ApeosPort-II 5010/4000/3000

DocuCentre-II 5010/4000

User Guide

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Table of Contents

1 Before Using the Machine

This chapter describes how to use this guide, as well as safety notes and legal notice you need to read before using the machine.

Preface

Thank you for selecting the Fuji Xerox ApeosPort-II 5010/4000/3000, DocuCentre-II 5010/4000 (hereafter referred to as "the machine").

This guide provides all the necessary copy/print/scan/fax operating procedures, maintenance information like how to clear paper jams, daily care, setting various items, and precautions.

This guide assumes that an operator has a basic knowledge of the operating environment of the personal computer in use, networking environments, and how to operate a personal computer. For information on the environment of the personal computer in use, basic knowledge of networking environments, and how to operate a personal computer, refer to the manuals provided with the personal computer, operating system, and network system.

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

For instructions on configuring your network environment, refer to the Network Administrator Guide. For information about optional accessories for the printer functionality, also refer to the guide provided with each optional accessory.

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

The equipment is certified by NEMKO in compliance with [IEC60950-1 (AS/NZS 3260)]. The equipment is manufactured under an ISO 9001 Quality System. The equipment is also certified in compliance with applicable standards by various national bodies.
The equipment was tested and is certified by the New Zealand Ministry of Commerce in conformance with CISPR publ. 22 (AS/NZISS CISPR22:2002) which relates to radio frequency interference regulations, and also complies with the Australian Communication Authority requirements.

NOTE: Machines intended for use in South Korea and Taiwan have been certified separately in compliance with their requirements.

Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification.

Contact your local Xerox representative for a list of approved accessories.

Using This Guide

This section describes the organization of this guide.

Related Information Sources

We provide the following guides for optimum usage of the machine.

Accompanying Manuals

The machine comes with the following documentation, which is referred to as accompanying manuals.

The accompanying manuals include the descriptions of how to configure and use the machine.

■User Guide (this guide)

Describes all the necessary steps for the copy/print/scan/fax features, clearing paper jams, daily care, setting the various items, and the safety information.

■Network Administrator Guide

Aimed toward network administrators, as a guide to setting up the network environment.

■ApeosPort Function Guide

Describes the features unique to the ApeosPort series.

■Manual (HTML)

A guide for installing print drivers, configuring the printer environment, etc. This manual is included in the CD-ROM of the Driver CD Kit.

Guides for Optional Accessories

Optional accessories are available for this machine. Some of them come with user guides. The user guides, provided as printed or online documentation, are referred to as guides for optional accessories.

The guides for optional accessories describe all the necessary steps for using the optional accessories and installing the software.

Organization of This Guide

This guide consists of the following chapters.

■1 Before Using the Machine

Describes how to use this guide as well as cautions on using the product safely and legally.

■2 Product Overview

Describes machine's basic information such as the names of components, how to switch on and off, how to use the touch screen, and how to set the power saver feature.

■3 Copy

Describes the copy features and operations.

■4 Fax

Describes the fax features and operations.

■5 Scan

Describes the scan features and operations.

■6 Send from Mailbox

Describes the mailbox features and how to work with mailboxes.

■7 Stored Programming

Describes the stored programming feature.

■8 Computer Operations

Describes operations performed from a computer, such as printing documents, importing scanned documents, sending fax, as well as using CentreWare Internet Services.

■9 Paper and Other Media

Describes the types of paper that can be used on the machine, precautions when handling paper, and how to load paper in trays.

■10 System Settings

Describes how to configure the system settings.

■11 Job Status

Describes how to confirm job status and delete jobs.

■12 Machine Status

Describes how to confirm the machine configurations and error information.

■13 Authentication and Auditron Administration

Describes the authorization feature for restricting use of the machine, as well as the administration feature for monitoring usage statuses for each feature using the authorization feature.

■14 Maintenance

Describes procedures for replacing consumables, cleaning the machine, calibration, and printing reports/lists.

■15 Problem Solving

Describes measures for paper jams, and actions when an error message appears.

■16 Appendix

Describes the machine specifications, optional accessories, and cautions/restrictions.

■17 Glossary

A glossary of terms used in this guide.

Conventions

- In this document, "Computer" refers to a personal computer or a workstation.

- The following terms are used in this guide:

  Important   :Indicates important information that you should read.

  Note   :Indicates additional information on operations or features.

- The following symbols are used in this guide:

  "   "   : Cross-references in this guide, messages displayed on the touch screen, and input strings

  [   ]   : • The names of screens, tabs, buttons, features, and options displayed on the touch screen

                                       • The names of menus, windows, dialog boxes, buttons, and other items displayed on computer monitors

  <   > button : Hardware buttons on the machine's control panel

  <   > key   : Keys on computer keyboards

  >   : • Indicates a path to a certain item within a procedure on the control panel.
  Example: When you see the procedure "select [System Settings] > [Setup Menu] > [Mailbox]", this means that you need to select [System Settings], select [Setup Menu], and then select [Mailbox].

                                       • Indicates a path to a certain item within a procedure on a computer.
  Example: When you see the procedure "to search for files and folders, click [Start] > [Search] > [For Files or Folders]", this means that you need to click [Start], click [Search], and then click [For Files or Folders] in order to search for files and folders.

                                       • The reference is indicated in the following manner:
  "Refer to "6 System Settings" > "Common Settings" > "Audio Tone" in the Administrator Guide."
  The sentence above means that you need to refer to the section "Audio Tone", which can be found under "Common Settings" in chapter 6 System Settings of the Administrator Guide.

- In this guide, the orientations of originals and paper loaded in trays are described as follows:

⬜,🔲,Long Edge Feed (LEF):The long edge of the paper is positioned to enter the machine first.

⬜,🔲,Short Edge Feed (SEF):The short edge of the paper is positioned to enter the machine first.
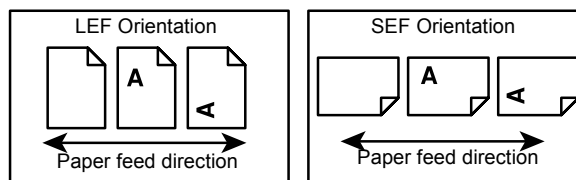
Safety Notes

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

● 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. 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 hand. It may cause electric shock.

Do not place 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 is not used over weekends or long holidays. It may cause deterioration of insulations and eventually electric shock or a fire accident.

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 the level and sturdy surface that can withstand a weight of 200 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. Poor ventilation may cause overheat and a fire accident.

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

DocuCentre

ApeosPort

DocuCentre with High Capacity Feeder

DocuCentre, with B-Finisher and Side Tray

DocuCentre, with C-Finisher and Side Tray

1
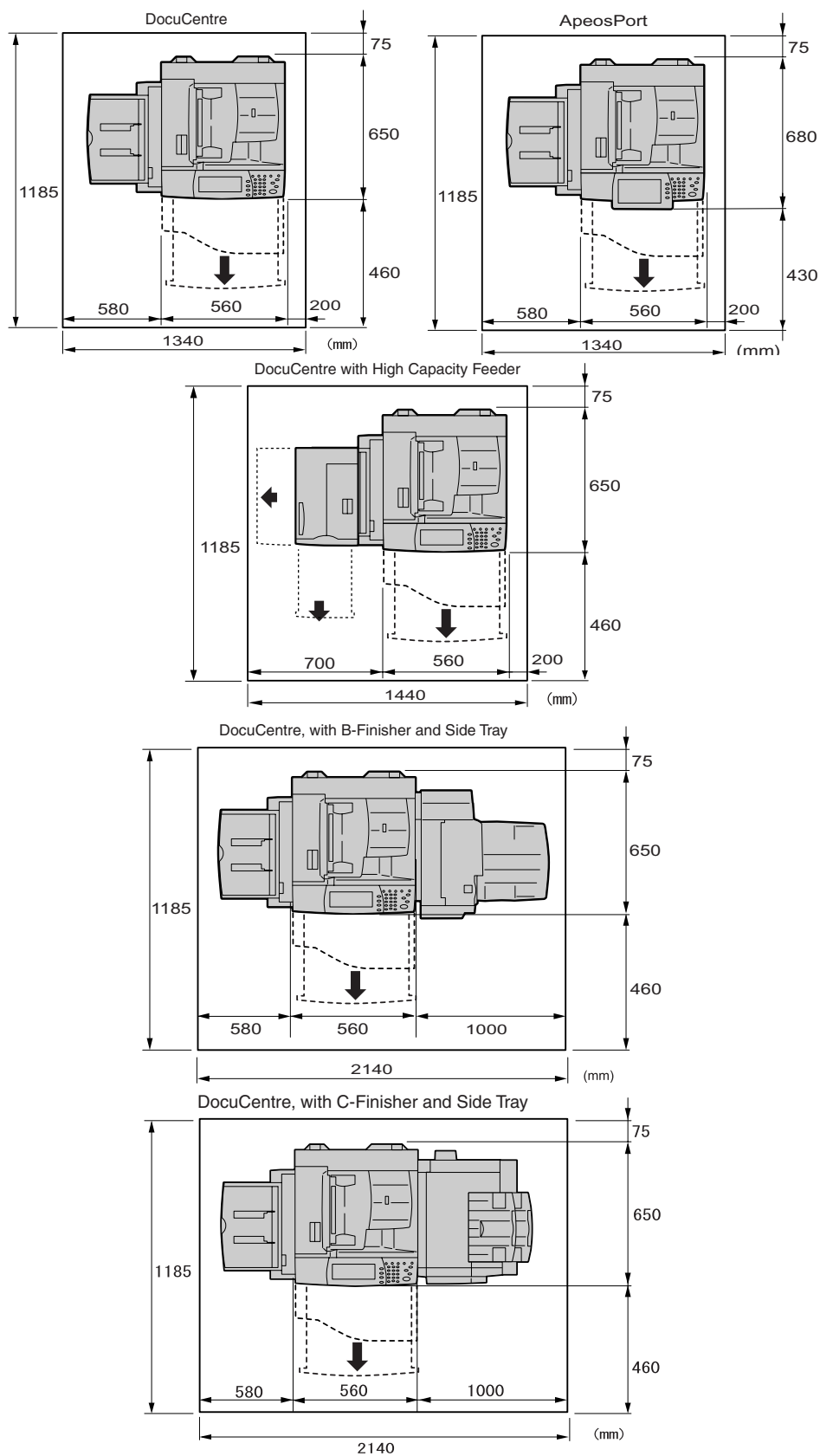
Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.

10°   10°   10°   10°
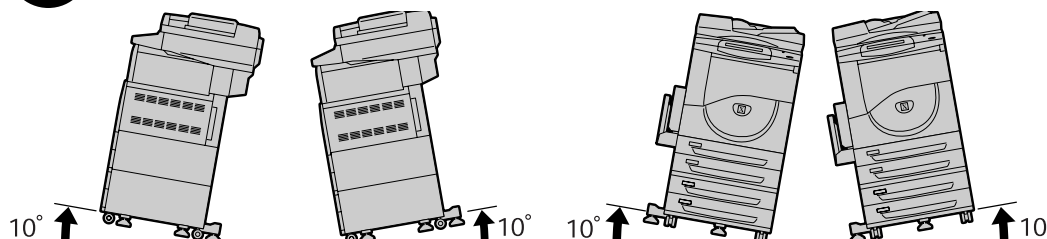
Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.

Others

To keep this product in a good performance and condition, always use it in the following environment:
•Temperature: 10 - 32°C
•Humidity: 15 - 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 is 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 place 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 carbonic paper or 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, or it may catch fire and cause explosion.

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.

Laser Safety

CAUTION: Any operations or adjustments not stated in the operation manual may cause hazardous light exposure and eventually burn injuries or loss of eyesight.

This product has been tested and found to comply with the Class 1 Laser Equipment requirements defined by the international standard IEC60825 and has no light exposure hazard. The product has no hazardous light emission as it features light protection components and covers to shut in all light beam during operation and maintenance.

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

A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident. The ground fault interrupter is normally ON. Check once a month if the ground fault interrupter

<TEST> button

<RESET> button

works properly in accordance with the following procedure:
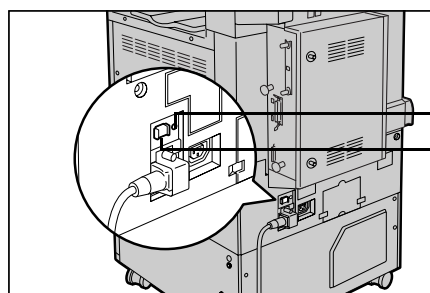
1) Turn off the power of the product.

2) Push the RESET button of the ground fault interrupter and make sure the button is kept retracted even after the pushing force is released.

3) Push the TEST button lightly with sharp edges such as pen tip and make sure that the RESET button returns to the projected position.

This is the end of the check procedure.

4) Push the RESET button again and make sure the button is kept retracted.

If the circuit does not work properly, contact your local Fuji Xerox representative.

Do not attempt to remove a paper jammed deeply inside the product, particularly a paper wrapped around a fuser or a heat roller. Otherwise, it may cause injuries or burns. Switch off the product promptly and contact your local Fuji Xerox representative.

Never touch the paper output area of the finisher during operation. It may cause injuries.

Be careful in removing jammed staples.

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

To move this product to another location, contact your local Fuji Xerox representative.

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: RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.

⚠CAUTION

Keep the toner cartridge 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 the toner cartridge, 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.

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 (CB)

This product has been tested and found to comply with IEC60950-1:ed.1 and certified by NEMKO.

NEMKO : IEC60950-1:ed. 1

Environment

- Emissions of dust, ozone and styrene from this product have been tested and found to comply with the Eco Mark criteria on chemical emission for copiers. According to the test procedures defined by JIS X6936, the test was performed under the condition of monochrome copying, using the toner type ApeosPort-II 5010/4000/ 3000 DocuCentre-II 5010/4000 Toner (Black) that is recommended for this product.

- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges to make recycle parts, recycle materials or energy recovery.

- Proper disposal is required for drums and toner cartridges no longer needed. Do not open drum and toner cartridge containers. Return them to your local Fuji Xerox representative.

About License

RSA BSAFE

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Heimdal

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LZMA

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1

JPEG Code

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

Libcurl

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Before Using the Machine

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Version 2.8, 17 August 2003

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DES

This product includes software developed by Eric Young(eay@mincom.oz.au)

AES

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- 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.

2   Product Overview

This chapter describes machine's basic information such as the names of components, how to switch on and off, how to use the touch screen, and how to set the power saver feature.

Machine Components

This section describes the main components and functions of the machine.
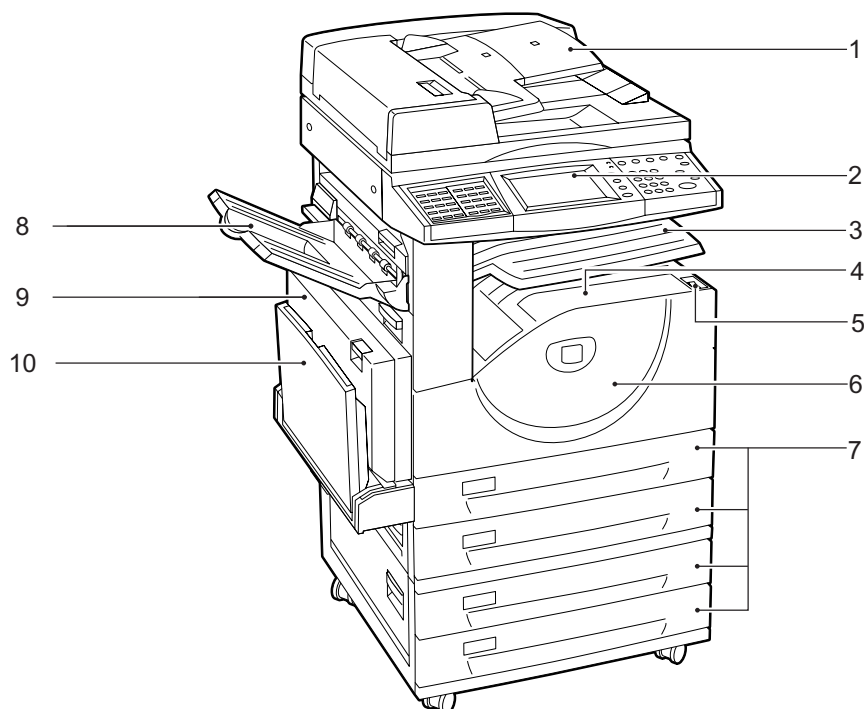
No.	Component	Function
1	Duplex automatic document feeder	Automatically feeds 2 sided originals from a stack. **Note** • In this manual, the duplex automatic document feeder is abbreviated as "document feeder".
2	Control panel	Consists of operation buttons, LED indicators and a touch screen. Refer to "Control Panel" (P.46).
3	Exit 2 Tray (optional)	Printed or copied documents are delivered with the printed side facing down.
4	Center output tray	Printed or copied documents are delivered with the printed side facing down. **Note** • When the Exit 2 Tray is installed on the machine, the center output tray is referred to as "center tray - lower".
5	Power switch	Switches the power of the machine on/off.
6	Front cover	Opened to replace consumables.
7	Tray 1 - 2 Tray 3 - 4 (optional)	Accommodates papers.
8	Side Tray (optional)	Printed or copied documents are delivered with the printed side facing up.
9	Duplex module	Automatically prints or copies on both sides of paper.
10	Tray 5 (Bypass)	Used for loading non-standard paper (thick-stock paper, and other special media) that cannot be loaded in the Trays 1 to 4.

Product Overview

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■**C-Finisher / C-Finisher with Booklet Maker**
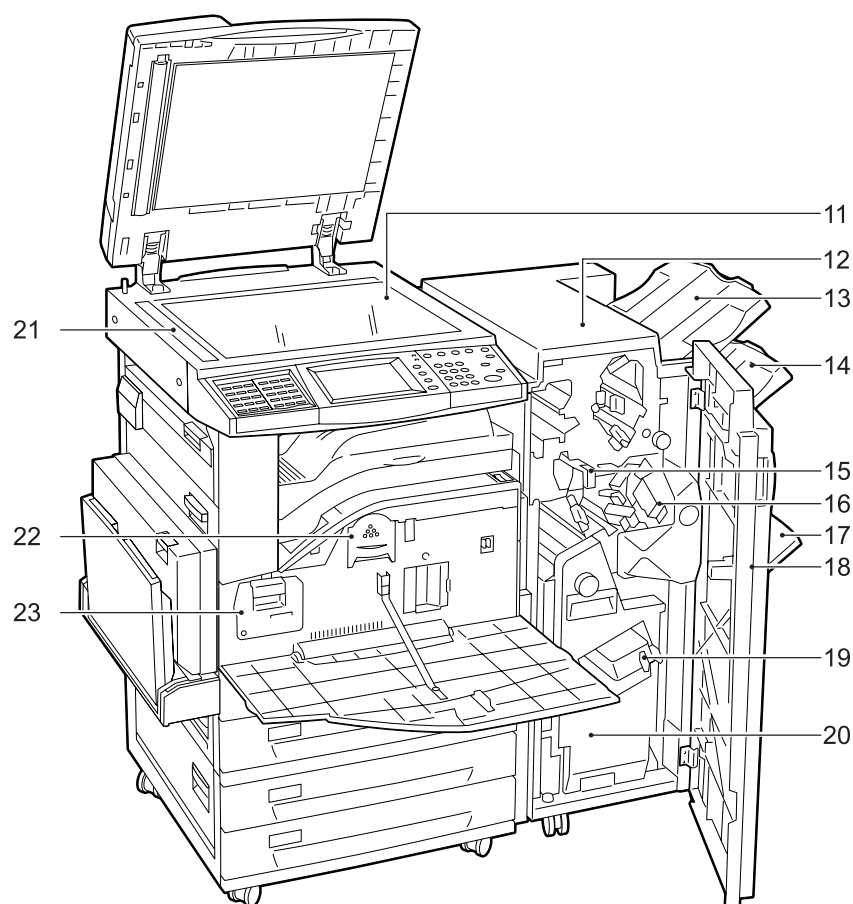
No.	Component	Function
11	Document glass	Place original documents face down.
12	C-Finisher (Optional) / C-Finisher with Booklet Maker (Optional)	Staples or punches output sheets. C-Finisher with Booklet Maker also folds output sheets and staple them.
13	Output tray	Receives output sheets.
14	Finisher tray	Receives stapled sheets.
15	Hole punch container	Holds punch scraps.
16	Staple cartridge	Contains staples. Pull out the cartridge when clearing staple jams, or when replacing the cartridge.
17	Booklet tray (For C-Finisher with Booklet Maker Only)	Receives documents when [Folding] is selected in the booklet creation function.
18	Front cover	Open this cover to access the insides of the machine to clear paper or staple jams, replace staple cartridges, or throw punch dust away.
19	Staple cartridges for Booklet Maker (For C-Finisher with Booklet Maker Only)	Two staple cartridges for Booklet Maker
20	Booklet unit (For C-Finisher with Booklet Maker Only)	Folds sheets in half and staples the folded sheets.

