then select **Properties**.

6 Select the **Sharing** tab, and then select **Share this folder**.

7 Enter a shared name in the **Share name** box.

NOTE:

- Write down this shared name because you will use this name in the next setting procedure.



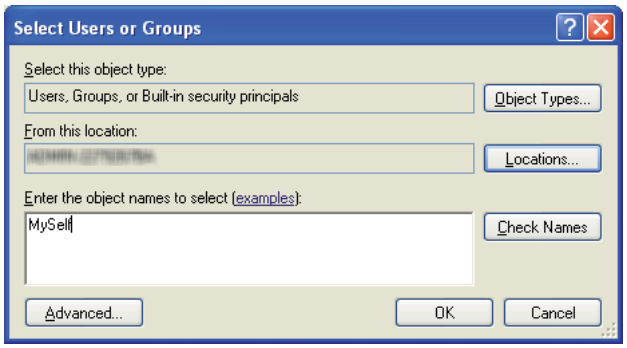
8 Click **Permissions** to create a write permission for this folder.

9 Click **Add**.

10 Search user login name by clicking **Advanced**, or enter the user login name in the **Enter the object names to select** box and click **Check Names** to confirm (Example of user login name, **MySelf**).

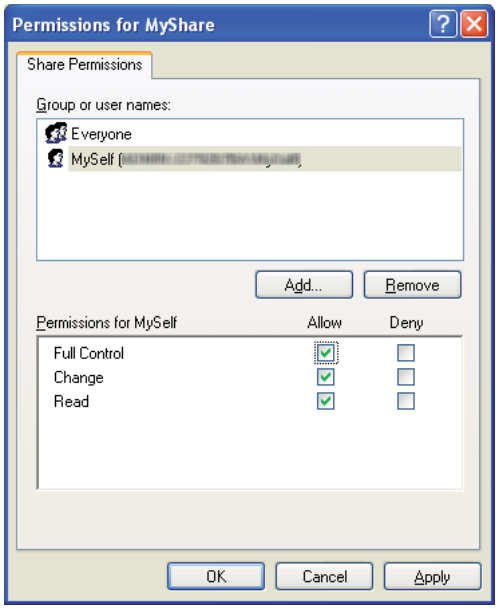
NOTE:

- Do not use **Everyone** as the user login name.



11 Click **OK**.

12 Click the user login name that you have just entered. Select the **Full Control** check box. This will grant you permission to send the document into this folder.



13 Click **OK**.

14 Click **Apply**, and then click **OK**.

NOTE:

- To add sub-folders, create new folders in the shared folder you have created.
  Example: Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
  You should now see **MyShare\MyPic\John** in your directory.

When you are finished with creating the shared folder, go to "Configuring the Printer" on page 228.

• For Windows Server 2003

1 Create a folder in the desired directory on your computer (Example of folder name, **MyShare**).

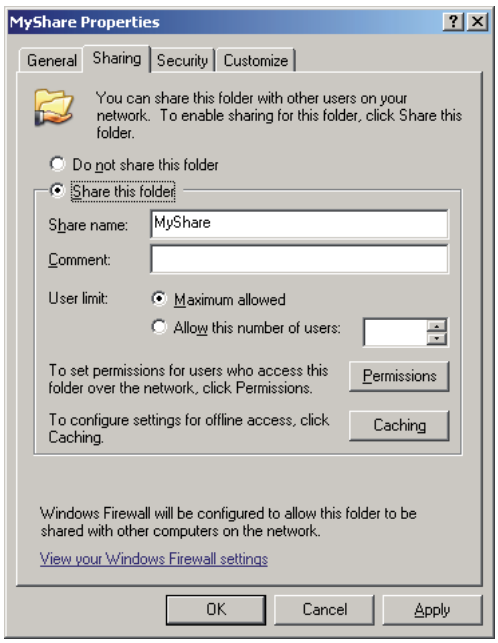
2 Right-click the folder, and then select **Properties**.

3 Click the **Sharing** tab, and then select the **Share this folder**.

4 Enter a shared name in the **Share name** box.

NOTE:

- Note down the shared name as you need to use this name in the next setting procedure.



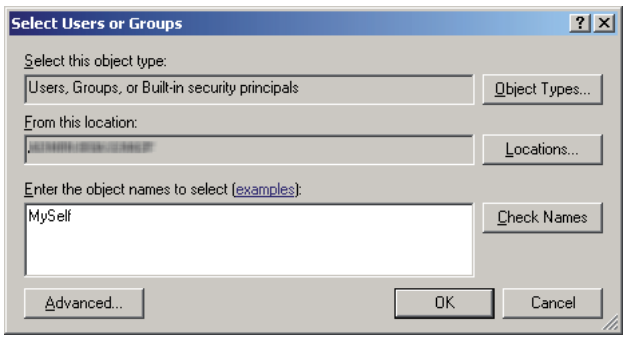
5 Click **Permissions** to give write permission for this folder.

6 Click **Add**.

7 Search user login name by clicking **Advanced**, or enter the user login name in the **Enter the object names to select** box and click **Check Names** to confirm (Example of user login name, **MySelf**).

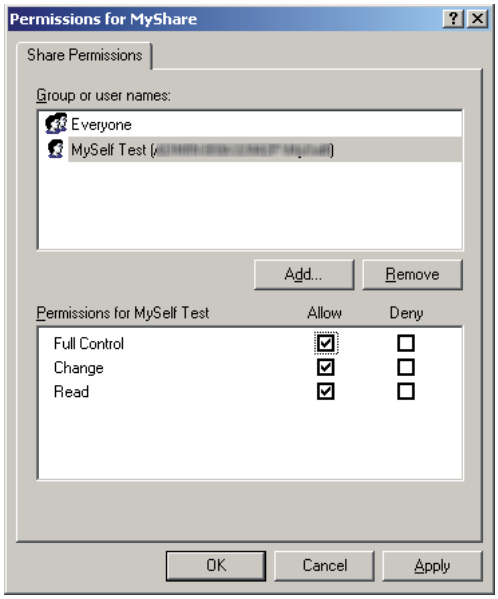
NOTE:

- Do not use **Everyone** as the user login name.



8 Click **OK**.

9 Click the user login name that you have just entered. Select the **Full Control** check box. This will grant you permission to send the document to this folder.



10 Click **OK**.

11 Specify other settings as necessary, and then click **Apply** and click **OK**.

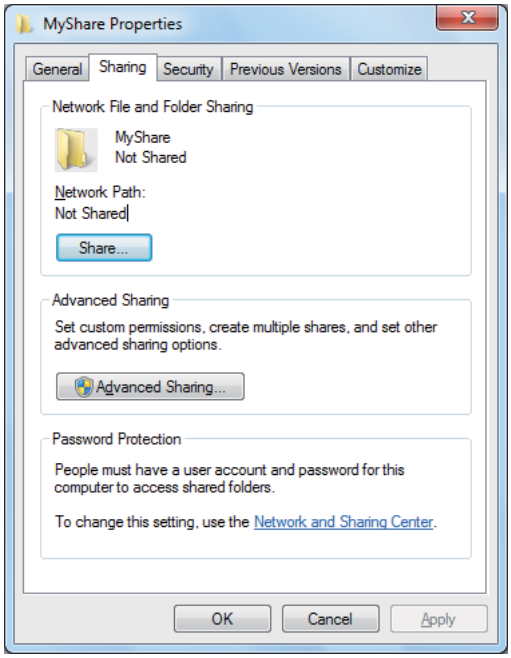
NOTE:

- To add sub-folders, create new folders in the shared folder you have created.
  Example: Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
  You should now see **MyShare\MyPic\John** in your directory.

When you are finished with creating the shared folder, go to "Configuring the Printer" on page 228.

- **For Windows Vista, Windows 7, Windows Server 2008, Windows Server 2008 R2**

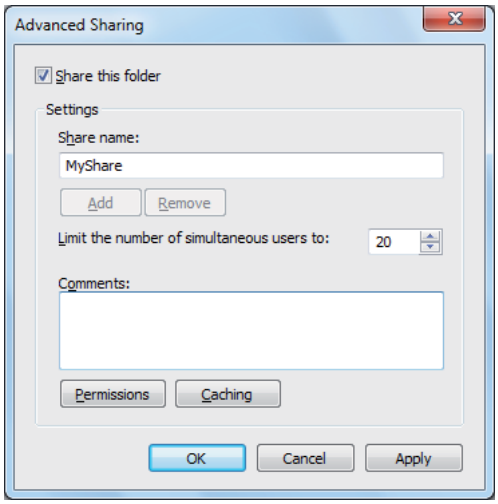
1. Create a folder in the desired directory on your computer (Example of folder name, **MyShare**).
2. Right-click the folder, and then select **Properties**.
3. Click the **Sharing** tab, and then select **Advanced Sharing**.
   For Windows Vista, when **User Account Control** dialog box appears, click **Continue**.



4. Select the **Share this folder** check box.
5. Enter a shared name in the **Share name** box.

NOTE:

- Note down the shared name as you need to use this name in the next setting procedure.



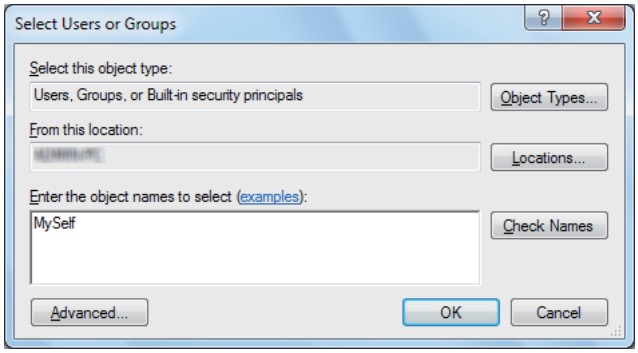
6 Click **Permissions** to give write permission for this folder.

7 Click **Add**.

8 Search user login name by clicking **Advanced**, or enter the user login name in the **Enter the object names to select** box and click **Check Names** to confirm (Example of user login name, **MySelf**).

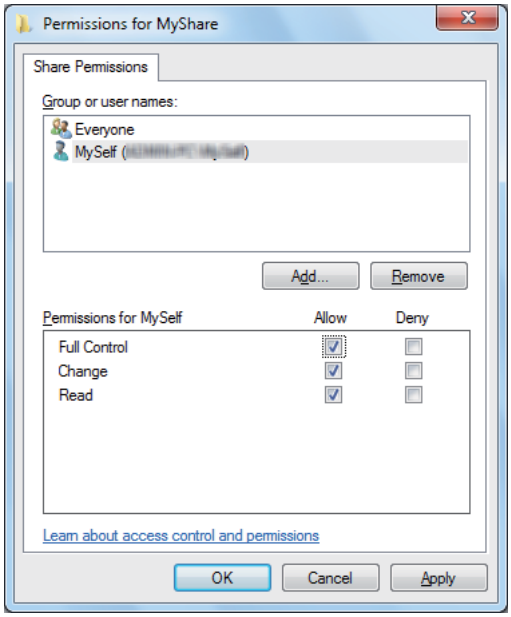
NOTE:

- Do not use **Everyone** as the user login name.



9 Click **OK**.

10 Click the user login name that you have just entered. Select the **Full Control** check box. This will grant you permission to send the document to this folder.



11 Click **OK**.

12 Click **OK** to exit the **Advanced Sharing** dialog box.

13 Click **Close**.

NOTE:

- To add sub-folders, create new folders in the shared folder you have created.
  Example: Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
  You should now see **MyShare\MyPic\John** in your directory.

When you are finished with creating the shared folder, go to "Configuring the Printer" on page 228.

• For Mac OS X 10.4:

1 Select **Home** from the **Go** menu.

2 Double-click **Public**.

3 Create a folder (Example of folder name, **MyShare**).

NOTE:

- Note down the folder name as you need to use this name in the next setting procedure.

4 Open **System Preferences**, and then click **Sharing**.

5 Select the **Personal File Sharing** check box and the **Windows Sharing** check box.

• For Mac OS X 10.5/10.6/10.7:

1 Create a folder in the desired directory on your computer (Example of folder name, **MyShare**).

NOTE:

- Note down the folder name as you need to use this name in the next setting procedure.

2 Select the created folder, and then select **Get Info** from the **File** menu.

3 Select the **Shared folder** (**Shared Folder** for Mac OS X 10.5) check box.

4 Open **Sharing & Permissions**.

5 Click the plus (**+**) sign.

6 Specify an account you want to share, and then click **Select**.

7 Set the **Privilege** of the account to **Read & Write**.

8 Repeat steps 5 to 7 as needed, and then close the window.

9 Open **System Preferences**, and then click **Sharing**.

10 Select the **File Sharing** check box, and then click **Options**.

11 Select the **Share files and folders using SMB** (**Share files and folders using SMB (Windows)** for Mac OS X 10.5) check box and your account name.

12 Enter your account password, and then click **OK**.

13 Click **Done**.

When Using the FTP

For a destination to store scanned documents, contact your system administrator.

■ Configuring the Printer

You can configure the printer to use the Scan to Server/Computer feature with the CentreWare Internet Services or Address Book Editor.

The following procedure uses Windows 7 as an example.

Using the CentreWare Internet Services

1 Launch your web browser.

2 Enter the IP address of the printer in the address bar, and then press the **Enter** key.

The CentreWare Internet Services appears on your browser.

NOTE:

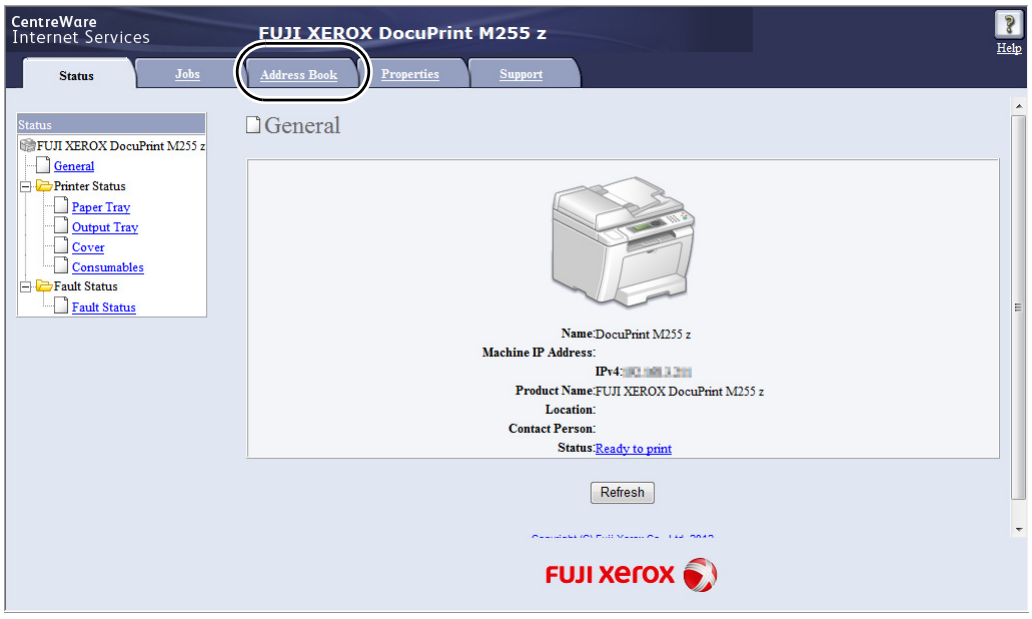
- For details on how to check the IP address of the printer, see "Verifying the IP Settings" on page 71.

3 Click the **Address Book** tab.

If a user name and password entry is prompted, enter the correct user name and password.

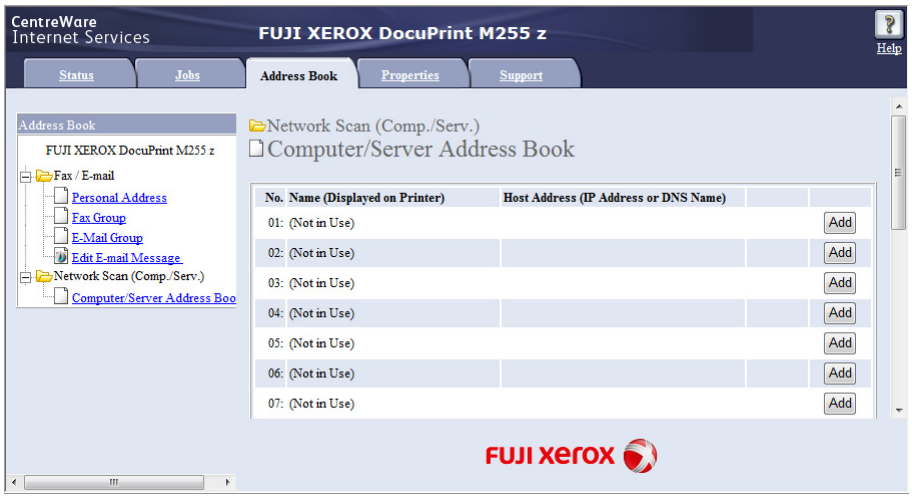
NOTE:

- The default User ID and password are "11111" and "x-admin" respectively.

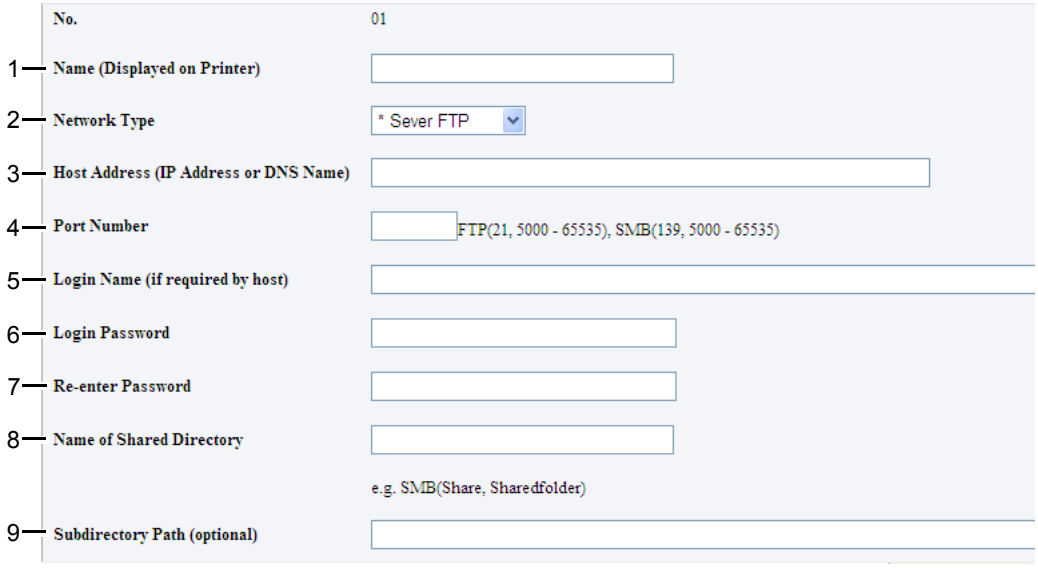


4 Under **Network Scan (Comp./Serv.)**, click **Computer/Server Address Book**.

5 Select any unused number and click **Add**.

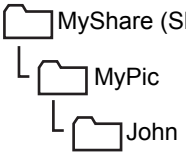


The **Add Network Scan Address** page appears.



To fill in the fields, enter the information as follows:

1	**Name (Displayed on Printer)**	Enter a friendly name that you want it to appear on the Address Book.
2	**Network Type**	Select **Server FTP** to use a FTP server. Select **Computer SMB** to store scanned documents in a shared folder on your computer.

3	**Host Address (IP Address or DNS Name)**	Enter the name or IP address of the FTP server or your computer. The following are examples: • For **Server FTP**: Server name: myhost.example.com (myhost: host name, example.com: domain name) IP address: 192.168.1.100 • For **Computer SMB**: Server name: myhost IP address: 192.168.1.100
4	**Port Number**	Enter the server port number. If you are unsure, you can enter the default value of 21 for FTP and 139 for SMB.
5	**Login Name (if required by host)**	Enter the user account name that has access to the shared folder on your computer or the FTP server.
6	**Login Password**	Enter the password for the above login name. **NOTE:** • You cannot use an empty password for the Scan to Computer feature. Ensure that you have a valid password for the user login account. (See "Confirming the Login name and the Password" on page 216 for details on how to add a password for your user login account.)
7	**Re-enter Password**	Re-enter your password.
8	**Name of Shared Directory**	For **Computer SMB** only. Enter the name of the shared folder on your computer where you want to store scanned documents.
9	**Subdirectory Path (optional)**	For **Computer SMB** To store scanned documents simply in the shared folder specified for **Name of Shared Directory**, leave this box blank. To store scanned documents in a subfolder within the shared folder, enter the path to the subfolder as shown in the example below. Example: Shared folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John** You should now see **MyShare\Mypic\John** in your directory.  In this case, enter for **Subdirectory Path (optional)** as follows: **\MyPic\John** For **Server FTP** Enter the path to the FTP server where you want to store scanned documents.

When you are finished with printer configuration, go to "Sending the Scanned File to the Network" on page 233.

Using the Address Book Editor

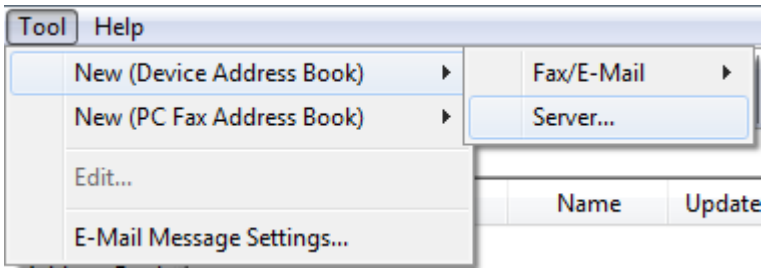
1 Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Address Book Editor**.

NOTE:

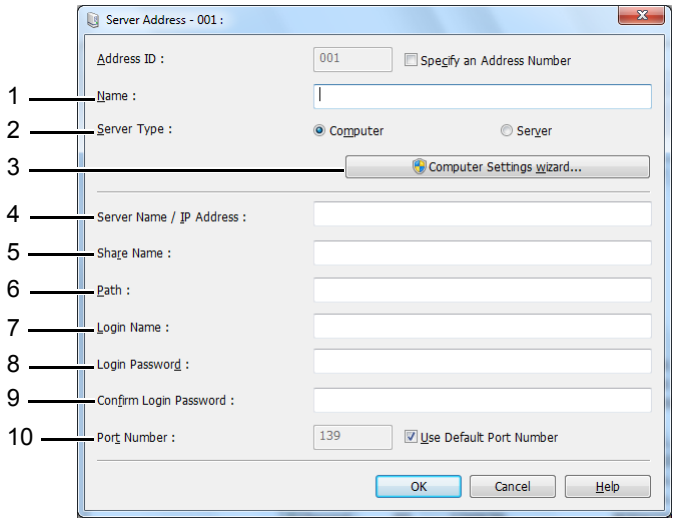
- The window to select a device appears when multiple fax drivers are installed on your computer. In this case, click the name of the desired printer listed in **Device Name**.
- The **Enter Password** window appears when `Panel Lock Set` is set to `Enable`. In this case, enter the password you specified, and click **OK**.

2 Click **OK** on the "Retrieval Successful" message window.

3 Click **Tool** → **New (Device Address Book)** → **Server**.

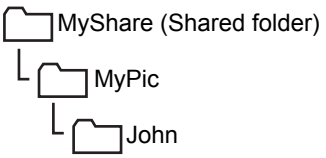


The **Server Address** dialog box appears.



To fill in the fields, enter the information as follows:

1	**Name**	Enter a friendly name that you want it to appear on the Address Book.
2	**Server Type**	Select **Computer** to store scanned documents in a shared folder on your computer. Select **Server** to use a FTP server.
3	**Computer Settings wizard**	For **Computer** only. Clicking this button opens the wizard screen which guides you through several steps. When you complete the steps in the wizard, the settings for **Server Address** are automatically configured. For more information, click the **Help** button.

4	**Server Name / IP Address**	Enter the name or IP address of the FTP server or your computer. The following are examples: • For **Computer**: Server name: myhost IP address: 192.168.1.100 • For **Server**: Server name: myhost.example.com (myhost: host name, example.com: domain name) IP address: 192.168.1.100
5	**Share Name**	For **Computer** only. Enter the name of the shared folder on your computer.
6	**Path**	For **Computer** To store scanned documents simply in the shared folder specified for **Share Name**, leave this box blank. To store scanned documents in a subfolder within the shared folder, enter the path to the subfolder as shown in the example below. Example: Shared folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John** You should now see **MyShare\MyPic\John** in your directory.  In this case, enter for **Path** as follows: **\MyPic\John** For **Server** Enter the path to the FTP server where you want to store scanned documents.
7	**Login Name**	Enter the user account name that has access to the shared folder on your computer or the FTP server.
8	**Login Password**	Enter the password for the above login name. **NOTE:** • You cannot use an empty password for the Scan to Server/Scan to Computer feature. Ensure that you have a valid password for the user login account. (See "Confirming the Login name and the Password" on page 216 for details on how to add a password for your user login account).
9	**Confirm Login Password**	Re-enter your password.
10	**Port Number**	Enter the port number. If you are unsure, you can enter the default value of 139 for SMB and 21 for FTP.

When you are finished with printer configuration, go to "Sending the Scanned File to the Network" on page 233.

■ Sending the Scanned File to the Network

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Scan**) button.

3. Select `Scan to Network`, and then press the OK button.

4. Select `Scan to`, and then press the OK button.

5. Select `Computer(Network)`, `Server(FTP)`, or `Search Address Book`, and then press the OK button.

   `Computer(Network)`: Stores scanned documents on the computer using the SMB protocol.

   `Server(FTP)`: Stores scanned documents on the server using the FTP protocol.

   `Search Address Book`: Select the server address registered in the Address Book.

6. Select a destination to store the scanned documents, and then press the OK button.

7. If necessary, customize scan options.

8. Press the (**Start**) button to send a file containing the scanned document(s).

Scanning to a USB Storage Device

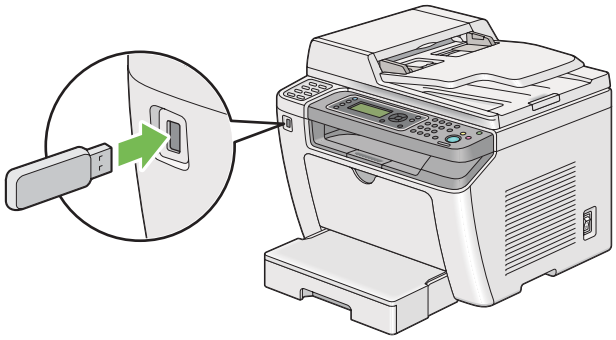
The Scan to USB Memory feature allows you to scan documents and save the scanned data to a USB storage device. To scan documents and save them, follow the steps below:

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Insert a USB storage device into the front USB port on your printer.



   `USB Memory` appears.

3. Select `Scan to`, and then press the OK button.
4. Select `Save to USB Drive` or a folder to save a file, and then press the OK button.
5. Select scanning options as required.
6. Press the ◇ (**Start**) button.

   When the scan is complete, the LCD panel displays a prompt for another page. Select `No` or `Yes`, and then press the OK button.

   If you have selected `Yes`, select `Continue` or `Cancel`, and then press the OK button.

Sending an E-Mail With the Scanned Image

When sending an e-mail with the scanned image from your printer, it would be easier if you had an address book. You can create this address book with the CentreWare Internet Services. See "Adding an Entry to the Address Book" on page 235 for more information.

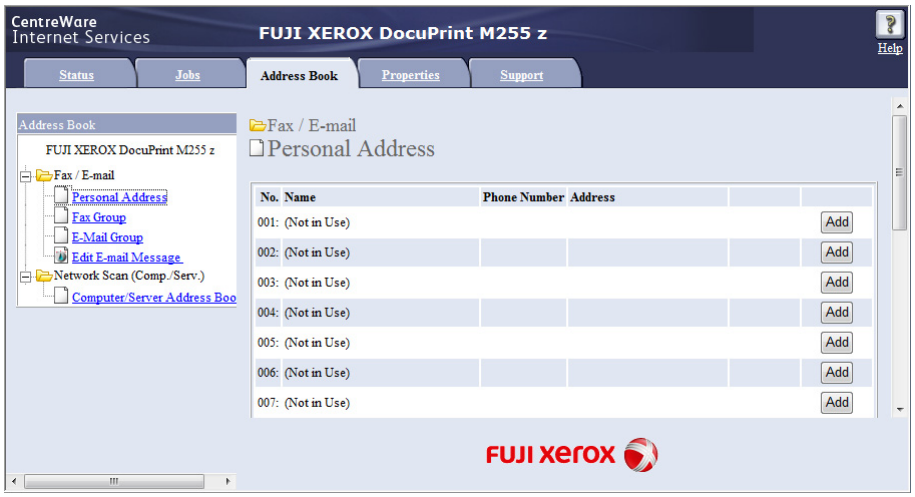
■ Adding an Entry to the Address Book

The following procedure uses Windows 7 as an example.

1. Launch your web browser.
2. Enter the IP address of the printer in the address bar, and then press the **Enter** key.
   The CentreWare Internet Services appears on your browser.

   NOTE:
   - For details on how to check the IP address of the printer, see "Verifying the IP Settings" on page 71.
3. Click the **Address Book** tab.
   If a user name and password entry is prompted, enter the correct user name and password.

   NOTE:
   - The default User ID and password are "11111" and "x-admin" respectively.
4. Under **Fax / E-mail**, click **Personal Address**.



5 Select any unused number and click **Add**.

The **Add Personal Address** page appears.

6 Enter a name, a phone number, and an e-mail address in the **Name**, **Phone Number** and **E-mail Address** fields.

7 Click the **Apply** button.

■ Sending an E-mail With the Scanned File

NOTE:

- To use the Scan to E-Mail feature, you first need to set up your SMTP (Simple Mail Transfer Protocol) server information. SMTP is a protocol for sending e-mail. For more information, refer to the *Setup Guide*.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Making Copies From the Automatic Document Feeder (ADF)" on page 186
   - "Making Copies From the Document Glass" on page 184

2. Press the (**Scan**) button.

3. Select `Scan to E-Mail`, and then press the OK button.

4. Select `E-Mail to`, and then press the OK button.

5. Select the setting listed below, and then press the OK button.

   `Keypad`: Enter the e-mail address directly and then press the OK button.

   `Address Book`: Select the e-mail address registered in the E-mail Address Book, and then press the OK button.

   `E-Mail Group`: Select the e-mail group registered in the E-mail Groups, and then press the OK button.

   `Search Address Book`: Enter a text to search from the E-mail Address Book, and then press the OK button. Select the e-mail address from the list, and then press the OK button.

   NOTE:

   - E-mail recipients need to be registered before you can select `Address Book` on the operator panel.

6. Select scanning options as required.

7. Press the (**Start**) button to send e-mail.

Customizing Scan Options

This section includes:

- "Changing the Default Scan Settings" on page 238
- "Changing the Scan Settings for an Individual Job" on page 241

■ Changing the Default Scan Settings

This section includes:

- "Setting the Scanned Image File Type" on page 238
- "Setting the Color Mode" on page 239
- "Setting the Scan Resolution" on page 239
- "Setting the Document Size" on page 240
- "Automatically Suppressing Background Variations" on page 240

For a complete list of all of the default settings, see "Defaults Settings" on page 317.

Setting the Scanned Image File Type

To specify the file type of the scanned image:

1. Press the (**System**) button.
2. Select `Defaults Settings`, and then press the OK button.
3. Select `Scan Defaults`, and then press the OK button.
4. Select `File Format`, and then press the OK button.
5. Select the type, and then press the OK button.
   Available types:
   - `PDF` (factory default setting)
   - `MultiPageTIFF`
   - `TIFF`
   - `JPEG`

Setting the Color Mode

You can scan an image in color or in black and white. Selecting black and white significantly reduces the file size of scanned images. An image scanned in color will have a larger file size than the same image scanned in black and white.

1. Press the (**System**) button.
2. Select `Defaults Settings`, and then press the OK button.
3. Select `Scan Defaults`, and then press the OK button.
4. Select `Color`, and then press the OK button.
5. Select one of the following options, and then press the OK button.
   - `Black & White`: Scans in black and white. This option is available only when `File Format` is set to `PDF`.
   - `Grayscale`: Scans in grayscale.
   - `Color`: Scans in color. (factory default setting)
   - `Color(Photo)`: Scans in color. This option is suitable for photographic images.

Setting the Scan Resolution

You may want to change the scan resolution depending on the way you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. The higher the scan resolution is, the larger the file size becomes.

To select the scan resolution:

1. Press the (**System**) button.
2. Select `Defaults Settings`, and then press the OK button.
3. Select `Scan Defaults`, and then press the OK button.
4. Select `Resolution`, and then press the OK button.
5. Select one of the following options, and then press the OK button:
   - `200 × 200dpi`: Produces the lowest resolution and smallest file size. (factory default setting)
   - `300 × 300dpi`: Produces a medium resolution and a medium file size.
   - `400 × 400dpi`: Produces a high resolution and a large file size.
   - `600 × 600dpi`: Produces the highest resolution and largest file size.

Setting the Document Size

To specify the size of a source document:

1. Press the (**System**) button.
2. Select `Defaults Settings`, and then press the OK button.
3. Select `Scan Defaults`, and then press the OK button.
4. Select `Document Size`, and then press the OK button.
5. Select a paper size to specify the scan area, and then press the OK button.
   The factory default setting is `A4 - 210×297mm`.

Automatically Suppressing Background Variations

When scanning documents with a dark background such as newspapers, the printer automatically can detect the background and whiten it when outputting the image.

To turn on/off automatic suppression:

1. Press the (**System**) button.
2. Select `Defaults Settings`, and then press the OK button.
3. Select `Scan Defaults`, and then press the OK button.
4. Select `Auto Exposure`, and then press the OK button.
5. Select either `On` or `Off`, and then press the OK button.
   The factory default setting is `On`.

■ Changing the Scan Settings for an Individual Job

Scanning to a Computer

To temporarily change a scan setting when scanning to a computer:

1. Press the (**Scan**) button.
2. Select a destination to store the scanned image, and then press the OK button.
3. Select the desired menu item, and then press the OK button.
4. Select the desired setting or enter the value using the numeric keypad, and then press the OK button.
5. Repeat steps 3 and 4, as needed.
6. Press the (**Start**) button to begin scanning.

Emailing the Scanned Image

To temporarily change a scan setting when emailing the scanned image:

1. Press the (**Scan**) button.
2. Select `Scan to E-Mail`, and then press the OK button.
3. Select an e-mail recipient, and then press the OK button.
4. Select the desired menu item, and then press the OK button.
5. Select the desired setting or enter the value using the numeric keypad, and then press the OK button.
6. Repeat steps 4 and 5, as needed.
7. Press the (**Start**) button to begin scanning.

8

Faxing

NOTE:

- If the `Service Lock` setting for `FAX` is set to `Password Locked`, you need to enter the four digit password to use the fax function. If the `Service Lock` setting is set to `Locked`, the fax function is disabled and the menu is not displayed on the LCD panel. For more information, see "Service Lock" on page 314.

This chapter includes:

- "Connecting the Telephone Line" on page 244
- "Configuring Fax Initial Settings" on page 246
- "Sending a Fax" on page 249
- "Sending a Delayed Fax" on page 256
- "Sending a Fax Using the Driver (Direct Fax)" on page 257
- "Receiving a Fax" on page 262
- "Automatic Dialing" on page 265
- "Other Ways to Fax" on page 270
- "Setting Sounds" on page 273
- "Specifying the Fax Settings" on page 274
- "Changing the Default Fax Settings" on page 278
- "Printing a Report" on page 279

Connecting the Telephone Line

IMPORTANT:

- Warnings in PTC200

  General warning

  "The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services."

  Warnings taken from Specification text.

  2.11.1 Compliance testing (6) & (7) (Functional tests)

  “This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances”

  4.5.1 Off-hook line impedance

  (4)

  "This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances."

  4.9.3 Non-voice equipment

  "This equipment is not capable, under all operating conditions, of correct at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances."

  5.6.1

  (3)

  "This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service."

  5.5.5

  (4)

  "If a charge for local calls is unacceptable, the 'Dial' button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the '0' prefix."

8.1.7

(b)

"This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service."

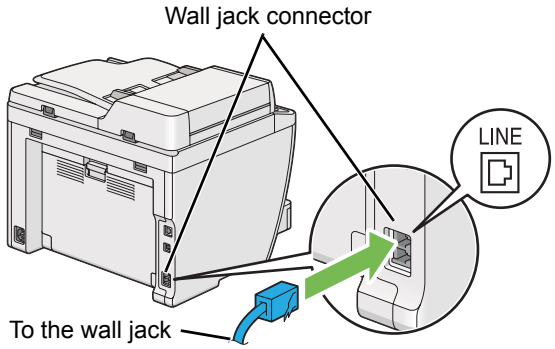
8.2.1(b) Call answering

When this equipment is set up call answering not within 3~30 sec, the telephone or answering machine shall answer incoming call with 3~30 sec.

NOTE:

- Do not connect your printer directly to a DSL (digital subscriber line). This may damage the printer. To use a DSL, you will need to use an appropriate DSL filter. Contact your service provider for the DSL filter.

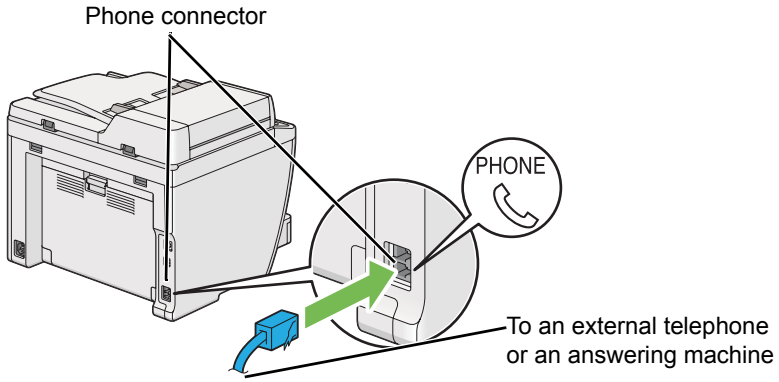
1 Plug one end of a telephone line cord to the wall jack connector and the other end to an active wall jack.



NOTE:

- The supplied telephone cord has four-contact plugs. It is recommended you use a telephone cord with four-contact plugs and a wall jack with four contacts for a telephone line connection.

2 To connect a telephone and/or answering machine to your printer, plug the telephone or answering machine line cord into the phone connector ( ).



Configuring Fax Initial Settings

This section includes:

- "Setting Your Region" on page 246
- "Setting the Printer ID" on page 246
- "Setting the Time and Date" on page 247
- "Changing the Clock Mode" on page 248

■ Setting Your Region

You need to set the region where your printer is used for using the fax service on the printer.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Fax Settings`, and then press the OK button.
4. Select `Region`, and then press the OK button.
5. Select the locale of the printer, and then press the OK button.
6. When the LCD panel shows `Restart System`, select `Yes`, and then press the OK button.
   The printer restarts to apply the setting.

NOTE:

- Changing the `Region` setting initializes all the information specified for your printer.

■ Setting the Printer ID

You may be required to indicate your fax number on any fax you send. The printer ID, containing your fax number and your name or company name will be printed at the top of each page sent from your printer.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Fax Settings`, and then press the OK button.
4. Select `Your Fax Number`, and then press the OK button.
5. Enter your fax number using the numeric keypad.

   NOTE:

   - If you make a mistake while entering numbers, press the **C** (**Clear**) button to delete the last digit.
6. Confirm the number on the LCD panel is correct, and then press the OK button.
7. Select `Company Name`, and then press the OK button.

8 Enter your name or company name using the numeric keypad.

You can enter special symbols by pressing the 1, *, and # buttons as well as alphanumeric characters.

For details on how to use the numeric keypad to enter alphanumeric characters, see "Using the Numeric Keypad" on page 337.

9 Confirm the name on the LCD panel is correct, and then press the OK button.

10 Press the ↩ (**Back**) button several times until the LCD panel shows `Select Function`.

■ Setting the Time and Date

NOTE:

- It may be necessary to reset the time and date in case of power loss.

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the OK button.

3 Select `System Settings`, and then press the OK button.

4 Select `Clock Settings`, and then press the OK button.

5 Select `Set Date`, and then press the OK button.

6 Enter the correct date using the numeric keypad, or select the correct date.

NOTE:

- If you make a mistake while entering numbers, press the ◀ button to re-enter the digit.

7 Confirm the date on the LCD panel is correct, and then press the OK button.

8 Select `Set Time`, and then press the OK button.

9 Enter the correct time using the numeric keypad, or select the correct time.

10 Confirm the time on the LCD panel is correct, and then press the OK button.

11 Press the ↩ (**Back**) button several times until the LCD panel shows `Select Function`.

■ Changing the Clock Mode

You can set the current time in either the 12-hour or 24-hour format.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `System Settings`, and then press the OK button.
4. Select `Clock Settings`, and then press the OK button.
5. Select `Time Format`, and then press the OK button.
6. Select the desired format, and then press the OK button.
7. Press the (**Back**) button several times until the LCD panel shows `Select Function`.

Sending a Fax

You can fax data from your printer.

This section includes:

- "Loading a Source Document on the Automatic Document Feeder (ADF)" on page 249
- "Loading a Source Document on the Document Glass" on page 250
- "Resolution" on page 251
- "Document Type" on page 251
- "Lighten/Darken" on page 252
- "Inserting a Pause" on page 252
- "Sending a Fax from Memory" on page 253
- "Sending a Fax Manually" on page 254
- "Confirming Transmissions" on page 254
- "Automatic Redialing" on page 255

■ Loading a Source Document on the Automatic Document Feeder (ADF)

IMPORTANT:

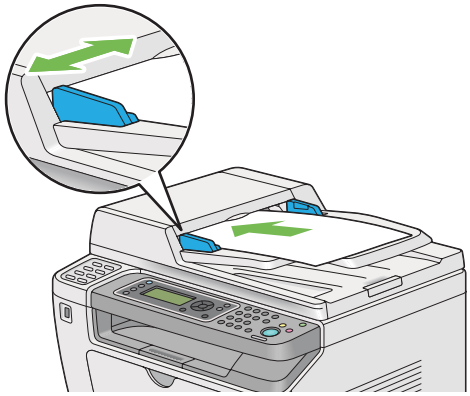
- Do not load more than 50 sheets on the ADF or allow more than 50 sheets to be fed to the document output tray. The document output tray should be emptied before it holds more than 50 sheets or your source documents may be damaged.

NOTE:

- To ensure the best scan quality, especially for gray scale images, use the document glass instead of the ADF.
- You cannot load the following documents on the ADF. Be sure to place them on the document glass.

	Curled documents		Pre-punched paper
	Lightweight documents		Folded, creased or torn documents
	Cut and paste documents		Carbon paper

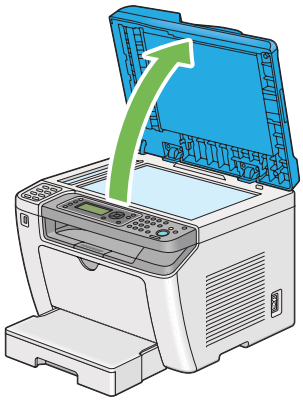
1 Load a document(s) face up on the ADF with the top edge going in first. Then adjust the document guides to the correct document size.



2 Adjust the document resolution, referring to "Resolution" on page 251.

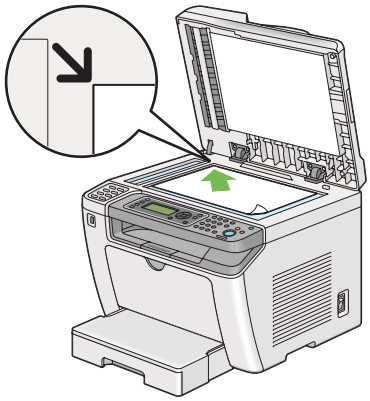
■ Loading a Source Document on the Document Glass

1 Open the document cover.



2 Place a single document face down on the document glass and align it with the registration guide on the top left corner of the document glass.

> **⚠ CAUTION:**
> - **Do not apply excessive force to hold a thick document on the document glass. It may break the glass and cause injuries.**



3 Adjust the document resolution, referring to "Resolution" on page 251.

4 Close the document cover.

NOTE:

- Ensure that no document is on the Automatic Document Feeder (ADF). If any document is detected on the ADF, it will take priority over the document on the document glass.
- If you are faxing a page from a book or magazine, lift the document cover until its hinges are caught by the stopper and then close the document cover. In case the book or magazine is thicker than 20 mm, start faxing with the document cover open.

■ Resolution

You can specify the resolution level to be used for fax transmission.

1. Press the (**Fax**) button.
2. Select `Resolution`, and then press the OK button.
3. Select the desired menu item, and then press the OK button.

`Standard*`	Suitable for documents with normal sized characters.
`Fine`	Suitable for documents containing small characters or thin lines or documents printed with a dot-matrix printer.
`SuperFine(203dpi)`	Suitable for documents containing extremely fine details. The SuperFine(203dpi) mode is effective only when the remote fax machine supports the super fine resolution. See the notes below.
`SuperFine(406dpi)`	Suitable for documents containing photographic images.

* Factory default menu setting

NOTE:

- Faxes scanned and transmitted in the SuperFine(203dpi) mode are received at the highest resolution of the remote machine.

■ Document Type

You can select the default document type for the current fax job.

1. Press the (**Fax**) button.
2. Select `Document Type`, and then press the OK button.
3. Select the desired setting, and then press the OK button.

`Text*`	Suitable for documents with text.
`Photo`	Suitable for documents with photos.

* Factory default menu setting

■ Lighten/Darken

you can adjust the contrast to make the fax lighter or darker than the source document.

1. Press the (**Fax**) button.
2. Select `Lighten/Darken`, and then press the OK button.
3. Select the desired setting, and then press the OK button.

`Lighten2`	Makes the fax lighter than the source document. Works well with dark print.
`Lighten1`	
`Normal*`	Works well with standard typewritten or printed documents.
`Darken1`	Makes the fax darker than the source document. Works well with light print or faint pencil markings.
`Darken2`	

* Factory default menu setting

■ Inserting a Pause

On some telephone systems, it is necessary to dial an access code and listen for a second dial tone. A pause must be entered in order for the access code to function. For example, enter the access code 9 and then press the (**Redial/Pause**) button before entering the telephone number. "-" appears on the LCD panel to indicate that a pause is entered.

■ Sending a Fax from Memory

1 Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

See also:

- "Loading a Source Document on the Automatic Document Feeder (ADF)" on page 249
- "Loading a Source Document on the Document Glass" on page 250

2 Press the (**Fax**) button.

3 Adjust the document resolution to suit your fax needs.

See also:

- "Resolution" on page 251
- "Lighten/Darken" on page 252

4 Select a fax number in one of the following ways:

- Select `Fax to`, and then press the OK button. Select `Keypad`, and then press the OK button. Enter the fax number of the remote fax machine using the numeric keypad, and then press the OK button.
- Press the one-touch button, and then press the OK button.
- Press the (**Address Book**) button, select `All Entries`, `Group Dial`, or `Search` using the ▼ button, and then press the OK button.

`All Entries`	Displays a list of registered fax numbers. Press the ▶ button to select the recipients, and then press the OK button.
`Group Dial`	Press the ▶ button to select the recipients, and then press the OK button.
`Search`	Enter the text you want to search a fax number in the Address Book, and then press the OK button. Press the ▶ button to select the recipients, and then press the OK button.

- Press the (**Redial/Pause**) button to redial, and then press the OK button.
- Press the (**Speed Dial**) button. Enter the speed dial number between 01 and 99 using the numeric keypad, and then press the OK button.

NOTE:

- Before you use the one-touch button, you need to register a number for any speed dial from 01 to 08. For details on how to store the number, see "Storing a Fax Number for Speed Dialing" on page 265.

5 Press the (**Start**) button to scan and store the document in the memory.

When you are using the document glass, the LCD panel displays a prompt for another page. If you have more pages to send, select `Yes`, replace the page with a new one and select `Continue`, repeat the actions for the remaining pages, and then press the OK button. Otherwise, select `No` and press the OK button.

The printer dials the fax number and send the fax when the remote fax machine answers.

NOTE:

- You can cancel your fax job at any time by pressing the (**Stop**) button while the transmission is in progress.

■ Sending a Fax Manually

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:
   - "Loading a Source Document on the Automatic Document Feeder (ADF)" on page 249
   - "Loading a Source Document on the Document Glass" on page 250

2. Press the (**Fax**) button.

3. Adjust the document resolution to suit your fax needs.

   See also:
   - "Resolution" on page 251
   - "Lighten/Darken" on page 252

4. Select `OnHook`, and then press the OK button.

5. Select `On`, and then press the OK button.

6. Enter the fax number of the remote fax machine using the numeric keypad.

7. Start the fax transmission.
   - If the document is loaded on the ADF, press the (**Start**) button.
   - If the document is loaded on the document glass, press the (**Start**) button, select the desired setting, and then press the OK button.

NOTE:
- You can cancel your fax job at any time by pressing the (**Stop**) button while the transmission is in progress.

■ Confirming Transmissions

When the last page of your document has been sent successfully, the printer beeps and returns to standby mode.

If something goes wrong while sending your fax, an error message appears on the LCD panel.

If you receive an error message, press the OK button to clear the message and try sending the document again.

You can set your printer to print a confirmation report automatically after each fax transmission.

See also:
- "Printing a Report" on page 279

■ Automatic Redialing

If the number you have dialed is busy or there is no answer when you send a fax, the printer will automatically redial the number every minute for the number of times set in the redial settings.

To change the time interval between redials and the number of redial attempts, see "Redial Delay" on page 300 and "Number of Redial" on page 300.

NOTE:

- If you manually enter a fax number, the printer will not automatically redial the number.

Sending a Delayed Fax

You can use the Delayed Start mode to save scanned documents and transmit them at the specified time to take advantage of lower long distance rates.

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Loading a Source Document on the Automatic Document Feeder (ADF)" on page 249
   - "Loading a Source Document on the Document Glass" on page 250

2. Press the (**Fax**) button.

3. Adjust the document resolution to suit your fax needs.

   See also:

   - "Resolution" on page 251
   - "Lighten/Darken" on page 252

4. Select `Delayed Start`, and then press the OK button.

5. Select `On`, and then press the OK button.

6. Enter the start time using the numeric keypad or press the ▲ or ▼ button to select the start time, and then press the OK button.

7. Select `Fax to`, and then press the OK button.

8. Select `Keypad`, and then press the OK button.

9. Enter the number of the remote fax machine using the numeric keypad, and then press the OK button.

   You can also use speed or group dial numbers.

   See also:

   - "Automatic Dialing" on page 265

10. Press the (**Start**) button.

    When the Delayed Start mode is activated, the printer scans and stores all the documents in its memory and sends them at the specified time. The data in the memory is cleared upon completion of the fax transmission.

Sending a Fax Using the Driver (Direct Fax)

You can send a fax directly from the computer running a Microsoft® Windows® operating system or Mac OS® X by using the driver.

NOTE:

- Only black and white faxes can be sent using Direct Fax.

This section includes:

- "Sending a Fax from Windows" on page 258
- "Sending a Fax from Mac OS X" on page 260

■ Sending a Fax from Windows

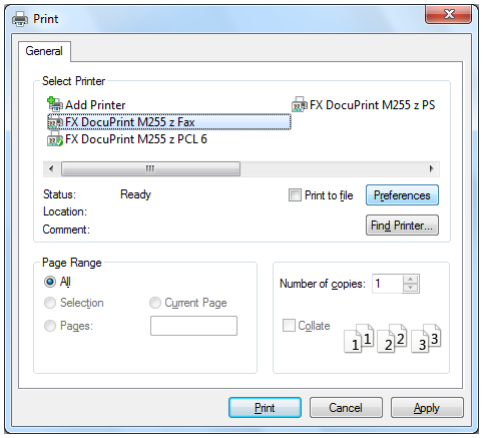
NOTE:

- The following procedure uses Windows 7 WordPad as an example. The names of the windows and the buttons may be different from those given in the following procedure depending on the OS and application you are using.
- The fax driver is installed along with the printer driver.

1 Open the file you want to send by fax.

2 Open the print dialog box from the application, and then select your fax driver.

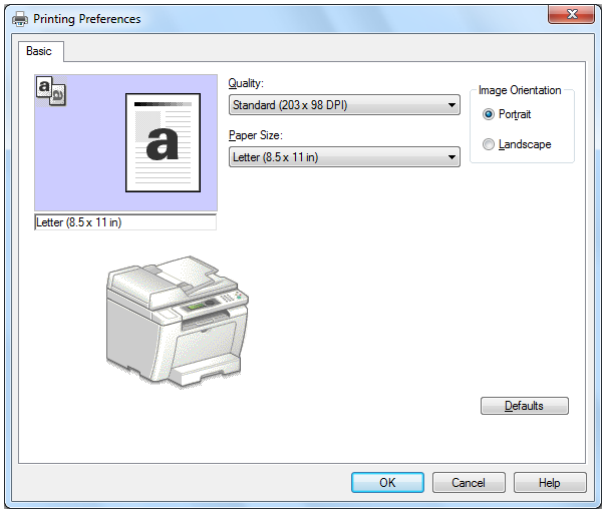
3 Click **Preferences**.



4 Specify the fax settings. For more information, click **Help** of the driver.

NOTE:

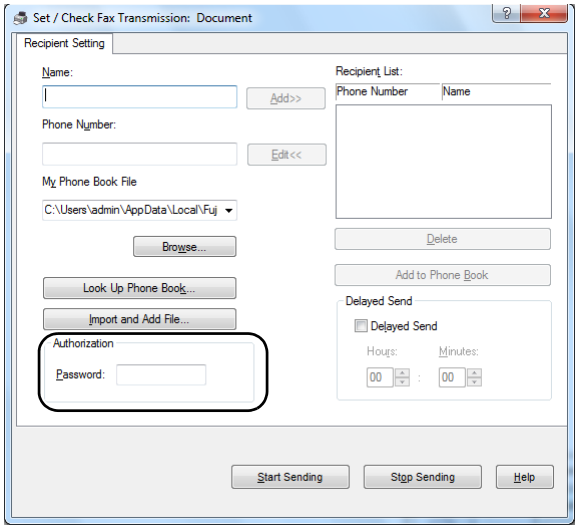
- The settings done here are only applied to a single fax job.



5 Click **OK** to close the **Printing Preferences** dialog box.

6 Click **Print**.

The **Set / Check Fax Transmission** dialog box appears.



7 Specify the recipient in one of the following ways:

- Enter a name and phone number directly.
- Select a recipient from the Phone Book (PC Fax Address Book) saved on your computer or Address Book (Device Address Book).
- Select a recipient from a database other than the Phone Book (PC Fax Address Book) or Address Book (Device Address Book).

For details on how to specify the recipient, click **Help** to see the Help of the fax driver.

NOTE:

- When the Fax service is locked with a password, enter the password in the **Password** box under **Authorization**.

8 Click **Start Sending**.

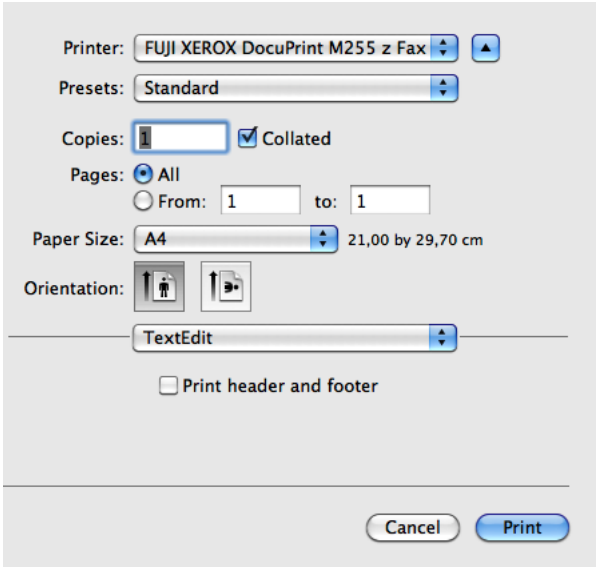
■ Sending a Fax from Mac OS X

NOTE:

- The following procedure uses Mac OS X 10.6 TextEdit as an example. The names of the windows and the buttons may be different from those given in the following procedure depending on the OS and application you are using.
- The fax driver is installed along with the printer driver.

1 Open the file you want to send by fax.

2 Open the print dialog box from the application, and then select your fax driver.



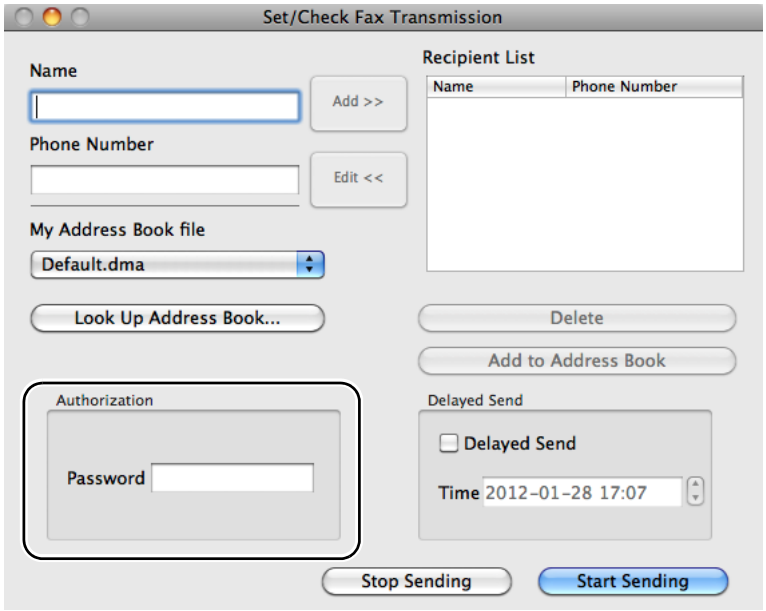
3 Specify the fax settings.

NOTE:

- The settings done here are only applied to a single fax job.

4 Click **Print**.

The **Set/Check Fax Transmission** dialog box appears.



5 Specify the destination for the recipient in one of the following ways:

- Specify a recipient directly.

a Enter a name and phone number directly.

b Click **Add**.

OR

- Select a recipient from the Address Book saved on your computer.

a Click **Look Up Address Book**.

The **Refer To Address Book** dialog box appears.

b Select a recipient and then click **Add**.

c Click **OK**.

NOTE:

- When the Fax service is locked with a password, enter the password in the **Password** box under **Authorization**.

6 Click **Start Sending**.

Receiving a Fax

This section includes:

- "About Receiving Modes" on page 262
- "Loading Paper for Receiving Faxes" on page 262
- "Receiving a Fax Automatically in the FAX Mode" on page 263
- "Receiving a Fax Manually in the TEL Mode" on page 263
- "Receiving a Fax Automatically in the TEL/FAX Mode or Ans/FAX Mode" on page 263
- "Receiving a Fax Manually Using an External Telephone" on page 263
- "Receiving Faxes in the DRPD Mode" on page 264
- "Receiving Faxes in the Memory" on page 264
- "Polling Receive" on page 264

■ About Receiving Modes

There are five receiving modes: FAX Mode, TEL Mode, TEL/FAX Mode, Ans/FAX Mode, and DRPD Mode.

NOTE:

- To use TEL/FAX Mode or Ans/FAX Mode, connect an external telephone or answering machine to the phone connector (PHONE) on the rear of your printer.
- When the memory is full, you cannot receive a fax. Delete any documents you no longer need from the memory.

See also:

- "Receiving a Fax Automatically in the FAX Mode" on page 263
- "Receiving a Fax Manually in the TEL Mode" on page 263
- "Receiving a Fax Automatically in the TEL/FAX Mode or Ans/FAX Mode" on page 263
- "Using an Answering Machine" on page 271
- "Receiving Faxes in the DRPD Mode" on page 264

■ Loading Paper for Receiving Faxes

The instructions for loading paper in the paper tray or the Priority Sheet Inserter (PSI) are the same whether you are printing, faxing, or copying, except that faxes can only be printed on Letter-sized, A4-sized, or Legal-sized paper.

See also:

- "Loading Print Media in the Paper Tray" on page 144
- "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152
- "Setting Paper Sizes and Types" on page 158

■ Receiving a Fax Automatically in the FAX Mode

Your printer is preset to enter the FAX Mode by default.

When the printer receives an incoming fax transmission, it automatically enter the FAX Mode after a predefined period of time and receives the fax.

To change the interval at which the printer enter the FAX Mode after receiving an incoming fax, see "Auto Answer Fax" on page 298.

■ Receiving a Fax Manually in the TEL Mode

You can receive a fax by picking up the handset of the external telephone, and then pressing the ◇ (**Start**) button.

The printer begins receiving a fax and returns to standby mode when it is finished with the fax reception.

■ Receiving a Fax Automatically in the TEL/FAX Mode or Ans/FAX Mode

To use TEL/FAX Mode or Ans/FAX Mode, you must connect an external telephone to the phone connector (PHONE) on the rear of your printer.

If the printer receives an incoming fax while in the TEL/FAX Mode, the external telephone rings for the period of time specified for `Auto Ans. TEL/FAX`, and then the printer automatically receives a fax.

If a caller leaves a message while the printer is in the Ans/FAX Mode, the answering machine stores the message as it would normally. If the printer hears a fax tone on the line, on the other hand, it automatically starts receiving the fax.

NOTE:

- If you have set a value for `Auto Answer Fax` and your answering machine is turned off or no answering machine is connected, the printer will automatically enters the FAX Mode after a predefined period of time.

See also:

- "Using an Answering Machine" on page 271

■ Receiving a Fax Manually Using an External Telephone

This feature works best for using an external telephone connected to the phone connector (PHONE) on the rear of your printer. You can receive a fax from someone you are talking to on the external telephone without having to go to the printer.

When you receive a call on the external telephone and hear fax tones, press the two-digit remote receive code slowly in sequence on the external telephone to receive the incoming fax.

If you still hear the fax tone from the remote fax machine, try pressing the two-digit remote receive code once again.

The Remote Receive option is disabled by default. You can change the two-digit remote receive code to whatever you choose. For details on changing the code, see "Remote Rcv Tone" on page 300.