No.	Component	Function
21	Document feeder glass	Scans documents loaded in the document feeder.
22	Toner cartridge	Contains toner (image forming powder).
23	Drum cartridge	Contains a photo conductor to transfer toner.

Note • The C-Finisher and the C-Finisher with Booklet Maker are optional. In some sections of this guide, they are referred to as "finisher".

■Tandem Tray Module + B-Finisher
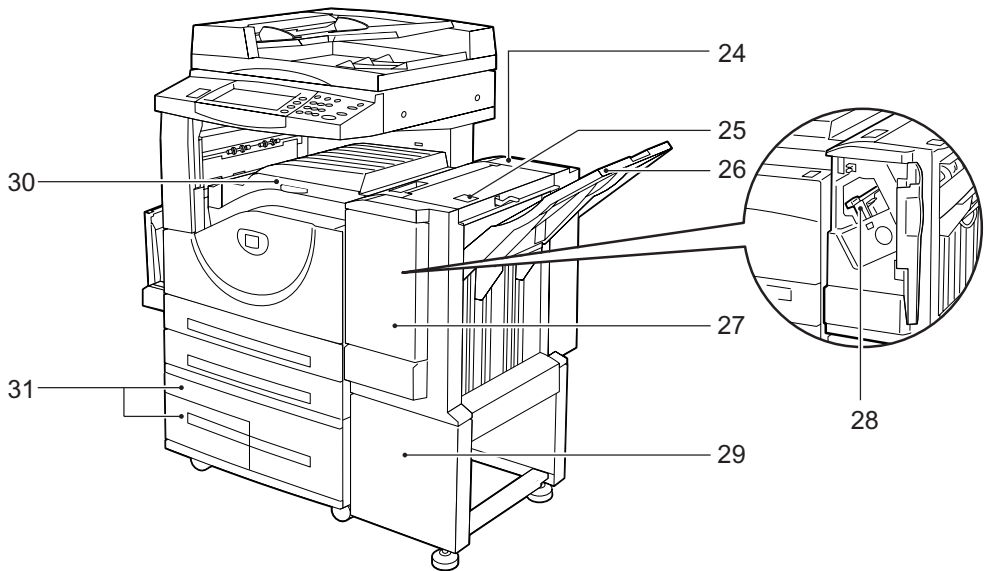
No.	Component	Function
24	B-Finisher (optional)	Allows you to staple printed or copied documents.
25	Finisher top cover button	Pressed to open the upper cover of the finisher when clearing paper jams.
26	Finisher tray	Stapled documents are delivered.
27	Front cover	Opened to clear staple jams, or replace staples.
28	Staple cartridge	Contains staples.
29	Stand	Connects the machine and the finisher.
30	Finisher transport cover	Opened to clear paper jams.
31	Tray 3 - 4 (optional)	Accommodates paper.

Note • The B-Finisher is optional. In some sections of this guide, it is referred to as "finisher".
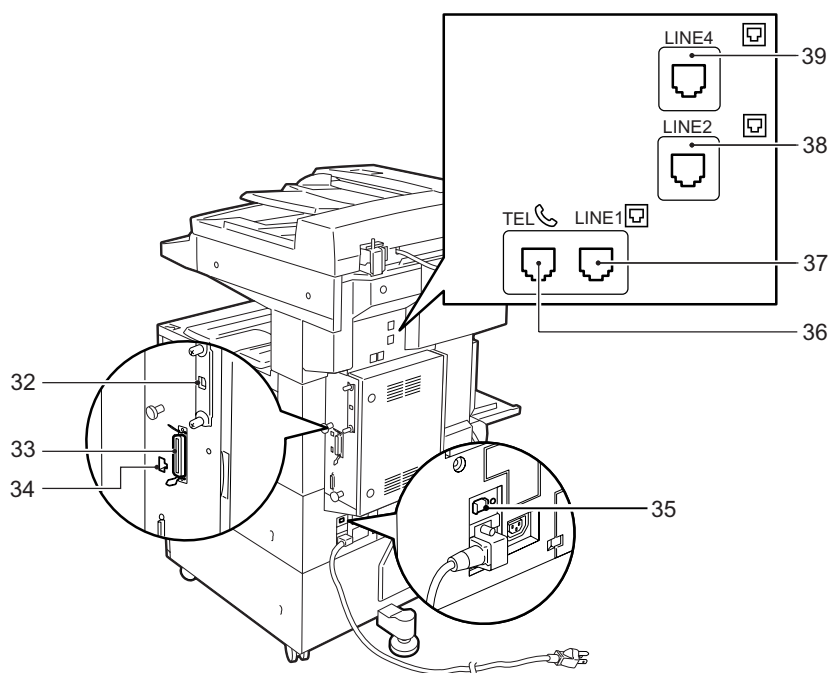
No.	Component	Function
32	USB 2.0 interface connector (optional)	Connected to a USB cable.
33	Parallel interface connector	Connected to a computer using a Centronics standard interface cable.
34	10BASE-T / 100BASE-TX connector	Connected to a network cable.
35	<RESET> button	Automatically turns the power off if detecting current leakage.

■**Telephone Line Connectors**

No.	Name on the machine cover	Name on the touch screen	Function
36	TEL	-	Connected to an external telephone. **Note •** Do not connect other fax machines.
37	LINE 1	Line 1	Connected to a public telephone network.
38	LINE 2 (optional)	Line 2	Connected to a public telephone network.
39	LINE 4 (optional)	Line 4	Connected to a public telephone network.

Note • Some models require an optional kit to use Fax features. For details, contact our Customer Support Center.

Power On / Off

Turn on the power before operating the machine.

The machine is ready for copy and print operation within 24 seconds after the power is turned on. The time may vary depending on the machine configuration.

Turn the machine off at the end of the day or when it is not in use for a long period of time. If you want to reduce power consumption, use the power saving feature.

Important • Switching off the power of the machine may cause loss of data being processed.

For information on the power saving feature, refer to "Power Saver Mode" (P.43).

Note • When the power is turned off, all functions of the machine will stop. Do not turn the machine off if it is used all day for receiving faxes.

Powering On

The procedure for turning on the power is as follows.

1 Press the power switch to the [|] position to turn the power on.

    Note • The "Please wait..." message indicates that the machine is warming up. The machine cannot be used during warming up.
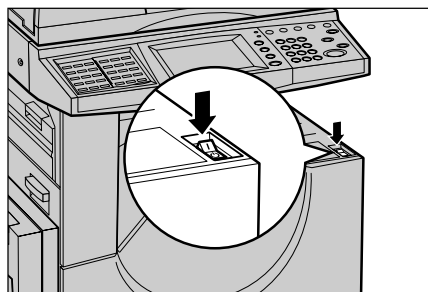
    Note • When the power does not come on, check if the power cord is plugged into the power outlet and the <RESET> button is in a reset state (button is pressed in).
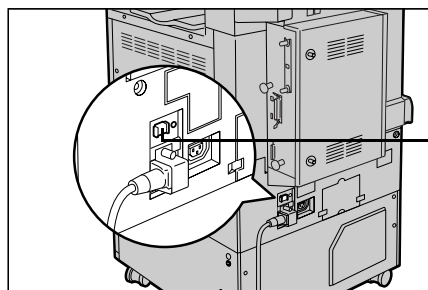
<RESET> button

Powering Off

The procedure for turning the power off is as follows.

Important • Turning off the power of the machine may cause loss of data being processed.

1 Before turning the power off, make sure that all copy or print jobs have completely finished. Also, make sure that the <Online> indicator is not lit.

Important • Never turn the power off in the following instances:
  - While data is being received
  - While jobs are being printed
  - While jobs are being copied
  - While jobs are being scanned

2 Press the power switch to the [⏻] position.

Important • Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.
  • Before you turn the power back on after turning it off, wait 20 seconds.

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Circuit Breaker

The machine is provided with a circuit breaker.

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

The <RESET> button is normally in a pressed-in state as shown in the figure on the right. When the machine is to be left unused for a long period of time or is to be moved, lightly press the <TEST> button with the tip of a ballpoint pen or another fine-tipped object to cancel the pressed-in state of the <RESET> button.

<TEST> button
<RESET> button
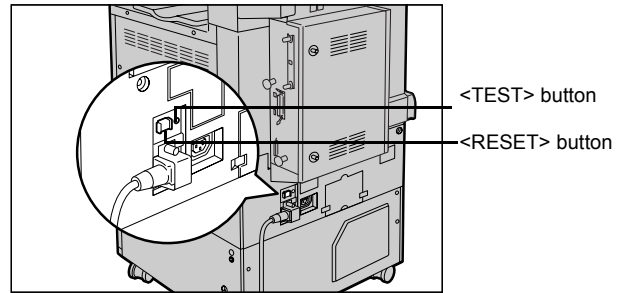
Once a month, check the breaker for correct operation. Also, make sure that it is earthed. If not, the breaker cannot detect current leakage which can cause electric shock.

If you notice any unusual conditions, contact our Customer Support Center.

Note • The <RESET> button automatically turns the power off when current leakage is detected. Normally, do not operate this button.

• Before you cancel the pressed-in state of the <RESET> button, first make sure that the power switch is off.

Power Saver Mode

The machine is installed with the Power Saver feature that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

The Power Saver feature has two modes: [Low Power mode] and [Sleep mode].

The machine enters the Low Power mode if the machine is left unused for a certain period of time.
The machine then enters the Sleep mode after a further period of inactivity.

■Low Power Mode

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

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

■Sleep Mode

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

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

Changing the Power Saver Mode Change Interval

The procedure for setting the Power Saver feature is as follows.

To activate the Power Saver feature, set both the times until the activation of Low Power Mode and Sleep Mode.

1 Press the <Log In/Out> button.
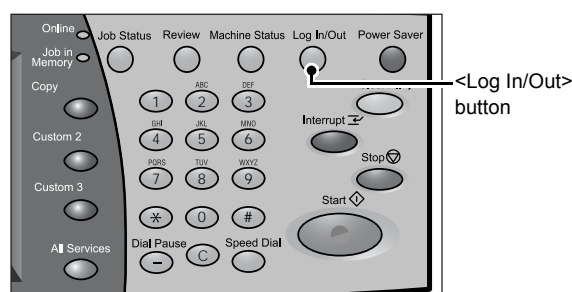
2 Enter the user ID with the numeric keypad, and select [Confirm].

Note • The default User ID is "11111". When using the Authentication feature, a passcode is required. The default passcode is "x-admin".

3 Select [System Settings].

2 Product Overview

4 Select [System Settings].

System Settings		Close
System Settings	Setup Menu	System Administrator Settings
Login Setup / Auditron Administration		

5 Select [Common Settings].
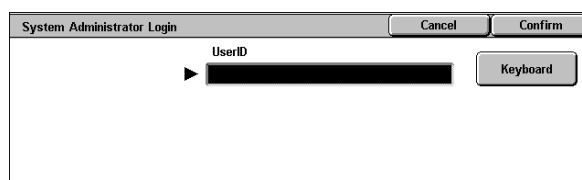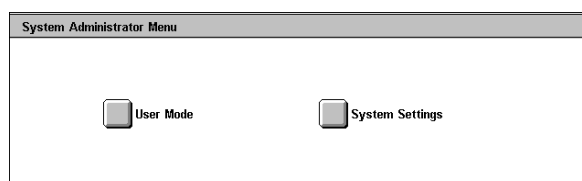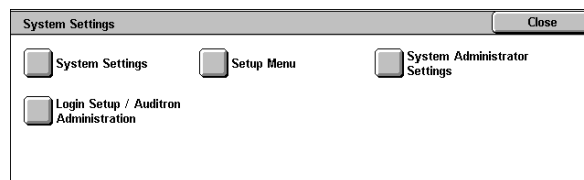
System Settings		Close
Common Settings	Copy Mode Settings	Network Settings
Print Mode Settings	Scan Mode Settings	Fax Mode Settings
E-mail / Internet Fax Settings	Mailbox / Stored Document Settings	
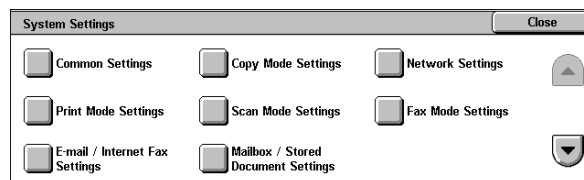
6 Select [Machine Clock/Timers].

Common Settings		Close
Machine Clock / Timers	Audio Tones	Screen / Button Settings
Paper Tray Settings	Watermark	
Image Quality	Reports	Maintenance
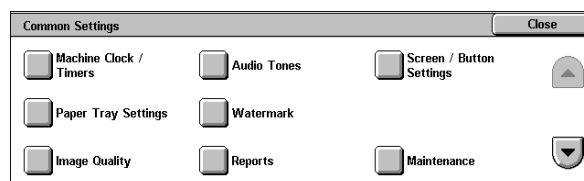
7 Select [▼].

8 Select [Auto Power Saver], and select [Change Settings].

9 Using [▲] and [▼], configure a power saver mode migration time in 1 minute increments.

10. Auto Power Saver	Cancel	Save
From Last Selection to Low Power Mode		From Last Selection to Sleep Mode
2 → 60		2 → 60
2 Minutes		5 Minutes
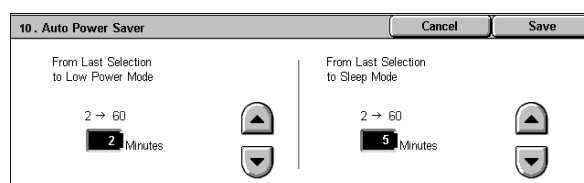
■**From Last Selection to Low Power Mode**

Set the time to move to the [Low Power Mode] after the last operation.

Note • The default for [From Last Selection to Low Power Mode] is [2] minutes. The Low Power Mode cannot be disabled.

■**From Last Selection to Sleep Mode**

Set the time to move to the [Sleep Mode] after the last operation.

Note • The default for [From Last Selection to Sleep Mode] is [2] minutes. Configure the [From Last Selection to Sleep Mode] time to be longer than the [From Last Selection to Low Power Mode] time.

10 Select [Save].

11 Select [Close] repeatedly until the [System Settings] screen is displayed.

12 Select [Exit] to exit the System Administration mode.

Exiting the Power Saver Mode

The following describes how to exit the Power Saver mode.
The Power Saver mode is exited in the following instances:

- When the <Power Saver> button is pressed

- When data is received

- When the [Apply] button is clicked on CentreWare Internet Services

1 Press the <Power Saver> button.
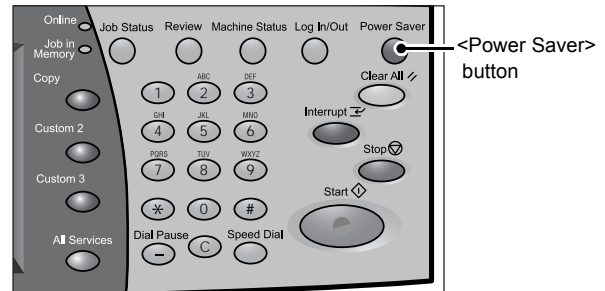
Control Panel

The following describes the names and functions of components on the control panel.

No.	Component	Function
1	Contrast dial	Adjusts the contrast of the touch screen. Use this dial to enhance or decrease the contrast.
2	Touch screen	Displays messages required for operation and buttons for various features. You can directly touch the screen to instruct operations and set features.
3	<Online> indicator	Lights when the machine is sending or receiving data to or from a client.
4	<Job in Memory> indicator	Lights when data is stored in the machine's memory. You can check stored documents in [Stored Documents List]. For information on [Stored Documents List], refer to "Stored Documents List" (P.375).
5	<Job Status> button	Press this button to check or cancel the current job, to check or print saved documents, or to check completed jobs. In this manual, this button is indicated as the <Job Status> button.
6	<Review> button	Press this button to open the [Review] screen. In this screen, you can check a list of the status of copy, fax and scan features whose settings have changed from the defaults. You can also check the destination information for sending faxes and e-mail. In this manual, this button is indicated as the <Review> button.
7	<Machine Status> button	Press this button to check the machine status and meters, to check the status of consumables, and to print reports. In this manual, this button is indicated as the <Machine Status> button.
8	<Log In/Out> button	Press this button to display a login screen for the System Administrator or for the users managed by the authentication feature. In this manual, this button is indicated as the <Log In/Out> button.
9	<Power Saver> button	If the machine is not operated for a while, the machine's power consumption is lowered to enter the power saver mode. In the power saver mode, this button lights up. To cancel the power saver mode, press this button again. In this manual, this button is indicated as the <Power Saver> button.
10	<Clear All> button	Returns the settings you made to their default values, to return the machine to the same status as when it is powered on. In this manual, this button is indicated as the <Clear All> button.

No.	Component	Function
11	<Interrupt> button/indicator	Press this button to suspend a copy or print job in progress to have the machine process another job. During the Interrupt mode, the <Interrupt> button lights up. Pressing the <Interrupt> button again cancels the interrupt and resumes the suspended job. In this manual, this button is indicated as the <Interrupt> button. Some jobs cannot be executed during the interruption. For details, refer to "Notes and Restrictions in the Interrupt Mode" (P.585).
12	<Stop> button	Press this button to stop the current copy job or communications. In this manual, this button is indicated as the <Stop> button.
13	<Start> button	Press this button to start copying or scanning. In this manual, this button is indicated as the <Start> button.
14	Numeric keypad	Use the numeric buttons on the keypad to enter the number of copies, passwords and other numerical values. In this manual, these buttons are indicated as the "numeric keypad".
15	<Speed Dial> button	Used to specify address numbers for fax or e-mail transmission. In this manual, this button is indicated as the <Speed Dial> button.
16	<C (Clear)> button	Press this button if you have entered a wrong numerical value with the numeric keypad. In this manual, this button is indicated as the <C> button.
17	<Dial Pause> button	Used to insert a pause into a destination number. In this manual, this button is indicated as the <Dial Pause> button.
18	<Custom> buttons (<Copy>, <Custom 2>, <Custom 3> buttons)	Used to call their associated features. To the buttons, you can assign [Language] or any features displayed on the [All Services] screen. For information on assigning features to the buttons, refer to "Screen/Button Settings" (P.271).
19	<All Services> button	Used to display the [All Services] screen. In this manual, this button is indicated as the <All Services> button. You can change the features that appear in the [All Services] screen. For details, refer to "Screen/Button Settings" (P.271).
20	One touch button panels	Panels for one touch buttons. You can leaf through panels to display 001 to 030, 031 to 060, and 061 to 070. M01 to M20 are reserved for the stored programming feature. These buttons correspond to Stored Programs 01 to 20. **Note** • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.
21	One touch buttons	Used to specify a destination in one operation. These buttons are available for fax and iFax. The one touch buttons are associated with address numbers 001 to 070.

Customizing the Control Panel

Use the following procedure to select the screen to be displayed when the machine is turned on or exited from the Power Saver mode, to select the screen to be displayed after Auto Clear, to assign features to <Custom> buttons, and to select the features to be displayed on the [All Services] screen.