NOTE:

- Set the dialing system of your external telephone to DTMF.

■ Receiving Faxes in the DRPD Mode

The Distinctive Ring Pattern Detection (DRPD) is a service provided by some telephone companies. This service assigns multiple telephone numbers to a single telephone line and distinguishes each line with a distinctive ring pattern of long and short sounds. If this service is available from your telephone company, subscribe the service and ask the telephone company which one of the available seven DRPD patterns on your printer you can use for the service.

See also:

- "DRPD Pattern" on page 302

To receive faxes in the DRPD Mode, you need to place the printer in the DRPD Mode and select a DRPD pattern. For details on placing the computer in the DRPD Mode, see "Ans Select" on page 298. To set up DRPD, you will need another telephone line at your location or have someone dial your fax number from outside.

To select a DRPD pattern:

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Fax Settings`, and then press the OK button.
4. Select `DRPD Pattern`, and then press the OK button.
5. Select an appropriate DRPD pattern, and then press the OK button.
6. Reboot the printer by turning the power switch off and then on.

■ Receiving Faxes in the Memory

Since your printer is a multi-tasking device, it can receive faxes while you are making copies or printing. When the printer receives a fax while you are copying, printing, or run out of paper or toner, it stores incoming faxes in the memory. Then, as soon as you finish copying, printing, or replace the toner cartridge, the printer automatically prints the faxes.

■ Polling Receive

You can poll and receive faxes from a remote fax machine anytime.

1. Press the (**Fax**) button.
2. Select `Polling Receive`, and then press the OK button.
3. Select `On`, and then press the OK button.
4. Enter the fax number of the remote fax machine, and then press the OK button.

   NOTE:

   - For details on how to enter the fax number of the remote fax machine, see "Sending a Fax from Memory" on page 253.
5. Press the (**Start**) button.

Automatic Dialing

This section includes:

- "Speed Dialing" on page 265
- "Storing a Fax Number for Speed Dialing" on page 265
- "Sending a Fax Using Speed Dialing" on page 266
- "Group Dialing" on page 266
- "Creating Group Dial Numbers" on page 267
- "Editing Group Dial Numbers" on page 268
- "Sending a Fax Using Group Dialing (Multi-address Transmission)" on page 269
- "Printing the Address Book List" on page 269

■ Speed Dialing

You can store up to 99 frequently dialed numbers in fax speed dial locations (01– 99).

When a delayed fax job or a redial job for a speed dial number exists, you cannot change the speed dial number using the operator panel or the CentreWare Internet Services.

■ Storing a Fax Number for Speed Dialing

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Phone Book`, and then press the OK button.
4. Select `Speed Dial`, and then press the OK button.
5. Select the desired speed dial number between 01 and 99, and then press the OK button.
6. Select `Name`, and then press the OK button.
7. Enter the name using the numeric keypad, and then press the OK button.
8. Select `Phone Number`, and then press the OK button.
9. Enter the number you want to store using the numeric keypad, and then press the OK button.
   To insert a pause between numbers, press the (**Redial/Pause**) button and confirm that "-" appears on the LCD panel.
10. Select `Apply Settings`, and then press the OK button.
11. Select `Yes`, and then press the OK button.
12. Repeat steps **5** to **11** as needed to add speed dial numbers.
13. To quit adding speed dial numbers, keep pressing the (**Back**) button until the LCD panel shows `Select Function`.

■ Sending a Fax Using Speed Dialing

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:
   - "Loading a Source Document on the Automatic Document Feeder (ADF)" on page 249
   - "Loading a Source Document on the Document Glass" on page 250

2. Press the (**Fax**) button and do either of the following:
   - Select `Fax to`, and then press the OK button. Select `Speed Dial`, and then press the OK button.
   - Press the (**Speed Dial**) button.

3. Enter a speed dial number between 01 and 99 using the numeric keypad.

   The corresponding entry's name briefly appears on the LCD panel.

4. Press the OK button.

5. Adjust the document resolution to suit your fax needs.

   See also:
   - "Resolution" on page 251
   - "Lighten/Darken" on page 252

6. Press the (**Start**) button to scan and store the document in the memory.

   When you are using the document glass, the LCD panel displays a prompt for another page. If you have more pages to send, select `Yes`, replace the page with a new one and select `Continue`, repeat the actions for the remaining pages, and press the OK button. Otherwise, select `No` and press the OK button.

   The printer dials the fax number stored as the speed dial number and send the fax when the remote fax machine answers.

NOTE:
- Using an asterisk (*) in the digit of the speed dial number, you can send a document to multiple locations. For example, if you enter 0*, you can send a document to the destinations registered to the speed dial numbers 01 through 09.

■ Group Dialing

If you frequently send the same document to several destinations, you can group the fax numbers for these destinations together to create a group dialing number. This enables you to send a fax to multiple destinations by specifying a single group dialing number. You can create up to six group dial numbers.

NOTE:
- You cannot include a group dial number within another group dial number.

■ Creating Group Dial Numbers

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Phone Book`, and then press the OK button.
4. Select `Group Dial`, and then press the OK button.
5. Select a group dial number between 01 and 06, and then press the OK button.
6. Select `Name`, and then press the OK button.
7. Enter your desired name, and then press the OK button.
8. Select `Speed Dial No`, and then press the OK button.
9. Select speed dial numbers to include in the group dial number, and then press the OK button.
10. Select `Apply Settings`, and then press the OK button.
11. Select `Yes` when `Are You Sure?` is displayed, and then press the OK button.
12. To create more group dial numbers, repeat steps 5 to 11.
13. To quit creating group dial numbers, keep pressing the (**Back**) button until the LCD panel shows `Select Function`.

■ Editing Group Dial Numbers

You can add/delete a speed dial number(s) to/from a group dial number.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Phone Book`, and then press the OK button.
4. Select `Group Dial`, and then press the OK button.
5. Select the group dial number that you want to edit, and then press the OK button.
6. To change the group dial name:
   a. Select `Name`, and then press the OK button.
   b. Enter a new name, and then press the OK button.
   c. Select `Apply Settings`, and then press the OK button.
   d. Select `Yes` when `Are You Sure?` is displayed, and then press the OK button.
7. To change the speed dial number:
   a. Select `Speed Dial No`, and then press the OK button.
   b. Select or deselect a desired speed dial number(s), and then press the OK button.
   c. Select `Apply Settings`, and then press the OK button.
   d. Select `Yes` when `Are You Sure?` is displayed, and then press the OK button.

   NOTE:

   - Deselecting all speed dial numbers in the group dial number does not delete the group dial number itself. To delete the group dial number, press the **C** (**Clear**) button step b above and proceed to step d.
8. If you want to edit another group dial number, repeat steps 5 to 8.
9. To quit editing group dial numbers, keep pressing the (**Back**) button until the LCD panel shows `Select Function`.

■ Sending a Fax Using Group Dialing (Multi-address Transmission)

You can use group dial numbers for broadcasting or delayed transmissions.

See also:

- "Sending a Delayed Fax" on page 256

1. Load a document(s) face up on the Automatic Document Feeder (ADF) with the top edge going in first; or place a single document face down on the document glass and close the document cover.

   See also:

   - "Loading a Source Document on the Automatic Document Feeder (ADF)" on page 249
   - "Loading a Source Document on the Document Glass" on page 250

2. Press the (**Fax**) button.
3. Select `Fax to`, and then press the OK button.
4. Select `Group Dial`, and then press the OK button.
5. Press the ▲ or ▼ button to enter a group dial number between 01 and 06, and then press the ▶ button to make or clear the selection.

   The corresponding entry's name briefly appears on the LCD panel.
6. Press the OK button.
7. Adjust the document resolution to suit your fax needs.

   See also:

   - "Resolution" on page 251
   - "Lighten/Darken" on page 252
8. Press the (**Start**) button to scan and store the document in the memory.

   When you are using the document glass, the LCD panel displays a prompt for another page. If you have more pages to send, select `Yes`, replace the page with a new one and select `Continue`, repeat the actions for the remaining pages, and press the OK button. Otherwise, select `No` and press the OK button.

   The printer dials the fax number stored as the speed dial number and send the fax when the remote fax machine answers.

■ Printing the Address Book List

You can review your automatic dial entries by printing the Address Book List.

1. Press the (**System**) button.
2. Select `Report / List`, and then press the OK button.
3. Select `Address Book`, and then press the OK button.

   A list of your speed and group dial entries is printed.

Other Ways to Fax

This section includes:

- "Using the Secure Receiving Mode" on page 270
- "Using an Answering Machine" on page 271
- "Using a Computer Modem" on page 272

■ Using the Secure Receiving Mode

You may need to prevent your received faxes from unauthorized access. Use the secure receiving mode to prohibit printing out all of the received faxes when the printer is unattended. In the secure receiving mode, all incoming faxes will be stored in the memory. You can then turn off the mode to print all the stored faxes.

NOTE:

- Before operation, ensure that `Panel Lock Set` is set to `Enable`.

To turn on the secure receiving mode:

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Enter the password specified for `Panel Lock`, and then press the OK button.

   NOTE:

   - The factory-default panel password is 0000.
4. Select `Secure Settings`, and then press the OK button.
5. Select `Secure Receive`, and then press the OK button.
6. Select `Secure Receive Set`, and then press the OK button.
7. Select `Enable`, and then press the OK button.
8. Press the (**Back**) button several times until the LCD panel shows `Select Function`.

   While in the secure receiving mode, your printer stores received faxes in the memory and displays `Secure Receive` in the `Job Status` screen to indicate it has faxes stored in the memory.

   NOTE:

   - If you change the panel password while `Secure Receive Set` is set to `Enable`, perform steps 1 through 5 above, select `Change Password`, and then press the OK button. Enter a new password, and then press the OK button.

To print stored faxes:

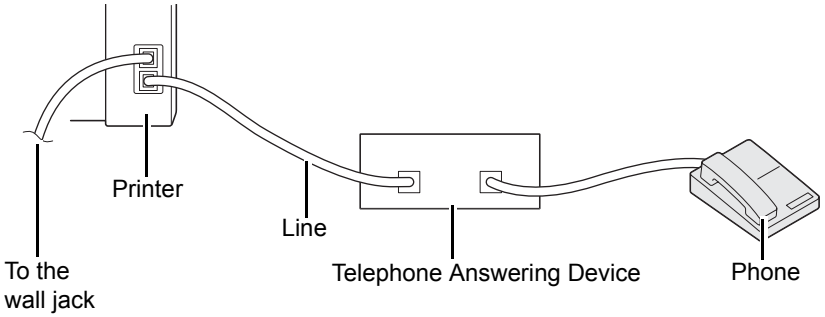
1. Press the (**Job Status**) button.
2. Select `Secure Receive`, and then press the OK button.
3. Enter the password, and then press the OK button.

   The faxes stored in memory are printed.

To turn off the secure receiving mode:

1. Follow steps **1** through **6** in "To turn on the secure receiving mode:" to access the `Secure Receive Set` menu.
2. Select `Disable`, and then press the OK button.
3. Press the ↩ (**Back**) button several times until the LCD panel shows `Select Function`.

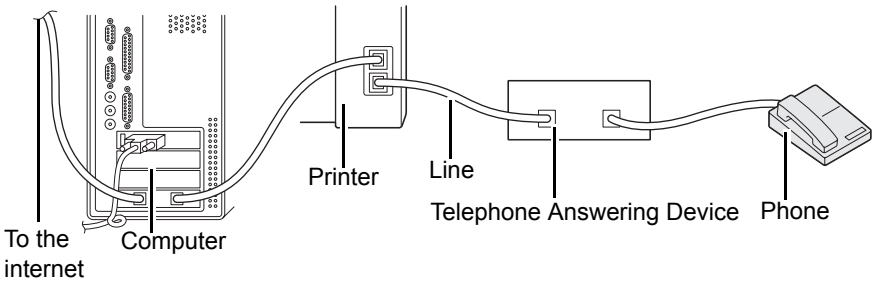
■ Using an Answering Machine



You can connect a telephone answering device (TAD) directly to the rear of your printer as shown above.

- Place your printer in the Ans/FAX Mode and specify for `Auto Ans. Ans/FAX` a period of time before the TAD responds.
- When the TAD picks up an incoming call, the printer monitors and takes the line if it hears a fax tone and then starts receiving the fax.
- When the TAD is turned off, the printer automatically enters the FAX Mode after a predefined period of time.
- If you answer an incoming call and hear a fax tone, the printer will receive the fax in the following cases:
  - You set `OnHook` to `On` (you can hear a voice or a fax tone from the remote fax machine), press the ◇ (**Start**) button, and then replace the handset.
  - You press the two-digit remote receive code and replace the handset.

■ Using a Computer Modem



If you want to use your computer modem for faxing or dial-up internet connection, connect the computer modem directly to the rear of your printer with the TAD as shown above.

- Place your printer in the Ans/FAX Mode and specify for `Auto Ans. Ans/FAX` a period of time before the TAD responds.
- Turn off the computer modem's fax-receive feature.
- Do not use the computer modem while your printer is sending or receiving a fax.
- Follow the instructions provided with your computer modem and fax application to fax via the computer modem.

Setting Sounds

This section includes:

- "Speaker Volume" on page 273
- "Ringer Volume" on page 273

■ Speaker Volume

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Fax Settings`, and then press the OK button.
4. Select `Line Monitor`, and then press the OK button.
5. Select the desired volume, and then press the OK button.
6. Reboot the printer by turning the power switch off and then on.

■ Ringer Volume

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Fax Settings`, and then press the OK button.
4. Select `Ring Tone Volume`, and then press the OK button.
5. Select the desired volume, and then press the OK button.
6. Reboot the printer by turning the power switch off and then on.

Specifying the Fax Settings

This section includes:

- "Customizing Fax Options" on page 274
- "Available Fax Options" on page 275

■ Customizing Fax Options

Your printer is provided with a variety of options that you can use to configure the fax feature. For details on the available menu items, see "Available Fax Options" on page 275.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Fax Settings`, and then press the OK button.
4. Select the desired menu item, and then press the OK button.
5. Select the desired setting or enter the value using the numeric keypad.
6. Press the OK button to save the selection.
7. Repeat steps 4 to 6 as needed to change the setting.
8. To quit changing settings, keep pressing the (**Back**) button until the LCD panel shows `Select Function`.

■ Available Fax Options

You can use the following options for configuring the fax feature of your printer:

Option		Description
Ans Select	TEL Mode	The printer does not automatically receive faxes. To receive an incoming fax, you need to pick up the handset of the connected external telephone, press the 2-digit code, and press the ◇ (**Start**) button.
	FAX Mode	This option is selected by default and the printer automatically receives faxes.
	TEL/FAX Mode	When the printer receives an incoming fax, the external telephone rings for the period of time specified for Auto Ans. TEL/FAX, and then the printer automatically receives the fax. If an incoming call is not a fax, the printer beeps from the internal speaker indicating that the call is a telephone call.
	Ans/FAX Mode	The printer shares the telephone line with an answering machine and monitors the line for a fax tone. It will pick up an incoming call if it hears a fax tone. This option is not available in regions where a serial phone system is employed.
	DRPD Mode	To use this option, you need to subscribe the Distinctive Ring Pattern Detection (DRPD) service from your telephone company that assigns multiple telephone numbers to a single telephone line and distinguishes each line with a distinctive ring pattern. Once this service is activated, then you can configure your printer to monitor the line for the distinctive ring pattern.
Auto Answer Fax	Specify a period of time for which the printer waits before entering the FAX Mode upon reception of an incoming call.	
Auto Ans. TEL/FAX	Specify a period of time for which the printer waits before entering the FAX Mode when the external telephone receives an incoming call.	
Auto Ans. Ans/FAX	Specify a period of time for which the printer waits before entering the FAX Mode when the answering machine receives an incoming call.	
Line Monitor	Select a volume level of the sound that the printer emits from the internal speaker while establishing a connection for fax transmission.	
Ring Tone Volume	Select a volume level of the ring tone that the printer emits from the internal speaker to indicate an incoming telephone call while in the TEL/FAX Mode.	
Line Type	Select the line type.	
Dialing Type	Select the dialing type. **NOTE:** • DP (10pps) is not displayed when Australia is set for Region.	
Interval Timer	Specify an interval between transmission attempts.	
Number of Redial	Specify the number of redial attempts to make when the destination fax number is busy. If you specify 0, the printer will not redial.	
Redial Delay	Specify an interval between redial attempts.	
Junk Fax Filter	Select whether to reject faxes from the numbers that are not included in the Address Book.	
Remote Receive	Select whether to use this option. With this option enabled, you can pick up the handset and enter the remote receive code to receive a fax.	
Remote Rcv Tone	Specify the remote receive code in two digits for the Remote Receive option.	

Option	Description
Send Header	Select whether to print the sender information on the header of faxes.
Company Name	Enter a sender name of up to 30 alphanumeric characters.
Your Fax Number	Enter the fax number of the printer to be printed on the header of faxes.
Fax Cover Page	Select whether to attach a cover page to faxes.
DRPD Pattern	Select a ring pattern for the Distinctive Ring Pattern Detection (DRPD) service.
2-Sided Print	Select whether to print on either side of the paper.
Forward Settings	Select how you want to forward received faxes.
Fax Fwd Number	Enter the forwarding fax number when you have selected Forward Only or Forward and Print for Forward Settings.
Fax Fwd E-Mail	Enter the forwarding e-mail address when you have selected E-Mail and Print for Forward Settings.
Prefix Dial	Select whether to insert a prefix dial number.
Prefix Dial Num	Enter a prefix dial number of up to five digits. This number dials before any auto dial number is started. It is useful for accessing the Private Automatic Branch Exchange (PABX).
Discard Size	Select whether to discard text or images at the bottom of a fax page when the entire page does not fit onto the output paper. Selecting Auto Reduction automatically reduces the fax page to fit it onto the output paper, and does not discard any images or text at the bottom of the page.
ECM	Select whether to enable the ECM. To use the ECM, the remote fax machines must also support the ECM.
Extel Hook Thresh	Select an external telephone hook detection threshold for the condition in which a telephone line is not being used.
Modem Speed	Select a fax modem speed when a fax transmission or reception error occurs.
Fax Activity	Select whether to automatically print the Fax Activity Report after every 50 incoming and outgoing fax communications.
Fax Transmit	Select whether to print a transmission report after every fax transmission or only when an error occurs.
Fax Broadcast	Select whether to print a transmission report after every fax transmission to multiple destinations or only when an error occurs.
Region	Select the region where the printer is used.

• Prefix Dial

The prefix dial number is required in an environment where out-going fax calls go through a PBX machine.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Fax Settings`, and then press the OK button.
4. Select `Line Type`, and then press the OK button.
5. Select `PBX`, and then press the OK button.
6. Press the (**Back**) button to return to the previous menu.
7. Select `Prefix Dial`, and then press the OK button.
8. Select `On`, and then press the OK button.
9. Press the (**Back**) button to return to the previous menu.
10. Select `Prefix Dial Num`, and then press the OK button.
11. Enter an up-to-five-digit prefix number using 0–9, *, and #.
12. Confirm the prefix dial number on the LCD panel is correct, and then press the OK button.
13. Reboot the printer by turning the power switch off and then on.

Changing the Default Fax Settings

You can customize the default fax settings using the menu items that you use most frequently.

1. Press the (**System**) button.
2. Select `Defaults Settings`, and then press the OK button.
3. Select `Fax Defaults`, and then press the OK button.
4. Select the desired menu item, and then press the OK button.
5. Select the desired setting or enter the value using the numeric keypad, and then press the OK button.
6. Repeat steps 4 and 5, as needed.
7. To quit changing the default settings, keep pressing the (**Back**) button until the LCD panel shows `Select Function`.

Printing a Report

The following reports may be useful when using the fax function:

- Address Book List

  This list shows all the addresses currently stored in the memory of the printer as Address Book information.

- Fax Activity Report

  This report shows information about the recent 50 faxes you received or sent.

- Protocol Monitor

  This report shows a detailed list of monitored protocols.

- Monitor Report

  This report shows the details of a fax job. This is printed when the fax was successfully sent.

- Transmission Report

  This report shows the details of a fax job. This is printed when the fax transmission failed.

- Broadcast Report

  This report shows all the destinations of a broadcast fax and the transmission result for each destination.

NOTE:

- The reports and lists are all printed in English.

To print a report or list:

1. Press the (**System**) button.
2. Select `Report / List`, and then press the OK button.
3. Select a report or list you want to print, and then press the OK button.

   The selected report or list is printed.

NOTE:

- You cannot manually print the Monitor Report, Transmission Report, and Broadcast Report with the above procedure. They will be printed as specified upon completion of a fax job. For details on setting when to print them, see "Fax Transmit" on page 305 or "Fax Broadcast" on page 305.

9

Using the Operator Panel Menus and Keypad

This chapter includes:

- "Understanding the Operator Panel Menus" on page 282
- "Panel Lock Feature" on page 331
- "Limiting Access to Copy, Fax, Scan, and USB Direct Print Operations" on page 333
- "Changing the Power Saver Mode Settings" on page 334
- "Resetting to Factory Defaults" on page 335
- "Changing the Language" on page 336
- "Using the Numeric Keypad" on page 337

Understanding the Operator Panel Menus

When your printer is connected to a network and available to a number of users, access to the `Admin Menu` may be restricted. This prevents unauthorized users from using the operator panel to inadvertently change the default menu settings that have been set by the administrator. However, you can change settings for individual print jobs using the print driver. Print settings selected on the print driver have precedence over the default menu settings on the operator panel.

■ Report / List

Use `Report / List` to print various types of reports and lists.

NOTE:

- A password is required to use the `Report / List` menu when `Panel Lock Set` is set to `Enable`. In this case, enter the password you specified, and press the OK button.
- The reports and lists are all printed in English.

System Settings

Purpose:

To print a list of information such as the printer name, the serial number, print volume, and network settings.

Panel Settings

Purpose:

To print a detailed list of all the settings on the operator panel menus.

Job History

Purpose:

To print a detailed list of the jobs that have been processed. This list contains the last 50 jobs.

Error History

Purpose:

To print a detailed list of paper jams and fatal errors.

Demo Page

Purpose:

To print a test page.

PCL Fonts List

Purpose:

To print a sample of available PCL® fonts.

PS Fonts List

Purpose:

To print a sample of available PostScript Level3 Compatible and PDF fonts.

Protocol Monitor

Purpose:

To print a detailed list of monitored protocols.

Address Book

Purpose:

To print the list of all addresses stored as Address Book information.

Fax Activity

Purpose:

To print the report of faxes you recently received or sent.

■ Meter Readings

Use `Meter Readings` to check the total number of printed pages.

■ Admin Menu

Use the `Admin Menu` to configure a variety of printer features.

NOTE:

- A password is required to use the `Admin Menu` when `Panel Lock Set` is set to `Enable`. In this case, enter the password you specified, and press the OK button.

Phone Book

Use the `Phone Book` menu to configure the speed dial and group dial settings.

• Speed Dial

Purpose:

To store up to 99 frequently dialed numbers in speed dial locations.

NOTE:

- The first eight entries are assigned to the one-touch buttons on the operator panel.

See also:

- "Storing a Fax Number for Speed Dialing" on page 265

• Group Dial

Purpose:

To create a group of fax destinations and register it under a 2-digit dial code. Up to six group dial codes can be registered.

See also:

- "Creating Group Dial Numbers" on page 267

PCL Settings

Use the PCL Settings menu to change printer settings that only affect jobs using the PCL emulation printer language.

• Paper Size

Purpose:

To specify the default paper size.

Values:

A4 - 210x297mm*
A5 - 148x210mm
B5 - 182x257mm
Letter - 8.5x11"
Folio - 8.5x13"
Legal - 8.5x14"
Executive
Statement
#10Env. - 4.125x9.5"
Monarch Env.
Monarch Env.L
DL Env. - 110x220mm
DL Env. L
C5 Env. - 162x229mm
Postcard JPN - 148x100mm
W-Postcard JPN - 148x200mm
Env Yougata 2
Env Yougata 2L
Env Yougata 3
Env Yougata 3L
Env Yougata 4
Env Yougata 6
Env Younaga 3
Env Nagagata 3
Env Nagagata 4
Env Kakugata 3

New Custom Size	Portrait(Y)	297mm*/11.7inch*	Specifies the length of the custom size paper. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
		127mm - 355mm/5.0inch - 14.0inch	
	Landscape(X)	210mm*/8.3inch*	Specifies the width of the custom size paper. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
		77mm - 215mm/3.0inch - 8.5inch	

* Factory default menu setting.

• Orientation

Purpose:

To specify how text and graphics are oriented on the page.

Values:

Portrait*	Prints text and graphics parallel to the short edge of the paper.
Landscape	Prints text and graphics parallel to the long edge of the paper.

* Factory default menu setting

• 2-Sided

Purpose:

To specify whether to print on either side of paper.

Values:

2-Sided Print	Off*	Does not print on either side of paper.
	On	Prints on either side of paper.
Binding Edge	Flip Long Edge*	Prints on either side of paper to be bound on the long edge.
	Flip Short Edge	Prints on either side of paper to be bound on the short edge.

* Factory default menu setting

• Font

Purpose:

To select the default font from the fonts installed on the printer.

Values:

Courier*	AlbertusMd	ITCBookmanDb
CGTimes	AlbertusXb	ITCBookmanLtIt
CGTimesBd	Arial	ITCBookmanDbIt
CGTimesIt	ArialBd	NwCentSchlbkRmn
CGTimesBdIt	ArialIt	NwCentSchlbkBd
CGOmega	ArialBdIt	NwCentSchlbkIt
CGOmegaBd	TimesNew	NwCentSchlbkBdIt
CGOmegaIt	TimesNewBd	Times
CGOmegaBdIt	TimesNewIt	TimesBd
Coronet	TimesNewBdIt	TimesIt
ClarendonCd	Helvetica	TimesBdIt
UniversMd	HelveticaBd	ZapfChanceryMdIt
UniversBd	HelveticaOb	Symbol
UniversMdIt	HelveticaBdOb	SymbolPS
UniversBdIt	HelveticaNr	Wingdings
UniversMdCd	HelveticaNrBd	ZapfDingbats
UniversBdCd	HelveticaNrOb	CourierBd
UniversMdCdIt	HelveticaNrBdOb	CourierIt
UniversBdCdIt	PalatinoRmn	CourierBdIt
AntiqueOlv	PalatinoBd	LetterGothic
AntiqueOlvBd	PalatinoIt	LetterGothicBd
AntiqueOlvIt	PalatinoBdIt	LetterGothicIt
GarmondAntiqua	ITCAvantGardBk	CourierPS
GarmondHlb	ITCAvantGardDb	CourierPSBd
GarmondKrsv	ITCAvantGardBkOb	CourierPSOb
GarmondKrsvHlb	ITCAvantGardDbOb	CourierPSBdOb
Marigold	ITCBookmanLt	

* Factory default menu setting

• Symbol Set

Purpose:

To specify a symbol set for the specified font.

Values:

PC-8*	PS MATH	WINGDINGS
PC-8 DN	PI FONT	DNGBTSMS
PC-850	LEGAL	ISO-L6
PC-852	ISO-4	PC-1004
PC-8 TK	ISO-6	PC-775
WIN L1	ISO-11	WINBALT
WIN L2	ISO-15	UCS-2
WIN L5	ISO-17	ROMAN-8
DESKTOP	ISO-21	ROMANEXT
MC TEXT	ISO-60	ISO-L1
PS TEXT	ISO-69	ISO-L2
MS PUB	WIN 3.0	ISO-L5
MATH-8	SYMBOL	

* Factory default menu setting

• Font Size

Purpose:

To specify the font size for scalable typographic fonts, within a range from `4.00` to `50.00`. The default is `12.00`.

Font size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch.

NOTE:

- The `Font Size` menu item only appears for typographic fonts.

• Font Pitch

Purpose:

To specify the font pitch for scalable mono spaced fonts, within a range from `6.00` to `24.00`. The default is `10.00`.

Font pitch refers to the number of fixed-space characters in a horizontal inch of type. For nonscheduled mono spaced fonts, the pitch is displayed, but cannot be changed.

NOTE:

- The `Font Pitch` menu item only appears for fixed or mono spaced font.

• Form Line

Purpose:

To set the number of lines in a page.

Values:

`64*`	Select the value in increments of 1.
`5-128`	

* Factory default menu setting

NOTE:

- The printer sets the amount of space between each line (vertical line spacing) based on the `Form Line` and `Orientation` settings. Make sure that the `Form Line` and `Orientation` settings are correct before changing the `Form Line` setting.

• Quantity

Purpose:

To set the default print quantity, within a range from `1` to `999`. The default is `1`. (Set the number of copies required for a specific job on the print driver. Values selected on the print driver always override values selected on the operator panel.)

• Image Enhance

Purpose:

To specify whether to enable the Image Enhance feature which makes the boundary line between black and white smoother to decrease jagged edges and enhance the visual appearance.

Values:

`Off*`	Disables the Image Enhance feature.
`On`	Enables the Image Enhance feature.

* Factory default menu setting

• Draft Mode

Purpose:

To save toner by printing in the draft mode. The print quality is reduced when you print in the draft mode.

Values:

`Disable*`	Does not print in the draft mode.
`Enable`	Prints in the draft mode.

* Factory default menu setting

• Line Termination

Purpose:

To add the line termination commands.

Values:

Off*	The line termination command is not added. CR=CR, LF=LF, FF=FF
Add-CR	The CR command is added. CR=CR, LF=CR-LF, FF=CR-FF
Add-LF	The LF command is added. CR=CR-LF, LF=LF, FF=FF
CR-XX	The CR and LF commands are added. CR=CR-LF, LF=CR-LF, FF=CR-FF

* Factory default menu setting

PS Settings

Use the PS Settings menu to change printer settings that only affect jobs using the PostScript Level3 Compatible printer language.

• PS Error Report

Purpose:

To specify whether to print the description of errors concerning the PostScript Level3 Compatible printer language.

Values:

Off	Dose not print the PS error report.
On*	Prints the PS error report.

* Factory default menu setting

• PS Job Time-Out

Purpose:

To specify the runtime of a single job using the PostScript Level3 Compatible printer language.

Values:

Off*		Does not set the runtime of a PS job.
On	1min	Sets the runtime of a PS job.
	1min - 900min	

* Factory default menu setting

PDF Settings

Use the `PDF Settings` menu to change printer settings that only affect the PDF jobs.

• Quantity

Purpose:

To specify the number of copies to print.

Values:

`1*`	Select a value in increments of 1.
`1 - 999`	

* Factory default menu setting

• 2-Sided

Purpose:

To specify whether to print on either side of paper.

Values:

`2-Sided Print`	`Off*`	Does not print on either side of paper.
	`On`	Prints on either side of paper.
`Binding Edge`	`Flip Long Edge*`	Prints on either side of paper to be bound on the long edge.
	`Flip Short Edge`	Prints on either side of paper to be bound on the short edge.

* Factory default menu setting

• Print Mode

Purpose:

To specify the print mode.

Values:

`Normal*`	For documents with normal sized characters.
`High Quality`	For documents with small characters or thin lines, or documents printed using a dot-matrix printer.

* Factory default menu setting

• PDF Password

Purpose:

To specify a password for printing secure PDF files.

Values:

`************************ ********`	Enter a password of up to 32 alphanumeric characters for printing secure PDF files.