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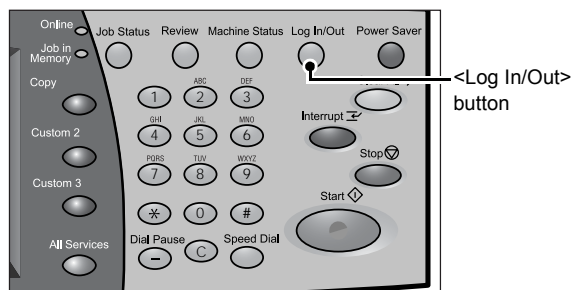
<Log In/Out> button

2 Enter the user ID with the numeric keypad, and select [Confirm].

> **Note** • The default User ID is "11111". When using the Authentication feature, a passcode may be required. The default passcode is "x-admin".
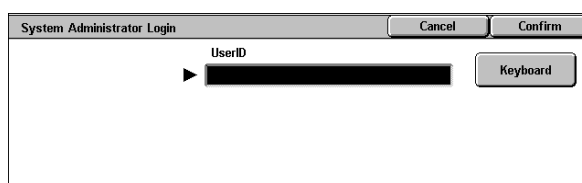
3 Select [System Settings].
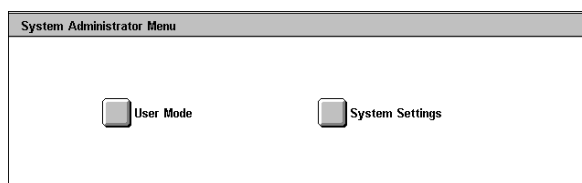
4 Select [System Settings].
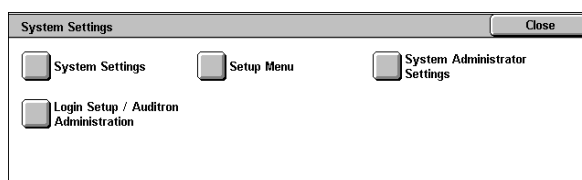
5 Select [Common Settings].
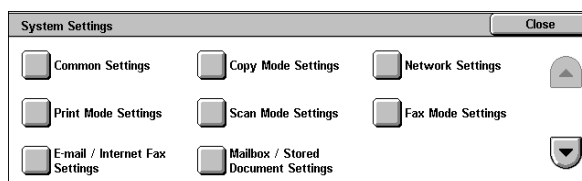
6 Select [Screen/Button Settings].
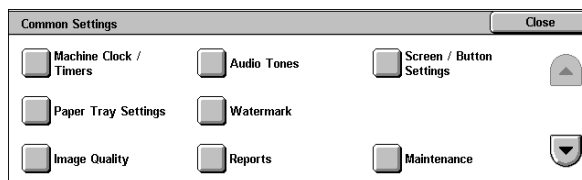
7 Select the item to be set or changed.

Product Overview

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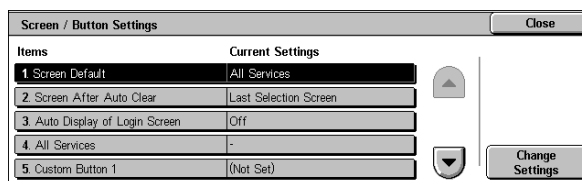
Setting the Initial Screen

Set the screen to be displayed after turning the machine on or exiting the Power Saver mode. This section describes how to set the [Send from Mailbox] screen as the initial screen, as an example.

1 Select [Screen Default], and select [Change Settings].

2 Select [Send from Mailbox].

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.
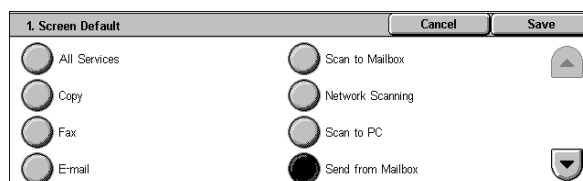
Setting the Screen to be displayed after Auto Clear

Set the screen to be displayed after Auto Clear. You can select from [Last Selection Screen] and [All Services].

1 Select [Screen After Auto Clear], and select [Change Settings].

2 Select [Last Selection Screen] or [All Services].

Customizing the [All Services] Screen

By selecting features and their positions, you can customize the [All Services] screen that is displayed when you press the <All Services> button on the control panel.
The following are the factory default features displayed on the [All Services] screen.

Note • Unsupported features will not be displayed on the screen. Features not available due to problems will be grayed out on the screen.

- Copy
- Fax/Internet Fax
- E-mail
- Scan to Mailbox
- Scan to PC
- Send from Mailbox
- Stored Programming
- Language
- Setup Menu
- Print Mode
- Fax Receiving Mode
- Activity Report

Product Overview

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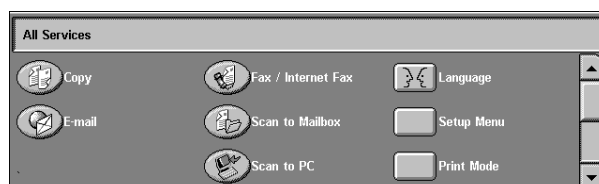
The following is the procedure to change the [Language] button displayed at the upper right corner of the first page of the [All Services] screen to the [Stored Programming] button, as an example.

1 Select [All Services], and select [Change Settings].

2 Select [Language].

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

3 Select [Services].

4 Select [Stored Programming].

> **Note** • The layout of buttons in this screen is corresponding to the layout of those on the [All Services] screen.
> • You cannot assign the same feature to more than one button.
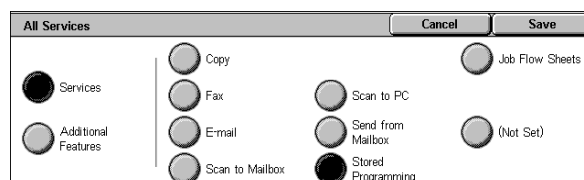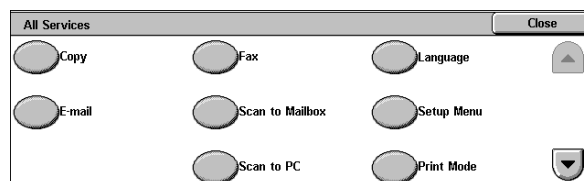
■Services

You can select a service button. Service buttons are the oval buttons in the [All Services] screen.

If you select [Not Set], the selected button position will remain empty.

■Additional Features

You can select an additional feature button. Additional features appear in the [All Services] screen as rectangular buttons.

If you select [Not Set], the selected button position will remain empty.

Assigning Features to <Custom> Buttons

Assign features to the <Custom> buttons on the control panel: Custom 1 to Custom 3.

By assigning features to the <Custom> buttons, you can switch to the features without returning to the [All Services] screen. If you do not want to assign any feature to a button, select [Not Set].

By factory defaults, [Copy] is assigned to the <Copy> button and no feature is assigned to the <Custom 2> or <Custom 3> button. The features to be assigned to the buttons can be selected from the features displayed on the [All Services] screen and [Language].

Attach the labels included in this product when you have changed the assignment. If you have used a feature for which no label is provided, use a blank label and write down the feature using a permanent marker, and then attach the label to the appropriate button.

The following is the procedure to assign [Send from Mailbox] to the <Custom 2> button, as an example. The same procedure can be applied to the <Custom 3> button.

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

2 Select [Send from Mailbox].

> **Note** • Select [▲] to return to the previous screen or [▼] to move to the next screen.
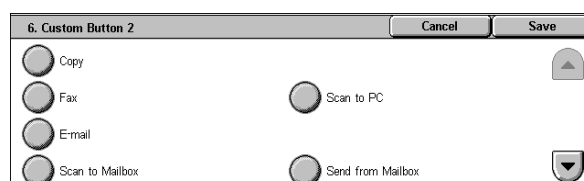
Changing the Feature Screen

You can customize the screen layouts for the following features listed on the [All Services] screen.

- Copy
- Fax/Internet Fax
- E-mail
- Scan to Mailbox
- Scan to PC

For information on how to change the settings, refer to "Copy Tab" (P.287), "General Settings Tab" (P.302), and "Screen Defaults" (P.306).

Product Overview

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3 Copy

This chapter describes the basic copy procedures and the copy features provided by the machine.

Copying Procedure

This section describes the basic copy procedures. The following shows the reference section for each procedure.

Step 1 Loading Documents

There are two methods for loading documents:

■Document Feeder

- Single sheet

- Multiple sheets

■Document Glass

- Single sheet

- Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 139.7 x 210 mm (A5, 5.5 x 8.5 inches) to 297 x 432 mm (A3, 11 x 17 inches).

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

For information on entering document sizes, refer to "Original Size (Specifying the Scan Size for the Document)" (P.72).

Note • The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information about paper size settings, refer to "Paper Size Settings" (P.280).

The document feeder accepts the following number of sheets.

Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 g/m^2)	75 sheets
Plain paper (50 - 80 g/m^2)	75 sheets
Heavyweight paper (81 - 128 g/m^2)	50 sheets

For information about copying mixed sized documents, refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.73).

Important • To avoid paper jams, use the document glass for folded or creased documents.

• Two sided scanning of lightweight paper 38 - 49 g/m^2 is not supported.

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

Indicator

2 Place the document (the front side of 2-sided document) face up in the center of the document feeder.

Note • The indicator lights when the document is loaded correctly. If the indicator does not light up, the machine may be trying to detect a document on the document glass. Press the <C> button, and then reload the document.

3 Adjust the movable document guides to just touch the edges of the document loaded.

Copy

3

Document Glass

The document glass supports a single sheet, a book, or other similar documents up to 297 x 432 mm (A3, 11 x 17 inches).

Important • After using the document glass, close the document cover.

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

For information on entering document sizes, refer to "Original Size (Specifying the Scan Size for the Document)" (P.72).

Note • The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

⚠ CAUTION

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

---

1 Open the document cover.

Important • Ensure that a screen is displayed on the control panel, and then load a document. If a document is loaded before a screen is displayed, the machine may not properly detect the document size.

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

3 Close the document cover.

> **Note** • When a standard size document is placed on the document glass, the size of the document is displayed in the message area.
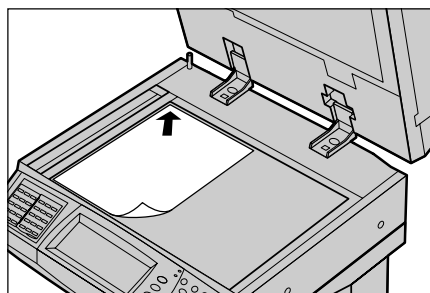
Step 2 Selecting Features

You can select copy features under [Copy] on the [All Services] screen.

> **Note** • Features displayed may vary depending on the model of your machine.
> • When the Authentication or Auditron Administration feature is used, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

1 Press the <All Services> button.
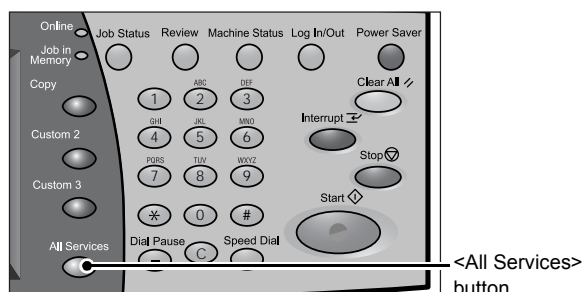
<All Services> button

2 Select [Copy].
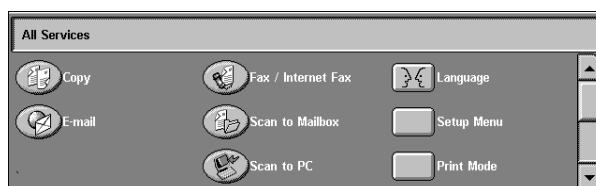
3 If the previous settings still remain, press the <Clear All> button.

<Clear All> button
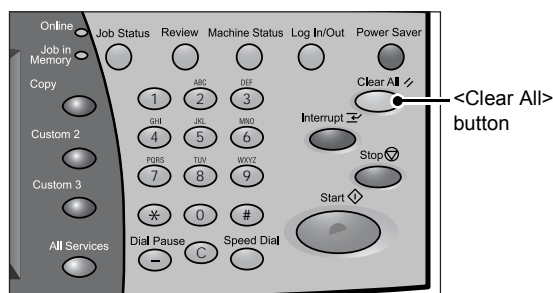
4 Select each tab, and configure features as necessary.
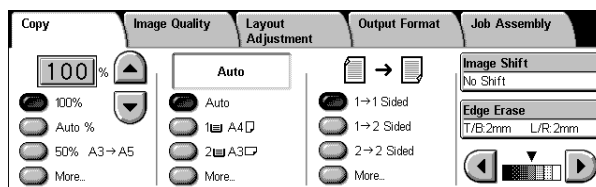
The following shows the reference section for each feature.

"Copy" (P.62)
"Image Quality" (P.68)
"Layout Adjustment" (P.70)
"Output Format" (P.79)
"Job Assembly" (P.98)

Step 3 Entering a Quantity

You can enter up to 999 for the number of copies.

1 Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.

Numeric keypad
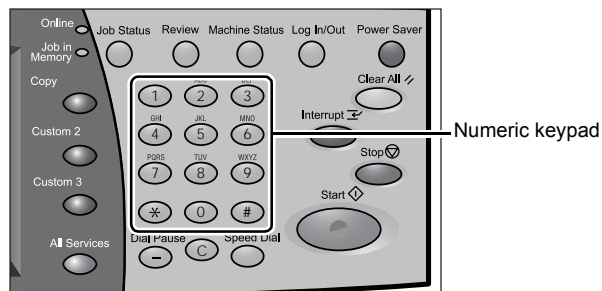
2 If you enter an incorrect value, press the <C> button and then enter the correct value.
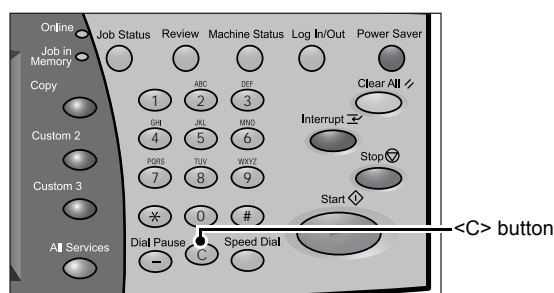
<C> button

Step 4 Starting the Copy Job

1 Press the <Start> button.

Important • If the document has been set in the document feeder, do not hold down the document while it is being conveyed.

• Copies cannot be made if a copy protection code is detected.

Note • If a problem occurs, an error message appears in the touch screen. Solve the problem in accordance with the message.

• You can set the next job during copying.

<Start> button
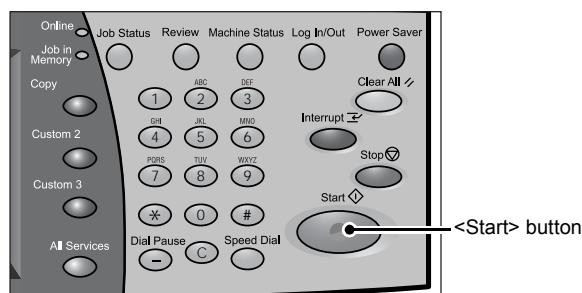
■If you have more documents

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

2 Select [Next Original] while scanning is in progress.
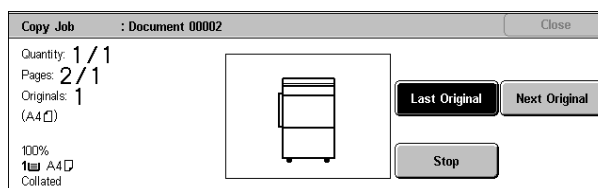
Note • When using the document feeder, load the next document after the machine has finished scanning the first document.

• When the above screen is displayed and no operation is performed during a certain period of time, the machine automatically assumes that there are no more documents.

Copy

3

3 Load the next document.
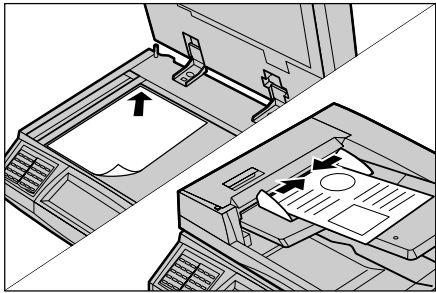
4 Press the <Start> button.
If you have more documents, repeat Steps 3 and 4.

5 When all documents have been
scanned, select [Last Original]
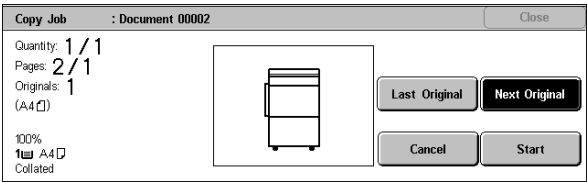
Step 5 Confirming the Copy Job in Job Status

1 Press the <Job Status> button.
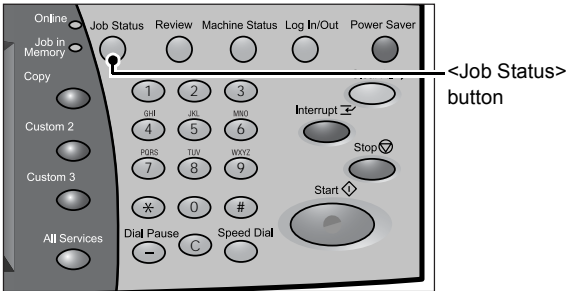
<Job Status>
button

2 Confirm the job status.

> **Note** • Select [▲] to return to the
> previous screen or [▼] to
> move to the next screen.
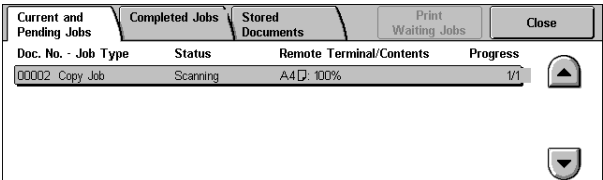
Operations during Copying

This section describes available operations during copying. The following shows the reference section for each feature.

Stopping the Copy Job

To cancel the copy job in progress, follow the procedure below.

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

<Stop> button

| Copy Job | : Document 00002 | Close |

Quantity: 2/10

Originals: 20
(A4 ▯)

100%
1▭ A4 ▯
Collated

Last Original   Next Original

Stop

2 Select [Cancel].

> **Note** • If two or more jobs are in progress, a confirmation screen appears for each job. Select [Start] or [Cancel] depending on whether you want to start or cancel the job.

| Copy Job | : Document 00002 | Close |

Quantity: 2/10
Pages: 2/20
Originals: 20

Change Quantity...   Cancel   Start
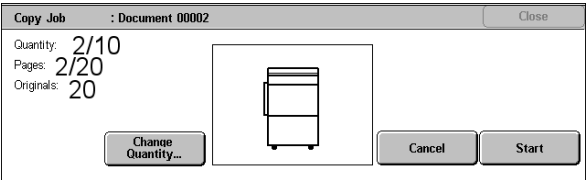
■ **If the screen shown in step 2 does not appear even after you press the <Stop> button on the control panel:**

Depending on the jobs in progress, screens for canceling jobs may not appear. In that case, use the following procedure to cancel a copy job on the [Current and Pending Jobs] screen in Job Status.

1 Press the <Job Status> button.

<Job Status> button

Copy

3

2 Select the job to cancel, and then select [Stop].

Current and Pending Jobs	Completed Jobs	Stored Documents	Print Waiting Jobs	Close
Doc. No. - Job Type	Status	Remote Terminal/Contents		Progress
00002 Copy Job	Scanning	A4 □: 100%		1/1
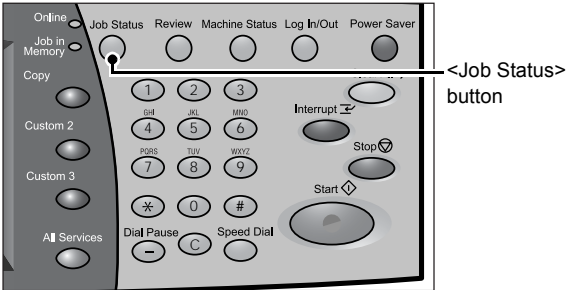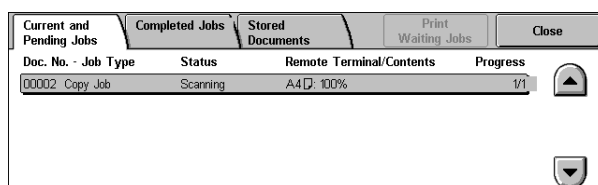
Changing the Number of Copies

During scanning or copying the document, you can change the number of copy sets.

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

<Stop> button

Copy Job	: Document 00002			Close

Quantity: 2/10

Originals: 20
(A4 □)

100%
1 ▦ A4 □
Collated

Last Original   Next Original

Stop
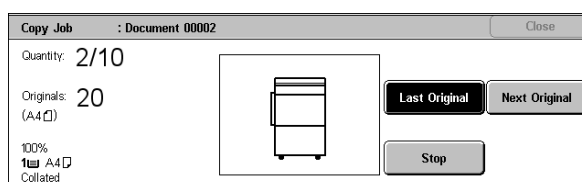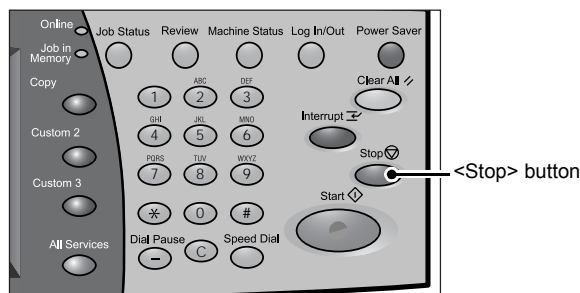
2 Select [Change Quantity...].

Copy Job	: Document 00002		Close

Quantity: 2/10
Pages: 2/2
Originals: 20

Change Quantity...   Cancel   Start
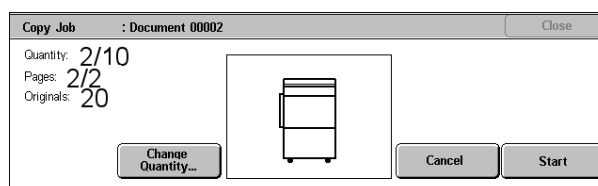
3 Set the number of copy sets with the numeric keypad. The new quantity must include the number of copies that have already been printed. You cannot enter a number less than the number of copies that have already been printed.

4 Press the <Start> button.

Interrupting the Copy Job

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

1 Press the <Interrupt> button.

> **Note** • The interrupt indicator lights up to indicate that the machine is in the interrupt mode.
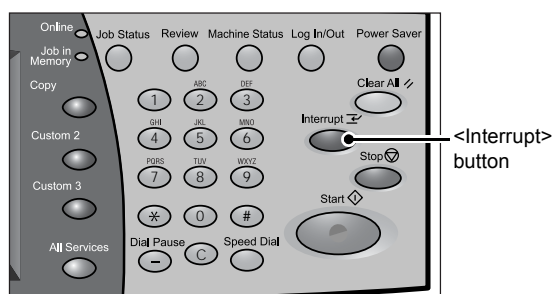
<Interrupt> button

2 Load a document and set features if necessary.

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

4 Press the <Start> button.

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

Note • The interrupt indicator goes out to indicate that the interrupt mode is exited.

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

6 Press the <Start> button. The suspended copy job is resumed.

Copy

3

Copy

You can set the basic features on the [Copy] screen. The following shows the reference section for each feature.

1 On the [All Services] screen, select [Copy].

2 Select a feature on the [General Settings] screen.

Reduce/Enlarge (Making Enlarged/Reduced Copies)

This feature allows you to select a copy ratio to make enlarged or reduced copies.

1 Specify a copy ratio.
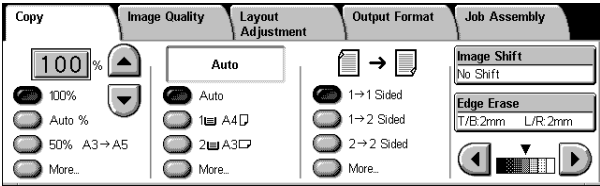
■**Copy ratio entry box**

Allows you to enter a value between 25 and 400% in 1% increments, by touching the entry box and then using numeric keys, or by using the [▲] and [▼] buttons.

■**100%**

Copies at the same image size as the original document.

■**Auto %**

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

Note • If you select [Auto %], select an option other than [Auto] in [Paper Supply].

■**Ratio (3rd button)**

Displays the preset copy ratio.

You can change the copy ratio associated with the button. For information on the settings, refer to "Reduce/Enlarge - Buttons 3 and 4" (P.288).

■**More...**

Displays a pop-up window. Select a ratio from the options. Selecting [More] in the pop-up window displays the [Reduce/Enlarge] screen.

Refer to "When [Proportional %] is Selected" (P.63), "When [Independent X-Y%] is Selected" (P.63), or "When [Calculator %] is Selected" (P.64).

When [Proportional %] is Selected

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

1 Select a copy ratio, or specify a value.
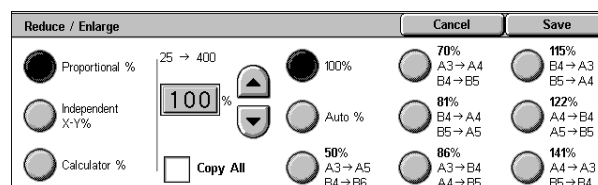
■100%

Copies at the same image size as the original document.

■Auto %

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

Note • If you select [Auto %], select an option other than [Auto] in [Paper Supply].

■Presets % (7 types)

Displays seven preset ratios.

You can change the copy ratio associated with each button. For information on the settings, refer to "Reduce/Enlarge Presets" (P.293).

■Copy All

Slightly reduces the specified copy ratio to copy the complete image onto the paper. When this option is selected, a check mark is displayed in the box.

Important • If you select [Copy All] and you do not want to erase the edges of the document, set the amount of edge erase to 0 mm. Note that if the amount is set to 0 mm, the edges of the copied document may get dirty or the image loss may occur.

■Copy ratio entry box

Touch the entry box, and then use the numeric keypad or the [▲] and [▼] buttons to specify a ratio within the range of 25 to 400% in 1% increments.

When [Independent X-Y%] is Selected

Allows you to specify reduction/enlargement ratios for the width and length separately.

1 Select any item.
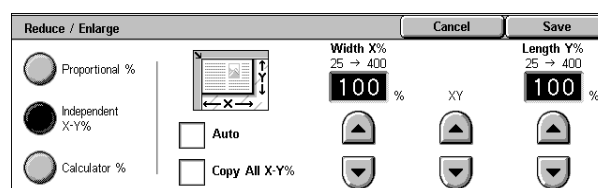
■Auto

Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper. When this option is selected, a check mark is displayed in the box.

■Copy All X-Y%

Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper, and then slightly reduces the ratios so that the complete image is copied onto the paper. When this option is selected, a check mark is displayed in the box.

■**Width X%/Length Y%**

Allows you to specify reduction/enlargement ratios for the width and length within the range of 25 to 400% in 1% increments.

■**XY**

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

When [Calculator %] is Selected

You can specify values for the length and width individually.

If you specify both the original document size and the desired copy size, the copy ratios for the length and width are calculated automatically within the range from 25 to 400% according to the values that you entered.

1 Enter the width of the original document into [Original Size] of [Width X%] using the numeric keypad, and select [Next].

2 Enter the width of the output copy into [Copy Size] of [Width X%] using the numeric keypad, and select [Next].

3 In the same way, enter the length of the original document and the length of the output copy into [Original Size] and [Copy Size] of [Length Y %] respectively, and select [Next].
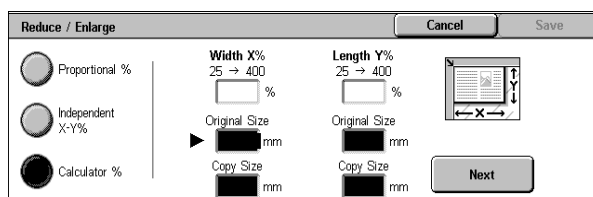
> **Note** • To change a value you have entered, select [Next] to move the ► mark to the desired text box, and then enter a new value.

■**Width X% / Length Y%**

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

■**Original Size**

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

■**Copy Size**

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

Paper Supply (Selecting the Paper for Copying)

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

1 Select a paper tray.
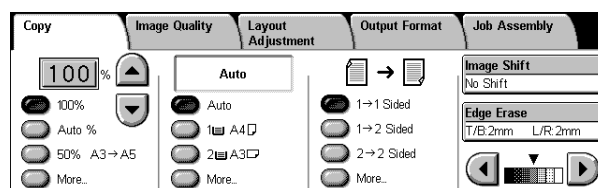
■Auto

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

Note • If you select [Auto], specify an option other than [Auto %] in [Reduce/Enlarge].

■Trays (2nd and 3rd Buttons)

Allows you to directly select the desired tray.

You can change the paper tray associated with each button. For information on the settings, refer to "Paper Supply - Buttons 2 to 4" (P.288).

■More...

Displays a pop-up window. Select a paper tray from the options. Selecting [Bypass...] displays the [Tray 5 (Bypass)] screen.

[Tray 5 (Bypass)] Screen

If you want to use paper that cannot be loaded in Trays 1, 2, 3 or 4, use Tray 5 (Bypass).

1 Select a paper size and a paper type.

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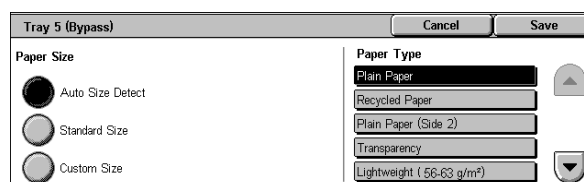
■Paper Size

Select from [Auto Size Detect], [Standard Size], and [Custom Size].

When you select [Auto Size Detect], the paper size is identified automatically.

When you select [Standard Size] or [Custom Size], refer to "When [Standard Size] is Selected" (P.65) and "When [Custom Size] is Selected" (P.65).

Note • [Auto Size Detect] is available for standard size paper only.

■Paper Type

Select a paper type.

When [Standard Size] is Selected

Select a paper size from standard paper sizes, and then select a paper type.

1 Select a paper size and a paper type.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.
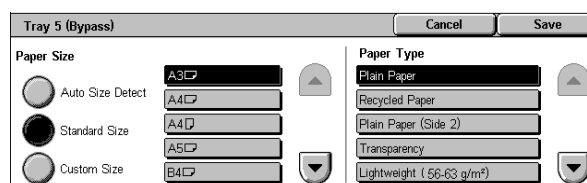
When [Custom Size] is Selected

Set the X (width) within the range from 99 to 432 mm, and the Y (height) within the range from 89 to 297 mm in 1 mm increments.

Important • If the X (width) of non-standard size paper is less than 140 mm, documents may not be printed properly.

• When you copy both sides of a document on non-standard size paper, specify the size within the range of 127 to 432 mm for X (width) and 89 to 297 mm for Y (height).

Copy

3

1 Enter a paper size using [▲], [▼], [◄], and [►].

2 Select a paper type.

> **Note** • Select [▲] to return to the previous screen or [▼] to move to the next screen.
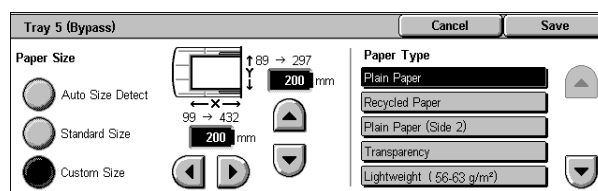
2 Sided Copying (Making 2 Sided Copies)

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

> **Important** • Ensure that the orientation of the document and the [Original Orientation] setting specified on the [Layout Adjustment] screen are the same.
>
> • If the C-Finisher or C-Finisher with Booklet Maker is installed and paper used for 2-Sided Copying is not a user-specified one, the paper will be output to the center output tray. Remove the paper frequently from the tray.

1 Select any item.
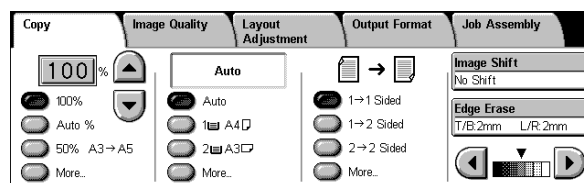
∎1 → 1 Sided

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

∎1 → 2 Sided

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

∎2 → 2 Sided

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

∎More...

Displays the [2 Sided Copying] screen.

Refer to "[2 Sided Copying] Screen" (P.66).

[2 Sided Copying] Screen

1 Select any item.
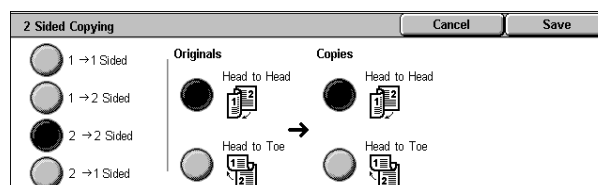
∎1 → 1 Sided

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

∎1 → 2 Sided

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

∎2 → 2 Sided

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

■2 → 1 Sided

Makes a copy of a 2-sided document on one side of paper.

■Originals

- Head to Head

  Select this item when the front and back faces of the document are in the same orientation.

- Head to Toe

  Select this item when the front and back faces of the document are in opposite orientations.
  This item appears when [2 → 2 Sided] or [2 → 1 Sided] is selected.

■Copies

- Head to Head

  Select this item when you want the orientation of the front and back sides of the copy to be the same as that of the document.

- Head to Toe

  Select this item when you want the orientation of the front and back sides of the copy to be the opposite of that of the document.
  This appears when [1 → 2 Sided] or [2 → 2 Sided] is selected.

Image Shift (Adjusting the Image Position)

This feature is the same as [Image Shift] of the [Layout Adjustment] screen. Refer to "Image Shift (Adjusting the Image Position)" (P.74).

Edge Erase (Erasing Edges and Margin Shadows in the Document)

This feature is the same as [Edge Erase] of the [Layout Adjustment] screen. Refer to "Edge Erase (Erasing Edges and Margin Shadows of the Document)" (P.74).

Lighten/Darken (Adjusting the Copy Density)

This feature allows you to select a copy-density level from seven levels. The copy density becomes darker when you move [▼] to the left and lighter when you move it to the right.

Note • [Lighten/Darken] on the [Copy] screen and [Lighten/Darken] of [Image Options] on the [Image Quality] screen are the same.

1 Use [◄] and [►] to select a copy-density level from the seven levels.

Copy

3
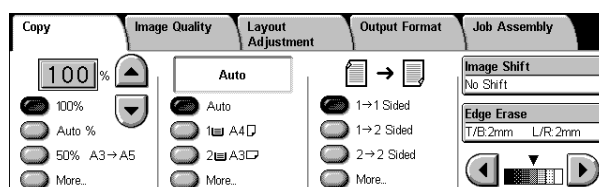
Image Quality

On the [Image Quality] screen, you can configure the image quality features. The following shows the reference section for each feature.

1 On the [All Services] screen, select [Copy].

2 Select the [Image Quality] tab, and then select a feature on the [Image Quality] screen.
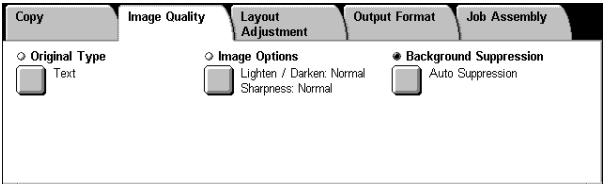
Original Type (Selecting the Document Type)

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

1 Select [Original Type].

2 Select the original type.
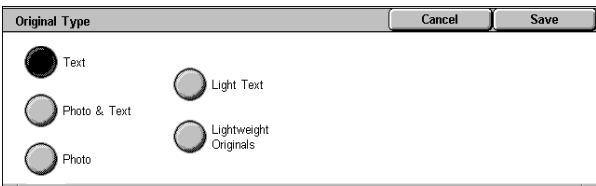
■Text

Select this option for text documents. This option is also suitable for graphs and illustrations.

■Photo & Text

Select this option when the document contains both text and photos. The machine automatically distinguishes the text and photo areas of the document and sets the appropriate image quality for each area.

■Photo

Select this option to copy documents that contain photos only.

■Light Text

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

■Lightweight Originals

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

Note • Whether [Lightweight Originals] is displayed on the screen depends on the setting under [System Settings]. For information, refer to "Original Type - Lightweight Originals" (P.292)

Image Options (Adjusting Copy Density / Sharpness of images)

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

Note • [Lighten/Darken] of [Image Options] and [Lighten/Darken] of [Copy] are the same.

1 Select [Image Options].

2 Adjust the copy density and sharpness with [▲] and [▼].
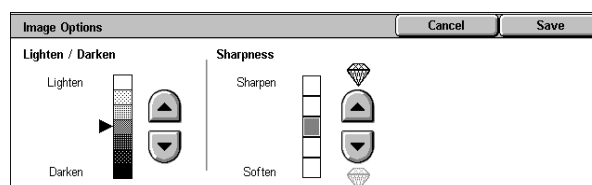
■Lighten/Darken

You can select from seven copy density levels between [Lighten] and [Darken].

Moving the arrow mark to the upper position makes the copy density lighter, and moving to the lower position makes darker.

■Sharpness

You can select from five sharpness levels between [Soften] and [Sharpen].

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

Background Suppression (Erasing the Background Color of Documents)

This feature allows you to suppress the background color of documents, such as newspaper and color paper.

Note • When [Original Type] is set to [Photo], the [Background Suppression] feature does not work.

1 Select [Background Suppression].

2 Select whether to suppress the background color.
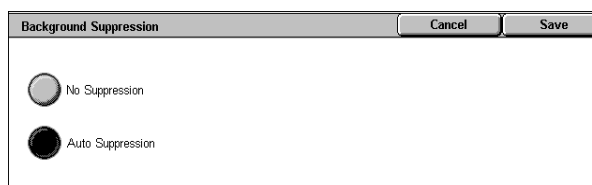
■No Suppression

Scans the document backgrounds with no filtering.

■Auto Suppression

Suppresses the color of the document backgrounds.

Layout Adjustment

On the [Layout Adjustment] screen, you can configure features for scanning documents.
The following shows the reference section for each feature.

1 On the [All Services] screen, select [Copy].

2 Select the [Layout Adjustment] tab, and then select a feature on the [Layout Adjustment] screen.

Book Copying (Copying Facing Pages onto Separate Sheets)

This feature allows you to copy facing pages of a document on separate sheets of paper in page order.
It is useful if you need to make separate copies of facing pages of a bound document such as a booklet.

Note • When sending faxes using this feature, place the document on the document glass.

• Non-standard sized documents will not be separated into two accurately.

1 Select [Book Copying].

2 Select any item.
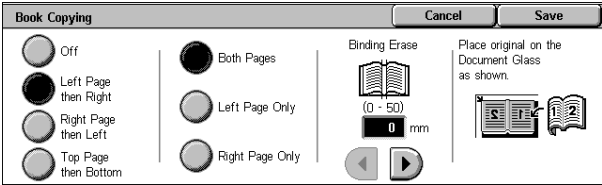
■**Off**

Does not copy as a bound document.

■**Left Page then Right**

Copies the left page and then the right page of facing pages.

■**Right Page then Left**

Copies the right page and then the left page of facing pages.

■Top Page then Bottom

Copies the top page and then the bottom page of facing pages.

■Both Pages

Copies both pages in page order.

■Left Page Only

Copies the left page only. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Right Page Only

Copies the right page only. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Top Page Only

Copies the top page only. You can select this item when [Top Page then Bottom] is selected.

■Bottom Page Only

Copies the bottom page only. You can select this item when [Top Page then Bottom] is selected.

■Binding Erase

Erases the shadow from the center section of the document. You can set the binding-erase width within the range from 0 to 50 mm in 1 mm increments.

2 Sided Book Copy (Making 2 Sided Copies of Facing Pages)

You can assign pages when making copies of facing pages in a bound document so that pages face each other in the same way as the document. You can also specify the start page and the end page from the left and right of facing pages.

Note
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- Non-standard sized documents will not be separated into two accurately.