• Paper Size

Purpose:

To specify the output paper size for PDF files.

Values:

A4 - 210x297mm*
Letter - 8.5x11"
Auto

* Factory default menu setting

• Layout

Purpose:

To specify the output layout.

Values:

Auto %*
100% (No Zoom)
2 Pages Up
4 Pages Up

* Factory default menu setting

Network

Use the Network option to change the printer settings affecting jobs sent to the printer through the network.

• Ethernet

Purpose:

To specify the communication speed and the duplex settings of Ethernet. To make any changes effective, turn off the printer and then turn it back on.

Values:

Auto*	Detects the Ethernet settings automatically.
10BASE-T Half	Uses 10base-T half-duplex.
10BASE-T Full	Uses 10base-T full-duplex.
100BASE-TX Half	Uses 100base-TX half-duplex.
100BASE-TX Full	Uses 100base-TX full-duplex.

* Factory default menu setting

NOTE:

- This menu item appears only when the printer is connected to a wired network.

• Wireless Status (DocuPrint M255 z only)

Purpose:

To display the information on the wireless signal strength. No changes can be made on the operator panel to improve the status of the wireless connection.

Values:

Connection	Good	Indicates good signal strength.
	Acceptable	Indicates marginal signal strength.
	Low	Indicates insufficient signal strength.
	No Reception	Indicates that no signal is received.
SSID	XXXXX	As the factory default menu setting, "wireless_device" is specified in advance.
Encryption Type	No Security	A wireless network is configured with no security.
	WEP	A wireless network is configured with the WEP encryption.
	WPA-PSK-TKIP	A wireless network is configured with the WPA-PSK-TKIP encryption.
	WPA2-PSK-AES	A wireless network is configured with the WPA2-PSK-AES encryption.
	Mixed Mode PSK	A wireless network is configured with the Mixed Mode PSK encryption.

NOTE:

- This menu item appears only when the printer is connected to a wireless network.

• Wireless Setup (DocuPrint M255 z only)

Purpose:

To configure wireless network settings.

Values:

Manual Setup	Enter Network (SSID)	Enter a name of up to 32 alphanumeric characters to identify the wireless network. As the factory default menu setting, "wireless_device" is specified in advance.		
	Infrastructure	Configures a wireless network with access points.		
		No Security*	Configures a wireless network without security encryption.	
		Mixed Mode PSK	Configures a wireless network with the WPA-PSK-TKIP, WPA-PSK-AES and WPA2-PSK-AES encryptions.	
			PassPhrase Entry	Enter a passphrase of 8 to 63 alphanumeric characters.
		WPA-PSK-TKIP	Configures a wireless network with the WPA-PSK-TKIP encryption.	
			PassPhrase Entry	Enter a passphrase of 8 to 63 alphanumeric characters.
		WPA2-PSK-AES	Configures a wireless network with the WPA2-PSK-AES encryption.	
			PassPhrase Entry	Enter a passphrase of 8 to 63 alphanumeric characters.
		WEP	Configures a wireless network with the WEP encryption and specify a WEP key of 10 or 26 hexadecimal characters.	
			Transmit Key	Select the transmit key from Auto, WEP Key 1, WEP Key 2, WEP Key 3, and WEP Key 4.
	Ad-hoc	Configures a wireless network without access points.		
		No Security*	Configures a wireless network without security encryption.	
		WEP	Configures a wireless network with the WEP encryption and specify a WEP key of 10 or 26 hexadecimal characters.	
			Transmit Key	Select the transmit key from WEP Key 1, WEP Key 2, WEP Key 3, and WEP Key 4.

* Factory default menu setting

NOTE:

- This menu item appears only when the printer is connected to a wireless network.

• WPS Setup (DocuPrint M255 z only)

Push Button Control	PBC Start	No*	Disables the PBC method for the WPS encryption.
		Yes	Enables the PBC method for the WPS encryption.
PIN Code	Start Configuration	Starts configuring wireless network settings using the PIN code assigned automatically by the printer.	
	Print PIN Code	Prints the PIN code to be entered on the computer for the WPS encryption setup.	

* Factory default menu setting

NOTE:

- This menu item appears only when the printer is connected to a wireless network.

• Reset Wireless (DocuPrint M255 z only)

Purpose:

To initialize wireless network settings. Enabling this feature and rebooting the printer will reset all the wireless settings to their factory default settings.

Values:

No*	Does not reset the wireless setting.
Yes	Resets the wireless setting.

* Factory default menu setting

NOTE:

- This menu item appears only when the printer is connected to a wireless network.

• TCP/IP

Purpose:

To configure TCP/IP settings. To make any changes effective, turn off the printer and then turn it back on.

Values:

IP Mode	Dual Stack*		Uses both IPv4 and IPv6 to set the IP address.
	IPv4		Uses IPv4 to set the IP address.
IPv4	Get IP Address	DHCP/AutoIP*	Automatically sets the IP address.
		BOOTP	Uses BOOTP to set the IP address.
		RARP	Uses RARP to set the IP address.
		DHCP	Uses DHCP to set the IP address.
		Panel	Enter the IP address on the operator panel.
	IP Address		Enter the IP address allocated to the printer.
	Subnet Mask		Enter the subnet mask.
	Gateway Address		Enter the gateway address.

* Factory default menu setting

NOTE:

- To configure the IPv6 settings, use the CentreWare Internet Services.

• Protocol

Purpose:

To enable or disable each protocol. To make any changes effective, turn off the printer and then turn it back on.

Values:

LPD	Disable	Disables the Line Printer Daemon (LPD) port.
	Enable*	Enables the LPD port.
Port 9100	Disable	Disables the Port 9100 port.
	Enable*	Enables the Port 9100 port.
WSD**	Disable	Disables the Web Services on Devices port.
	Enable*	Enables the Web Services on Devices port.
SNMP	Disable	Disables the Simple Network Management Protocol (SNMP) UDP port.
	Enable*	Enables the SNMP UDP port.
StatusMessenger	Disable	Disables the StatusMessenger feature.
	Enable*	Enables the StatusMessenger feature.
CentreWare IS	Disable	Disables an access to the CentreWare Internet Services embedded in the printer.
	Enable*	Enables an access to the CentreWare Internet Services embedded in the printer.
Bonjour(mDNS)	Disable	Disables the Bonjour® (mDNS).
	Enable*	Enables the Bonjour (mDNS).

* Factory default menu setting
** WSD stands for Web Services on Devices.

• IP Filter

NOTE:

- The IP Filter feature is supported for IPv4 addresses and available only when Protocol is set to LPD or Port 9100.

Purpose:

To block data received from certain IP addresses through the network. You can set up to five IP addresses. To make any changes effective, turn off the printer and then turn it back on.

Values:

No.n/Address (n is 1 - 5.)		Sets the IP address for Filter *n*.
No.n/Mask (n is 1 - 5.)		Sets the address mask for Filter *n*.
No.n/Mode (n is 1 - 5.)	Off*	Disables the IP Filter feature for Filter *n*.
	Accept	Accepts an access from the specified IP address.
	Reject	Rejects an access from the specified IP address.

* Factory default menu setting

• Initialize NVM

Purpose:

To initialize wired network data stored in Non-Volatile Memory (NVM). Enabling this feature and rebooting the printer will reset all the wired network settings to their factory default values.

Values:

Yes	Initializes the wired network data stored in NVM.
No*	Does not initialize the wired network data stored in NVM.

* Factory default menu setting

• PS Data Format

Purpose:

To set the PS data communications protocol. To make any changes effective, turn off the printer and then turn it back on.

Values:

Auto*	Sets the PS data communications protocol automatically.
Standard	Sets the PS data communications protocol to Standard.
BCP	Sets the PS data communications protocol to BCP.
TBCP	Sets the PS data communications protocol to TBCP.

* Factory default menu setting

Fax Settings

Use the Fax Settings menu to configure the basic fax settings.

• Ans Select

Purpose:

To specify the default fax receiving mode.

Values:

TEL Mode	The printer does not automatically receive faxes. To receive an incoming fax, you need to pick up the handset of the connected external telephone, press the 2-digit code, and press the ◇ (**Start**) button.
FAX Mode*	The printer automatically receives faxes.
TEL/FAX Mode	When the printer receives an incoming fax, the external telephone rings for the period of time specified for Auto Ans. TEL/FAX, and then the printer automatically receives a fax. If an incoming call is not a fax, the printer beeps from the internal speaker indicating that the call is a telephone call.
Ans/FAX Mode	The printer shares the telephone line with an answering machine and monitors the line for a fax tone. It will pick up an incoming call if it hears a fax tone. This option is not available in regions where a serial phone system is employed.
DRPD Mode	To use this option, you need to subscribe the Distinctive Ring Pattern Detection (DRPD) service from your telephone company that assigns multiple telephone numbers to a single telephone line and distinguishes each line with a distinctive ring pattern. Once this service is activated, then you can configure your printer to monitor the line for the distinctive ring pattern.

* Factory default menu setting

• Auto Answer Fax

Purpose:

To specify a period of time for which the printer waits before entering the FAX Mode upon reception of an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 0 second.

• Auto Ans. TEL/FAX

Purpose:

To specify a period of time for which the printer waits before entering the FAX Mode when the external telephone receives an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 6 seconds.

• Auto Ans. Ans/FAX

Purpose:

To specify a period of time for which the printer waits before entering the FAX Mode when the answering machine receives an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 21 seconds.

• Line Monitor

Purpose:

To specify the volume of the sound that the printer emits from the internal speaker while establishing a connection for fax transmission.

Values:

Off	Turns off the line monitor.
Min	Sets the volume of the line monitor.
Middle*	
Max	

* Factory default menu setting

• Ring Tone Volume

Purpose:

To specify the volume of the ring tone that the printer emits from the internal speaker to indicate an incoming telephone call while in the TEL/FAX Mode.

Values:

Off	Turns off the ring tone.
Min	Sets the volume of the ring tone.
Middle	
Max*	

* Factory default menu setting

• Line Type

Purpose:

To specify the line type.

Values:

PSTN*	Sets the line type to PSTN.
PBX	Sets the line type to PBX.

* Factory default menu setting

• Dialing Type

Purpose:

To specify the dialing type.

Values:

Tone*	Uses the touch-tone dialing system.
DP (10pps)	Uses the pulse dialing system (10 pulses per second).

* Factory default menu setting

NOTE:

- DP (10pps) is not displayed when Australia is set for Region.

• Interval Timer

Purpose:

To specify an interval between transmission attempts within the range of 3 to 255 seconds. The default is 8 seconds.

• Number of Redial

Purpose:

To specify the number of redial attempts to make when the destination fax number is busy, within the range of 0 to 9. If you specify 0, the printer will not redial. The default is 3.

• Redial Delay

Purpose:

To specify an interval between redial attempts within the range of 1 to 15 minutes. The default is 1 minute.

• Junk Fax Filter

Purpose:

To reject faxes from the numbers that are not included in the Address Book.

Values:

`Off*`	Accepts all faxes.
`On`	Rejects faxes sent from the numbers that are not included in the Address Book.

* Factory default menu setting

NOTE:

- Ensure to register the fax numbers you want to accept faxes from in the Address Book before using `Junk Fax Filter`.

• Remote Receive

Purpose:

To receive a fax by pressing the remote receive code on the external telephone after picking up the handset of the telephone.

Values:

`Off*`	You cannot receive a fax by pressing the remote receive code on the external telephone.
`On`	You can receive a fax by pressing the remote receive code on the external telephone.

* Factory default menu setting

• Remote Rcv Tone

Purpose:

To specify the remote receive code in two digits to start the Remote Receive action. As the factory default menu setting, `00` is specified in advance.

• Send Header

Purpose:

To print the information of sender on the header of faxes.

Values:

Off	Does not print the information of sender on the header of faxes.
On*	Prints the information of sender on the header of faxes.

* Factory default menu setting

• Company Name

Purpose:

To specify the name of sender to be printed on the header of faxes. Up to 30 alphanumeric characters can be entered.

• Your Fax Number

Purpose:

To specify the fax number of the printer to be printed on the header of faxes.

• Fax Cover Page

Purpose:

To specify whether to attach a cover page to faxes.

Values:

Off*	Does not attach a cover page to faxes.
On	Attaches a cover page to faxes.

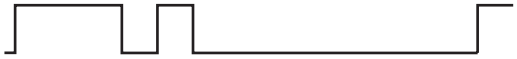
* Factory default menu setting

• DRPD Pattern

Purpose:

To provide a separate number for faxing with a distinctive ring pattern.

Values:

Pattern1-7	DRPD is a service provided by some telephone companies. DRPD patterns are specified by your telephone company. The patterns provided with your printer are shown below: Pattern1 Pattern2 Pattern3 Pattern4* Pattern5  Pattern6 Pattern7 Ask your telephone company which pattern you need to select to use this service. For example, Pattern7 is the New Zealand FaxAbility distinctive ring pattern: rings for 400 ms, stops for 800 ms, rings for 400 ms and stops for 1400 ms. This pattern is repeated over and over again. This printer only responds to Distinctive Alert cadence(s) DA4 in New Zealand.

• 2-Sided Print

Purpose:

To specify whether to use the duplex printing for faxing.

Values:

Off	Disables the duplex printing.
On*	Enables the duplex printing.

* Factory default menu setting

• Forward Settings

Purpose:

To specify whether to forward incoming faxes to a specified destination.

Values:

Off*	Incoming faxes will not be forwarded.
Forward Only	Incoming faxes will be forwarded to a specified destination and, if an error occurs while forwarded, they will be printed.
Forward and Print	Incoming faxes will be printed and forwarded to a specified destination.
E-Mail and Print	Incoming faxes will be printed and sent with an e-mail to a specified destination.

* Factory default menu setting

• Fax Fwd Number

Purpose:

To enter the fax number of the destination to which incoming faxes will be forwarded.

• Fax Fwd E-Mail

Purpose:

To enter the e-mail address to which incoming faxes will be sent with an e-mail.

• Prefix Dial

Purpose:

To specify whether to insert a prefix dial number.

Values:

Off*	Does not insert a prefix dial number.
On	Inserts a prefix dial number.

* Factory default menu setting

• Prefix Dial Num

Purpose:

To specify the prefix dial number of up to five digits. This number will be dialed before any automatic dialing number is started. It is useful for accessing the Private Automatic Branch Exchange (PABX).

• Discard Size

Purpose:

To specify whether to discard text or images at the bottom of a fax page when the entire page does not fit onto the output paper.

Values:

Off	Prints any excess at the bottom of a fax page without discarding it.
On	Discards any excess at the bottom of a fax page.
Auto Reduction*	Automatically reduces a fax page to fit it onto the output paper.

* Factory default menu setting

• ECM

Purpose:

To specify whether to enable the Error Correction Mode (ECM). To use the ECM, the remote fax machines must also support the ECM.

Values:

Off	Disables the ECM.
On*	Enables the ECM.

* Factory default menu setting

• Extel Hook Thresh

Purpose:

To specify the external telephone hook detection threshold for the condition in which a telephone line is not being used.

Values:

Lower	Sets the external telephone hook detection threshold to Lower.
Normal*	Sets the external telephone hook detection threshold to Normal.
Higher	Sets the external telephone hook detection threshold to Higher.

* Factory default menu setting

• Modem Speed

Purpose:

To specify the fax modem speed when a fax transmission or reception error occurs.

Values:

2.4 Kbps
4.8 Kbps
9.6 Kbps
14.4 Kbps
33.6 Kbps*

* Factory default menu setting

• Fax Activity

Purpose:

To specify whether to automatically print the Fax Activity Report after every 50 incoming and outgoing fax communications.

Values:

`Auto Print*`	Automatically prints the Fax Activity Report after every 50 incoming and outgoing fax communications.
`No Auto Print`	Does not automatically print the Fax Activity Report.

* Factory default menu setting

• Fax Transmit

Purpose:

To specify whether to print a transmission report after every fax transmission or only when an error occurs.

Values:

`Print Always`	Prints a transmission report after every fax transmission.
`Print On Error*`	Prints a transmission report only when an error occurs.
`Print Disable`	Does not print a transmission report after a fax transmission.

* Factory default menu setting

• Fax Broadcast

Purpose:

To specify whether to print a transmission report after every fax transmission to multiple destinations or only when an error occurs.

Values:

`Print Always*`	Prints a transmission report after every fax transmission to multiple destinations.
`Print On Error`	Prints a transmission report only when an error occurs.
`Print Disable`	Does not print a transmission report after a fax transmission to multiple destinations.

* Factory default menu setting

• Region

Purpose:

To specify the region where the printer is used.

System Settings

Use the `System Settings` menu to configure a variety of printer features.

• Power Saver Timer

Purpose:

To specify a time period before the printer enter each power saver mode.

Values:

`Low Power Timer`	`1min*` `1min - 30min`	By default, the printer enters Low Power mode in one minute of inactivity after completion of the last job. You can change the `Low Power Timer` setting within a range from 1 to 30 minutes.
`Sleep Timer`	`6min*` `6min - 11min`	By default, the printer enters Sleep mode in six minutes of inactivity starting from the moment it entered Low Power mode. You can change the `Sleep Timer` setting within a range from 6 to 11 minutes.

* Factory default menu setting

Select `1min` (default) for `Low Power Timer` if your printer shares an electrical circuit with your room lights and you notice them flickering. Otherwise, select a high value to keep your printer available for frequent use with the minimum warm-up time.

The printer automatically exits a power saver mode when it receives a print job from a computer or fax data through the telephone line. Alternatively, you can manually bring it back to the ready-to-print state. Press any button on the operator panel in Low Power mode. In Sleep mode, press the (**Energy Saver**) button. Whether the printer is in Low Power or Sleep mode, it will take about 25 seconds for the printer to resume the ready-to-print state.

• Auto Reset

Purpose:

To specify a time period before the printer restores the default setting for the current menu item and resumes the ready-to-print state when an attempt to change the setting is left unfinished.

Values:

`45sec*`
`1min`
`2min`
`3min`
`4min`

* Factory default menu setting

• Fault Time-Out

Purpose:

To specify a time period before the printer cancels a job that has halted abnormally. Any job will be cancelled when it times out.

Values:

Off		Disables the fault time-out feature.
On	60sec*	By default, the printer cancels a job in 60 seconds after the job halts abnormally. You can change the setting within a range from 3 to 300 seconds.
	3sec - 300sec	

* Factory default menu setting

• Job Time-Out

Purpose:

To specify a time period that the printer waits to receive data from a computer. Any print job will be cancelled when it times out.

Values:

Off		Disables the job time-out feature.
On	30sec*	By default, the printer waits to receive data from a computer for 30 seconds. You can change the setting within a range from 5 to 300 seconds.
	5sec - 300sec	

* Factory default menu setting

• Clock Settings

Purpose:

To specify the date and time, and regional time zone of the printer.

Values:

Set Date		Sets the current date.
Set Time		Sets the current time.
Date Format	yy / mm / dd	Sets the date format.
	mm / dd / yy	
	dd / mm / yy*	
Time Format	12H	Sets the time format.
	24H*	
Time Zone		Sets the time zone.

* Factory default menu setting

• Alert Tone

Purpose:

To configure settings for tones emitted by the printer during operation or when a warning message appears.

Values:

Panel Select Tone	Off*	Does not emit a tone when the operator panel input is correct.
	Min	Emits a tone at the specified volume when the operator panel input is correct.
	Middle	
	Max	
Panel Alert Tone	Off*	Does not emit a tone when the operator panel input is incorrect.
	Min	Emits a tone at the specified volume when the operator panel input is incorrect.
	Middle	
	Max	
Auto Clear Alert	Off*	Does not emit a tone before the printer performs auto clear.
	Min	Emits a tone at the specified volume five seconds before the printer performs auto clear.
	Middle	
	Max	
Job Tone	Off	Does not emit a tone when a job is complete.
	Min	Emits a tone at the specified volume when a job is complete.
	Middle*	
	Max	
Alert Tone	Off	Does not emit a tone when a problem occurs.
	Min	Emits a tone at the specified volume when a problem occurs.
	Middle*	
	Max	
Out of Paper	Off	Does not emit a tone when the printer runs out of paper.
	Min	Emits a tone at the specified volume when the printer runs out of paper.
	Middle*	
	Max	
All Tones	Off	Disables all the alert tones.
	Min	Sets the volume of all the alert tones at once.
	Middle*	
	Max	

* Factory default menu setting

• mm / inch

Purpose:

To specify the measurement unit after the numeric value displayed on the operator panel.

Values:

Millimeters (mm)*
Inches (")

* Factory default menu setting

• 2-Sided Report

Purpose:

To specify whether to print a report on either side of paper.

Values:

2-Sided*	Prints a report on either side of paper.
1-Sided	Prints a report on the single side of paper.

* Factory default menu setting

• Low Toner Alert Msg

Purpose:

To specify whether to show the alert message when the toner is low.

Values:

Off	Does not show the alert message when the toner is low.
On*	Shows the alert message when the toner is low.

* Factory default menu setting

• Power On Wizard

Purpose:

To perform initial settings for the printer.

See also:

- "Setting Initial Settings on the Operator Panel" on page 45

Values:

Yes	Performs the initial settings for the printer.
No*	Does not perform the initial settings for the printer.

* Factory default menu setting

Maintenance

Use the `Maintenance` menu to adjust print settings for each paper type, initialize the Non-Volatile Memory (NVM), and change the toner cartridge settings.

• F/W Version

Purpose:

To display the version of the controller.

• Adjust BTR

Purpose:

To specify a voltage of the transfer roller (BTR) for optimum printing of each paper type. To lower the voltage, specify a negative value. To increase, specify a positive value.

The default settings may not yield the best output on all paper types. If you see mottles on the print output, try increasing the voltage. If you see white spots on the print output, try decreasing the voltage.

NOTE:

- The print quality depends on the values you select for this menu item.

Values:

`Plain`	`0*`
	`-3 - 3`
`Light Card`	`0*`
	`-3 - 3`
`Labels`	`0*`
	`-3 - 3`
`Recycled`	`0*`
	`-3 - 3`
`Envelope`	`0*`
	`-3 - 3`
`Postcard`	`0*`
	`-3 - 3`

* Factory default menu setting

• Adjust Fusing Unit

Purpose:

To specify a temperature of the fusing unit for optimum printing of each paper type. To lower the temperature, specify a negative value. To increase, specify a positive value.

The default settings may not yield the best output on all paper types. When the printed paper has curled, try lowering the temperature. When the toner does not fuse on the paper properly, try increasing the temperature.

NOTE:

- The print quality depends on the values you select for this menu item.

Values:

Plain	0*
	-3 - 3
Light Card	0*
	-3 - 3
Labels	0*
	-3 - 3
Recycled	0*
	-3 - 3
Envelope	0*
	-3 - 3
Postcard	0*
	-3 - 3

* Factory default menu setting

• Density Adjustment

Purpose:

To adjust the print density level within the range of -3 to 3. The factory default menu setting is 0.

• Clean Developer

Purpose:

To rotate the developer motor and stir the toner in the toner cartridge.

Values:

Yes	Stirs the toner in a new toner cartridge.
No*	Does not stir the toner in a new toner cartridge.

* Factory default menu setting

• Toner Refresh

Purpose:

To use up a toner cartridge when you need to replace it before the end of its life, or to stir the toner in a new toner cartridge.

Values:

Black	Yes	Cleans the toner in the toner cartridge.
	No*	Does not clean the toner in the toner cartridge.

* Factory default menu setting

• Machine life

Purpose:

To specify whether to continue print operations when the printer comes to the end of its service life.

Values:

Stop Print*	Stops print operations at the end of service life.
Continue Print	Continues print operations after the end of service life.

* Factory default menu setting

NOTE:

- When the printer no longer operates showing the error code 191-310 on the LCD panel, press the ⮌ (**Back**) button and the ▼ button at the same time and change the Machine life setting to Continue Print. Then, you can keep using the printer.
- Although you can keep using the printer after the end of its service life by changing the setting to Continue Print, the printing quality is not guaranteed.

• Initialize NVM

Purpose:

To initialize the NVM for the printer settings, the Phone Book data for fax, and the Address Book data for scan. Enabling this feature and rebooting the printer will reset all the printer settings and all the Phone Book (fax) and Address Book (scan) data to their factory default values.

See also:

- "Resetting to Factory Defaults" on page 335

Values:

User Fax Section	Yes	Initializes the Speed Dial and Group Dial entries in the Phone Book.
	No*	Does not initialize the Speed Dial and Group Dial entries in the Phone Book.
User Scan Section	Yes	Initializes the e-mail and server address entries in the Address Book.
	No*	Does not initialize the e-mail and server address entries in the Address Book.
System Section	Yes	Initializes the printer settings.
	No*	Does not initialize the printer settings.

* Factory default menu setting

• Non-Genuine Mode

Purpose:

To use a toner cartridge of another manufacturer.

NOTE:

- Using a non-genuine toner cartridge may make some printer features unusable, reduce print quality and decrease the reliability of your printer. We recommend you use only new Fuji Xerox brand toner cartridges for your printer. We do not provide warranty coverage for problems caused by using non-genuine consumables.
- Before you use a toner cartridge of another manufacturer, be sure to restart the printer.

Values:

Toner	Off*	Does not use a toner cartridge of another manufacturer.
	On	Uses a toner cartridge of another manufacturer.

* Factory default menu setting

• Adjust Altitude

Purpose:

To specify the altitude of the location where the printer is installed.

The discharge phenomenon for charging the photo conductor varies with barometric pressure. You can specify the altitude of the printer location for adjustment.

NOTE:

- An incorrect altitude adjustment leads to poor printing quality and an incorrect indication of remaining toner.

Values:

0m*	Select the altitude of the location where the printer is installed.
1000m	
2000m	
3000m	

* Factory default menu setting

Secure Settings

Use the Secure Settings menu to set a password to limit access to the operator panel menus. This prevents the printer settings from being changed accidentally.

• Panel Lock

Purpose:

To restrict access to Admin Menu and Report / List with a password.

See also:

- "Panel Lock Feature" on page 331

NOTE:

- You can select Disable for Panel Lock Set when all items under Service Lock are set to Unlocked and Secure Receive Set is set to Disable.

Values:

Panel Lock Set	Disable*	Does not restrict access to Admin Menu and Report / List with a password.
	Enable	Restricts access to Admin Menu and Report / List with a password.
Change Password**	0000*-9999	Sets or changes the password required to access Admin Menu and Report / List.

* Factory default menu setting

** Not displayed when Panel Lock Set is set to Disable.

• Service Lock

Purpose:

To specify whether to enable each of the printer services or to require a password to use the services, and to set or change the password.

See also:

- "Limiting Access to Copy, Fax, Scan, and USB Direct Print Operations" on page 333

NOTE:

- You can access to the items under Service Lock only when Panel Lock Set is set to Enable.

Values:

Copy	Unlocked*	Enables the Copy function.
	Locked	Disables the Copy function.
	Password Locked	Enables the Copy function, but requires a password.
FAX	Unlocked*	Enables the Fax function.
	Locked	Disables the Fax function (the printer will not send or receive faxes).
	Password Locked	Enables the Fax function, but requires a password to send faxes (does not require a password to receive incoming faxes).

Scan	Unlocked*	Enables the Scan function.
	Locked	Disables the Scan function.
	Password Locked	Enables the Scan function, but requires a password.
Print from USB	Unlocked*	Enables the Print from USB Memory feature.
	Locked	Disables the Print from USB Memory feature.
	Password Locked	Enables the Print from USB Memory feature, but requires a password.
Change Password**	0000*-9999	Sets or changes the password required to use the Copy, Fax, and Scan functions and the Print from USB Memory feature.

* Factory default menu setting
** Displayed only when any of the Service Lock items is set to Password Locked.

• Secure Receive

Purpose:

To specify whether to require a password to print incoming faxes, and to set or change the password. When Secure Receive Set is set to Enable, the printer stores incoming faxes and prints them when the correct password is entered on the operator panel.

NOTE:

- You can access to the items under Secure Receive only when Panel Lock Set is set to Enable.

Values:

Secure Receive Set	Disable*	Does not require a password to print incoming faxes.
	Enable	Requires a password to print incoming faxes.
Change Password**	0000*-9999	Sets or changes the password required to print incoming faxes.

* Factory default menu setting
** Not displayed when Secure Receive Set is set to Disable.

• Software Download

Purpose:

To install or discard the software data downloaded and sent by the connected computer.

Values:

Disable	Discards the downloaded software data to maximize data security.
Enable*	Installs the downloaded software data.

* Factory default menu setting

Scan to E-Mail

Use the `Scan to E-Mail` menu to edit the transmission source.

• Edit From Field

Purpose:

To enable or disable editing of the transmission source.

Values:

`Disable`	Disables editing of the transmission source.
`Enable*`	Enables editing of the transmission source.

* Factory default menu setting

USB Settings

Use the `USB Settings` menu to change printer settings affecting a USB port.

• Port Status

Purpose:

To enable or disable the USB interface.

Values:

`Disable`	Disables the USB interface.
`Enable*`	Enables the USB interface.

* Factory default menu setting

• PS Data Format

Purpose:

To set the PS data communications protocol. To make any changes effective, turn off the printer and then turn it back on.

Values:

`Auto*`	Sets the PS data communications protocol automatically.
`Standard`	Sets the PS data communications protocol to `Standard`.
`BCP`	Sets the PS data communications protocol to `BCP`.
`TBCP`	Sets the PS data communications protocol to `TBCP`.

* Factory default menu setting

■ Defaults Settings

Use the `Defaults Settings` menu to configure the default copy, scan, and fax settings of the printer.

Copy Defaults

Use the `Copy Defaults` menu to configure a variety of copy features.

• Collated

Purpose:

To specify whether to collate the copy job.

Values:

`Off*`	Does not copy documents in the collated order.
`On`	Copies documents in the collated order.

* Factory default menu setting

• Reduce/Enlarge

Purpose:

To specify the default copy reduction/enlargement ratio.

Values:

mm system

`200%`
`A5->A4(141%)`
`A5->B5(122%)`
`100%*`
`B5->A5(81%)`
`A4->A5(70%)`
`50%`

* Factory default menu setting

inch system

200%
Stmt->Lgl(154%)
Stmt->Ltr(129%)
100%*
Lgl->Ltr (78%)
Ldgr->Ltr(64%)
50%

* Factory default menu setting

NOTE:

- You can also use the numeric keypad to input the desired zoom ratio from 25% to 400%, or press the ▶ button to enlarge the zoom ratio or press the ◀ button to reduce the zoom ratio in 1% intervals.
- This item is available only when N-Up is set to Off or Manual.

• Document Size

Purpose:

To specify the default document size.

Values:

A4 - 210×297mm*
A5 - 148×210mm
B5 - 182×257mm
Letter - 8.5×11"
Folio - 8.5×13"
Legal - 8.5×14"
Executive

* Factory default menu setting

• Document Type

Purpose:

To specify the default document type.

Values:

Text	Suitable for documents with text.
Mixed*	Suitable for documents with both text and photos/gray tones.
Photo	Suitable for documents with photos.

* Factory default menu setting

• Lighten/Darken

Purpose:

To specify the default copy density level.

Values:

Lighten2	Makes the copy lighter than the source document. Works well with dark print.
Lighten1	
Normal*	Works well with standard typewritten or printed documents.
Darken1	Makes the copy darker than the source document. Works well with light print or faint pencil markings.
Darken2	

* Factory default menu setting

• Sharpness

Purpose:

To specify the default sharpness level.

Values:

Sharpest	Makes the copy sharper than the source document.
Sharper	
Normal*	Does not make the copy sharper or softer than the original.
Softer	Makes the copy softer than the source document.
Softest	

* Factory default menu setting

• Auto Exposure

Purpose:

To suppress the background of the original to enhance text on the copy.

Values:

Off	Does not suppress the background.
On*	Suppresses the background of the original to enhance text on the copy.

* Factory default menu setting

• Gray Balance

Purpose:

To specify the default gray balance level within the range of -2 to 2. The factory default menu setting is 0.

• 2-Sided

Purpose:

To specify whether to print on either sides of paper.

Values:

1->1-Sided*	Makes regular single-sided copies.
Flip on Long Edge	Makes duplex (2-sided) copies ready to be bound on the long edge.
Flip on Short Edge	Makes duplex (2-sided) copies ready to be bound on the short edge.

* Factory default menu setting

• N-Up

Purpose:

To print two original pages to fit onto one sheet of paper.

Values:

Off*	Makes regular one-to-one copies of the source documents.
Auto	Automatically reduces the size of the source documents to print all of them on a single sheet of paper.
ID Card Copy	Prints both sides of the ID card on a single sheet of paper in the original size.
Manual	Reduces the size of the source documents according to the Reduce/Enlarge setting and print all of them on a single sheet of paper.

* Factory default menu setting

• Margin Top/Bottom

Purpose:

To specify the value of the top and bottom margins.

Values:

4 mm*/0.2 inch*	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
0-50 mm/0.0-2.0 inch	

* Factory default menu setting

• Margin Left/Right

Purpose:

To specify the value of the left and right margins.

Values:

4 mm*/0.2 inch*	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
0-50 mm/0.0-2.0 inch	

* Factory default menu setting

• Margin Middle

Purpose:

To specify the value of the middle margin.

Values:

0 mm*/0.0 inch* 0-50 mm/0.0-2.0 inch	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.

* Factory default menu setting

• Paper Error

Purpose:

To specify whether to display an error when the specified output paper size does not match the loaded paper.

IMPORTANT:

- Printing repeatedly on the paper smaller than the specified output paper size may make the interior of your printer dirty, which may result in poor print quality or breakdown in your printer.

Values:

Off*	Does not display an error when the specified output paper size does not match the loaded paper.
On	Displays an error when the specified output paper size does not match the loaded paper.

* Factory default menu setting

Scan Defaults

Use the Scan Defaults menus to configure a variety of scan features.

• Scan to Network

Purpose:

To store the scanned image on a network server or on a computer.

Values:

Computer(Network)*	Stores the scanned image on a computer using the Server Message Block (SMB) protocol.
Server(FTP)	Stores the scanned image on a server using the FTP protocol.

* Factory default menu setting

• File Format

Purpose:

To specify the file format to save the scanned image.

Values:

PDF*
MultiPageTIFF
TIFF
JPEG

* Factory default menu setting

• Color

Purpose:

To set the color mode.

Values:

Black & White	Scans in black and white mode. This is available only when File Format is set to PDF or TIFF.
Grayscale	Scans in grayscale mode.
Color*	Scans in color mode.
Color(Photo)	Scans in color mode. This is suitable for photographic images.

* Factory default menu setting

• Resolution

Purpose:

To specify the default scan resolution.

Values:

200 × 200dpi*
300 × 300dpi
400 × 400dpi
600 × 600dpi

* Factory default menu setting

• Document Size

Purpose:

To specify the default document size.

Values:

A4 - 210×297mm*
A5 - 148×210mm
B5 - 182×257mm
Letter - 8.5×11"
Folio - 8.5×13"
Legal - 8.5×14"
Executive

* Factory default menu setting

• Lighten/Darken

Purpose:

To specify the default scan density level.

Values:

Lighten2	Makes the scanned image lighter than the original. Works well with dark print.
Lighten1	
Normal*	Works well with standard typewritten or printed documents.
Darken1	Makes the scanned image darker than the original. Works well with light print or faint pencil markings.
Darken2	

* Factory default menu setting

• Sharpness

Purpose:

To specify the default sharpness level.

Values:

Sharpest	Makes the scanned image sharper than the original.
Sharper	
Normal*	Does not make the scanned image sharper or softer than the original.
Softer	Makes the scanned image softer than the original.
Softest	

* Factory default menu setting

• Auto Exposure

Purpose:

To suppress the background of the original to enhance text on the scanned image.

Values:

Off	Does not suppress the background.
On*	Suppresses the background of the original to enhance text on the scanned image.

* Factory default menu setting

• Margin Top/Bottom

Purpose:

To specify the value of the top and bottom margins.

Values:

2 mm*/0.1 inch*	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
0-50 mm/0.0-2.0 inch	

* Factory default menu setting

• Margin Left/Right

Purpose:

To specify the value of the left and right margins.

Values:

2 mm*/0.1 inch*	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
0-50 mm/0.0-2.0 inch	

* Factory default menu setting

• Margin Middle

Purpose:

To specify the value of the middle margin.

Values:

0 mm*/0.0 inch*	Specify the value in increments of 1 mm/0.1 inch. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
0-50 mm/0.0-2.0 inch	

* Factory default menu setting

• TIFF File Format

Purpose:

To specify the TIFF file format.

Values:

TIFF V6*
TTN2

* Factory default menu setting

• Image Compression

Purpose:

To specify the image compression level.

Values:

Higher	Sets the higher image compression level.
Normal*	Sets the normal image compression level.
Lower	Sets the lower image compression level.

* Factory default menu setting

• Max E-Mail Size

Purpose:

To specify the maximum size of e-mail that can be sent, within the range of 50KB to 16384KB. The default is 2048KB.

Fax Defaults

Use the Fax Defaults menus to configure a variety of fax features.

NOTE:

- The Fax service cannot be used unless you specify your region under Region. If Region is set to Unknown, the message Set The Region Code appears on the LCD panel.

• Resolution

Purpose:

To specify the resolution level to be used for fax transmission.

Values:

Standard*	Suitable for documents with normal sized characters.
Fine	Suitable for documents containing small characters or thin lines or documents printed with a dot-matrix printer.
SuperFine(203dpi)	Suitable for documents containing extremely fine details. The SuperFine(203dpi) mode is effective only when the remote tax machine supports the super fine resolution. See the notes below.
SuperFine(406dpi)	Suitable for documents containing photographic images.

* Factory default menu setting

NOTE:

- Faxes scanned in the SuperFine(203dpi) mode are received at the highest resolution of the remote machine.

• Document Type

Purpose:

To specify the default document type.

Values:

Text*	Suitable for documents with text.
Photo	Suitable for documents with photos.

* Factory default menu setting

• Lighten/Darken

Purpose:

To specify the default fax density level.

Values:

Lighten2	Makes the fax lighter than the source document. Works well with dark print.
Lighten1	
Normal*	Works well with standard typewritten or printed documents.
Darken1	Makes the fax darker than the source document. Works well with light print or faint pencil markings.
Darken2	

* Factory default menu setting

• Delayed Start

Purpose:

This feature enables you to set a specific time for the fax transmission to start. Once Delayed Start mode is activated, your printer stores all of the documents to be faxed into its memory and sends them at the specified time. After faxing in the Delayed Start mode is complete, the data in the memory is cleared.

Values:

21:00*/PM 9:00*	Specify the fax transmission start time when sending a fax at a specified time. Which factory default menu setting displays depends on the value set for Time Format under the System Settings menu. See "Changing the Clock Mode" on page 248 for more information.
0:00 - 23:59 / AM/PM 1:00 - 12:59	

* Factory default menu setting

NOTE:

- A maximum of 19 delayed fax jobs can be stored in this printer.

Print from USB Defaults

Use the Print from USB Defaults menus to configure the Print from USB Memory feature.

• 2-Sided

Purpose:

To specify whether to print on either side of paper.

Values:

1->1-Sided	Prints on a single side of paper.
Flip on Long Edge*	Prints on either side of paper to be bound on the long edge.
Flip on Short Edge	Prints on either side of paper to be bound on the short edge.

* Factory default menu setting

• Layout

Purpose:

To specify the output layout.

Values:

1UP*
2UP
4UP

* Factory default menu setting

• AutoFit

Purpose:

To automatically enlarge/reduce the size of the image to fit it into the paper selected for printing.

Values:

`Auto*`	Reduces/enlarges the size of the image to fit it into the paper before printing.
`Off`	Prints the image as it is.

* Factory default menu setting

NOTE:

- This item is available only when a TIFF or JPG file is selected for printing.

• PDF Password

Purpose:

To specify a password for printing secure PDF files.

Values:

`************************ ********`	Enter a password of up to 32 alphanumeric characters for printing secure PDF files.

■ Tray Settings

Use the `Tray Settings` option to set the paper size and type of paper loaded in the paper tray.

Paper Tray

Purpose:

To specify the paper loaded in the paper tray.

Values:

Paper Size	A4 - 210x297mm*			
	A5 - 148x210mm			
	B5 - 182x257mm			
	Letter - 8.5x11"			
	Folio - 8.5x13"			
	Legal - 8.5x14"			
	Executive			
	Statement			
	#10Env. - 4.125x9.5"			
	Monarch Env.			
	Monarch Env.L			
	DL Env. - 110x220mm			
	DL Env. L			
	C5 Env. - 162x229mm			
	Postcard JPN - 148x100mm			
	W-Postcard JPN - 148x200mm			
	Env Yougata 2			
	Env Yougata 2L			
	Env Yougata 3			
	Env Yougata 3L			
	Env Yougata 4			
	Env Yougata 6			
	Env Younaga 3			
	Env Nagagata 3			
	Env Nagagata 4			
	Env Kakugata 3			
	New Custom Size	Portrait(Y)	297mm*/11.7 inch*	Specifies the length of the custom size paper. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
			127mm - 355mm/5.0inch - 14.0inch	
		Landscape(X)	210mm*/8.3inch*	Specifies the width of the custom size paper. Which factory default menu setting displays depends on the value selected for mm / inch under the System Settings menu. See "mm / inch" on page 309 for more information.
			77mm - 215mm/3.0inch - 8.5inch	

Paper Type	Plain*
	Light Card
	Labels
	Recycled
	Envelope
	Postcard

* Factory default menu setting.

NOTE:

- For details on the supported paper sizes, see "Usable Print Media" on page 137.

■ Panel Language

Purpose:

To specify the language to be used on the operator panel.

See also:

- "Changing the Language" on page 336

Values:

English*	English
简体中文	Simplified Chinese
繁體中文	Traditional Chinese
한국어	Korean

* Factory default menu setting

Panel Lock Feature

This feature prevents unauthorized users from changing the settings on the operator panel made by the administrator. However, you can modify the settings for individual print jobs using the print driver.

This section includes:

- "Enabling the Panel Lock Feature" on page 331
- "Disabling the Panel Lock Feature" on page 332

■ Enabling the Panel Lock Feature

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Secure Settings`, and then press the OK button.
4. Select `Panel Lock`, and then press the OK button.
5. Select `Panel Lock Set`, and then press the OK button.
6. Select `Enable`, and then press the OK button.
7. If necessary, select `Change Password`, and then press the OK button.
8. Enter a new password, and then press the OK button.

   NOTE:

   - The factory-default panel password is `0000`.

NOTE:

- Be sure to remember the password. The procedure described below allows you to reset the password. However, the settings for the Address Book are cleared.

  1 Turn off the printer. Then, while holding the (**System**) button, turn on the printer.

- If you want to change the password while `Panel Lock Set` is `Enable`, perform steps 1 and 2. Enter the current password, and then press the OK button. Perform steps 3 and 4. Select `Change Password`, and then press the OK button. Enter a new password, and then press the OK button. This will change the password.

■ Disabling the Panel Lock Feature

NOTE:

- You can select `Disable` for `Panel Lock Set` when all items under `Service Lock` are set to `Unlocked` and `Secure Receive Set` is set to `Disable`.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Enter the password, and then press the OK button.
4. Select `Secure Settings`, and then press the OK button.
5. Select `Panel Lock`, and then press the OK button.
6. Select `Panel Lock Set`, and then press the OK button.
7. Select `Disable`, and then press the OK button.

NOTE:

- The password is reset to `0000` when the setting for `Panel Lock Set` is changed from `Enable` to `Disable`.

Limiting Access to Copy, Fax, Scan, and USB Direct Print Operations

Enabling the Copy, FAX, Scan, and Print from USB lock options limits access to copy, fax, scan, and USB direct print operations.

Taking the Copy lock option as an example, the following procedure explains how to enable or disable the option. Use the same procedure to enable or disable the FAX, Scan, and Print from USB lock options.

1. Press the (**System**) button.
2. Select Admin Menu, and then press the OK button.
3. Select Secure Settings, and then press the OK button.
4. Select Panel Lock, and then press the OK button.
5. Select Panel Lock Set, and then press the OK button.
6. Select Enable, and then press the OK button.
7. If necessary, select Change Password, and change the password using the numeric keypad. Then, press the OK button.

   NOTE:
   - The factory-default panel password is 0000.
8. Press the (**Back**) button.
9. Select Service Lock, and then press the OK button.
10. Select Copy, and then press the OK button.
11. Select one of the following options, and then press the OK button.
    - Unlocked
    - Locked
    - Password Locked

Changing the Power Saver Mode Settings

The printer enters a power saver mode after the specified time period of inactivity. You can set `Power Saver Timer` to place the printer in either of the power saver modes.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `System Settings`, and then press the OK button.
4. Select `Power Saver Timer`, and then press the OK button.
5. Select `Low Power Timer` or `Sleep Timer`, and then press the OK button.
6. Press the ▲ or ▼ button or enter the desired value using the numeric keypad, and then press the OK button.

   You can select from 1 - 30 minutes for `Low Power Timer` or 6 - 11 minutes for `Sleep Timer`.

Resetting to Factory Defaults

Enabling the Initialize NVM feature and rebooting the printer will reset all the printer settings and the Phone Book (fax) and Address Book (scan) data to their factory default menu settings.

NOTE:

- The following procedure does not initialize the network settings.
  - To initialize the wired network settings, see "Initialize NVM" on page 297.
  - To initialize the wireless network settings on the DocuPrint M255 z model, see "Reset Wireless (DocuPrint M255 z only)" on page 295.

1. Press the (**System**) button.
2. Select `Admin Menu`, and then press the OK button.
3. Select `Maintenance`, and then press the OK button.
4. Select `Initialize NVM`, and then press the OK button.
5. Select `System Section` to initialize the printer settings, and then press the OK button.

   Select `User Fax Section` to initialize the Phone Book data for fax.

   Select `User Scan Section` to initialize the Address Book data for scan.
6. Select `Yes`, and then press the OK button.

   The printer restarts automatically with the factory default menu settings.

Changing the Language

To display a different language on the operator panel:

■ Using the Operator Panel

1. Press the (**System**) button.
2. Select `Panel Language`, and then press the OK button.
3. Select the desired language, and then press the OK button.

■ Using the Printer Setting Utility (Windows Only)

The following procedure uses Microsoft® Windows® 7 as an example.

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

   NOTE:

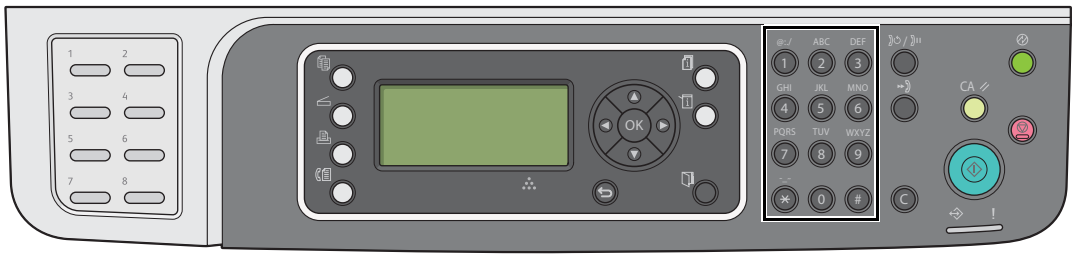
   - The window to select a printer appears in this step, when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

   The Printer Setting Utility appears.
2. Click the **Printer Maintenance** tab.
3. Select **System Settings** from the list at the left side of the page.

   The **System Settings** page is displayed.
4. Select the desired language from **Panel Language**, and then click the **Apply New Settings** button.

Using the Numeric Keypad

As you perform various tasks, you may need to enter numbers and names. For example, when you enter the password, you enter four-digit number. When you set up your printer, you enter your name or your company name.



■ Entering Characters

When prompted to enter a letter, press the appropriate button until the correct letter appears on the LCD panel.

For example, to enter the letter O, press **6**.

- Each time you press **6**, the display shows a different letter, `m`, `n`, `o`, `M`, `N`, `O` and finally `6`.
- To enter additional letters, repeat the first step.
- Press the OK button when you are finished.

Key	Assigned numbers, letters or characters
1	1 @ . _ - (space) \ & ( ) ! " # $ % ' ~ ^ | ` ; : ? , + * / = [ ] { } < >
2	a b c A B C 2
3	d e f D E F 3
4	g h i G H I 4
5	j k l J K L 5
6	m n o M N O 6
7	p q r s P Q R S 7
8	t u v T U V 8
9	w x y z W X Y Z 9
0	0
*	- _ ~
#	(space) & ( )

■ Changing Numbers or Names

If an incorrect number or name is entered, press the **C** (**Clear**) button to clear the number or character. Then enter the correct number or character.

10

Troubleshooting

This chapter includes:

- "Clearing Jams" on page 340
- "Basic Printer Problems" on page 357
- "Display Problems" on page 358
- "Printing Problems" on page 359
- "Print Quality Problems" on page 361
- "Copy Problem" on page 371
- "Copy Quality Problems" on page 372
- "Fax Problems" on page 373
- "Scanning Problems" on page 375
- "Scan Driver/Printer Utility Problems" on page 377
- "Other Problems" on page 378
- "Understanding Printer Messages" on page 379
- "Contacting Service" on page 388
- "Getting Help" on page 389
- "Enabling Non-Genuine Mode" on page 391

Clearing Jams

Careful selection of appropriate print media and proper loading allow you to avoid most jams.

WARNING:

- **If you cannot remove the paper jam by doing the procedures in the manual, do not try to forcibly remove the jam. Doing so may cause injuries. Contact your local Fuji Xerox representative.**

See also:

- "About Print Media" on page 132
- "Supported Print Media" on page 136

NOTE:

- Before buying large quantities of any print media, it is recommended that you try a sample first.

This section includes:

- "Avoiding Jams" on page 341
- "Identifying the Location of Paper Jams" on page 342
- "Clearing Paper Jams From the Automatic Document Feeder (ADF)" on page 343
- "Clearing Paper Jams From the Front of the Printer" on page 346
- "Clearing Paper Jams From the Rear of the Printer" on page 351
- "Clearing Paper Jams From the Center Output Tray" on page 353
- "Jam Problems" on page 356

■ Avoiding Jams

- Use only recommended print media.
- See "Loading Print Media in the Paper Tray" on page 144 and "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152 to load print media properly.
- Do not load print media before turning on the printer.
- Do not overload the print media sources.
- Do not load wrinkled, creased, damp, or curled print media.
- Flex, fan, and straighten print media before you load it. If a jam occurs with print media, try feeding one sheet at a time through the paper tray or the Priority Sheet Inserter (PSI).
- Do not use print media that you have cut or trimmed.
- Do not mix print media sizes, weights, or types in the same print media source.
- Ensure that the recommended print surface is face up when you load print media in the paper tray or the Priority Sheet Inserter (PSI).
- Keep print media stored in an acceptable environment.
- Do not remove the paper tray cover while printing is in progress.
- Ensure that all cables that connect to the printer are correctly attached.
- Overtightening the guides may cause jams.

See also:

- "About Print Media" on page 132
- "Supported Print Media" on page 136
- "Print Media Storage Guidelines" on page 135

■ Identifying the Location of Paper Jams

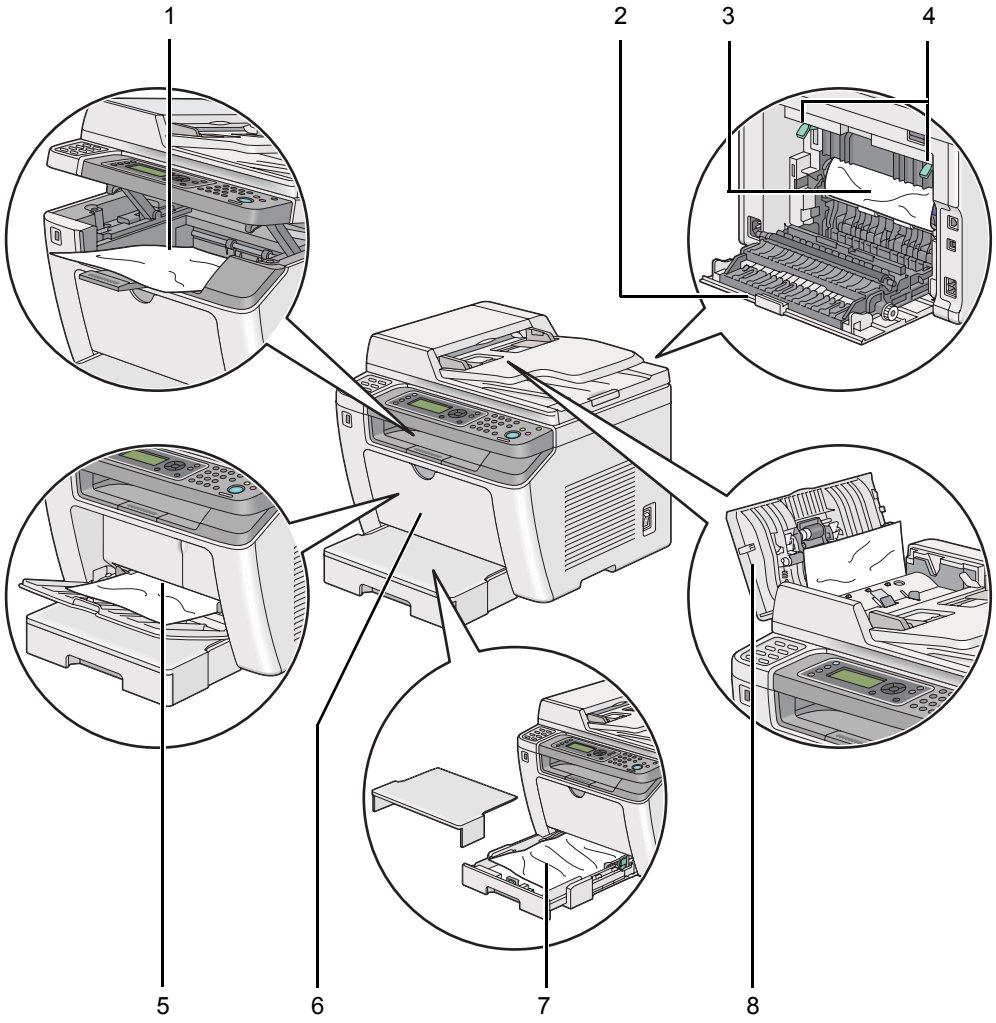
⚠ CAUTION:

- **Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.**

IMPORTANT:

- Do not attempt to clear any jams using tools or instruments. This may permanently damage the printer.

The following illustration shows where paper jams may occur along the print media path.



1	Center Output Tray
2	Rear Cover
3	OPC Drum
4	Levers
5	Priority Sheet Inserter (PSI)
6	Front Cover
7	Paper Tray
8	ADF Cover

■ Clearing Paper Jams From the Automatic Document Feeder (ADF)

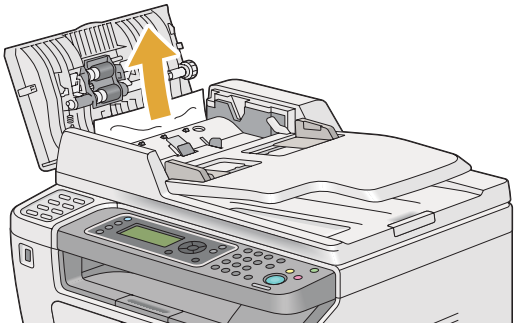
When a document is jammed while it passes through the ADF, follow the steps below to remove it.

NOTE:

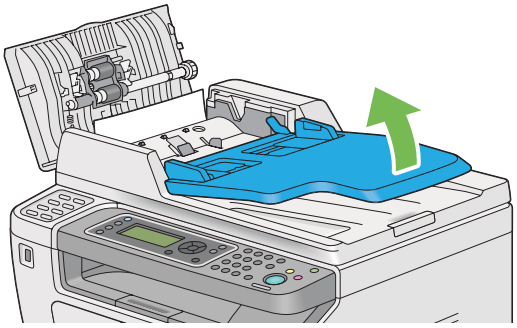
- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

1 Open the ADF cover.

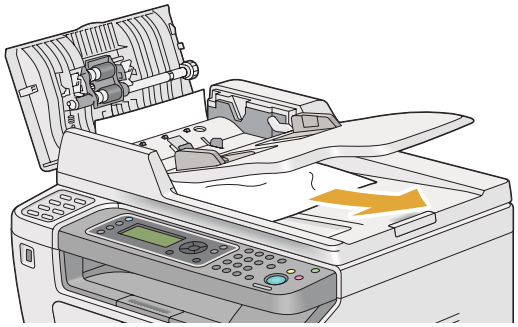
2 Remove the jammed document by carefully pulling it in the direction of the arrow shown in the following illustration.



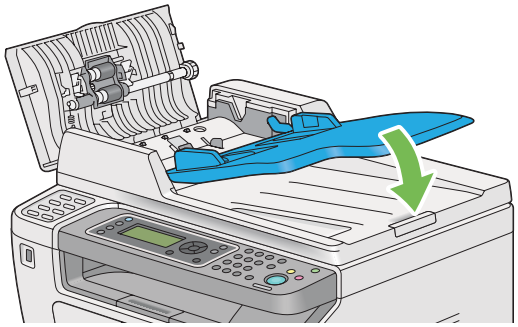
3 If you find it difficult to pull the document, open the document feeder tray.



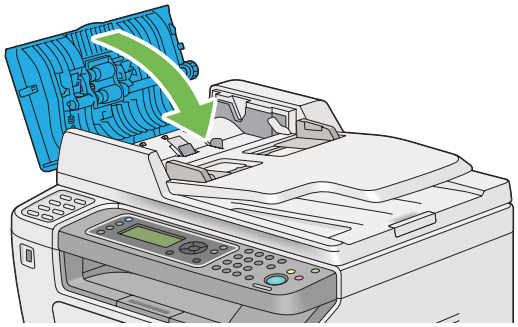
4 Remove the jammed document from the document output tray.



5 Close the document feeder tray.



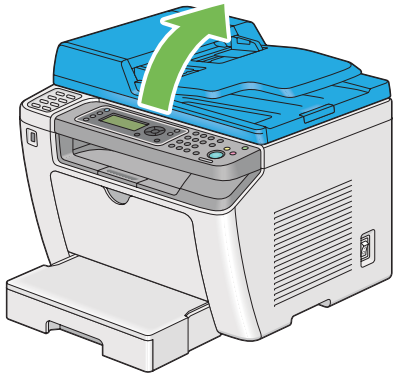
6 Close the ADF cover, and then load the documents back into the ADF.



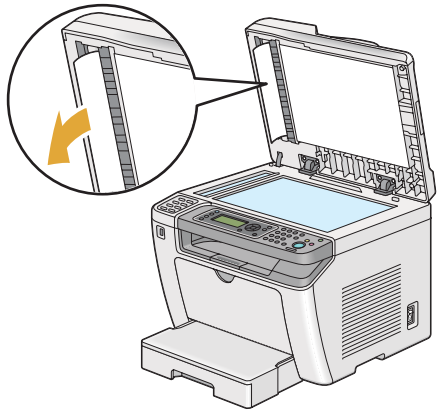
NOTE:

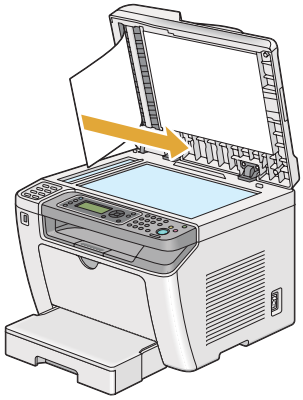
- Be sure to adjust the document guides before printing a Legal-size document.

7 If you cannot remove the jammed document from the document output tray or cannot find any jammed document there, open the document cover.



8 Remove the document from the ADF feed roller or the feed area by carefully pulling the document in the direction of the arrow shown in the following illustration.





■ Clearing Paper Jams From the Front of the Printer

This section includes:

- "Clearing Paper Jams From the Paper Tray" on page 346
- "Clearing Paper Jams From the Priority Sheet Inserter (PSI)" on page 349

Clearing Paper Jams From the Paper Tray

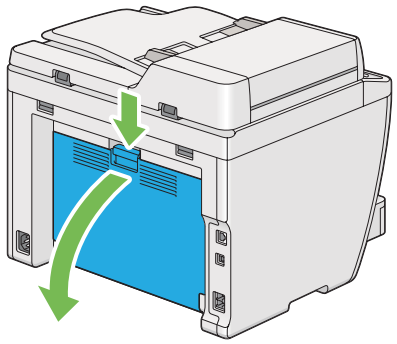
IMPORTANT:

- To prevent electric shock, always turn off the printer and disconnect the power cord from the grounded outlet before performing maintenance.
- To avoid burns, do not clear paper jams immediately after printing. The fusing unit becomes extremely hot during use.

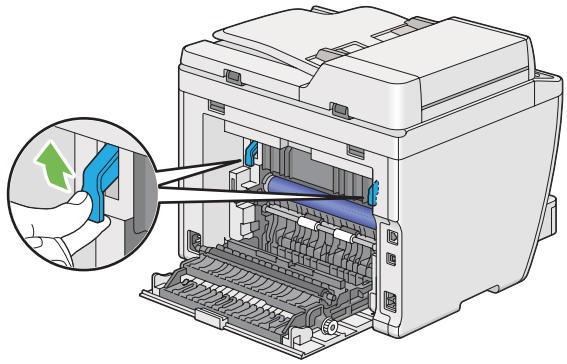
NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

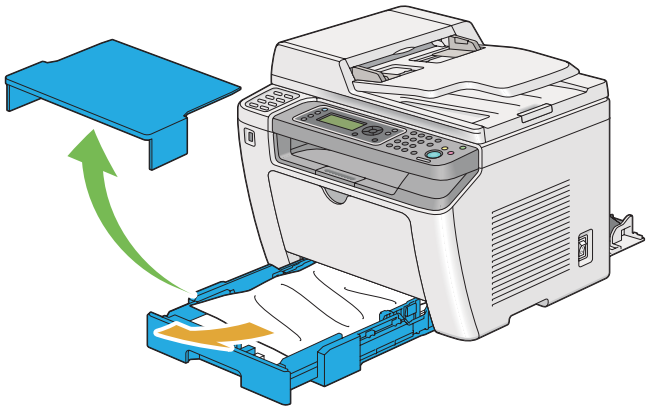
1 Push the rear cover handle and open the rear cover.