1 Select [2 Sided Book Copy].

2 Select any item.

■Off
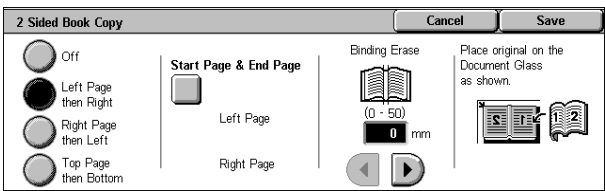
Disables this feature.

■Left Page then Right

Scans the left page and then the right page of facing pages, to make 2-sided copies.

■Right Page then Left

Scans the right page and then the left page of facing pages, to make 2-sided copies.

■Top Page then Bottom

Scans the top page and then the bottom page of facing pages, to make 2-sided copies.

■**Start Page & End Page**

Displays the [2 Sided Book Copy-Start Page & End Page] screen.

Refer to "[2 Sided Book Copy-Start Page & End Page] Screen" (P.72).

■**Binding Erase**

Erases the shadow from the center section of the document. You can set the binding erase width within the range from 0 to 50 mm in 1 mm increments.

[2 Sided Book Copy-Start Page & End Page] Screen

You can set the copy start page and end page.

1 Set [Start Page] and [End Page].
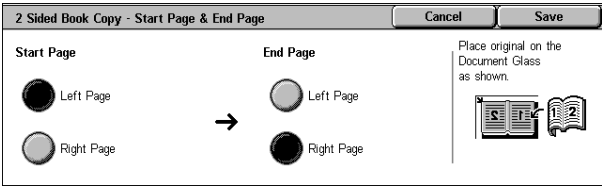
■**Start Page**

Select the copy start page from the following items.

• [Left Page] / [Right Page]

You can select these items when [Left Page then Right] or [Right Page then Left] is selected.

• [Top Page] / [Bottom Page]

You can select these items when [Top Page then Bottom] is selected.

■**End Page**

Select the copy end page from the following items.

• [Left Page] / [Right Page]

You can select these items when [Left Page then Right] or [Right Page then Left] is selected.

• [Top Page] / [Bottom Page]

You can select these items when [Top Page then Bottom] is selected.

Original Size (Specifying the Scan Size for the Document)

This feature allows you to set the scan size for a document.

Use this feature when your document is a non-standard size, or when you want to copy your document at a size different from the original size.

The machine scans the document at the size you specify, regardless of the original size. You can add margins, or delete unwanted margins using this feature.

1 Select [Original Size].

2 Select the size of the document. If you select a non-standard size, specify values for the X and Y directions.
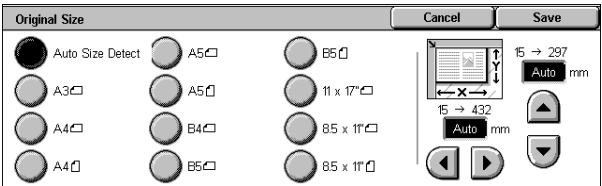
■Auto Size Detect

Detects the document size automatically.

Note • If the document size cannot be detected automatically, a screen to input the document size appears.

■Standard Size

Select a document size from 11 options.

You can change the sizes displayed on the screen. For information on the settings, refer to "Original Size Defaults" (P.293).

■Variable Size

Enter the desired scan size when scanning a non-standard size document or when making copies at a size different from the original document size. You can specify a value in the range of 15 to 432 mm for the width (X), and a value in the range of 15 to 297 mm for the height (Y), in 1 mm increments. The scales attached on the upper and left edges of the document glass will help you specify values.

Important • When the document is loaded on the document feeder, the base point in the Y (height) direction is the center of the edge. If you specify 100 mm, the scan height will be from 50 mm above to 50 mm below the center of the document.

Mixed Sized Originals (Scanning Different Size Documents Simultaneously)

When using the document feeder, you can simultaneously scan different size documents and make copies onto paper that matches the respective sizes of the documents. You can also specify the size of the paper to make copies on, so that copies are made on the same size of paper.

Important • Ensure that the orientation of the first sheet of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

• Always load A5 documents in portrait orientation.

• When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load B5 the documents in portrait orientation.

• The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be copied properly.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• The [Original Orientation] setting is based on the orientation of the first page of a document. Load the second and subsequent pages of the document in consideration of this setting.

1 Select [Mixed Sized Originals].

2 Select [On].

■Off

Select this option when all documents are of the same size.

■On

Select this option when documents are of different sizes. The machine automatically detects the size of each document.
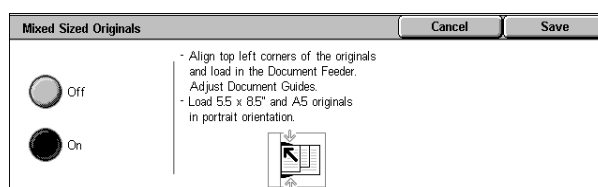
Edge Erase (Erasing Edges and Margin Shadows of the Document)

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. The Edge Erase feature allows you to erase such shadows.

Important • Ensure that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

Note • For 2-sided originals, the same edge erase amounts are set for the front and back sides.

• If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you configured.

For information on the areas that can actually be printed, refer to "Printable Area" (P.547).

1 Select [Edge Erase].

2 Select [Edge Erase].

3 Use [▲] and [▼] to set the width to erase for each of the top and bottom, left and right, and center.

■**Normal**

Sets the Edge Erase amounts to 2 mm for the top and bottom, and left and right edges. If you do not want to erase edges, select [Edge Erase] and then specify 0 mm for the required edges.

■**Edge Erase**

Allows you to specify Edge Erase values.

• Top & Bottom Erase

Erases the shadows of top and bottom edges of the document in accordance with the orientation of the loaded document. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

• Left & Right Erase

Erases the shadows of left and right edges of the document in accordance with the orientation of the loaded document. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

• Binding Erase

Erases the shadow in the center of facing pages of a bound document. You can set the binding erase width within the range from 0 to 50 mm in 1mm increments.

Image Shift (Adjusting the Image Position)

This feature allows you to shift the position of document images so that the images are placed on the left, right, top, bottom, or center of paper. You can also adjust the amounts of the left, right, top, and bottom margins. If you make 2-sided copies, you can adjust the image positions for [Side 1] and [Side 2] individually.

Important • Ensure that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

Note • The settings made for the Image Shift feature are set in accordance with paper. They are not affected by the Reduce/Enlarge settings.

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1 Select [Image Shift].

2 Select any item.
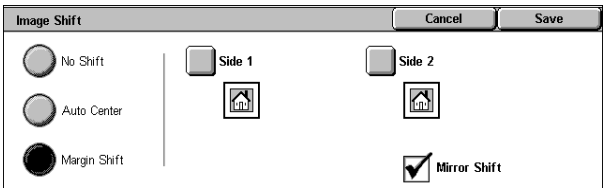
■No Shift

Does not shift the position of document images.

■Auto Center

Shifts document images so that they are placed in the center of paper.

■Margin Shift

Allows you to adjust margins. Set the amounts of the top & bottom, and left & right margins within the range from 0 to 50 mm in 1 mm increments.

- Side 1

  Displays the [Image Shift - Side 1] screen.

  Refer to "[Image Shift - Side 1] Screen" (P.75).

- Side 2

  Displays the [Image Shift - Side 2] screen.

  Refer to "[Image Shift - Side 2] Screen" (P.76).

■Mirror Shift

Select this item when you want the positioning of Side 2 to match the positioning of Side 1.

[Image Shift - Side 1] Screen

You can make settings for Side 1 on this screen.

1 Select any item.

■No Shift

Does not shift the position of document images.

■Auto Center

Shifts document images so that they are placed in the center of paper.

To make fine adjustments, set the amounts of the top and bottom, and left and right margins within the range from 0 to 50 mm in 1 mm increments.

■Corner Shift

Shifts document images so that they are placed at an edge or corner of paper. You can select from 8 shift directions.

To make fine adjustments, set the amounts of the top and bottom, and left and right margins within the range from 0 to 50 mm in 1 mm increments.

■Variable Shift

Allows you to adjust margins. Set the amounts of the top and bottom, and left and right margins within the range from 0 to 50 mm in 1 mm increments.

[Image Shift - Side 2] Screen

You can make settings for Side 2 on this screen.

1 Select any item.

■No Shift

Does not shift the position of document images.

■Auto Center

Shifts document images so that they are placed in the center of paper.

To make fine adjustments, set the amounts of the top and bottom, and left and right margins within the range from 0 to 50 mm in 1 mm increments.

■Corner Shift

Shifts document images so that they are placed at an edge or corner of paper. You can select from 8 shift directions.

To make fine adjustments, set the amounts of the top and bottom, and left and right margins within the range from 0 to 50 mm in 1 mm increments.

■Variable Shift

Allows you to adjust margins. Set the amounts of the top and bottom, and left and right margins within the range from 0 to 50 mm in 1 mm increments.

Image Rotation (Changing the Orientation of Images)

If the orientation of the paper currently loaded in the tray differs from that of your document, the machine automatically rotates the document image to fit on the paper. You can also select a reference position of image rotation if documents are of mixed orientations.

This feature is available only when copies are made using A4, 8.5 x 11", or smaller size paper.

1 Select [Image Rotation].

2 Select any item.
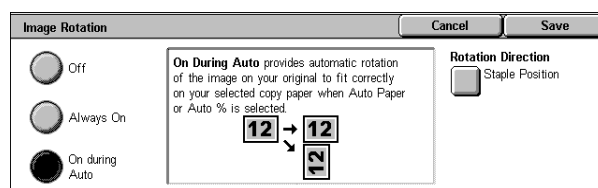
■Off

Copies of documents are made as they are, even if they are orientated differently.

■Always On

The document image is automatically rotated so that the orientation of the document matches that of the paper.

■On during Auto

The document image is automatically rotated so that the orientation of the document matches that of the paper when [Auto %] of [Reduce/Enlarge] or [Auto Paper] of [Paper Supply] is selected.

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■**Rotation Direction**

Displays the [Image Rotation - Rotation Direction] screen.

Refer to "[Image Rotation - Rotation Direction] Screen" (P.77).

[Image Rotation - Rotation Direction] Screen

You can set the reference position for rotation.

1 Select any item.
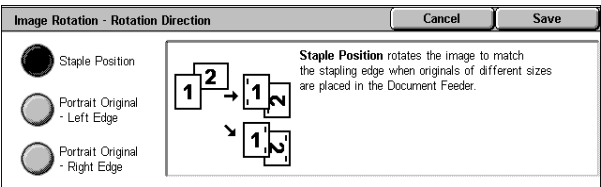
■**Staple Position**

When the finisher is installed, [Staple Position] is displayed.
If documents are of mixed orientations, images will be rotated to match the stapling edge based on the staple feature settings.

■**Portrait Original - Left Edge**

If documents are of mixed orientations, images will be rotated so that the top edge of a landscape document is aligned with the left edge of a portrait document.

■**Portrait Original - Right Edge**

If documents are of mixed orientations, the image will be rotated so that the top edge of a landscape document is aligned with the right edge of a portrait document.

Invert Image (Making Reversed Copies of Images)

This feature allows you to invert document images to make mirror and negative images.

Note • When [Negative Image] and [Edge Erase] are set simultaneously, the edge erase area turns to white.

1 Select [Invert Image].

2 Select any item.
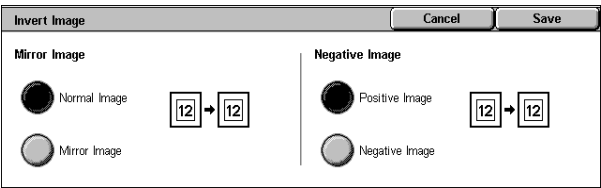
■**Mirror Image**

The left and right sides of the document image are reversed.

■**Negative Image**

The density (contrast) of the document image is reversed.

Original Orientation (Specifying the Orientation of Loaded Documents)

This feature allows you to specify the orientation of a document to have the machine identify the top of the document.

Note • If the [Original Orientation] differs from the actual document orientation, then the machine may mistakenly detect the top of the document.

1 Select [Original Orientation].

2 Select [Upright Images] or [Sideway Images] in accordance with the orientation of the document loaded.
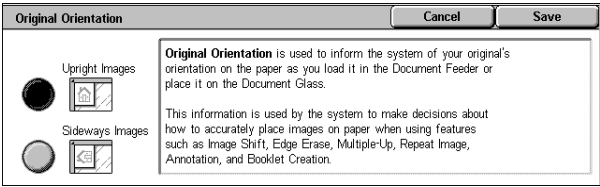
Original Orientation		Cancel	Save
Upright Images		**Original Orientation** is used to inform the system of your original's orientation on the paper as you load it in the Document Feeder or place it on the Document Glass.	
Sideways Images		This information is used by the system to make decisions about how to accurately place images on paper when using features such as Image Shift, Edge Erase, Multiple-Up, Repeat Image, Annotation, and Booklet Creation.	

■**Upright Images**

Select this item when placing the top edge of the document against the top side of the document glass or document feeder.

■**Sideways Images**

Select this item when placing the top edge of the document against the left side of the document glass or document feeder.

Output Format

On the [Output Format] screen, you can configure features for outputting documents. The following shows the reference section for each feature.

1 On the [All Services] screen, select [Copy].

2 Select the [Output Format] tab, and then select a feature on the [Output Format] screen.

Copy Output (Specifying Finishing Options)

This feature allows you to select finishing options.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

If the offset stacking module is installed, the output position of copies is offset alternately to separate each set of copies.

If the finisher is installed, each set of copies can be stapled and then output. If a B-Finisher is installed, the stapling feature is available.

1 Select [Copy Output].

2 Select any item.

■Auto

According to the enabled features, the machine automatically selects [Collated] or [Uncollated].

Copies are collated when any of the following features is used: auto document feeder, 2 Sided Book Copy, Covers, [Blank Separators & Handouts] or [Transparency Set & Handouts] of Transparency Separators, Booklet Creation, Stapling, Build Job, Sample Set, and Combine Original Sets.

When you do not use any of the above-described features, copies are not collated.

■Collated Stapling/Punching

The machine outputs sheets sorted into sets that are arranged in page order.

■Uncollated

The machine outputs the specified number of copies and sorts sheets by page.

■Uncollated with Separators

The machine outputs copies with inserting blank sheets as a separator and sorts sheets by page.

■Stapling

Displays the [Copy Output-Stapling] screen.
Refer to "[Copy Output] Screen" (P.80).

■Hole Punching

Displays the [Copy Output-Hole Punching] screen.
Refer to "[Copy Output-Hole Punching] Screen" (P.81).

■Output Destination

Select the output destination. Select from the following trays.

Note • This feature does not appear for some models. An optional package is necessary. And also the displayed items may be different, depending on the options installed. For more information, contact our Customer Support Center.

- Center Output Tray
- Side Output Tray
- Finisher Tray

[Copy Output] Screen

Sets the position for stapling. The number of pages that can be stapled is 2 to 50 (P paper).

Important • Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

1 Select the stapling position.
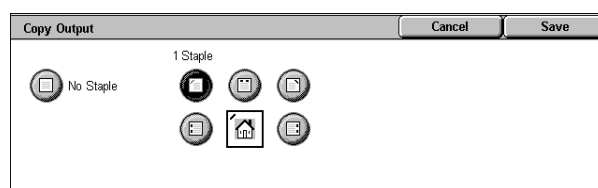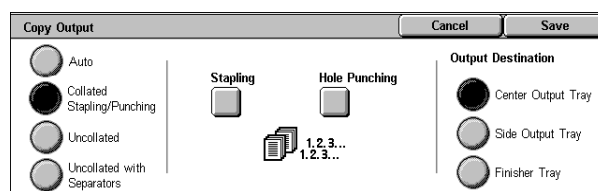
■**No Staple**

Stapling is not performed.

■**Staple Position**

Select from five staple positions.

- 1 Staple

- 2 Staples, Top

- 1 Staple, Right

- 2 Staples

- 2 Staples, Right

> **Important** • In the following cases, the actual stapling position will be different from the stapling position specified on the screen:
> - When placing documents in Head to Top orientation and stapling at the upper-right corner of paper
> - When placing documents in Head to Left orientation and stapling at the upper-left corner of paper

[Copy Output-Hole Punching] Screen

You can set the position for punching.

> **Important** • Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.
>
> • When the C-Finisher or C-Finisher with Booklet Maker is installed and the punching feature is out of order, the documents will be output on the center output tray. Remove the documents output to the center output tray frequently.
>
> • The 3-hole setting is optional. For more information, contact our Customer Support Center. Our customer engineer will make the necessary settings.

1 Set the position for punching.

■**No Punching**

No punching position is selected.

■**Punch Position**

Select from 3 punching positions.

- 2 Holes

- 2 Holes, Top

- 2 Holes, Right
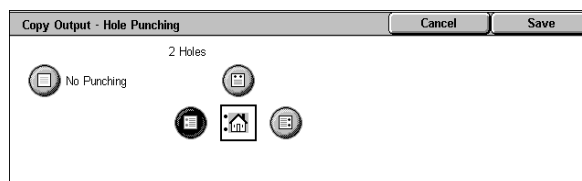
Booklet Creation (Creating a Booklet)

This feature lays out pages so that booklets are formed when the output sheets are folded in half. You can also set the binding shift and attach a cover when making booklets.

When C-Finisher with Booklet Maker is installed, output paper can be folded and then stapled.

Important • Ensure that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• If the number of pages in the booklet is not a multiple of four, the remaining pages will be output as blank pages.

1 Select [Booklet Creation].

2 Select any item.
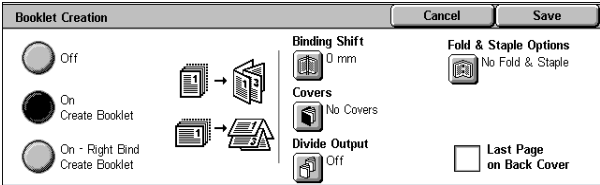
■**Off**

Booklet Creation is not applied to copies.

■**On Create Booklet**

Copies are made to enable left binding or top binding.

■**On - Right Bind Create Booklet**

Copies are made to enable right binding.

■**Binding Shift**

Displays the [Booklet Creation-Binding Shift] screen.
Refer to "[Booklet Creation-Binding Shift] Screen" (P.82).

■**Covers**

Displays the [Booklet Creation-Covers] screen.
Refer to "[Booklet Creation-Covers] Screen" (P.83).

■**Divide Output**

Displays the [Booklet Creation-Divide Output] screen.
Refer to "[Booklet Creation-Divide Output] screen" (P.83).

■**Fold & Staple Options**

Displays the [Booklet Creation-Fold & Staple Options] screen.
Refer to "[Booklet Creation-Fold & Staple Options] screen" (P.83)

■**Last Page on Back Cover**

Selecting this check box copies the image of the last document page onto the last page of the copy sheets as a back cover. When you use [Divide Output] to separate a booklet into subsets, the image of the last document page will be copied onto the last page of the last subset.

Note • Depending on the number of pages in the original, a blank page may be added before the last booklet page.

[Booklet Creation-Binding Shift] Screen

You can set the binding shift value within the range from 0 to 50 mm in 1 mm increments.

1 Use [◄] and [►] to specify a binding shift value.
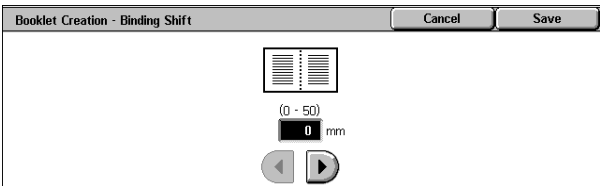
[Booklet Creation-Covers] Screen

You can attach a cover to a booklet.

1 Select [On].

2 Select any item.
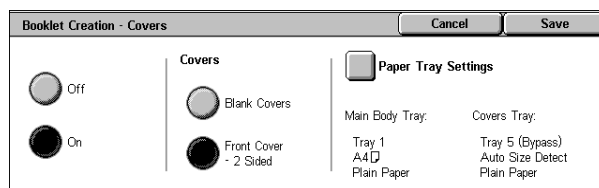
■**Covers**

- Blank Covers

  A blank sheet of paper is attached as the cover.

- Front Cover - 2 Sided

  The first page of the document is copied on the cover. When you only want to copy to the outside of the cover, insert a blank sheet of paper for the page that will become the inside of the cover.

■**Paper Tray Settings**

Displays the [Booklet Creation-Covers-Paper Tray Settings] screen.

Select the tray to use from [Main Body Tray] and [Covers Tray]. Select trays with paper of the same size and orientation for the copy paper and the cover.

When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. Refer to "[Tray 5 (Bypass)] Screen" (P.65).

[Booklet Creation-Divide Output] screen

When you have a large number of originals, the originals are divided to create subsets to reduce the thickness of each booklet. The machine folds copies in half, and piles them up to form a booklet. This feature can be set to from 1 to 50 pages in 1 page increments.

Note • When specifying [Folding], set the dividing number of sheets in the range from 1 to 15.

1 Select [On].

2 Set the number of copies using [▲] and [▼] or with the numeric keypad.
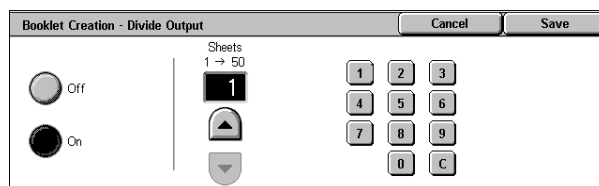
[Booklet Creation-Fold & Staple Options] screen

When C-Finisher with Booklet Maker is installed, available options are [Folding Only] and [Fold & Staple].

1 Select any item.
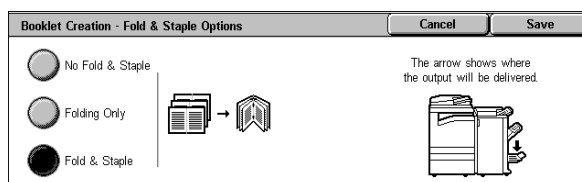
■No Fold & Staple

Does not fold or staple copy sheets.

■Folding Only

Folds copy sheets in half.

■Fold & Staple

Folds copy sheets in half and staples at the center.

Covers (Attaching Covers to Copies)

This feature allows you to attach covers to copies.

A different type of paper (such as colored paper and heavyweight paper) can be used as the front and back covers of copies.

Note
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- When the 2-Sided Copy feature is used, 2-Sided copies are also made on the front and back covers.

1 Select [Covers].

2 Select any item.

■No Covers

Does not attach covers.

■Front Cover Only

Attaches a front cover to copies. You can use a different type of paper as the cover. If [Printed Covers] is selected under [Covers], the first page of the original document is copied onto the front cover.

■Front & Back Covers

Attaches front and back covers to copies. You can use a different type of paper as the covers. If [Printed Covers] is selected under [Covers], the first and last pages of the original document are copied onto the front and back covers respectively.

■Covers

- Blank Covers

  Blank sheets of paper are attached as covers.

- Printed Covers

  The first page of the document is copied on the front side of a cover sheet. To make the back side of the cover sheet blank, insert a blank page after the first page of the original document.

■Paper Tray Settings

Displays the [Covers-Paper Tray Settings] screen.

Select the tray to be used for body pages from [Main Body Tray], and a tray for covers from [Covers Tray]. The orientation and size of paper loaded in the trays must be the same.

When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. For more information, refer to "[Tray 5 (Bypass)] Screen" (P.65).

Important • [Auto Size Detect] of [Tray 5 (Bypass)] cannot be selected as [Covers Tray].
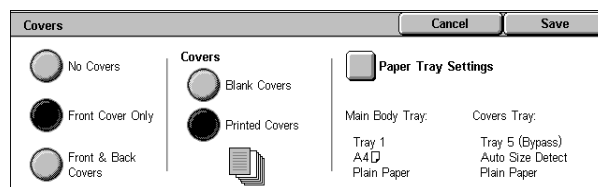
Transparency Separators (Inserting Blank Sheets between Transparencies)

A blank sheet can be inserted as a separator between copied transparencies. At the same time, the required number of copies for distribution is printed. When loading transparencies, make sure that the paper for the separators (or for distribution) is loaded in the same orientation as that of the transparencies.

Important • Use V516 (Xerox film [no border]) transparency sheets. Using transparency sheets for color (V556/V558 [with white border]) may cause a malfunction or paper jam.

Note • When loading A4 size transparencies on Tray 5 (Bypass), we recommend loading them vertically.

1 Select [Transparency Separators].

2 Select any item.
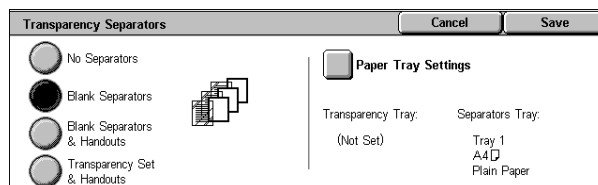
■No Separators

Separators are not inserted.

■Blank Separators

A separator is inserted each time a transparency is copied. Only one set of copies can be made.

■Blank Separators & Handouts

A separator is inserted each time a transparency is copied. At the same time, the required number of copies for distribution is printed.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■Transparency Set & Handouts

Copies are made on transparencies and the required number of copies for distribution is printed.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■Paper Tray Settings

Displays the [Transparency Separators-Paper Tray Settings] screen. Select the tray to use.

When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. Refer to "[Tray 5 (Bypass)] Screen" (P.65).

Multiple-Up (Copying Multiple Pages onto One Sheet)

When the machine is equipped with a document feeder, 2, 4, or 8 pages of a document can be copied together onto a single sheet of paper.

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

Important • Ensure that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

Note • When [Auto %] of [Reduce/Enlarge] is cancelled (a new copy ratio is selected), image loss may occur depending on the size of the document image.

Copy

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- When Image Shift is set, shift is executed on the whole document. For this reason, image loss at the edge of the original may occur depending on the size of the document image.
- When Edge Erase is set, it is carried out for each document page.
- Select an item other than [Auto Paper] for the paper tray of [Paper Supply] on the [Copy] screen.

1 Select [Multiple-Up].

2 Select any item.
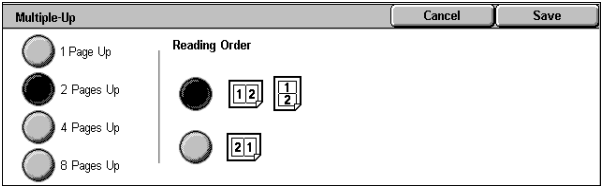
■1 Page Up

Disables this feature.

■2 Pages Up

Copies two document pages onto one side of a single sheet of paper.

■4 Pages Up

Copies four document pages onto one side of a single sheet of paper.

■8 Pages Up

Copies eight document pages onto one side of a single sheet of paper.

■Reading Order

Allows you to select how to lay out images on a page.

Poster (Making Enlarged Copies Spread over Multiple Sheets)

An enlarged copy of a document can be made spread over multiple sheets.

This feature allows you to create a large poster by pasting together the copies spread over multiple sheets. Copied sheets are provided with a paste margin so that they can be pasted together. The paste margin is fixed to 10 mm.

Important • Confirm that the orientation of the document and the [Original Orientation] setting of the [Layout Adjustment] screen are the same.

1 Select [Poster].

2 Select any item.
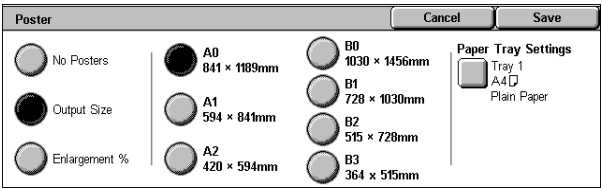
■No Posters

No enlarged copies are made.

■Output Size

You can select from 7 paper sizes.

■Enlargement %

Refer to "When [Enlargement %] is Selected" (P.87).

■**Paper Tray Settings**

Displays the [Poster-Paper Tray Settings] screen.

Select the paper tray to use.

When [Bypass...] is selected, the [Tray 5 (Bypass)] screen appears. Refer to "[Tray 5 (Bypass)] Screen" (P.65).

When [Enlargement %] is Selected

You can specify a different ratio for the height and width.

1 Use [▲] and [▼] to specify the height and width ratios.
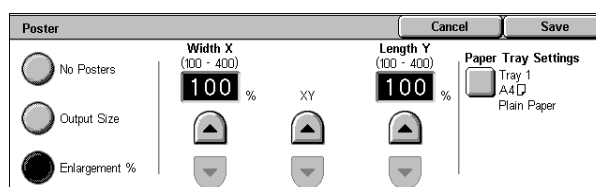
■**Width X/Length Y**

Set the height and width ratios within the range from 100 to 400% in 1% increments.

■**XY**

You can simultaneously change the numerical values of the height and width by the same amount.

Repeat Image (Making Multiple Copies on One Sheet)

A document image can be copied on one sheet of paper repeatedly for a specified number of times.

When the copy ratio is set to [Auto], the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

Note • When making repeat copies at the same size as the document image, specify a number of repeats that will fit on the paper.

1 Select [Repeat Image].

2 Select any item.
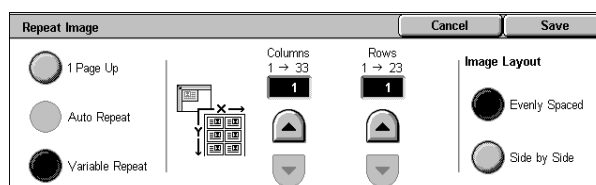
■**1 Page Up**

Image Repeat is not applied.

■**Auto Repeat**

The machine automatically sets the number of copies according to the document size, paper size, and copy ratio, and then repeatedly copies the document image onto the paper.

Note • Copies cannot be made when the document image is larger than the specified paper size.

■**Variable Repeat**

Specify how many copies to place along each of the long and short edges of paper. You can specify a value between 1 and 23 for the long edge (Y) and a value between 1 and 33 for the short edge (X).

■**Image Layout**

- Evenly Spaced

  The specified number of images are evenly arranged on the paper.

- Side by Side

  The specified number of images are arranged with no space on the paper.

Annotation (Adding a Stamp/a Date/Page Numbers to Copies)

This feature allows you to add a stamp, a date, and page numbers onto copies.

You can select stamp, date, and page-number styles, and their print positions.

Note
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- The Reduce/Enlarge feature does not affect the annotation image and text sizes.
- If you specify [Stamp], [Date], and [Page Number] together, make sure that their print positions do not overlap.
- When the [Multiple-Up] feature is used, an annotation is added to each copy page.
- When the [Repeat Image] or [Booklet Creation] feature is used, an annotation is added to each copy image.

1 Select [Annotation].

2 Select any item.
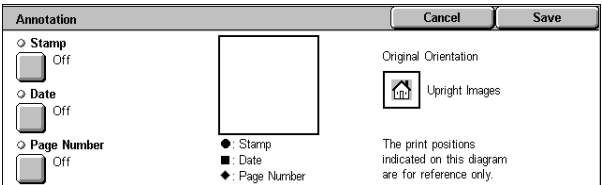
■**Stamp**

Displays the [Stamp] screen.
Refer to "[Stamp] Screen" (P.88).

■**Date**

Displays the [Date] screen.
Refer to "[Date] Screen" (P.89).

■**Page Number**

Displays the [Page Number] screen.
Refer to "[Page Number] Screen" (P.90).

■**Original Orientation**

Displays the original's orientation that you specified on the [Original Orientation] screen.
Refer to "Original Orientation (Specifying the Orientation of Loaded Documents)" (P.78)

[Stamp] Screen

This screen allows you to select a stamp style and a stamp position.

1 Select an option.

■Off
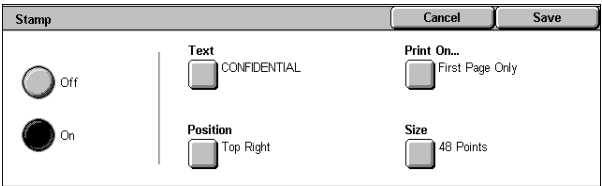
No stamp is added.

■On

A stamp is added.

■Text

Displays the [Stamp-Text] screen.
On the screen, you can select stamp text from eight options, or from the user-defined text strings that can be specified in the System Administration mode.

For information on how to define stamp text, refer to "Annotation - Create Stamps" (P.293).

■Position

Displays the [Stamp-Position] screen.
You can select a stamp position from nine options.

■Print On...

Displays the [Stamp-Print On] screen.
You can select whether to add a stamp onto the first copy page only, or onto each copy page.

■Size

Displays the [Stamp - Size] screen.
You can select a stamp size from three options, or can directly specify a size in the range of 6 to 64 points in 1 point increments.

[Date] Screen

This screen allows you to add a date to copies. The date shows when you started copying the document.

The date format can be changed. For details, refer to "Date Format" (P.274).

1 Select any item.
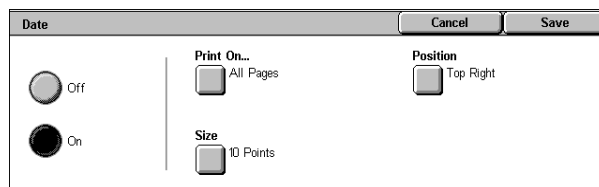
■Off

No date is added.

■On

A date is added.

■Print On...

Displays the [Date-Print On] screen.
You can select whether to add a date onto the first copy page only, or onto each copy page.

■Size

Displays the [Date - Size] screen.
You can select a date size from three options, or can directly specify a size in the range of 6 to 24 points in 1 point increments.

■Position

Displays the [Date-Position] screen.
You can select a date position from six options.

[Page Number] Screen

This screen allows you to select a page-number style and a page-number position.

1 Select any item.
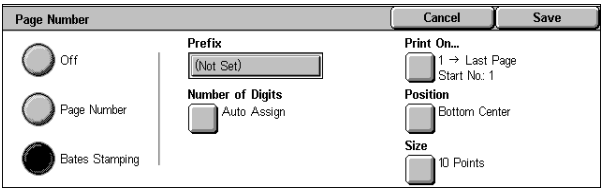
◼Off

No page number is added.

◼Page Number

Adds page numbers to copies.

◼Bates Stamping

Allows you to specify a prefix string and the number of digits to be used for page numbers.

◼Style

Displays the [Page Number-Style] screen.
Refer to "[Page Number-Style] Screen" (P.90).

◼Print On...

Displays the [Page Number-Print On] screen.
Refer to "[Page Number-Print On] Screen" (P.91).

◼Position

Displays the [Page Number-Position] screen.
You can select a page-number position from six options.

◼Size

Displays the [Page Number-Size] screen.
You can select a page-number size from three options, or can directly specify a size in the range of 6 to 24 points in 1 point increments.

◼Prefix

Displayed when [Bates Stamping] is selected.
Use the displayed keyboard to enter a prefix string of up to 16 characters.

◼Number of Digits

Displayed when [Bates Stamping] is selected.
You can specify the number of digits to be used for page numbers, between 1 and 9 digits in 1 digit increments.

[Page Number-Style] Screen

You can select a page-number style.

1 Select a page-number style.

■**1, 2, 3**
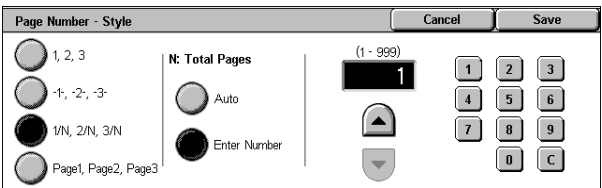
Adds page numbers only.

■**-1-, -2-, -3-**

Adds page numbers, and hyphens before and after each page number.
(Example: -1-)

■**1/N, 2/N, 3/N**

Adds page numbers, and the total number of pages to the right of each page number
(Example: 1/50, 2/50)

If [1/N, 2/N, 3/N] is selected, you can select the following items:

- Auto

  Automatically calculates the total number of pages.

- Enter Number

  Allows you to manually specify the total number of pages in the range of 1 to 999.

■**Page1, Page2, Page3**

Adds page numbers, and the text "Page" before each page number.
(Example: Page1, Page2)

[Page Number-Print On] Screen

This screen allows you to specify a page range to add page numbers.

1 Select any item.

■**All Pages**

Adds page numbers to all copy pages.

■**Enter Start Page Number**

Allows you to specify the start page to add a page number, in the range of 1 to 999.

Use [▲] and [▼], or select [Enter Number using Keypad] to enter a page number.

■**Enter End Page Number**

Allows you to specify the end page to add a page number, in the range of 1 to 999.

Use [▲] and [▼], or select [Enter Number using Keypad] to enter a page number.

■**Enter Start & End Page Number**

Allows you to specify the start and end pages to add page numbers, in the range of 1 to 999.

Use [▲] and [▼], or select [Enter Number using Keypad] to enter page numbers.

■**Include Covers**

To also include covers, place a check mark.

■**Start Number**

Allows you to specify a starting number. Select [Enter Number using Keypad] to enter a value with the numeric keypad.

Copy

3

- **When [Page Number] is selected on the [Page Number] screen**

  You can enter a value in the range of 1 to 999.

- **When [Bates Stamping] is selected on the [Page Number] screen**

  You can enter a value in the range of 1 to 999999999 when [Number of Digits] is not set, or a value of up to the specified number of digits when [Number of Digits] is set.

  Note • If the page number exceeds the specified value, the copy job will be cancelled.

Watermark (Printing Control Numbers on the Background of Copies)

You can faintly print a sequential control number in the background of each copy page. If you set 1 as the starting number, 1 is printed on each page of the first copy set and 2 is printed on each page of the second set.

To prevent, for instance, the duplication of confidential documents that are to be distributed at a conference, you can use this feature to add sequential numbers to the copies, and associate the numbers with the conference members.

Important • When you set this feature, the machine will not print jobs if the total number of scanned pages exceeds the limit. In that case, follow the message displayed on the screen to cancel the job. The maximum number of scannable pages is 999 per job. For multiple jobs, the maximum number of pages is 6,000 pages for all the jobs when the documents are A4 LEF (Xerox standard size). These values are approximate and may vary depending on the paper type, size, and orientation of the original documents.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Watermark].

2 Select any item.
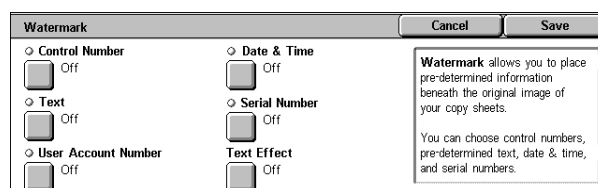
■**Control Number**

Displays the [Watermark - Control Number] screen.
Refer to "[Watermark - Control Number] Screen" (P.93).

■**Text**

Displays the [Watermark - Text] screen.
Refer to "[Watermark - Text] Screen" (P.93).

■**User Account Number**

Displays the [Watermark - User Account Number] screen.
Refer to "[Watermark - User Account Number] Screen" (P.93).

■**Date & Time**

Displays the [Watermark - Date & Time] screen.
Refer to "[Watermark - Date & Time] Screen" (P.94).

■**Serial Number**

Displays the [Watermark - Serial Number] screen.
Refer to "[Watermark - Serial Number] Screen" (P.94).

■**Text Effect**

Displays the [Watermark-Text Effect] screen.
Refer to "[Watermark-Text Effect] Screen" (P.94).

[Watermark - Control Number] Screen

You can set a control number within the range from 1 to 999.

1 Select [On].

2 Set the start number using [▲] and [▼] or with the numeric keypad.

■Off

No control number is printed.

■On

A control number is printed. Enter the starting number of the control number.

[Watermark - Text] Screen

Select the text to print on the copy.

1 Select [On].

2 Select any text.

■Off

No text is printed.

■On

Text is printed. You can select stamp text from 3 preset text or from the text set in the System Administration mode.

For information on how to register text, refer to "Custom Text 1 to 3" (P.274).

[Watermark - User Account Number] Screen

When using User Administration or Auditron Administration, a user account number is printed.

Note • [User Account Number] is the No. (User Administration Number) registered by users in Login Setup/Auditron Administration.