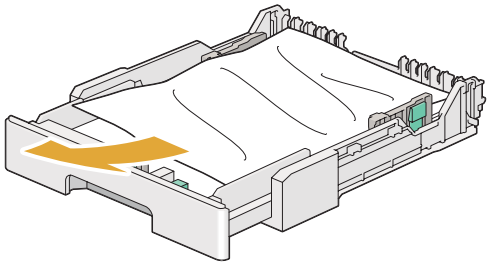
2 Lift up the levers.



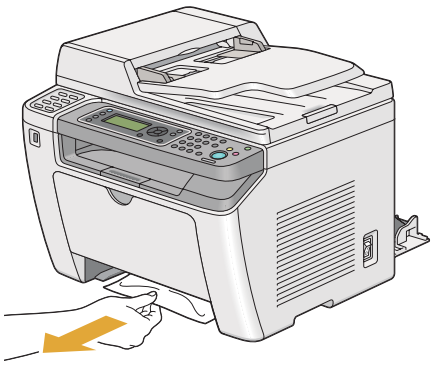
3 Pull the paper tray out of the printer carefully. Hold the tray with both hands, lift the front slightly, and remove it from the printer.



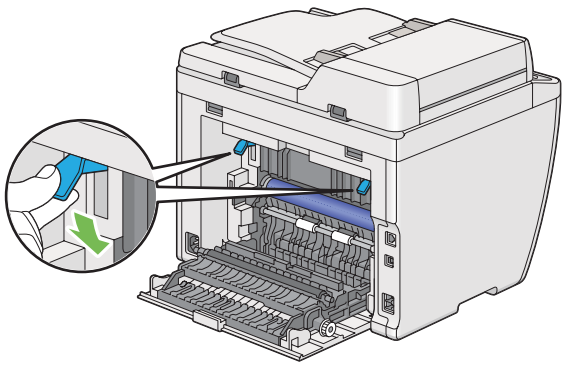
4 Remove all the jammed and/or creased paper from the tray.



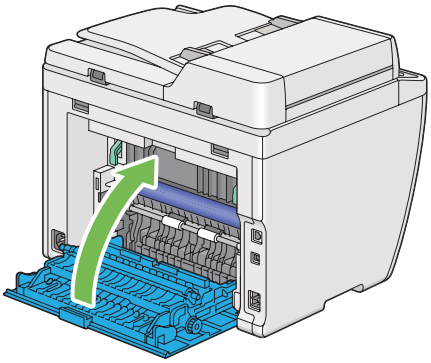
5 Pull the jammed paper out carefully to avoid tearing it.



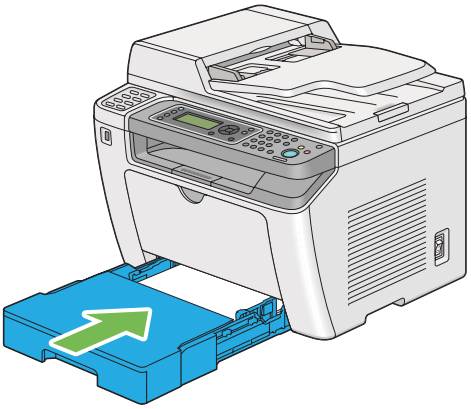
6 Lower the levers to the original position.



7 Close the rear cover.



8 Insert the paper tray into the printer, and push until it clicks into place.



Clearing Paper Jams From the Priority Sheet Inserter (PSI)

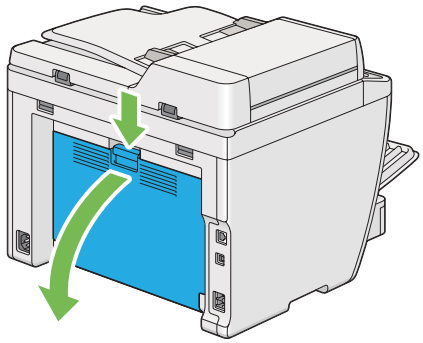
IMPORTANT:

- Do not put excessive force on the front cover when removing the jammed paper. Doing so could damage the cover.
- To prevent electric shock, always turn off the printer and disconnect the power cord from the grounded outlet before performing maintenance.
- To avoid burns, do not clear paper jams immediately after printing. The fusing unit becomes extremely hot during use.

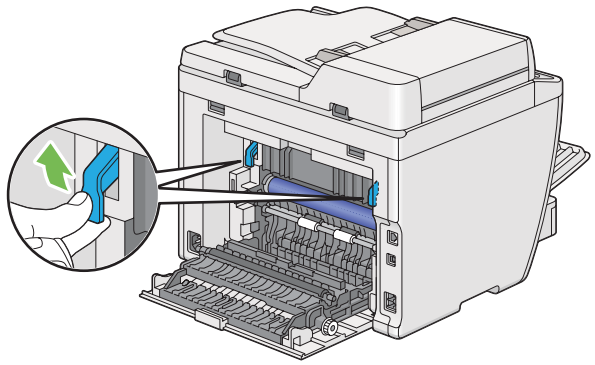
NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

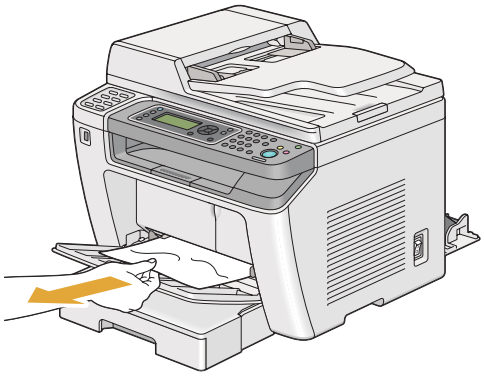
1 Push the rear cover handle and open the rear cover.



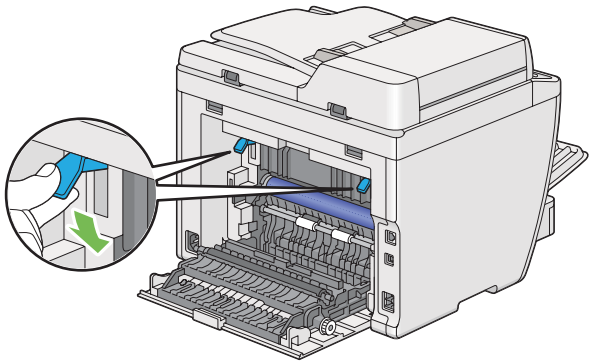
2 Lift up the levers.



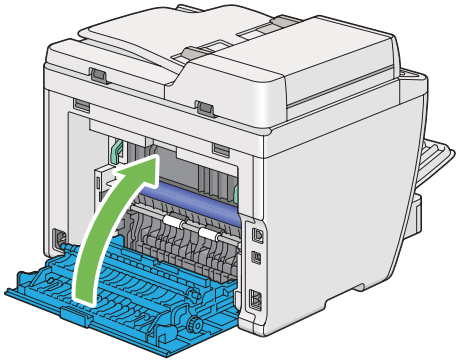
3 Pull the jammed paper out carefully to avoid tearing it.



4 Lower the levers to the original position.



5 Close the rear cover.



■ Clearing Paper Jams From the Rear of the Printer

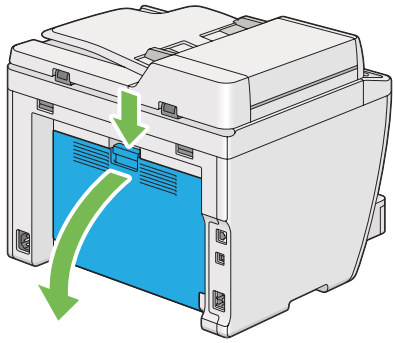
IMPORTANT:

- To prevent electric shock, always turn off the printer and disconnect the power cord from the grounded outlet before performing maintenance.
- To avoid burns, do not clear paper jams immediately after printing. The fusing unit becomes extremely hot during use.
- Protect the OPC drum against bright light. If the rear cover is left open for more than three minutes, print quality may deteriorate.

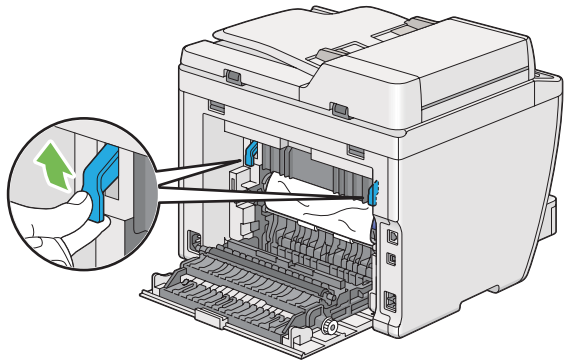
NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

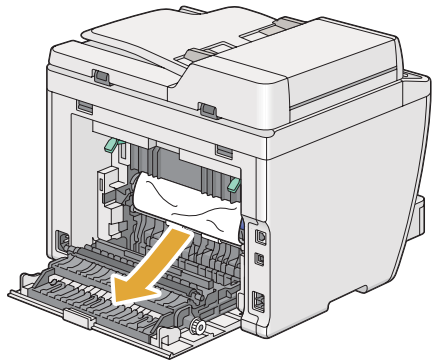
1 Push the rear cover handle and open the rear cover.



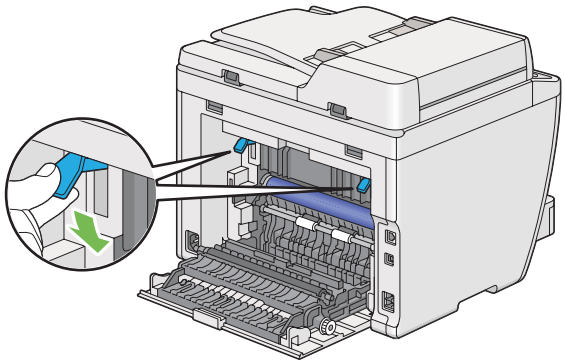
2 Lift up the levers.



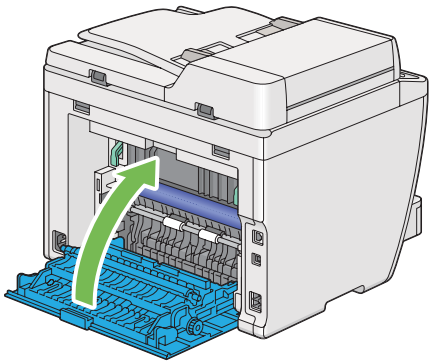
3 Remove the jammed paper from the rear of the printer.



4 Lower the levers to the original position.



5 Close the rear cover.



If the error is not resolved, there may be a piece of paper remaining inside the printer. Use the following procedure to clear the jam.

6 Load print media in the paper tray or the Priority Sheet Inserter (PSI) if there is no print media.

7 Press the **CA** (**Clear All**) button on the operator panel for three seconds.

The print media is fed to push out the jammed paper.

■ Clearing Paper Jams From the Center Output Tray

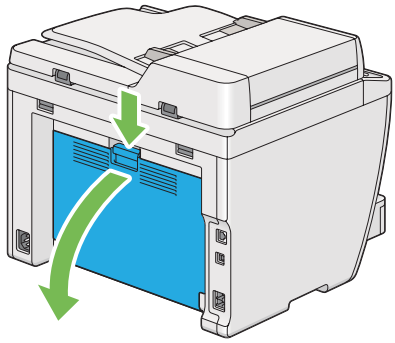
IMPORTANT:

- To prevent electric shock, always turn off the printer and disconnect the power cord from the grounded outlet before performing maintenance.
- To avoid burns, do not clear paper jams immediately after printing. The fusing unit becomes extremely hot during use.
- Protect the OPC drum against bright light. If the rear cover is left open for more than three minutes, print quality may deteriorate.

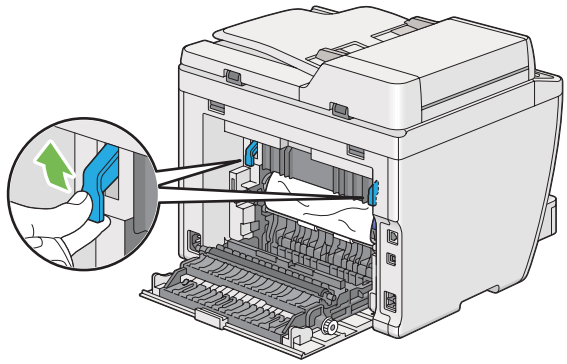
NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

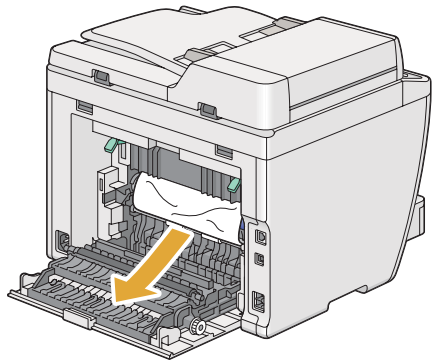
1 Push the rear cover handle and open the rear cover.



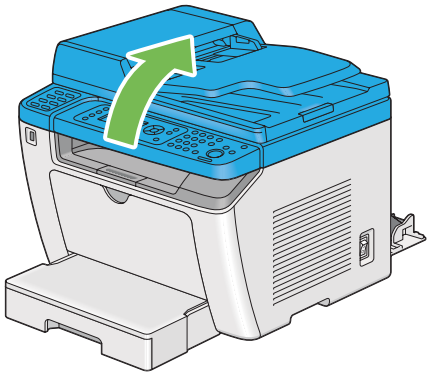
2 Lift up the levers.



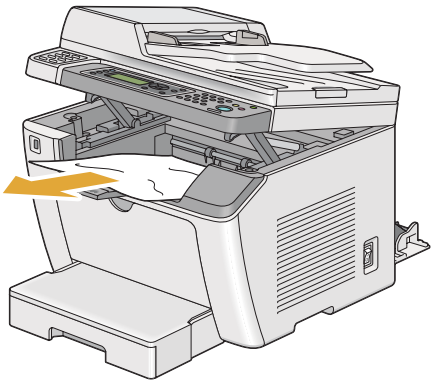
3 Remove the jammed paper from the rear of the printer.



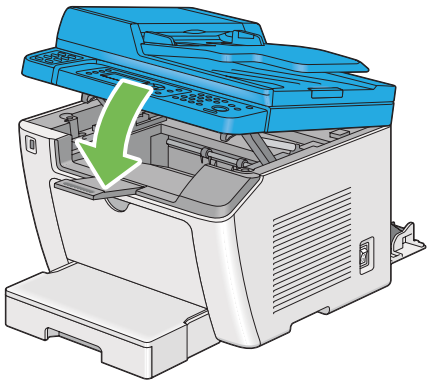
4 If no paper is found in the paper path, lift and open the scanner unit.



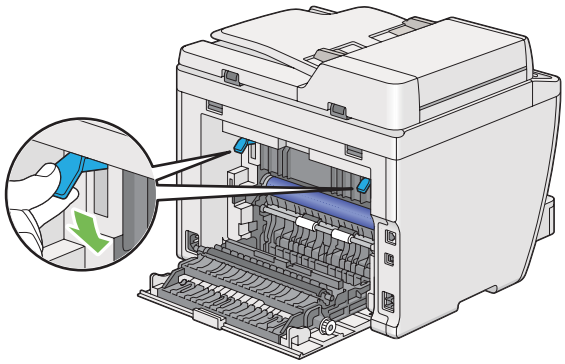
5 Remove any paper jammed out of the center output tray.



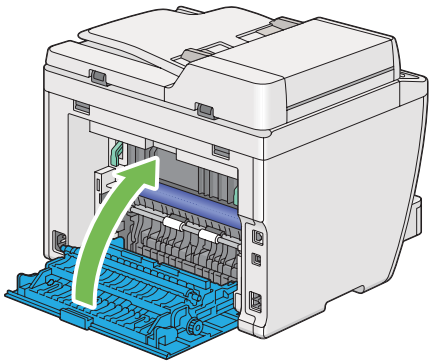
6 Lower and close the scanner unit.



7 Lower the levers to the original position.



8 Close the rear cover.



If the error is not resolved, there may be a piece of paper remaining inside the printer. Use the following procedure to clear the jam.

9 Load print media in the paper tray or the Priority Sheet Inserter (PSI) if there is no print media.

10 Press the **CA** (**Clear All**) button on the operator panel for 3 seconds.

The print media is fed to push out the jammed paper.

■ Jam Problems

This section includes:

- "Misfeed Jam" on page 356
- "Multi-feed Jam" on page 356

Misfeed Jam

Problem	Action
Print media misfeeds occur.	Remove the paper from the Priority Sheet Inserter (PSI), and then ensure that the paper is properly inserted in the paper tray.
	Depending on the print media you use, take any of the following actions: • For thick paper, use the one that is 163 gsm or less. • For postcard, the one up to 190 gsm is available. • For thin paper, use the one that is 60 gsm or more. • For the envelope, ensure that it is properly loaded in the paper tray as instructed in "Loading Envelopes in the Paper Tray" on page 148.
	If the envelope is deformed, correct it or use another envelope.
	If performing manual duplex (2-sided) printing, ensure that the print media is not curled.
	Fan the print media.
	If the print media is damp, turn over the print media. If the problem continues, use print media that is not damp.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

Multi-feed Jam

Problem	Action
Print media multiple feeds occur.	Remove the paper from the Priority Sheet Inserter (PSI), and then ensure that the paper is properly loaded in the paper tray.
	If the print media is damp, use print media that is not damp.
	Fan the print media.
A document jam occurs in the ADF if scanning of multiple-sheet document is cancelled while scanning is in progress.	Clear the jam. **See also:** • "Clearing Paper Jams From the Automatic Document Feeder (ADF)" on page 343

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

Basic Printer Problems

Some printer problems can be easy to resolve. If a problem occurs with your printer, check each of the following:

- The power cord is connected to the printer, and to a properly grounded electrical outlet.
- The printer is turned on.
- The electrical outlet is not turned off at any switch or breaker.
- Other electrical equipment plugged into the outlet is working.
- When the DocuPrint M255 z model is connected to a wireless network, an Ethernet cable should be unplugged from the printer.

If you have checked all of the above and still have a problem, turn off the printer, wait for 10 seconds, and then turn on the printer. This often fixes the problem.

Display Problems

Problem	Action
After the printer is turned on, the display on the LCD panel is blank, keeps showing `Please wait...`, or the back light is not lit.	Turn off the printer, wait for 10 seconds, and turn on the printer. Self Test Message appears on the LCD panel. When the test is completed, `Select Function` is displayed.
Menu settings changed from the operator panel have no effect.	Settings in the software program, the print driver, or the printer utilities have precedence over the settings made on the operator panel. Change the menu settings from the print driver, the printer utilities, or the software program instead of the operator panel.

Printing Problems

Problem	Action
Job did not print or incorrect characters printed.	Ensure that the `Select Function` screen appears on the LCD panel before you send a job to print.
	Ensure that print media is loaded in the printer.
	Verify that you are using the correct print driver.
	Ensure that you are using the correct Ethernet or USB cable and that it is securely connected to the printer.
	Verify that the correct print media size is selected.
	If you are using a print spooler, verify that the spooler has not stalled.
	Check the interface of your printer from `Admin Menu`. Determine the host interface you are using. Print the System Settings page to verify that the current interface settings are correct. Refer to "Printing the System Settings Page" on page 175 for details on how to print the System Settings page.
Print media misfeeds or multiple feeds occur.	Ensure that the print media you are using meets the specifications for your printer. **See also:** • "Usable Print Media" on page 137
	Fan the print media before loading it.
	Ensure that the print media is loaded correctly.
	Ensure that the paper width guides and length guide are adjusted correctly.
	Do not overfill the print media sources.
	Do not force print media into the Priority Sheet Inserter (PSI) or the paper tray when you load it. Otherwise, it may skew or buckle.
	Ensure that the print media is not curled.
	Load print media with the recommended print surface facing in the correct direction. **See also:** • "Loading Print Media" on page 143
	Turn the print media over or around and try printing again to see if feeding improves.
	Do not mix print media types.
	Do not mix print media sizes.
	Remove the top and bottom curled sheets of a ream before loading the print media.
	Load a print media source only when it is empty.
The envelope is creased after printing.	Ensure that the envelope is loaded in the paper tray as instructed in "Loading Envelopes in the Paper Tray" on page 148.
Page breaks in unexpected places.	Increase the value for **Job Time-Out** in the **System Settings** menu, that is on the **Printer Maintenance** tab in the Printer Setting Utility.
	Increase the time-out value in the **Protocol Settings** menu on the CentreWare Internet Services.

Problem	Action
Print media does not stack neatly in the center output tray.	Turn the print media stack over in the Priority Sheet Inserter (PSI) and the paper tray.
Printer does not duplex pages.	Select **Flip on Short Edge** or **Flip on Long Edge** from the **Duplex** menu on the **Paper/Output** tab of the print driver.

Print Quality Problems

This section includes:

- "The Output Is Too Light" on page 362
- "Toner Smears or Print Comes Off/Stain on Back Side" on page 363
- "Random Spots/Blurred Images" on page 364
- "The Entire Output Is Blank" on page 364
- "Streaks Appear on the Output" on page 365
- "Mottle" on page 365
- "Ghosting" on page 366
- "Fog" on page 367
- "Bead-Carry-Out (BCO)" on page 367
- "Auger Mark" on page 368
- "Wrinkled/Stained Paper" on page 369
- "The Top Margin Is Incorrect" on page 370
- "Protrudent/Bumpy Paper" on page 370

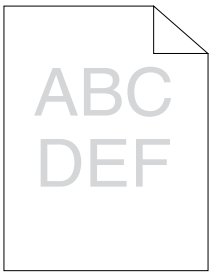
NOTE:

- In this section, some procedures use the Printer Setting Utility or the SimpleMonitor. Some procedures that use the Printer Setting Utility can also be performed using the operator panel.

See also:

- "Understanding the Operator Panel Menus" on page 282
- "Printer Setting Utility (Windows Only)" on page 52
- "SimpleMonitor (Windows Only)" on page 53

■ The Output Is Too Light

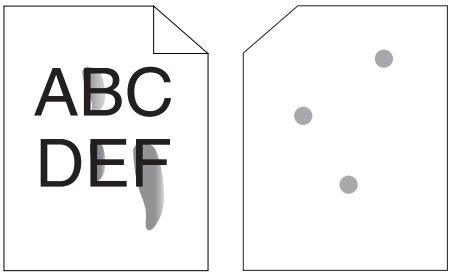


Problem	Action
The output is too light.	The toner cartridge may be low or need to be replaced. Confirm the amount of toner in the toner cartridge. 1 Check the toner level on the **Consumables** tab of the **Printer Status** window of the SimpleMonitor. 2 Replace the toner cartridge as needed.
	Verify that the print media is dry and the correct print media is used. If not, use the print media recommended for the printer. **See also:** • "Usable Print Media" on page 137
	Try changing the **Paper Type** setting on the print driver. 1 On the **Paper/Output** tab for **Printing Preferences** of the print driver, change the **Paper Type** setting.
	Disable **Toner Saving Mode** on the print driver. 1 On the **Graphics** tab in **Printing Preferences** of the print driver, ensure that the **Toner Saving Mode** check box is not selected.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Toner Smears or Print Comes Off/Stain on Back Side

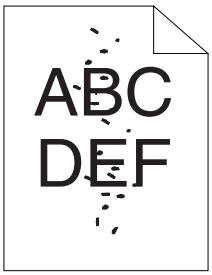


Problem	Action
Toner smears or print comes off. The output has stain on the back side.	The print media surface may be uneven. Try changing the **Paper Type** setting in the print driver. For example, change **Plain** to **Lightweight Cardstock**. 1 On the **Paper/Output** tab for **Printing Preferences** of the print driver, change the **Paper Type** setting.
	Verify that the correct print media is being used. If not, use the print media recommended for the printer. **See also:** • "Usable Print Media" on page 137
	Adjust the temperature of the fusing unit. 1 Launch the Printer Setting Utility, and click **Adjust Fusing Unit** on the **Printer Maintenance** tab. 2 Adjust the fixing temperature by turning up the value for your printing media. 3 Click the **Apply New Settings** button.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Random Spots/Blurred Images

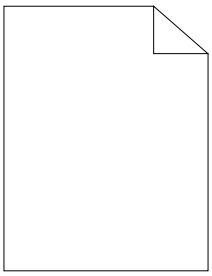


Problem	Action
The printed result has random spots or is blurred.	Ensure that the toner cartridge is installed correctly. **See also:** • "Installing a Toner Cartridge" on page 402
	If you use a non-genuine brand toner cartridge, install a genuine brand toner cartridge.
	Clean up the fusing unit. 1 Load one sheet of paper in the paper tray, and then print a solid image all over paper. 2 Load the printed sheet with the print surface facing down, and then print a blank sheet of paper.

NOTE:

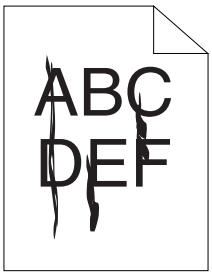
- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ The Entire Output Is Blank



If this trouble happens, contact our local representative office or authorized dealer.

■ Streaks Appear on the Output



If this trouble happens, contact our local representative office or authorized dealer.

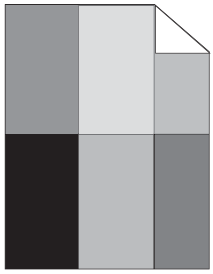
■ Mottle

Problem	Action
The printed result has mottled appearance.	Adjust the transfer bias. 1 Launch the Printer Setting Utility, click **Adjust BTR** on the **Printer Maintenance** tab. 2 Adjust the setting for the type of print media being used. 3 Click the **Apply New Settings** button.
	If you use non-recommended print media, use the print media recommended for the printer.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Ghosting

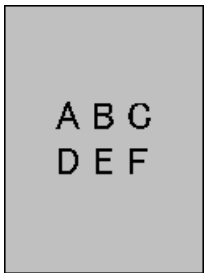


Problem	Action
The printed result has ghosting.	The print media surface may be uneven. Try changing the **Paper Type** setting in the print driver. For example, change **Plain** to **Lightweight Cardstock**. 1 On the **Paper/Output** tab for **Printing Preferences** of the print driver, change the **Paper Type** setting.
	Adjust the transfer bias. 1 Launch the Printer Setting Utility, click **Adjust BTR** on the **Printer Maintenance** tab. 2 Adjust the setting for the type of print media being used. 3 Click the **Apply New Settings** button.
	Adjust the temperature of the fusing unit. 1 Launch the Printer Setting Utility, and click **Adjust Fusing Unit** on the **Printer Maintenance** tab. 2 Adjust the fixing temperature by turning up the value for your printing media. 3 Click the **Apply New Settings** button.
	If you use non-recommended print media, use the print media recommended for the printer.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Fog

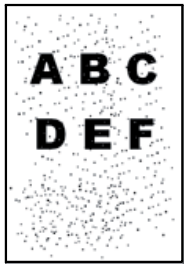


Problem	Action
The printed result is foggy.	When the whole is printed light, contact our local representative office or authorized dealer.
	When the printed page is partly light, start **Clean Developer**. 1 Launch the Printer Setting Utility, and click **Clean Developer** on the **Diagnosis** tab. 2 Click the **Start** button.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Bead-Carry-Out (BCO)

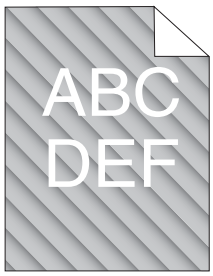


Problem	Action
Bead-Carry-Out (BCO) is happening.	If the printer is installed in a high altitude location, set the altitude of the location. 1 Launch the Printer Setting Utility, and click **Adjust Altitude** on the **Printer Maintenance** tab. 2 Select the value close to the altitude of the location where the printer is installed. 3 Click the **Apply New Settings** button.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Auger Mark

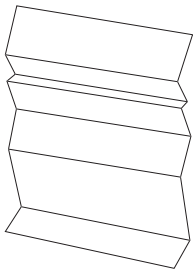


Problem	Action
The printed result has auger mark.	The toner cartridge may be low or need to be replaced. Confirm the amount of toner in the toner cartridge. 1 Check the toner level on the **Consumables** tab of the **Printer Status** window of the SimpleMonitor. 2 Replace the toner cartridge as needed.
	Start **Clean Developer**. 1 Launch the Printer Setting Utility, and click **Clean Developer** on the **Diagnosis** tab. 2 Click the **Start** button.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Wrinkled/Stained Paper

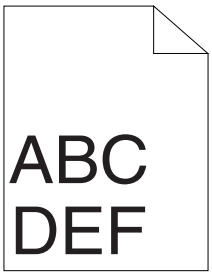


Problem	Action
The output is wrinkled. The output is stained.	Verify that the correct print media is being used. If not, use the print media recommended for the printer. If excessive wrinkles occur, use paper or other media from a new package. **See also:** • "Usable Print Media" on page 137 • "About Print Media" on page 132
	If you use the envelope, check whether the crease is within 30 mm of the four edges of the envelope. If the crease is within 30 mm of the four edges of the envelope, this is considered normal. Your printer is not at fault. If not, check if the printer supports your envelope type, and then check if you loaded the envelope in the correct orientation. For more information, see "Loading Print Media in the Paper Tray" on page 144 or "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ The Top Margin Is Incorrect

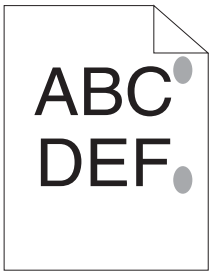


Problem	Action
The top margin is incorrect.	Ensure that the margins are set correctly on the application being used.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

■ Protrudent/Bumpy Paper



Problem	Action
Printed surface got protrudent/bumpy.	Clean up the fusing unit. 1 Load one sheet of paper in the paper tray, and then print a solid image all over paper. 2 Load the printed sheet with the print surface facing down, and then print a blank sheet of paper.

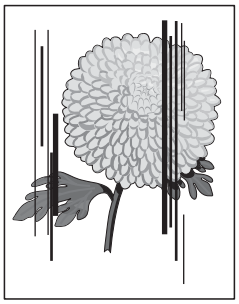
NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

Copy Problem

Problem	Action
A document loaded in the ADF cannot be copied.	Ensure that the ADF cover is firmly closed.

Copy Quality Problems

Problem	Action
There are lines or streaks in copies made from the ADF. 	There is debris on the ADF glass. When scanning, the paper from the ADF passes over the debris creating lines or streaks. Clean the ADF glass with a lint free cloth. **See also:** • "Cleaning the Scanner" on page 395
There are spots in copies taken from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean the document glass with a lint free cloth. **See also:** • "Cleaning the Scanner" on page 395
The reverse side of the original is showing on the copy.	On the Copy menu, enable `Auto Exposure`. For information on turning `Auto Exposure` on and off, see "Auto Exposure" on page 198.
Light colors are washed out or white on the copy.	On the Copy menu, disable `Auto Exposure`. For information on turning `Auto Exposure` on and off, see "Auto Exposure" on page 198.
Image is too light or dark.	Use the `Lighten/Darken` option on the Copy menu. For information on making the image lighter or darker, see "Lighten/Darken" on page 196.

NOTE:

- If the problem continues even though you have taken suggested actions described above, contact our local representative office or authorized dealer.