• This screen is displayed when the Auditron Administration feature is enabled. If the Login Setup/Auditron Administration feature is used, [User Account Number] is displayed even when no data is collected. In this case, even if [On] is selected for [User Account Number], the No. registered by users (User Administration Number) is not printed.

1 Select [On].

■Off

The user account number is not printed.

■On

The user account number is printed. However, nothing will be printed if user authorization has not taken place.

[Watermark - Date & Time] Screen

You can print the date and time that the copy job started.

For information about the format for the date, refer to "Date Format" (P.274).

1 Select [On].

Watermark - Date & Time | Cancel | Save

Off

On

Date & Time allows you to add a date stamp to the output sets to keep track of when they were produced.
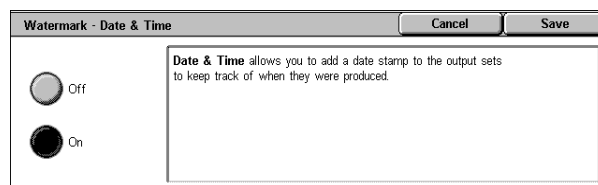
■**Off**

No date or time is printed.

■**On**

The date and time are printed.

[Watermark - Serial Number] Screen

The serial number of the machine is printed.

1 Select [On].

Watermark - Serial Number | Cancel | Save

Off

On

Serial Number allows you to add the system's serial number behind your original image as it is produced on copy sets.
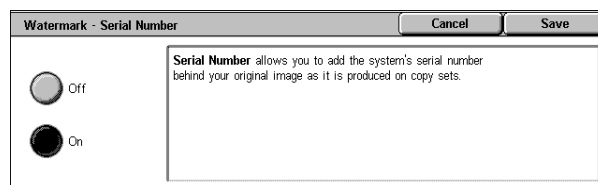
■**Off**

The serial number is not printed.

■**On**

The serial number is printed.

[Watermark-Text Effect] Screen

You can set Text Effect on this screen.

If you enable the Text Effect feature, the text strings specified in [Control Number], [Text], [User Account Number], [Date & Time], and [Serial Number] on the [Watermark] screen are embedded in the background of each copy. When the copy is copied again, the text embedded in the background is printed as embossed or outline text depending on the option you select on the [Watermark - Text Effect] screen.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select any item.

Watermark - Text Effect | Cancel | Save

Off

Embossed

Outline

123 123
123
123 123
123
123 123

Select **Embossed** or **Outline** option to be applied to the watermark image.

The faint watermark image on the output will be visible when it is used as originals to make copies.
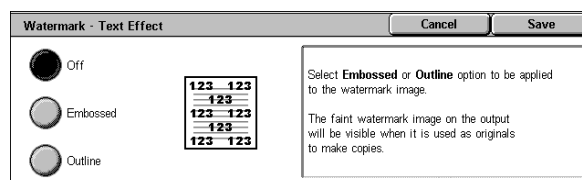
■**Off**

Disables the feature, and prints text as it is.

■**Embossed**

Enables the feature. When the copy is copied again, the text embedded in the background of the copy is printed as embossed text.

■**Outline**

Enables the feature. When the copy is copied again, the text embedded in the background of the copy is printed as outline text.

For information on the background patterns, refer to "Background Pattern" (P.276).

You can also set the character size, density, and other watermark print settings in the System Administration mode. For details, refer to "Watermark" (P.274).

Secure Watermark (Managing Document Security)

Secure Watermark is a security management feature to embed a copy protection code into a document, to protect the document from being duplicated. With the embedded code, you can also analyze "when", "from which machine", and "by whom" the document was output.

Important • Document copy protection that is set using the Secure Watermark feature is not warranted to always function. The feature may not function depending on the document type or setting conditions. For more information, contact our Customer Support Center.

• We will not be liable for any loss or damage arising out of the use of or inability to use the Secure Watermark feature.

• By using the Secure Watermark feature, print quality may deteriorate as follows:
- Copy density may become darker.
- Text in documents may become hard to read.
- Dots such as decimal characters and periods may become hard to read.

• The Secure Watermark feature may not work properly for a document if its size is smaller than A5, if its background color is not white, or if the Watermark or Secure Watermark feature has already been used for the document.

• In some cases, a document may not be copied even if the Secure Watermark feature has not been used for the document. This happens because the machine incorrectly detects a copy protection code from the document. In that case, ask the system administrator to temporarily disable the detection feature for copy protection codes.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• To analyze digital codes, the optional application, ApeosWare Secure Watermark Analyzer, is required. For information on how to use ApeosWare Secure Watermark Analyzer, refer to its documentation.

1 Select [Secure Watermark].

2 Select any item.
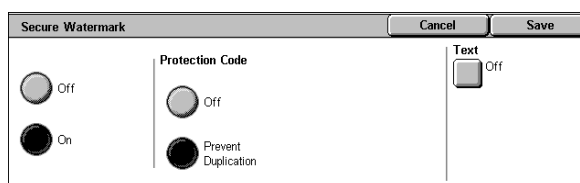
■**Off**

Does not manage document security.

■**On**

Manages document security. Select whether or not to embed a protection code under [Protection Code].

■**Protection Code**

• Off

Does not prevent document duplication. A digital code is embedded into copies, but they can be copied.

- Prevent Duplication

  Prevents document duplication. Any documents with a copy protection code cannot be copied.

  Important • This setting also prevents scan and fax operations.

■**Text**

Displays the [Secure Watermark -Text] screen.

Refer to "[Secure Watermark-Text] Screen" (P.96).

[Secure Watermark-Text] Screen

You can embed hidden text into copies.
With this hidden text feature, the specified text is embedded in the entire copy sheets. When making copies of the sheets, the embedded text will be printed as outline text regardless of whether or not the Secure Watermark kit is installed on the machine.

1 Select any item.
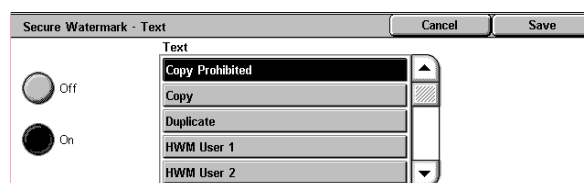
■**Off**

Does not print hidden text.

■**On**

Prints hidden text.

You can select any text from three preset text, or from text registered in the System Settings.

For information on how to register text, refer to "Custom Text 1 to 3" (P.274).

Folding (Outputting Bi-Folded Paper)

This feature allows you to fold copies in half.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

- The supported paper orientation is only ▱. Select the tray whose orientation is set to ▱.

- When [Auto] is selected, the machine automatically selects the tray set in "Auto Paper Off" (P.291). Change the tray if necessary.

1 Select [Folding].

2 Select any item.

■**Off**

Does not fold copies.

■**Bi-Fold**

Folds copies in half.

Preset Repeat Image (Making Multiple Copies on a Single Sheet)

Repeatedly copies one original onto equally divided areas according to the specified number of copies.

Note • When anything other than [Auto %] is selected for [Reduce/Enlarge], image loss may occur at edges depending on the image size of the document.

1 Select [Preset Repeat Image].

2 Select any item.
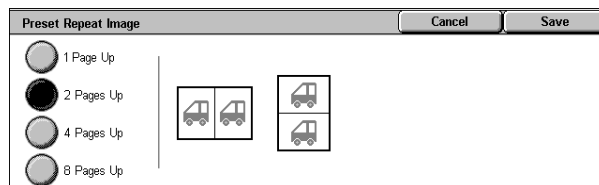
■1 Page Up

Preset Repeat Image is not applied.

■2 Pages Up

Two copies of the document image are made on one side of a single sheet of paper.

■4 Pages Up

Four copies of the document image are made on one side of a single sheet of paper.

■8 Pages Up

Eight copies of the document image are made on one side of a single sheet of paper.

ID Card Copying (Copying Both Sides of an ID Card)

This feature allows you to copy both sides of a small undetectable original, such as an ID card, onto one side of paper.

Important • Use the document glass when copying. The document feeder is not available for this feature.

• Specify the original's orientation correctly.

• Place the card slightly away from the top-left corner of the document glass so that the whole image can be captured.

1 Select [ID Card Copying].

2 Select the desired option.

■Off

Disables ID card copying.

■On

Enables ID card copying.
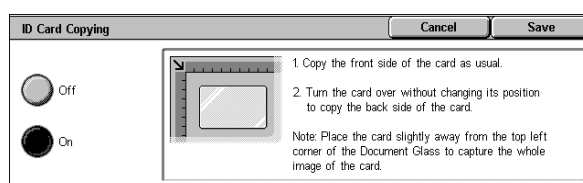
Job Assembly

On the [Job Assembly] screen, you can configure features such as Build Job and Sample Set. The following shows the reference section for each feature.

1 On the [All Services] screen, select [Copy].

2 Select the [Job Assembly] tab, and then select a feature on the [Job Assembly] screen.
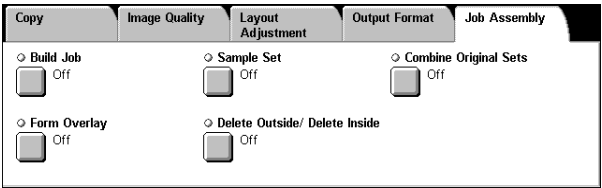
Build Job (Processing Documents Scanned with Different Settings as One Job)

This feature allows you to apply different copy settings to each document page or each document stack, and then outputs the copies as one job.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Build Job].
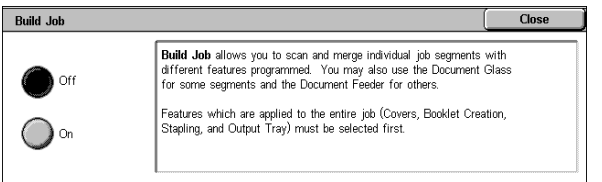
2 Select [On].
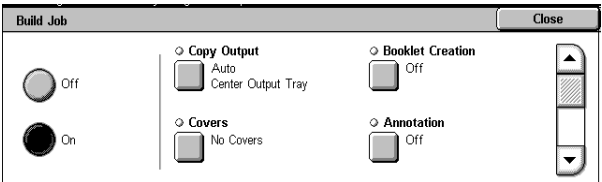
3 Select the desired print settings.

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

■**Off**

Build Job is not applied.

■**On**

Build Job is applied. The feature buttons appear. Set any item if necessary.

For features available in Build Job, refer to "Features that can be set in Build Job" (P.98).

Features that can be set in Build Job

■**Copy Output**

For information on the feature, refer to "Copy Output (Specifying Finishing Options)" (P.79).

■Booklet Creation

For information on the feature, refer to "Booklet Creation (Creating a Booklet)" (P.81).

■Covers

For information on the feature, refer to "Covers (Attaching Covers to Copies)" (P.84).

■Annotation

For information on the feature, refer to "Annotation (Adding a Stamp/a Date/Page Numbers to Copies)" (P.88).

■Watermark

For information about the feature, refer to "Watermark (Printing Control Numbers on the Background of Copies)" (P.92).

[Copy Job] screen

The following describes the screen that appears while the Build Job is being executed.
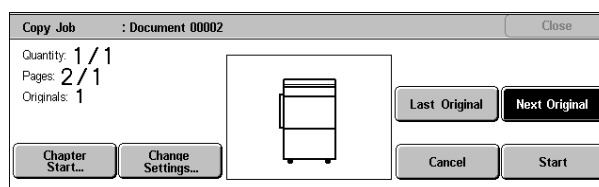
■Chapter Start...

Displays the [Build Job - Chapter Start/Separators] screen.

Refer to "[Build Job - Chapter Start/Separators] Screen" (P.100).

■Change Settings...

Displays the [Copy] screen allowing you to change the settings. After changing the settings as necessary, press the <Start> button on the control panel to start scanning the document.

■Last Original

Ends scanning the document and starts copying.

■Next Original

Select this button when you have more documents to scan. This item is selected when using the Build Job feature.

■Cancel

Clears the data scanned by the Build Job feature and cancels the job.

Note • The same operation is performed if you press the <C (Clear)> or <Clear All> button on the control panel.

■Start

After loading the next document, select [Start] to scan the next document.

Note • The same operation is performed if you press the <Start> button on the control panel.

Copy

3

[Build Job - Chapter Start/Separators] Screen

This screen allows you to divide copy sets or insert separators.

1 Select any item.
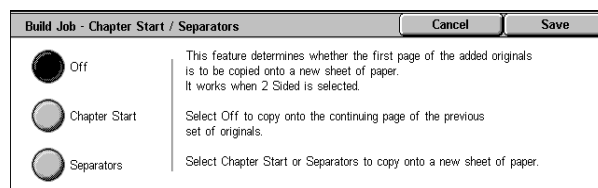
■Off

The next stack of documents is copied after the previous stack.

■Chapter Start

The next stack of documents is copied from Side 1 of a new sheet of paper.
If [Chapter Start] is not selected and copying of the first loaded document ends on Side 1, copying for the next document will begin on Side 2 of the last page of the first document. When [Chapter Start] is selected and [Multiple-Up] is marked, even if all documents are divided for every chapter before all of them are assembled in [Multiple-Up] feature, the next stack of document is copied from Side 2 of a paper.

■Separators

Separators can be inserted. Select the paper tray to use for the separators from [Separators Tray].

To insert a separator sheet between the first and second sets, select the [Separator] button after copying the first set, and then copy the second set.

Sample Set (Checking the Finished Output of the Copy)

When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets. You can select to continue or cancel the job after the confirmation. The number of sets to be copied can also be changed. The sample copy is included in the total number of sets.

After a sample set is output, the remaining sets will automatically be output if the machine is left uninstructed for the period specified under [Auto Job Release]. You can change the value of [Auto Job Release] as necessary.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Sample Set].

2 Select [On].
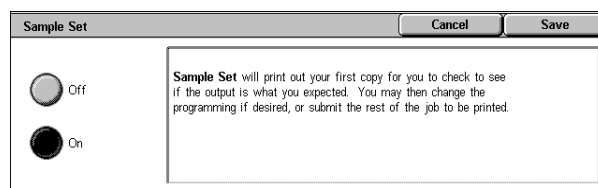
■Off

No sample set is made.

■On

A sample set is made.

[Copy Job] screen

The machine pauses and displays the [Copy Job] screen after the sample set is copied.

Copy Job : Document 00002	Close
Quantity: 1 / 1	
Pages: 2 / 1	
Setting Change Change Quantity...	Cancel Start
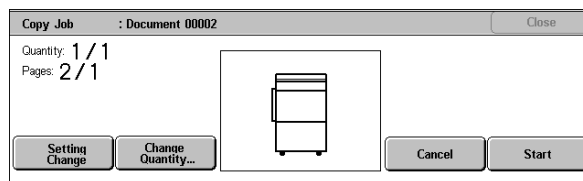
■Setting Change

The [Setting Change] screen is displayed. Uncheck the settings you want to cancel. This button is displayed only when there are any settings that can be cancelled for the job.

■Change Quantity...

The [Change Quantity] screen appears and you can change the number of copies entered before. Enter a new quantity using the numeric keypad. The new value must include the number of the sample set that has already been printed. When reducing the quantity, you cannot enter a number less than the number of copies that have already been printed.

Note • If you specify "1" for [Change Quantity] and then press the <Start> button, the machine will not process the job.

■Cancel

The remaining copies are cancelled.

■Start

The remaining copies are made.

Note • The same operation is performed if you press the <Start> button on the control panel.

Combine Original Sets (Adding Originals)

Use this feature when you copy a document that has too many pages to be loaded into the document feeder at one time, or when you scan each document page using the document glass and have the machine process the pages as one job.

[Next Original] that is usually displayed while scanning documents with the document feeder is always selected in this mode. In addition, when using the document glass to scan documents, [Next Original] is also selected during scanning. If [Copy Output] is set to [Auto], the output is automatically sorted.
When all documents have been scanned, select [Last Original].

After the first original set is copied, the screen will automatically return to the previous display if the machine is left unused for the period specified under [Auto Clear]. You can change the value of [Auto Clear] as necessary.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Combine Original Sets].

2 Select [On].

Combine Original Sets	Cancel Save
○ Off	**Combine Original Sets** allows you to divide lengthy originals into smaller groups. These will fit in Document Feeder which can only feed smaller quantities of originals at a time. The sets will be combined into one job.
● On	Note: If you want to select different features for each group, use Build Job.

Copy

3

Copy

3
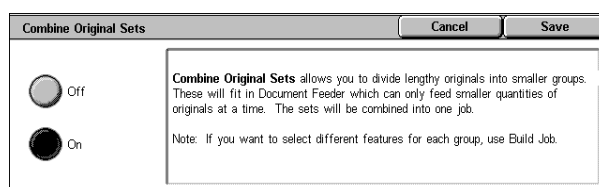
■**Off**

In the screen displayed during scanning documents with the document feeder with specifying Collated, [Last Original] is selected.

■**On**

In the screen displayed during scanning documents with the document feeder with specifying Collated, [Next Original] is selected.

[Copy Job] screen

The [Copy Job] screen is displayed when copying begins.
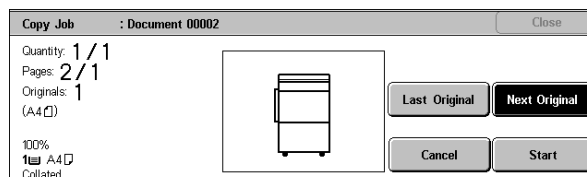
■**Last Original**

Select this to end scanning documents.

■**Next Original**

Select this when you have more documents to copy. This button is activated when the [Combine Original Sets] feature is used.

■**Cancel**

The document data stored by [Combine Original Sets] is cleared and the copy job is cancelled.

Note • The same operation is performed if you press the <C> button or <Clear All> button on the control panel.

■**Start**

Load the next document, and select [Start] to start scanning.

Note • The same operation is performed if you press the <Start> button on the control panel.

Form Overlay (Making Copies to Overlay Documents)

This feature scans the first page of a document as a form image, and overprints it on the copies of the subsequent pages.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Form Overlay].

2 Select [On].
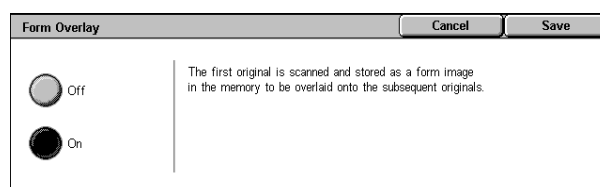
■**Off**

Does not overlay a form image.

■**On**

Overlays a form image.

Delete Outside/Delete Inside
(Deleting Outside or Inside of the Selected Area)

This feature allows you specify the area to be deleted from an document image.

1 Select [Delete Outside/Delete Inside].

2 Select any item.
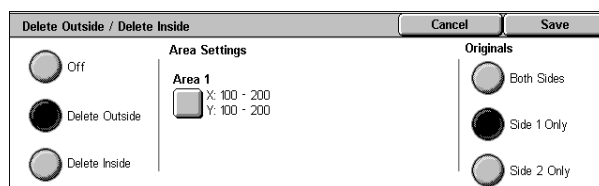
■Off

No area is deleted.

■Delete Outside

Deletes the outside of the selected area.

■Delete Inside

Deletes the inside of the selected area.

■Area Settings

Selecting [Area 1] displays the [Delete Outside/Delete Inside - Area 1] screen.
Refer to "[Delete Outside/Delete Inside - Area 1] screen" (P.103).

■Originals

When the original document is a 2-sided document, specify from which side the specified area is to be deleted.

• Both Sides

Applies the settings to both sides of the document.

• Side 1 Only

Applies the settings to side 1 of the document.

• Side 2 Only

Applies the settings to side 2 of the document.

[Delete Outside/Delete Inside - Area 1] screen

Set the area to be deleted. The area is defined by the rectangle formed between the points X1,Y1 and X2,Y2. The origin point is the top-right corner of a document.

You can specify a value within the range of 0 to 432 mm for the width (X) and the length (Y) in 1 mm increments.

Note • Specify the 2 coordinates from the top right corner of the document.
• When [Reduce/Enlarge] is enabled, the specified area will be reduced/enlarged accordingly.