Fax Problems

Problem	Action
The printer is not working, there is no display and the buttons are not working.	Unplug the power cord and plug it in again.
	Ensure that there is power to the electrical receptacle.
No dial tone sounds.	Check that the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 244
	Check that the phone socket in the wall is working by plugging in another phone.
The numbers stored in the memory do not dial correctly.	Ensure that the numbers are stored in the memory correctly. Print the Address Book List.
The document does not feed into the printer.	Ensure that the document is not wrinkled and you are putting it in correctly. Check that the document is of the right size, not too thick or thin.
	Ensure that the ADF cover is firmly closed.
Faxes are not received automatically.	Select `FAX Mode` for `Ans Select`.
	Ensure that there is paper in the Priority Sheet Inserter (PSI) or the paper tray.
	Check if the LCD panel shows `Memory Full`.
The printer does not send faxes.	Check the other fax machine you are sending to, to see if it can receive your fax.
The incoming fax has blank spaces or is received in poor-quality.	The fax machine sending you the fax may be faulty. Ask the sender to sort out the problem and resend the fax.
	A noisy phone line can cause line errors. Ask the sender to resend the fax.
	Check your printer by making a copy.
	The toner cartridge may be empty. Replace the toner cartridge. **See also:** • "Replacing the Toner Cartridge" on page 398
Some of the words on an incoming fax are stretched.	The fax machine sending you the fax had a temporary document jam. Ask the sender to clear the document jam and resend the fax.
There are lines on the documents you send.	Check your ADF glass for marks and clean it. **See also:** • "Cleaning the Scanner" on page 395
The printer dials a number, but the connection with another fax machine fails.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Ask the sender to sort out the problem and retry.
Documents are not stored in the memory.	There may not be enough memory to store the document. If the LCD panel shows `Memory Full`, delete any documents you no longer need from the memory and then restore the document, or wait for the job in progress (e.g., a fax transmission or reception) to complete.

Problem	Action
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the user option setting. Correct the paper settings. **See also:** • "Tray Settings" on page 328
The printer will not send or receive faxes.	Ensure that the region is set correctly. 1 Press the (**System**) button. 2 Select `Admin Menu`, and then press the OK button. 3 Select `Fax Settings`, and then press the OK button. 4 Select `Region`, and then press the OK button. 5 When the setting is correct, press the (**Back**) button to return to the previous screen. To change the setting, select the correct region and then press the OK button. Select `Yes` to reboot the printer.
	Check that the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 244
An error often occurs during a fax transmission or reception.	Reduce the modem speed. 1 Press the (**System**) button. 2 Select `Admin Menu`, and then press the OK button. 3 Select `Fax Settings`, and then press the OK button. 4 Select `Modem Speed`, and then press the OK button. 5 Select the desired menu item, and then press the OK button.

Scanning Problems

Problem	Action
The scanner does not work.	Ensure that you place the document to be scanned face down on the document glass, or face up in the Automatic Document Feeder (ADF).
	There may not be enough available memory to hold the document you want to scan. Try the Preview feature to see if that works. Try lowering the scan resolution rate.
	Check that the USB cable is connected properly.
	Ensure that the USB cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable.
	Check that the scanner is configured correctly. Check the application you want to use to make certain that the scanner job is being sent to the correct port.
The printer scans very slowly.	Graphics are scanned more slowly than text when using the Scan to E-Mail or Scan to Network feature.
	Communication speed becomes slow in scan mode because of the large amount of memory required to analyze and reproduce the scanned image.
	Scanning images at a high resolution takes more time than scanning at a low resolution.
Document misfeeds or multiple feeds occur in the ADF.	Ensure that the document's paper type meets the specifications for the printer. **See also:** • "Preparing a Document" on page 183 • "Making Copies From the Automatic Document Feeder (ADF)" on page 186
	Check whether the document is properly loaded in the ADF.
	Ensure that the document guides are adjusted properly.
	Ensure that the number of document sheets do not exceed the maximum capacity of the ADF.
	Ensure that the document is not curled.
	Fan the document well before loading it in the ADF.
Vertical stripes appear on the output when scanned using the ADF.	Clean the ADF glass. **See also:** • "Cleaning the Scanner" on page 395
A smear appears at the same location on the output when scanned using the document glass.	Clean the document glass. **See also:** • "Cleaning the Scanner" on page 395
Images are skewed.	Ensure that the document is loaded straight in the ADF or on the document glass.
Diagonal lines appear jagged when scanned using the ADF.	If the document uses thick media, try scanning it from the document glass.

Problem	Action
The printer does not properly transfer scan data to a specified destination via the Scan to E-Mail or Scan to Network feature.	Check if the following settings have been set correctly on the CentreWare Internet Services. **Scan to E-Mail** Check the following setting under **Address Book** → **Personal Address**: • **Address** **Scan to Network** Check the following settings under **Address Book** → **Computer/Server Address Book**: • **Name (Displayed on Printer)** • **Network Type** • **Host Address (IP Address or DNS Name)** • **Port Number** • **Login Name (if required by host)** • **Login Password** • **Name of Shared Directory** • **Subdirectory Path (optional)**
Cannot scan using WIA on a Windows Server® 2003 computer.	Enable WIA on the computer. To enable WIA: 1 Click **Start** → **Administrative Tools** → **Services**. 2 Right-click **Windows Image Acquisition (WIA)**, and then click **Properties** to ensure that **Startup type** is set to **Manual** or **Automatic**. 3 Click **OK**. 4 Right-click **Windows Image Acquisition (WIA)**, and then click **Start**.
Cannot scan using TWAIN or WIA on a Windows Server 2008 or Windows Server 2008 R2 computer.	Install the Desktop Experience feature on the computer. To install Desktop Experience: 1 Click **Start** → **Administrative Tools** → **Server Manager**. 2 Under **Features Summary**, click **Add Features**. 3 Select the **Desktop Experience** check box. 4 If a window appears, follow the on-screen instructions. 5 Click **Next**, and then click **Install**. 6 Restart the computer.

Scan Driver/Printer Utility Problems

Problem	Action
Unable to retrieve the Address Book data from the printer on the Address Book Editor.	Ensure that your computer and the printer is properly connected with the USB cable or Ethernet cable.
	Ensure that the printer is turned on.
	Ensure that the print driver is installed on your computer. (The Address Book Editor retrieves the Address Book data via the print driver.)
The TWAIN driver cannot connect to the printer.	Ensure that your computer and the printer is properly connected with the USB cable.
	Check whether the printer is turned on. If the printer is turned on, reboot it by turning the power switch off and then on again.
	If a scan application is running, close the application once, restart the application, and then try scanning again.
The scan driver has not been registered on your computer and cannot be accessed from the Express Scan Manager.	Install the scan driver. If the driver is already installed, uninstall it and then reinstall it.
Failed to scan your document on the printer via the Express Scan Manager.	Ensure that your computer and the printer is properly connected with the USB cable.
	Check whether the printer is turned on. If the printer is turned on, reboot it by turning the power switch off and then on again.
	If a scan application is running, close the application once, restart the application, and then try scanning again.
Failed to create an image file via the Express Scan Manager.	Ensure that there is sufficient space in your hard disk.
	Uninstall the Express Scan Manager on your computer and then reinstall it.
Failed to initialize the Express Scan Manager.	Uninstall the Express Scan Manager on your computer and then reinstall it.
Failed to execute the Express Scan Manager.	Uninstall the Express Scan Manager on your computer and then reinstall it.
An unexpected error occurred on the Express Scan Manager.	Uninstall the Express Scan Manager on your computer and then reinstall it.

Other Problems

Problem	Action
Condensation has occurred inside the printer.	This usually occurs within several hours after you heat the room in winter. This also occurs when the printer is operating in a location where relative humidity reaches 85% or more. Adjust the humidity or relocate the printer to an appropriate environment.

Understanding Printer Messages

The printer's LCD panel displays a message describing the current state of the printer or indicates a possible printer problem you must resolve. This section describes error codes included in the messages, their meanings, and how to clear the messages.

IMPORTANT:

- When an error message is displayed, the print data remaining on the printer and the information accumulated in the memory of the printer are not secured.

Error Code	What You Can Do
005-121	Open the ADF cover. Remove the jammed paper and then close the ADF cover. **See also:** • "Clearing Paper Jams From the Automatic Document Feeder (ADF)" on page 343
005-301	Close the ADF cover.
010-397 016-315 016-317 016-372 016-501 016-502	Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
016-503	Press the OK button to clear the message. Check if the SMTP server setting is correct by contacting your server administrator.
016-504	Press the OK button to clear the message. Check if the user name and password for the POP3 server are set correctly by contacting your server administrator.
016-506	Press the OK button to clear the message. Check if the SMTP server address and e-mail destination are set correctly.
016-507	Press the OK button to clear the message. Check if the user name and password used for the SMTP server are set correctly by contacting your server administrator.
016-718	Press the OK button to clear the message. Retry when the printer does not process any job.
016-719 016-720	Press the OK button to cancel the current job. Retry when the printer does not process any job.
016-744 016-745	Press the OK button to clear the message. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
016-749	Press the OK button to cancel the current job. Retry when the printer does not process any job.
016-753 016-755	Press the OK button to cancel the current job. Retry when the printer does not process any job.
016-764	Press the OK button to clear the message. Check if the Ethernet cable is properly connected. If this does not solve the problem, contact SMTP server administrator.
016-766	Press the OK button to clear the message. Check if the server or the computer is available by pinging the IP address. If this does not solve the problem, contact your server administrator.

Error Code	What You Can Do
016-767	Press the OK button to clear the message. Check if the recipient address is correct, and try scanning again.
016-791	Insert the USB memory device and press the OK button to clear the message.
016-795 016-797	Press the OK button to clear the message. Check if the format of a file stored in USB memory device is supported, or the file is not broken.
016-920	Press the OK button to clear the message. Check the wireless settings for the access point and the printer.
016-930 016-931	Remove the device from the front USB port and press the OK button to clear the message.
016-981	Press the OK button to cancel the current job. Try copying fewer documents.
016-985	Attached file size is larger than you defined. Press the OK button to clear the message. Try the following: •Enlarge `Max E-Mail Size`. •Lower the resolution setting. •Change the file format of the scanned image.
017-970	Memory is likely to be full. Press the OK button to clear the message. Try the following: •Delete the data stored in the memory. •Lower the resolution setting. •Reduce the number of pages.
017-980 017-981	Press the OK button to clear the message. Retry when the printer does not process any job.
017-988	Press the OK button to clear the message. Check if the interface cable is securely connected or your computer does not have any problem.
018-338 024-340 024-360 024-371	Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
024-958 024-963	Load the specified paper and press the OK button to clear the message. Follow the on-screen instruction if one appears. **See also:** • "Loading Print Media in the Paper Tray" on page 144 • "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152
024-969	Load the specified paper and press the OK button to clear the message. **See also:** • "Loading Print Media in the Paper Tray" on page 144 • "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152
026-720	Press the OK button to clear the message. Check if the USB memory device has enough memory.
026-721 026-722	Press the OK button to clear the message. Check if the USB memory device is write-protected or gets any disk problem.
026-723	Press the OK button to clear the message. Check if the path and file name to save the data is too long.
026-750	Press the OK button to clear the message. Check if the interface cable is securely connected, or restart the application you use.

Error Code	What You Can Do
026-751	Press the OK button to clear the message. Check if the interface cable is securely connected.
026-752	
027-446	IPv6 address duplication. Change the IP address setting.
027-452	IPv4 address duplication. Change the IP address setting.
031-521	Press the OK button to clear the message. Check if the access setting to the SMB server is correct by contacting your server administrator.
031-526	Press the OK button to clear the message. Check if the domain name of the SMB server is correct. Check DNS connection, or check if the name of the forwarding destination server is registered with DNS.
031-529	Press the OK button to clear the message. Check if the network is properly connected and if the password for the SMB server is correct.
031-530	Press the OK button to clear the message. Check if the working path setting to the SMB server is correct.
031-533	Press the OK button to clear the message. Check the following: •If the file name you specified is not used by other users. •If file or folder that has the same name as the one you specified already exists. •If the SMB server encounters any write-protection or disk problem.
031-534	Press the OK button to clear the message. Check if the SMB server encounters any write-protection or disk problem.
031-535	
031-536	
031-537	Press the OK button to clear the message. Check if the storage location has free space.
031-555	Press the OK button to clear the message. Check if the network is properly connected.
031-556	Press the OK button to clear the message. Check if the SMB server encounters any write-protection or disk problem.
031-557	Press the OK button to clear the message. Check the following: •If the file name you specified is not used by other users. •If file or folder that has the same name as the one you specified already exists.
031-558	Press the OK button to clear the message. Check if the access setting to the SMB server is correct by contacting your server administrator.
031-571	Press the OK button to clear the message. Check if the network is properly connected.
031-574	Press the OK button to clear the message. Check if the domain name of the FTP server is correct.
031-575	Press the OK button to clear the message. Check if the host name setting to the FTP server is correct.
031-576	Press the OK button to clear the message. Check if the FTP server encounters any write-protection or disk problem.
031-578	Press the OK button to clear the message. Check if the network is properly connected and if login name (user name) and password for the FTP server are correct.
031-579	Press the OK button to clear the message. Check if the working path setting to the FTP server is correct.
031-582	Press the OK button to clear the message. Check if the FTP server encounters any write-protection or disk problem.
031-584	Press the OK button to clear the message. Check the following: •If the file name you specified is not used by other users. •If file or folder that has the same name as the one you specified already exists. •If the FTP server encounters any write-protection or disk problem.

Error Code	What You Can Do
031-585 031-587	Press the OK button to clear the message. Check if the FTP server encounters any delete/write-protection or disk problem.
031-588	Press the OK button to clear the message. Check if the FTP server encounters any write-protection or disk problem.
031-589	Press the OK button to clear the message. Check if the storage location has free space.
031-594	Press the OK button to clear the message. Contact your server administrator to check if the scanned file has wrong setting while being stored to FTP server. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
031-598	Press the OK button to clear the message. Check if the FTP server encounters any write-protection or disk problem.
033-503 033-513	Press the OK button to clear the message. Retry, and check the report. Delete the unnecessary data stored in the memory.
033-517	Press the OK button to clear the message. Check if the password of the fax lock is correct.
033-518	Press the OK button to clear the message. Check if your region is set correctly.
033-519	Fax service is locked. To continue, press the OK button and disable the fax lock. **See also:** • "Limiting Access to Copy, Fax, Scan, and USB Direct Print Operations" on page 333
033-787	Press the OK button to clear the message. The job is cancelled.
033-788	Press the OK button to clear the message. Remove the received fax, or wait for a while until sending a fax is completed.
034-700 034-701 034-702	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Check if the phone line is connected properly. •Check if the destination number is correct. •Set `Number of Redial` to the largest value. •Set `Interval Timer` or `Redial Delay` longer. **See also:** • "Connecting the Telephone Line" on page 244
034-703 034-704 034-705 034-706	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Check if the phone line is connected properly. •Check if the destination number is available and correct. •Set `Number of Redial` to the largest value. •Set `Interval Timer` or `Redial Delay` longer. **See also:** • "Connecting the Telephone Line" on page 244
034-707	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Set `Number of Redial` to the largest value. •Set `Interval Timer` or `Redial Delay` longer. •Lower `Modem Speed`.

Error Code	What You Can Do
034-708	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Set Number of Redial to the largest value. •Set Interval Timer or Redial Delay longer. •Lower Modem Speed. •Check if the destination number is available.
034-709 034-710	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Set Number of Redial to the largest value. •Set Interval Timer or Redial Delay longer.
034-711 034-712 034-713	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Set Number of Redial to the largest value. •Set Interval Timer or Redial Delay longer. •Lower Modem Speed.
034-714	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Set Number of Redial to the largest value. •Set Interval Timer or Redial Delay longer. •Check if the destination number is available.
034-715	Press the OK button to clear the message. If the error continues to appear after the redial for the specified number of times, try the following: •Set Number of Redial to the largest value. •Set Interval Timer or Redial Delay longer. •Lower Modem Speed.
034-716	Press the OK button to clear the message. If the error continues to appear after the retry for the specified number of times, it will be cancelled. When retrying sending the fax, lower Modem Speed.
034-717	Press the OK button to clear the message. If the error continues to appear after the retry for the specified number of times, it will be cancelled. Retry sending the fax.
034-718 034-719	Press the OK button to clear the message. If the error continues to appear after the retry for the specified number of times, it will be cancelled. When retrying sending the fax, lower Modem Speed.
034-720	Press the OK button to clear the message. If the error continues to appear after the retry for the specified number of times, it will be cancelled. When retrying sending the fax, try the following: •Lower Modem Speed. •Enable ECM.
034-721 034-722 034-723 034-724 034-725 034-726	Press the OK button to clear the message. If the error continues to appear after the retry for the specified number of times, it will be cancelled. When retrying sending the fax, lower Modem Speed.
034-727	Press the OK button to clear the message. Check if the destination number is available. If the error continues to appear after the retry for the specified number of times, it will be cancelled.

Error Code	What You Can Do
034-750	Press the OK button to clear the message. Check if the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 244
034-751	Press the OK button to clear the message. Check if the destination machine blocks your fax as the junk fax. If it does, ask the receiver to disable the setting.
034-752 034-753	Press the OK button to clear the message. Check if the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 244
034-754 034-755 034-756 034-757	Press the OK button to clear the message. Lower `Modem Speed`.
034-758	Press the OK button to clear the message. Check if the phone line is connected properly. Or, lower `Modem Speed`. **See also:** • "Connecting the Telephone Line" on page 244
034-759 034-760	Press the OK button to clear the message. Lower `Modem Speed`.
034-761	Press the OK button to clear the message. Check if the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 244
034-762	Press the OK button to clear the message. Try the following: •Lower `Modem Speed`. •Enable `ECM`.
034-763 034-764 034-765 034-766	Press the OK button to clear the message. Lower `Modem Speed`.
034-767	Press the OK button to clear the message. Check if the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 244
034-768	Press the OK button to clear the message. Lower `Modem Speed`.
041-340 042-358 061-370 062-321	Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
075-100	Check and clear the paper path, load the paper, and then press the OK button to clear the message. **See also:** • "Clearing Paper Jams From the Front of the Printer" on page 346
075-921	Load the printed output in the paper tray or the Priority Sheet Inserter (PSI) and press the OK button.

Error Code	What You Can Do
077-100 077-104 077-106 077-108 077-109	Open the rear cover and remove the jammed paper. **See also:** • "Clearing Paper Jams From the Rear of the Printer" on page 351
077-304	Close the rear cover.
077-900 077-901 077-907	Open the rear cover and remove the jammed paper. **See also:** • "Clearing Paper Jams From the Rear of the Printer" on page 351
091-402	The service life of your printer is coming to an end and the printer will soon stop running. If you want to keep using the printer, change the `Machine life` setting to `Continue Print`. However, continuous use of the printer will degrade the print quality. **See also:** • "Machine life" on page 312
091-441	The printer has exceeded its service life or the settings have been changed to continue using it. The quality of printouts will degrade if the printer continues to be used. **See also:** • "Machine life" on page 312
092-651 092-661	Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
093-426	Replace the toner cartridge soon. **See also:** • "Replacing the Toner Cartridge" on page 398
093-925	Set the toner cartridge appropriately or replace it. **See also:** • "Replacing the Toner Cartridge" on page 398
093-926	Replace the toner cartridge with a supported one. **See also:** • "Replacing the Toner Cartridge" on page 398
093-933	Replace the toner cartridge with a new one. If you do not replace the toner cartridge, print quality problems may occur. **See also:** • "Replacing the Toner Cartridge" on page 398
093-974	Turn off the printer, check if the toner cartridge is installed correctly, and then turn on the printer. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417

Error Code	What You Can Do
116-210 116-314 116-323 116-325 116-326 116-355 116-395	Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
116-703 116-720	Press the OK button to cancel the current job. Retry when the printer does not process any job.
117-331 117-332 117-333 117-334 117-342 117-346	Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
117-348	Retry, and check the report. Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
117-350	Open the rear cover and then close it.
117-366 124-333 134-211	Turn off the printer, and then on. If this does not solve the problem, contact our local representative office or authorized dealer. **See also:** • "Online Services" on page 417
191-310	Although the service life of your printer has been over and the printer stopped running, you can still use the printer by pressing the ⮌ (**Back**) button and the ▼ button at the same time. However, continuous use of the printer will degrade the print quality. **See also:** • "Machine life" on page 312
191-311	The life of your printer has been over and you can no longer use the printer.
193-700	A non-genuine toner is installed.

NOTE:

- As for the following message, which does not include an error code, refer to the table below for the solution.

Error Message	What You Can Do

`Wrong Paper Size`
`Reload Paper then`
`Press OK`
	Load the specified paper and press the OK button to clear the message.
	See also:
	• "Loading Print Media in the Paper Tray" on page 144
	• "Loading Print Media in the Priority Sheet Inserter (PSI)" on page 152

`Job Cancelled`
`Open ADF Cover`
`and Remove All Paper`
	Open the ADF cover. Remove the jammed paper and then close the ADF cover.
	See also:
	• "Clearing Paper Jams From the Automatic Document Feeder (ADF)" on page 343

Contacting Service

When you call for printer service, be prepared to describe the problem you are experiencing or the error message on the LCD panel.

You need to know the model of your printer and serial number. See the label on the rear cover of your printer.

Getting Help

This section includes:

- "LCD Panel Messages" on page 389
- "SimpleMonitor Alerts" on page 389
- "Obtaining the Product Information" on page 390

We provide several automatic diagnostic tools to help you produce and maintain print quality.

■ LCD Panel Messages

The LCD panel provides you with information and troubleshooting help. When an error or warning condition occurs, the LCD panel displays a message informing you of the problem.

See also:

- "Understanding Printer Messages" on page 379

■ SimpleMonitor Alerts

The SimpleMonitor is a tool that is included on the *Software Pack CD-ROM*. It automatically checks the printer status when you send a print job. If the printer is unable to print your job, the SimpleMonitor automatically displays an alert on your computer screen to let you know that the printer needs attention.

■ Obtaining the Product Information

Obtaining the Latest Print Driver

The latest print driver can be obtained by downloading it from our web site.

NOTE:

- The communication fee shall be borne by users.

1. On your print driver's **Properties** dialog box, click the **Configuration** tab and then click **About**.
2. Click **Fuji Xerox Web Site**.
   Your web browser starts and our web site is displayed.
3. Follow the instructions on the web site and download an appropriate print driver.

NOTE:

- The URL of the driver download service page is as follows: http://www.fujixeroxprinters.com/.
- For the latest information about the print driver features, refer to the Help provided for the print driver.

Updating the Printer's Firmware

Our web site also provides a tool that allows you to update the printer's firmware (software embedded within the printer) from your computer.

The latest firmware and updating tool can be downloaded from the following URL.

Follow the instructions on the web site and download the correct firmware update.

http://www.fujixeroxprinters.com/

NOTE:

- The communication fee shall be borne by users.

Enabling Non-Genuine Mode

When toner within the toner cartridge is empty, the message, `093-933`, appears.

When you want to use the printer in Non-Genuine Mode, enable Non-Genuine Mode and replace the toner cartridge.

IMPORTANT:

- If you use the printer in Non-Genuine Mode, the performance of the printer may not be at its optimum. And any problems that may arise from the use of Non-Genuine Mode are not covered by our quality guarantee. The continuous use of Non-Genuine Mode can also cause the printer to break down, and any repair charges for such break down will be incurred by users.

NOTE:

- To disable Non-Genuine Mode, select `Off` for `Toner` of `Non-Genuine Mode` on the operator panel or clear the check box next to **On** on the **Non-Genuine Mode** page of the **Printer Maintenance** tab of the Printer Setting Utility.

This section includes:

- "Using the Operator Panel" on page 391
- "Using the Printer Setting Utility (Windows Only)" on page 392

■ Using the Operator Panel

NOTE:

- Before starting the operation described below, confirm that the LCD panel shows `Select Function`.

1. Press the (**System**) button.
2. Select `Admin Menu` and then press the OK button.
3. Select `Maintenance` and then press the OK button.
4. Select `Non-Genuine Mode` and then press the OK button.
5. Select `Toner` and then press the OK button.
6. Select `On` and then press the OK button.
7. Press the ⮌ button until the top page is displayed.
   The printer switches to Non-Genuine Mode.

■ Using the Printer Setting Utility (Windows Only)

The following procedure uses Windows® 7 as an example.

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **Printer Setting Utility**.

   NOTE:

   - The window to select a printer appears in this step when multiple print drivers are installed on your computer. In this case, click the name of the desired printer listed in **Printer Name**.

   The Printer Setting Utility starts.

2. Click the **Printer Maintenance** tab.

3. Select **Non-Genuine Mode** from the list at the left side of the page.

   The **Non-Genuine Mode** page is displayed.

4. Select the check box next to **On**, and then click the **Apply New Settings** button.

11

Maintenance

This chapter includes:

- "Cleaning the Printer" on page 394
- "Replacing the Toner Cartridge" on page 398
- "Ordering Supplies" on page 404
- "Storing Consumables" on page 406
- "Managing the Printer" on page 407
- "Conserving Supplies" on page 410
- "Checking Page Counts" on page 411
- "Moving the Printer" on page 412

Cleaning the Printer

This section describes how to clean the printer in order to maintain it in good condition and print clean printouts all the time.

⚠ WARNING:

- **When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.**

⚠ CAUTION:

- **When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.**

This section includes:

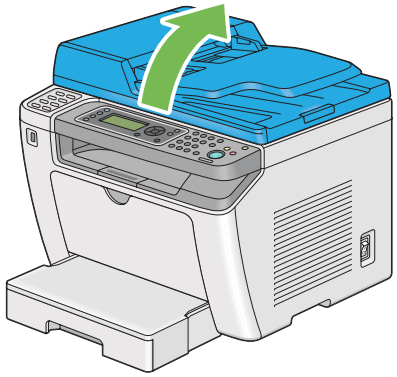
- "Cleaning the Scanner" on page 395
- "Cleaning the ADF Feed Roller" on page 397

■ Cleaning the Scanner

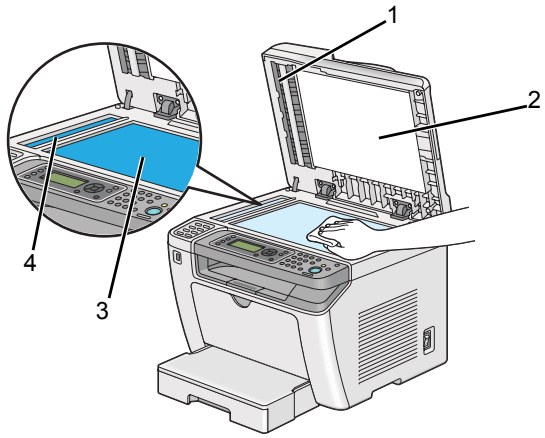
To ensure the best possible copies, clean the scanner at the start of each day and during the day, as needed, to keep it clean.

1 Slightly dampen a soft lint-free cloth or paper towel with water.

2 Open the document cover.

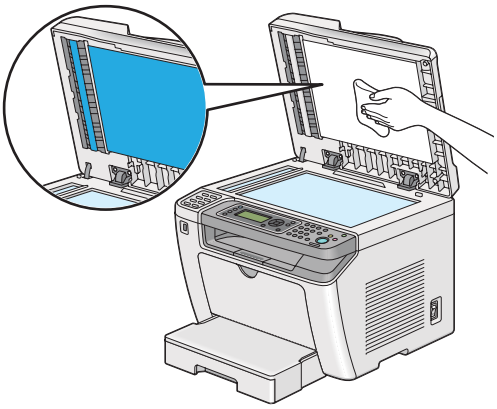


3 Wipe the surface of the document glass and ADF glass until they are clean and dry.

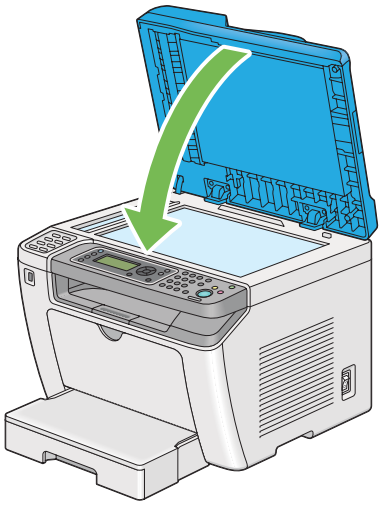


1	Film
2	White Document Cover
3	Document Glass
4	ADF Glass

4 Wipe the underside of the white document cover and film until they are clean and dry.



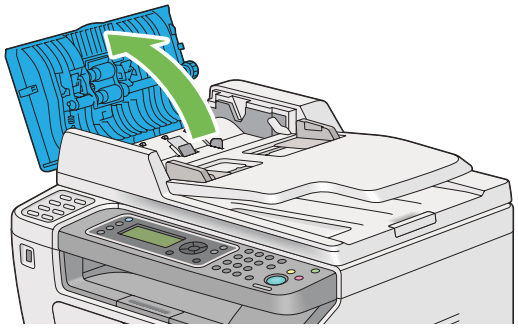
5 Close the document cover.



■ Cleaning the ADF Feed Roller

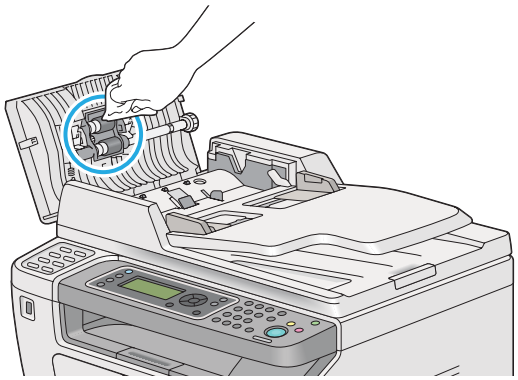
To ensure the best possible copies, clean the ADF feed roller at regular intervals to keep it clean.

1 Open the ADF cover.



2 Wipe the ADF feed roller with a dry soft lint-free cloth or paper towel until it is clean.

The ADF feed roller soiled with ink stains may dirty the paper that goes through the Automatic Document Feeder (ADF). In such a case, slightly dampen a soft lint-free cloth or paper towel with neutral detergent or water, and wipe the ADF feed roller until it is clean and dry.



Replacing the Toner Cartridge

Genuine toner cartridges are available only through Fuji Xerox.

It is recommended that you use a genuine toner cartridge for your printer. Fuji Xerox does not provide warranty coverage for problems caused by using non-genuine consumables.

⚠ WARNING:

- **Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills. It may catch fire by electric sparks inside the vacuum cleaner and cause explosion. If you spill a large volume of toner, contact your local Fuji Xerox representative.**
- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.**
  If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

⚠ CAUTION:

- **Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
- **When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
- **If toner spills onto your skin or clothing, wash it off with soap and water.**
  If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.
  If you inhale toner particles, move to a fresh air location and rinse your mouth with water.
  If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

IMPORTANT:

- Do not shake the used toner cartridge to avoid spilling of the toner.

This section includes:

- "When to Replace the Toner Cartridge" on page 399
- "Removing the Toner Cartridge" on page 400
- "Installing a Toner Cartridge" on page 402

■ When to Replace the Toner Cartridge

The printer has one toner cartridge: black (K).

When a toner cartridge reaches its usable life-span, the following messages appear on the LCD panel.

Message	Remaining Page Yield	Printer Status and Action
093-426*	Approx. 500 pages	The toner cartridge has become low. Prepare a new one.
093-933	—	The toner cartridge has become empty. Replace the old toner cartridge with a new one.

* This warning appears only when a genuine toner cartridge is used (i.e. Non-Genuine Mode is disabled).

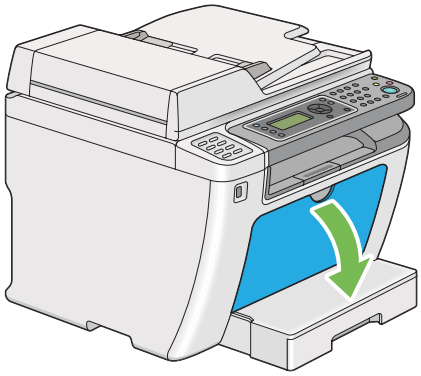
IMPORTANT:

- When placing a used toner cartridge on the floor or on a table, place a few sheets of paper under the toner cartridge to catch any toner that may spill.
- Do not reuse old toner cartridges that you remove from the printer. Doing so can impair print quality.
- Do not shake or pound used toner cartridges. The remaining toner may spill.
- We recommend you use up a toner cartridge within one year after you remove it from the packaging.

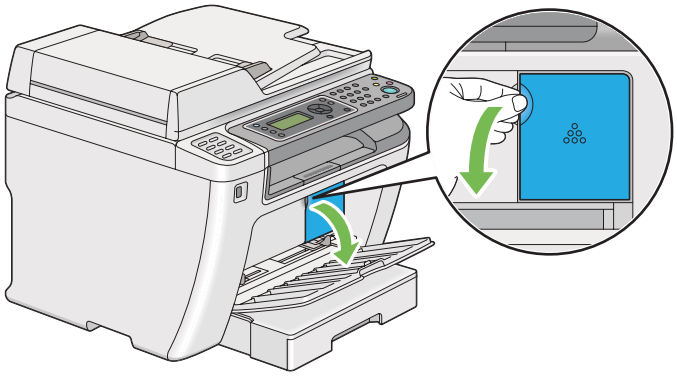
■ Removing the Toner Cartridge

1 Turn off the printer.

2 Open the front cover.

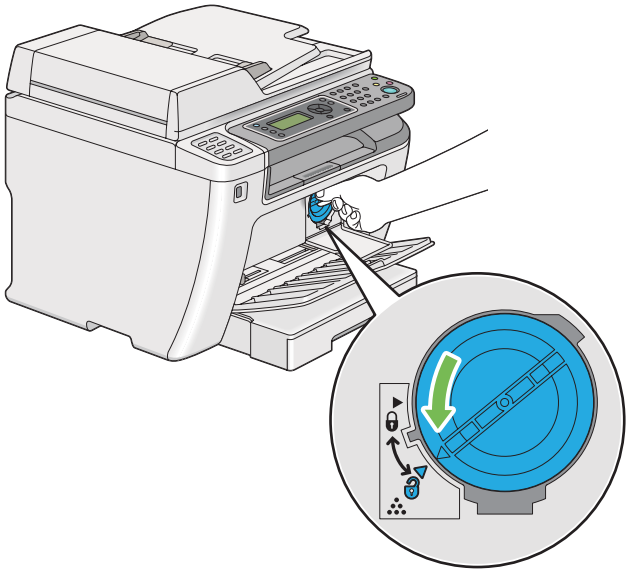


3 Open the toner access cover.



4 Spread a few sheets of paper on the floor or table where you want to place the removed toner cartridge.

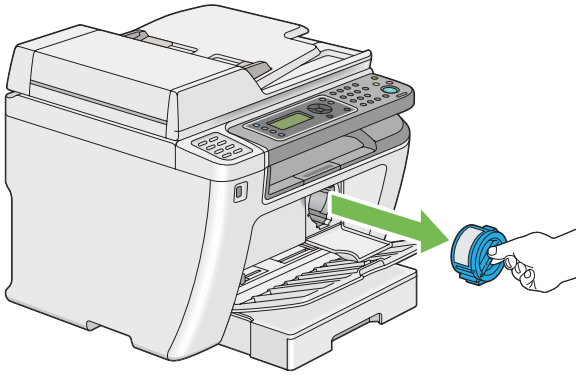
5 Turn the toner cartridge counterclockwise to unlock.



6 Pull the toner cartridge out.

IMPORTANT:

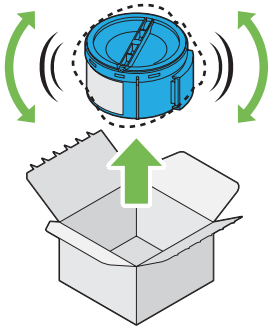
- Do not touch the shutter of the used toner cartridge.
- Always pull the toner cartridge out slowly so you do not spill any toner.



7 Place the toner cartridge slowly on the sheets of paper you spread in step **4**.

■ Installing a Toner Cartridge

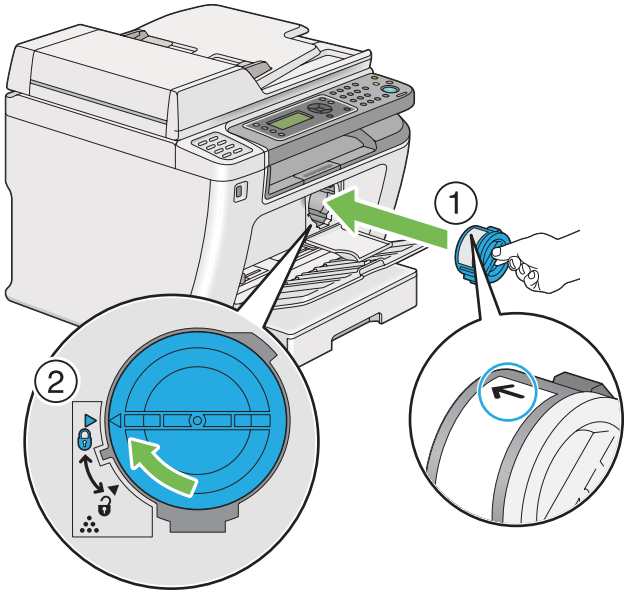
1 Unpack a new toner cartridge and shake it five times to distribute the toner evenly.



NOTE:

- Handle the toner cartridge carefully to avoid spilling of the toner.

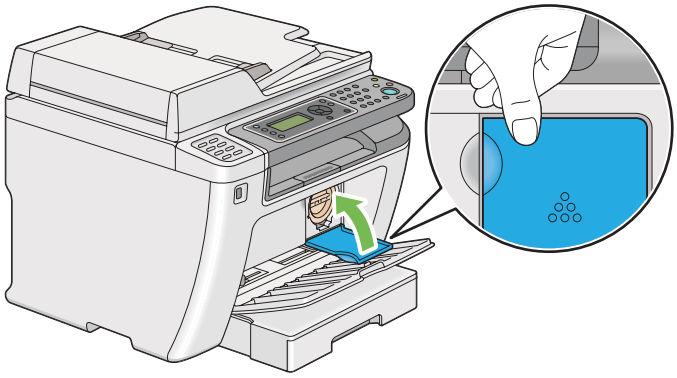
2 Insert the toner cartridge into the cartridge holder, and then turn it clockwise to align to the lock mark.



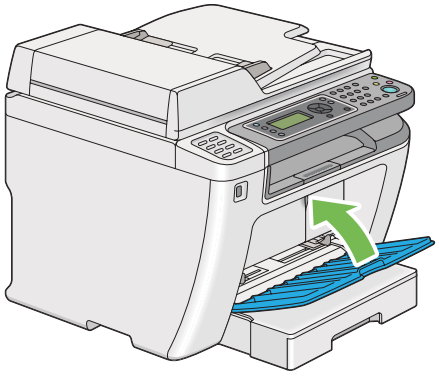
IMPORTANT:

- Be sure to secure the toner cartridge firmly before printing. Otherwise, it may cause some defects.

3 Close the toner access cover. Make sure that the cover clicks into place.



4 Close the front cover.



5 Pack the removed toner cartridge in the box in which the installed toner cartridge was packed up.

6 Taking care not to touch any spilled toner, dispose of the sheets of paper you used for toner cartridge replacement.

Ordering Supplies

The toner cartridge needs to be ordered occasionally. The toner cartridge includes installation instructions on the box.

This section includes:

- "Consumables" on page 404
- "When to Order a Toner Cartridge" on page 404
- "Recycling Supplies" on page 405

■ Consumables

IMPORTANT:

- Use only consumables we recommend. Use of any consumables other than recommended can impair machine quality and performance.

Product Name	Product Code	Description
Toner Cartridge	CT201918	Available for DocuPrint M255 z and capable of printing approximately 2,500 pages.
Toner Cartridge	CT201919	2-in-1 package of CT201918
Toner Cartridge	CT201920	Available for DocuPrint M255 df and capable of printing approximately 2,500 pages.
Toner Cartridge	CT201921	2-in-1 package of CT201920

IMPORTANT:

- The number of printable pages are applicable when A4 plain paper SEF ( ) is used and printing is done continuously in the print ratio of 5% in image density. Also, it satisfies the public values on the basis of JIS X6931 (ISO/IEC 19752). These values are estimates and vary depending on conditions such as the content being printed, paper size, paper type, the printer's operating environment, initializing process done when you turn on or off the printer, and adjustments to maintain print quality.

NOTE:

- The printable number of pages for the starter toner cartridge shipped with the printer is approximately 1,000 pages on DocuPrint M255 z and 2,500 pages on DocuPrint M255 df.
- Each toner cartridge includes installation instructions on the box.

■ When to Order a Toner Cartridge

The LCD panel displays a warning when the toner cartridge nears its replacement time. Verify that you have a replacement at hand. It is important to order a toner cartridge when the message first appears to avoid interruptions to your printing. The LCD panel displays an error message when the toner cartridge must be replaced.

To order a toner cartridge, contact our local representative office or authorized dealer.

IMPORTANT:

- This printer is designed to provide the most stable performance and print quality when used with the recommended toner cartridge. Not using the toner cartridge recommended for this printer degrades the performance and printing quality of the printer. You could also incur charges if the printer breaks down. To receive customer support and achieve the optimum performance of the printer, be sure to use the recommended toner cartridge.

■ Recycling Supplies

- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drums (photoreceptors) to make recycle parts, recycle materials or energy recovery.
- Proper disposal is required for toner cartridges no longer needed. Do not open toner cartridges. Return them to your local Fuji Xerox representative.

Storing Consumables

Store consumables in their original packaging until you need to use them. Do not store consumables in:

- Temperatures greater than 40 °C (140 °F).
- An environment with extreme changes in humidity or temperature.
- Direct sunlight.
- Dusty places.
- A car for a long period of time.
- An environment where corrosive gases are present.
- An environment with salty air.

Managing the Printer

This section includes:

- "Checking or Managing the Printer with the CentreWare Internet Services" on page 407
- "Checking Printer Status with the SimpleMonitor (Windows Only)" on page 408
- "Checking Printer Status Through E-mail" on page 409

■ Checking or Managing the Printer with the CentreWare Internet Services

When the printer is installed in a TCP/IP environment, you can check printer status and configure settings using a web browser on a network computer. You can also use the CentreWare Internet Services to check the remaining volume of consumables and the paper loaded in this printer.

NOTE:

- When using the printer as a local printer, you cannot use the CentreWare Internet Services. For details on checking the status of a local printer, refer to "Checking Printer Status with the SimpleMonitor (Windows Only)" on page 408.

Starting the CentreWare Internet Services

Use the following procedure to start the CentreWare Internet Services.

1. Launch your web browser.
2. Enter the IP address of the printer in the address bar, and then press the **Enter** key.

   The CentreWare Internet Services appears on your browser.

• Using Online Help

For details regarding the items that you can set on the CentreWare Internet Services, click the **Help** button to display the online Help.

■ Checking Printer Status with the SimpleMonitor (Windows Only)

The SimpleMonitor is a tool that is installed along with your print driver. It automatically checks the printer status when you send a print job. The SimpleMonitor can also check the status of the paper tray and remaining amount of toner in the toner cartridge.

Starting the SimpleMonitor

Double-click the SimpleMonitor icon on the taskbar or right-click the icon and select **Printer Selection**.

If the SimpleMonitor icon is not displayed on the taskbar, open the SimpleMonitor from the **Start** menu.

The following procedure uses Microsoft® Windows® 7 as an example.

1. Click **Start** → **All Programs** → **Fuji Xerox** → **Fuji Xerox Printer Software for Asia-Pacific** → your printer → **SimpleMonitor-Btype for Asia-Pacific**.

   The **Printer Selection** window appears.

2. Click the name of the desired printer from the list.

   The **Printer Status** window appears.

For details on the functions of the SimpleMonitor, refer to the Help of the SimpleMonitor.

See also:

- "SimpleMonitor (Windows Only)" on page 53

■ Checking Printer Status Through E-mail

When connected in a network environment where e-mail exchange is available, the printer can send an e-mail report to specified e-mail addresses containing the following information:

- The network settings and the printer status
- The error status which has occurred on the printer

Setting the E-mail Environment

Access the CentreWare Internet Services. On the **Properties** tab, configure the following settings according to your e-mail environment. After configuring the settings on each window, always click **Apply** and then turn off/on the printer to reboot. For details on each item, refer to the Help on the CentreWare Internet Services.

Item	Item to be configured	Description
General Setup > StatusMessenger	Recipient's E-mail Address	Specify up to two e-mail addresses to which notices about changes in printer status or errors are sent.
	Notification Items	Set the content of the notices to send via e-mail.
Port Status	StatusMessenger	Select **Enabled**.
Protocol Settings > E-mail	SMTP Server Settings • Machine's E-mail Address • SMTP Server Address • SMTP Server Port Number Send Authentication • E-Mail Send Authentication • Login Name • Password • Re-enter Password POP3 Server Settings • POP3 Server Address • POP3 Server Port Number • Login Name • Password • Re-enter Password	Select appropriate settings for sending and receiving e-mails.

Conserving Supplies

You can change several settings of your print driver to conserve toner and paper.

Supply	Setting	Function
Toner cartridge	**Toner Saving Mode** in the **Graphics** tab of the print driver	This check box allows the users to select a print mode that uses less toner. When this feature is used, the image quality will be lower than when it is not used.
Print media	**Multiple Up** in the **Layout** tab of the print driver	The printer prints two or more pages on one side of a sheet. The available numbers that each print driver can print on one sheet of paper are as follows: • Windows® Print Driver: 2, 4, 8, or 16 pages • Mac OS X Print Driver: 2, 4, 6, 9, or 16 pages Combined with the Duplex (2-sided) print setting, Multiple Up allows you to print up to 32 pages on one sheet of paper. (16 images on the front and 16 on the back)

Checking Page Counts

You can print the System Settings page to check the total number of printed pages. The total number of printed pages is shown in the Print Volume section, classified by paper sizes.

Single side print (including Multiple Up print) is counted as one job, and 2-sided print (including Multiple Up print) is counted as two. During duplex (2-sided) printing, if an error occurs after one side is printed properly, it is counted as one.

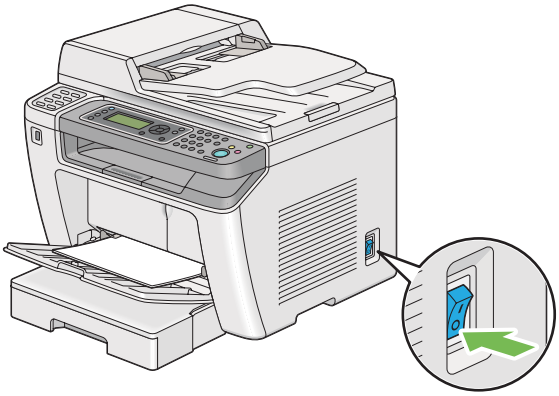
During duplex (2-sided) printing, a blank page may be inserted automatically depending on the settings of the application. In this case, the blank page is counted as one page. If a blank page is inserted during duplex (2-sided) printing for odd-number pages and the rear of the last odd-number page is left blank, however, this page is excluded from page counting.

NOTE:

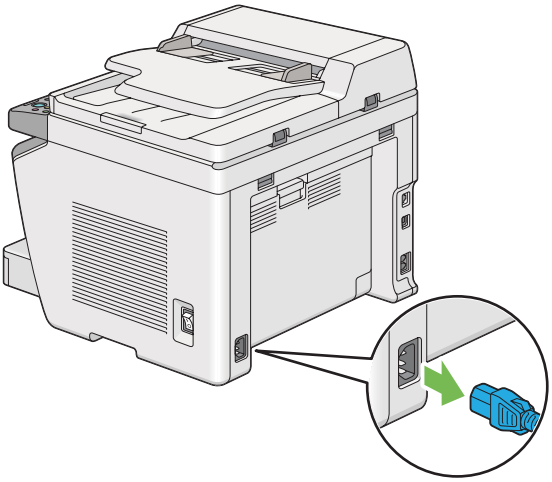
- Refer to "Printing the System Settings Page" on page 175 for details on how to print the System Settings page.

Moving the Printer

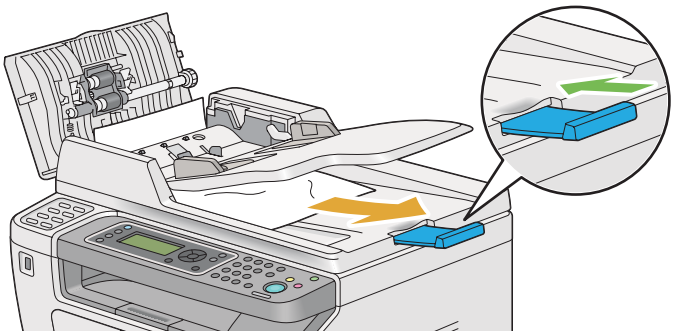
1 Turn off the printer.



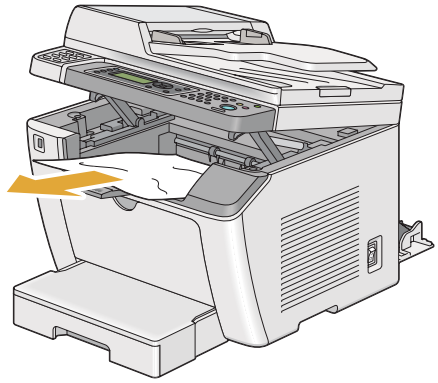
2 Disconnect the power cord, interface cable, and any other cables.



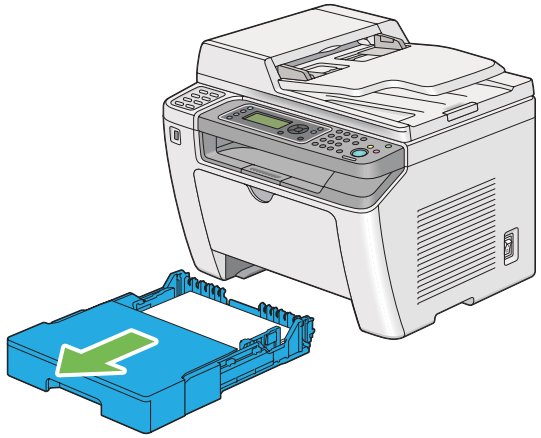
3 Remove all paper from the document output tray.



4 Lift the scanner unit, remove all paper from the center output tray, and then retract the output tray extension, if extended.



5 Remove the paper tray from the printer.

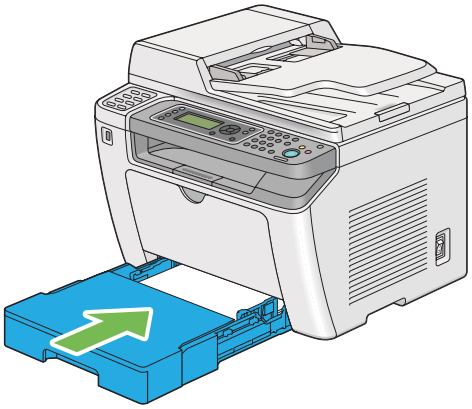


6 Lift the printer and move it gently.

NOTE:

- If you move the printer over a long distance, be sure to remove the toner cartridge and pack the printer inside a box to avoid spilling of the toner.

7 Place the printer at a new location and replace the paper tray.



12

Contacting Fuji Xerox

This chapter includes:

- "Technical Support" on page 416
- "Online Services" on page 417

Technical Support

Fuji Xerox recommends the Customer first utilize support materials shipped with the product, product diagnostics, information contained on the Web, and e-mail support. If unsuccessful, to obtain services under product warranty, the Customer must notify Fuji Xerox Telephone Support or its authorized service representative of the defect before the expiration of the warranty period. Customer will provide appropriate assistance to Telephone Support personnel to resolve issues, such as restoration of the operating system, software program and drivers to their default configuration and settings, verification of functionality of our products, replacement of customer replaceable units, clearing paper misfeeds and cleaning the unit and other prescribed routine and preventative maintenance.

If the Customer's product contains features that enable Fuji Xerox or its authorized service representative to diagnose and repair problems with the product remotely, we may request that the Customer allow such remote access to the product.

Online Services

You can find detail Product and Consumable warranty information and activate your warranty by registering your details on our web site at http://www.fujixerox.com/support/docuprint/.

Fuji Xerox Online Support Assistant provides instructions and troubleshooting guides to resolve your printer problems. It is an easy-to-use, searchable online Help. To find out more, please visit our online support at http://www.fujixerox.com/support/docuprint/.

Index

Symbols

button 42

Numerics

2-Sided 199, 286, 291, 320, 327
2-Sided Print 276, 302
2-Sided Report 309

A

Address Book 284
Address Book button 42
Address Book Editor 56
ADF cover 41, 342
ADF glass 41, 395
Adjust Altitude 313
Adjust BTR 310
Adjust Fusing Unit 311
Admin Menu 284
Alert Tone 308
Ans Select 275, 298
Ans/FAX Mode 275
Applicable lines 38
Auto Ans. Ans/FAX 275, 298
Auto Ans. TEL/FAX 275, 298
Auto Answer Fax 275, 298
Auto Exposure 198, 319, 324
Auto Reset 306
AutoFit 328
Automatic Document Feeder (ADF) 40, 41
Automatic duplex printing 161
Automatic redialing 255
Avoiding jams 341

B

Back button 42
Basic printer problems 357

C

C (Clear) button 42
CA (Clear All) button 42
Canceling a print job 160
    From computer 160
    From operator panel 160
Center output tray 40, 342, 353
CentreWare Internet Services 51, 296
    Managing printer 407
    Online help for 407
    Starting 407
Clean Developer 311
Clearing jams 340
Clearing paper jams
    From Automatic Document Feeder (ADF) 343
    From center output tray 353
    From front of printer 346
    From paper tray 346
    From Priority Sheet Inserter (PSI) 349
    From rear of printer 351
Clock mode 248
Clock Settings 307
Coding method 37
Collated 191, 317
Color 322
Company Name 276, 301
Connecting printer 63
Connection specifications 63
Connection type 63
Connectivity 35, 36
Conserving supplies 410
Consumables 404
Contacting service 388
Continuous copy 33
Continuous copy speed 33
Continuous print speed 34
Copy
    ID card 205
    Limiting access 333
Copy button/LED 42
Copy problem 371
Copy quality
    Problems 372
Custom paper 172
    With Mac OS X driver 173
    With Windows print driver 173
Customizing copy options 187

D

Data LED 42
Delayed Start 327
Demo Page 283
Density Adjustment 311
Dialing Type 275, 299
Dimensions 33

Direct Fax 257
Discard Size 276, 304
Display problems 358
Document cover 41
Document feeder tray 40, 41
Document glass 41, 395
Document guides 41
Document output tray 40
Document Size 194, 318, 323
Document size 38
Document stopper 40
Document Type 195, 251, 318, 326
Draft Mode 289
DRPD Mode 275
DRPD Pattern 276, 302
Duplex printing 28, 161

E

ECM 276, 304
Edit From Field 316
Electrical safety 16
Energy Saver button/LED 42
Envelope 310, 311
Error and warning messages 389
Error History 283
Error LED 42
Ethernet 292
Ethernet port 41, 63
Express Scan Manager 57
Extel Hook Thresh 276, 304

F

F/W Version 310
Fault Time-Out 307
Fax
    Limiting access 333
Fax Activity 276, 284, 305
Fax Broadcast 276, 305
Fax button/LED 42
Fax Cover Page 276, 301
Fax Fwd E-Mail 276, 303
Fax Fwd Number 276, 303
FAX Mode 275
Fax Number 276
Fax problems 373
Fax Transmit 276
File Format 322
Film 395
First copy output time 32
Font 287
Font Pitch 288
Font Size 288
Form Line 289
Forward Settings 276, 303
Front cover 40, 342

G

Getting help 389
    SimpleMonitor alerts 389
Gray Balance 319
Group Dial 284
Group dialing 266

H

Halftone 32
HDD 32

I

Image Compression 325
Image Enhance 289
Initialize NVM 297, 312
Installing print driver
    Linux 120
    Mac OS X 114
    Windows 73
Interval Timer 275, 300
IP Filter 296

J

Job History 283
Job Status button/LED 42
Job Time-Out 307
Junk Fax Filter 275, 300

L

Labels 310, 311
Launcher 54
Layout 292, 327
LCD panel 42
LCD panel messages 389
Levers 41
License 11
Light Card 310, 311
Lighten/Darken 196, 252, 319, 323, 326
Line Monitor 275, 299
Line Termination 290
Line Type 275, 299
Loading envelopes
    Paper tray 148
    Priority Sheet Inserter (PSI) 155
Loading print media 143
    Paper tray 144
    Priority Sheet Inserter (PSI) 152
Low Toner Alert Msg 309
LPD 296

M

Machine installation 18
Machine life 312
Machine weight 33
Main components 40
Maintenance 310
Manual duplex printing 162
Manuals 12
Margin Left/Right 203, 320, 324
Margin Middle 204, 321, 325
Margin Top/Bottom 202, 320, 324
Max E-Mail Size 325
Memory 32
Meter Readings 284
mm / inch 309
Modem Speed 276, 304
Mottle 365
Multiple Up 28, 410

N

Network 292
Network connection setup 76
Non-Genuine Mode 313, 391
Number of copies 188
Number of fax lines 37
Number of Redial 275, 300
Numeric keypad 42
N-Up 200, 320

O

OK button 42
One-touch buttons 42
OPC drum 41, 342
Operating system 35, 38
Operational safety 21
Operator panel 40, 42
Ordering supplies 404
Orientation 286
Original paper size 32, 36
Output paper size 32
Output paper weight 32
Output tray capacity 33
Output tray extension 40, 157

P

Panel Language 330
Panel Lock 314, 331
Panel Settings 283
Panel Settings page 46
Paper chute 41
Paper Error 321
Paper jam location 342
    Center output tray 342
    Front cover 342
    Levers 342
    OPC drum 342
    Paper tray 342
    Priority Sheet Inserter (PSI) 342
    Rear cover 342
Paper jams 346, 351, 353, 356
    Paper tray 346
    Priority Sheet Inserter (PSI) 349
Paper Size 189, 285, 292
Paper Tray 328
Paper tray 40, 137, 342
Paper tray capacity 33
Paper tray cover 40
Paper weight 33
Paper width guides 40, 147
Parts name 40
PCL Fonts List 283
PCL print driver 73
PCL Settings 285
PDF Password 291, 328
PDF Settings 291
PDL 34
Peer-to-peer 109
Phone Book 284
Phone connector 41, 63
Plain 310, 311
Point and Print 106
Port 9100 296
Port Status 316
Post Card 310, 311
PostScript Level3 Compatible print driver 73
Power connector 41
Power consumption 33
Power On Wizard 309
Power saver mode 334
Power Saver Timer 306
Power supply 33
Power switch 40
Prefix Dial 276, 277, 303
Prefix Dial Num 276, 303
Print button/LED 42
Print driver
    Linux 120
    Mac OS X 114
    PCL 73
    PostScript Level3 Compatible 73
    Windows 73
    XML Paper Specification 73, 113
Print driver pre-install status 74

Print media 410
Dimensions 143
Print Mode 291
Print quality problems 361
Print resolution 34
Printer
Managing 407
Messages 379
Moving 412
Status 409
Printer messages 379
Printer Setting Utility 52
Printer software 49
Printer status 409
Printing 159
Basics 131
Custom paper 172
From computer 159
Problems 359
With Web Services on Devices 178
Printing problems 359
Printing resolution 32
Printing with Web Services on Devices 178
Priority Sheet Inserter (PSI) 28, 40, 138, 342, 349
Product features 28
Product information 390
Protocol 34, 296
Protocol Monitor 283
PS Data Format 297, 316
PS Error Report 290
PS Fonts List 283
PS Job Time-Out 290
PS Settings 290

Q

Quantity 289, 291

R

Rear cover 41, 342
Rear cover handle 41
Recording paper size 37
Recycled 310, 311
Recycling supplies 405
Redial Delay 275, 300
Redial/Pause button 42
Reduce/Enlarge 192, 317
Reduction/enlargement 32
Region 276, 305
Registration roller 41
Remote Rcv Tone 275, 300
Remote Receive 275, 300
Report page 175
Reset Wireless 295
Resetting to factory defaults 335
Resolution 251, 323, 326
Setting scan resolution 239
Ring Tone Volume 275, 299
Ringer volume 273

S

Safety
Electrical 16
Operational 21
Scan button/LED 42
Scan settings
Color mode 239
Document size 240
Scan resolution 239
Scanned image file type 238
Suppress background color 240
Scan to e-mail 36
Scan to Network 322
Scan to PC 36
Scanner driver/printer utility problems 377
Scanning
Limiting access 333
Scanning halftone 36
Scanning problems 375
Scanning resolution 32, 36, 37
Secure Receive 315
Secure Settings 314
Send document size 37
Send Header 276, 301
Sending a fax 249
Sending a fax from memory 253
Sending a fax manually 254
Service Lock 314
Setting the printer ID 246
Setting the time and date 247
Setting your region 246
Sharpness 197, 319, 324
SimpleMonitor alerts 389
SNMP 296
Software Download 315
Software installation 61
Space requirement 33
Speaker volume 273
Specifications 31
Speed Dial 284
Speed Dial button 42
Standard paper and tested paper 139
Start button 42
StatusMessenger 296, 409
Configuring 409
Stop button 42
Storing consumables 406

Supplies
Recycling 405
When to order 404
Symbol Set 288
System button/LED 42
System Settings 283, 306

T

TCP/IP 295
TEL Mode 275
TEL/FAX Mode 275
TIFF File Format 325
Toner access cover 40
Toner cartridge 40, 399
Conserving 410
Install 402
Remove 400
When to order 404
When to replace 399
Toner Refresh 312
Tool Without An Interesting Name (TWAIN) 210
Total page counts 411
Transfer roller 41
Transmission mode 37
Transmission resolution 38
Transmission speed 37, 38
Transmission time 37
Tray Settings 328

U

USB direct print
Limiting access 333
USB port 40, 41, 63
USB Settings 316
USB storage device 234
User Setup Disk Creating Tool 58

W

Wall jack connector 41, 63, 245
Warm-up time 32
White document cover 395
Windows Image Acquisition (WIA) 212
Wireless network settings (Mac OS X) 115
Wireless network settings (Windows) 77
Wireless Setup 294
Wireless Status 293
WPS Setup 295

X

XML Paper Specification print driver 73, 113

Y

Your Fax Number 301