1 Select [Area 1].

2 Enter the value for X1 into [X1] using the numeric keypad, and select [Next].

3 Enter the value for Y1 into [Y1] using the numeric keypad, and select [Next].

4 Enter the value for X2 into [X2] using the numeric keypad, and select [Next].
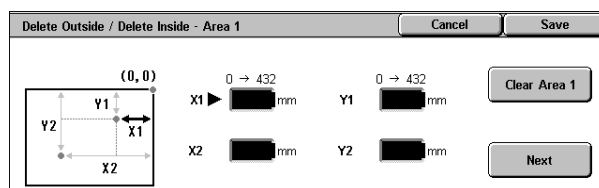
5 Enter the value for Y2 into [Y2] using the numeric keypad, and select [Next].

> **Note** • To change the coordinates you have entered, select [Next], move ▶, and then enter the
> value again.
>
> • If all of [X1], [Y1], [X2], and [Y2] are set to [0], the area will be invalid.
>
> • If you select <C> button, the value with the ▶ mark is cleared.

■Clear Area 1

Clears the specified area.

■Next

The ▶ mark moves to the next coordinate.

4 Fax

This chapter describes the basic fax procedures and the fax features provided by the machine.

Important • The fax features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Fax Procedure

This section describes the basic fax operations. The following shows the fax flow and reference sections.

Step 1 Loading Documents

There are two methods for loading documents:

■Document Feeder

- Single sheet

- Multiple sheets

■Document Glass

- Single sheet

- Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 139.7 x 210 mm (A5, 5.5 x 8.5 inches) to 297 x 600 mm (long) (A3, 11 x 17 inches).

The document feeder automatically detects documents of standard-size widths.

Note • The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

The sizes on the left are detected as the sizes shown on the right.

- 8-inch width document   →   B5 width document

- 10-inch width document   →   B4 width document

The document feeder accepts the following number of sheets.

Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 g/m^2)	75 sheets
Plain paper (50 - 80 g/m^2)	75 sheets
Heavyweight paper (81 - 128 g/m^2)	50 sheets

For information on faxing mixed sized documents, refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.134).

Important • Place folded or creased documents on the document glass to avoid paper jams.

         • 2-sided scanning of lightweight paper (38 - 48 g/m^2) is not supported.

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

Indicator

2 Place the document (the front side of 2-sided document) face up in the center of the document feeder.

Note • The indicator lights when the document is loaded correctly. If the indicator does not light up, the machine may be trying to detect a document on the document glass. Press the <C> button, and then reload the document.

3 Adjust the movable document guides to just touch the edges of the document loaded.

Document Glass

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

Important • After using the document glass, close the document cover.

The document glass automatically detects standard size documents.

Note • The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280)

> ⚠ **CAUTION**
>
> Do not apply excessive force to hold thick document on the platen glass. It may break the glass and cause injuries.

1 Open the document cover.

Important • Ensure that a screen is displayed on the control panel, and then load a document. If a document is loaded before a screen is displayed, the machine may not properly detect the document size.

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

3 Close the document cover.

Note • When a standard size document is placed on the document glass, the size of the document is displayed in the message area.

Step 2 Selecting Features

You can select the Fax or iFax feature, or the Server Fax feature on the [All Services] screen.

Important • The fax and iFax features are not available while the Server Fax feature is enabled.

Note • Features displayed may vary depending on the model of your machine.

• When the Authentication or Auditron Administration feature is used, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

1 Press the <All Services> button.

<All Services> button

2 Select [Fax/Internet Fax].
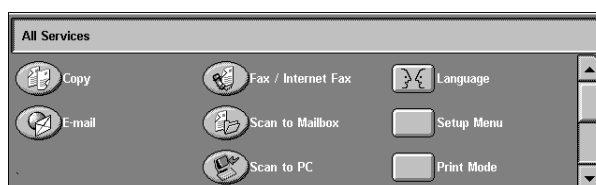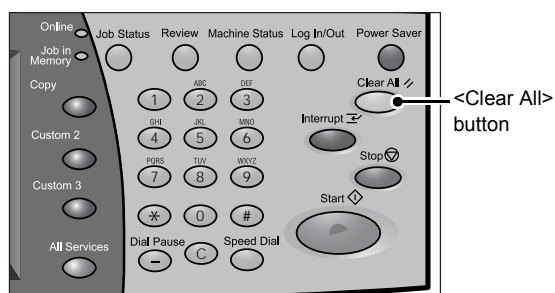
All Services

Copy   Fax / Internet Fax   Language

E-mail   Scan to Mailbox   Setup Menu

Scan to PC   Print Mode

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

<Clear All> button

4 Select each tab, and configure features as necessary.

Fax / Internet Fax	General Settings	Layout Adjustment	Transmission Options	Advanced Features

Lighten / Darken   2 Sided Originals   Original Type   Resolution

2 Sided Originals: 1 Sided, 2 Sided (H to H), 2 Sided (H to T), 2 Sided-Skip Blank, More...

Original Type: Text, Photo & Text, Photo

Resolution: Standard, Fine, Superfine (400dpi), Superfine (600dpi)

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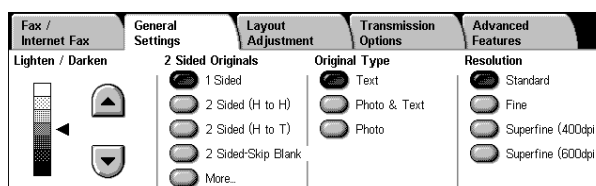
The following shows the reference section for each feature.

"General Settings" (P.129)

"Layout Adjustment" (P.133)

"Transmission Options" (P.138)

"Advanced Features" (P.154)

Step 3 Specifying Destinations

Three methods are available to specify recipients: by phone number, by address number, and by group dial number. The following shows input methods supported by each method.

	Numeric Keypad	One Touch buttons	Address Book
Phone Number	O	X	X
Address Number (Speed Dialing)	3 digits (001 to 500)	3 digits (001 to 070)	From the list tab and index
	2 digits + ∗ (nn0 to nn9)		
	∗∗∗ (All address numbers)		
Group Dial Number	# + 2 digits	X	O

O: Available   X: Not available

Important • When using the Server Fax feature, you cannot specify address numbers using the numeric keypad or use one-touch buttons.

You can specify multiple recipients (Broadcast Send) using the above methods. You can also use a combination of the methods.

If the same recipient was specified for several pending documents, you can send the documents with a single phone call. This feature is referred to as Batch Send. Note that you cannot use Batch Send with Broadcast Send, Relay Broadcast, Remote Mailbox, and Delayed Start when prior to the specified time. When using a redial, resend, or delayed start send transmission job, or authentication feature, to send to the same address from different users, then Batch Send is not possible.

Important • Confirm the recipient before sending a fax.

For information on Broadcast Send, refer to "Broadcast Send (Transmitting to Multiple Recipients)" (P.158).

This section describes how to enter a phone number with the numeric keypad.

1 Enter a fax number using the numeric keypad.
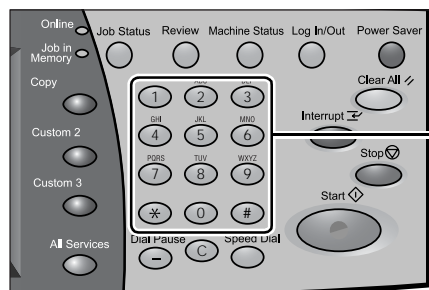
Numeric keypad

2 To specify multiple recipients, select [Next Recipient] on the touch screen.

Note • If you enter an incorrect value, press the <C> button and enter the correct value.

• If the [Show Fax Number] check box is selected, no recipient is displayed on the list.

• Depending on the settings, a screen to re-enter the recipient may be displayed after you specify the recipient and then select [Next Recipient] on the touch screen. In such case, re-enter the recipient.

• [Next Recipient] may not be displayed if Broadcast Send is disabled. For more information, refer to "Re-enter Broadcast Recipients" (P.308).
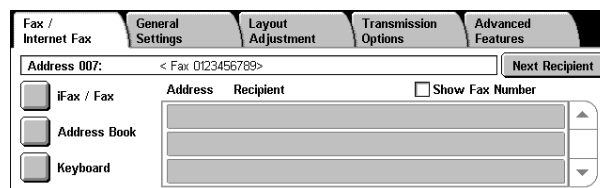
For information on specifying a fax number using the address book, refer to "Specifying a Destination Using the Address Book" (P.124).

For information on specifying a fax number using the speed dialing, refer to "Speed Dialing (Specifying a Destination Using an Address Number)" (P.125).

For information on specifying a fax number using one touch buttons, refer to "Specifying a Destination using a One Touch Button" (P.126).

You can send an iFax. For information on the iFax, refer to "About Internet Fax" (P.114).

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Step 4 Starting the Fax Job

1 Press the <Start> button.

Important • If the document has been set in the document feeder, do not hold down the document while it is being conveyed.

• Fax cannot be sent if a copy protection code is detected.

Note • Depending on the settings, the screen to re-enter the recipient may be displayed after pressing the <Start> button. In this case, re-enter the recipient.

• If a problem occurs, an error message appears in the touch screen. Solve the problem in accordance with the message.

• You can set the next job during faxing.
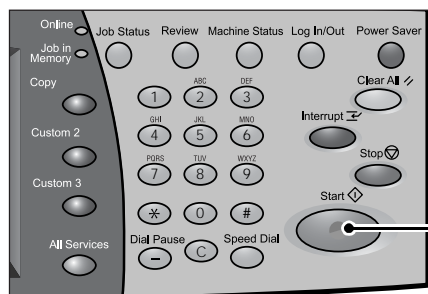
■**If you have more documents**

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

2 While documents are being scanned, select [Next Original].
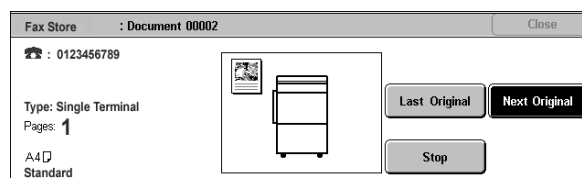
Note • When using the document feeder, load the next document after the machine has finished scanning the first document.

• When the above screen is displayed and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.

• You can change the scan settings of the next document by selecting [Change Settings] displayed after selecting [Next Original].
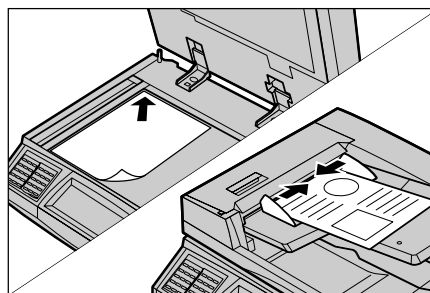
3 Load the next document.

4 Press the <Start> button.
If you have more documents, repeat Steps 3 and 4.

5 When all documents have been scanned, select [Last Original].
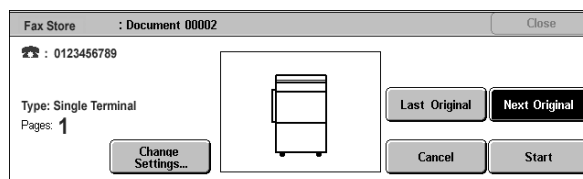
Step 5 Confirming the Fax Job in Job Status

1 Press the <Job Status> button.
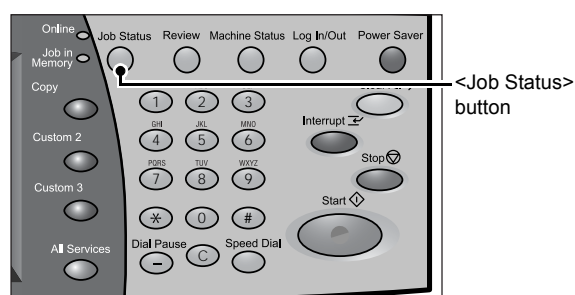
<Job Status> button

2 Confirm the job status.

> **Note** • Select [▲] to return to the previous screen or [▼] to move to the next screen.
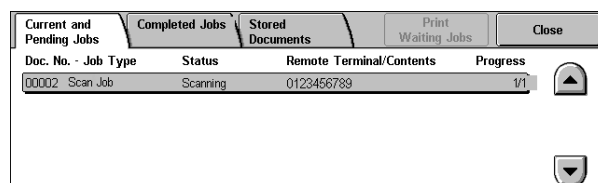
■**If undelivered documents exist**

You can confirm undelivered documents in the [Job Status] screen or [Job Status/ Activity Report] screen.

For information on how to send or delete undelivered documents, refer to "Undelivered Faxes" (P.361).

Operations during Faxing

The following describes the available operations during faxing. The following shows the reference section for each feature.

Stopping the Fax Job

To cancel scanning a fax document, follow the procedure below.

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

2 Select [Cancel].

Note • If two or more jobs are in progress, a confirmation screen appears for each job. Select [Start] or [Cancel] depending on whether you want to start or cancel the job.
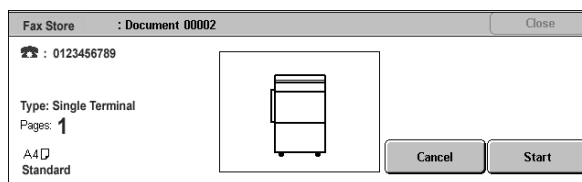
■**If the screen shown in step 2 does not appear even after you press the <Stop> button on the control panel:**

Depending on the jobs in progress, screens for canceling jobs may not appear. In that case, use the following procedure to cancel a fax job on the [Current and Pending Jobs] screen in Job Status.

1 Press the <Job Status> button.
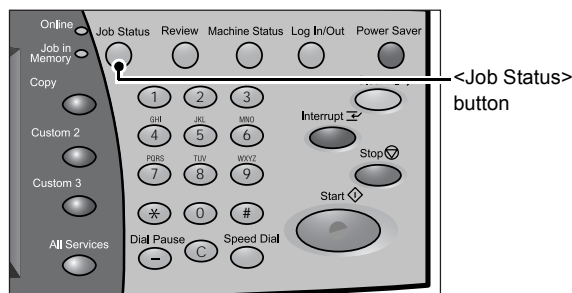
2 Select the job to cancel, and then select [Cancel].

Current and Pending Jobs	Completed Jobs	Stored Documents	Print Waiting Jobs	Close

Doc. No. - Job Type	Status	Remote Terminal/Contents	Progress
00002 Scan Job	Scanning	0123456789	1/1
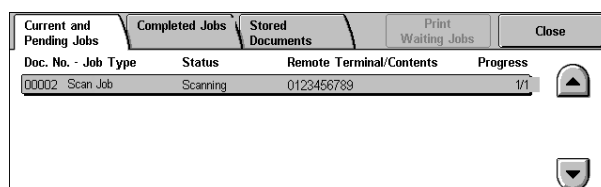
Changing the Scan Settings

You can change the scan settings while scanning the document.

1 Select [Next Original].

Fax Store : Document 00002   Close

☎ : 0123456789

Type: Single Terminal
Pages: **1**

A4
Standard

Last Original   Next Original

Stop

2 Select [Change Settings...].

Fax Store : Document 00002   Close

☎ : 0123456789

Type: Single Terminal
Pages: **1**

Change Settings...

Last Original   Next Original

Cancel   Start
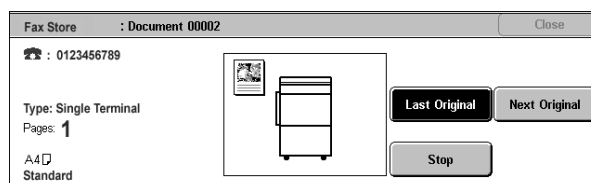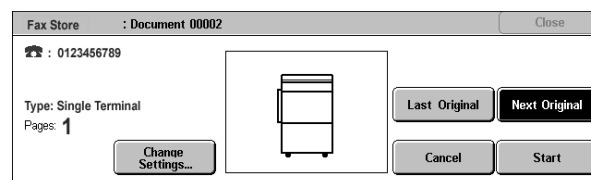
3 Set [Resolution], [Original Size], and [Lighten/Darken].

For each setting, refer to "Resolution (Specifying the Scanning Resolution)" (P.131), "Original Size (Specifying the Scan Size for the Original)" (P.133), or "Lighten/Darken (Adjusting Fax Density)" (P.129).

4 Press the <Start> button.

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About Internet Fax

Unlike general fax communications using public phone lines, Internet Fax (hereafter referred to as iFax) uses corporate intranets and the Internet to send or receive scan documents as e-mail attachments.

Because iFax uses existing corporate intranets and the Internet, the transmission is less expensive than general fax transmission. By using a fax gateway, the machine can also communicate with fax machines that do not support the iFax feature.

For more information on the fax gateway feature, refer to "Sending an iFax to normal fax machines via a relay station" (P.118).

For information on how to connect the machine to a network and set the network environment, refer to the "Network Administrator Guide" and the manual on the Driver CD Kit CD-ROM.

Important • The Internet Fax feature is not available while the Server Fax feature is enabled.

Note • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Internet Fax Overview

The following describes the Internet Fax features of the machine.

Sending iFax

The iFax feature allows you to send documents scanned by the machine as TIFF-format attachments to iFax-compatible machines.

Important • The TIFF file profiles that can be processed differ depending on the iFax-compatible machine of the recipient. Confirm the profile that can be processed by the recipient's iFax-compatible machine before specifying a profile.

For more information, refer to "Sending iFax (iFax Transmission)" (P.116). For information on profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.152).

Important • If a document is sent to a computer using the iFax feature, it cannot be opened in some cases. When you send a document to a computer, therefore, using the Scan-to-E-mail feature is recommended.

■Using Direct iFax feature

An iFax can be sent directly to the iFax-compatible machines without going through the SMTP server.

You can switch between iFax and Direct iFax in the System Settings. For more information, refer to "iFax Path" (P.314).

For information on the direct iFax settings, refer to "Network Administrator Guide".

■Registering e-mail addresses in address numbers

Once you register a recipient's e-mail address in an address number, you do not need to enter the e-mail address each time you send iFax to the recipient.

Note • To address numbers, you can also register the iFax profile and other settings required for transmission.

For information on how to register e-mail addresses, refer to "Address Book" (P.328).

■Using the Broadcast Send feature

An iFax can be sent to multiple destinations by specifying multiple e-mail addresses. Also, you can mix normal fax recipients and iFax recipients to send a broadcast transmission for fax and iFax.

For information on how to specify recipients, refer to "Step 3 Specifying Destinations" (P.109) and "Specifying a Destination Using the Address Book" (P.124).

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■Forwarding documents stored in mailboxes

By enabling the forwarding feature and registering a forwarding e-mail address for a mailbox beforehand, the fax documents stored in the mailbox are automatically forwarded to the specified computer. The user, therefore, does not need to walk up to the machine to pick up the fax documents.

For more information, refer to "Forwarding Documents Stored in a Mailbox" (P.119).

■Sending an iFax to normal fax machines via a relay station

By specifying mail addresses in a specific format, you can send faxes from the machine on the network via an iFax-compatible machine (fax gateway) to fax machines that do not support the iFax feature.

Important • This feature is available only when the e-mail reception method on the fax gateway is set to SMTP.

For more information, refer to "Sending an iFax to normal fax machines via a relay station" (P.118).

Precautions when sending iFax

The message "Doc. Sent" displayed on the [Job Status] screen of the machine, [Job History Report], and the [Transmission Report] indicates that the transmission to the SMTP server configured on the machine has been successful. The iFax transmission to the recipient may not complete if there is a problem on the Internet. In such case, the machine will not be notified of such transmission error. After sending an important e-mail, we suggest you to confirm it is received, such as by calling the recipient.

Note • You can receive a transmission result e-mail if you set Read Receipts (MDN)/Delivery Receipts (DSN) when transmitting. For more information, refer to "Report / Read Receipts (Confirming Transmission Results)" (P.138).

Receiving iFax (Printing iFax)

The machine automatically prints iFax documents that are sent by e-mail from an iFax-compatible machine. No specific user operations are needed to receive such e-mail.

Note • The following TIFF file format and profiles are available for e-mail reception.
File format: TIFF-FX (RFC2301) Profile: TIFF-S, TIFF-F, TIFF-J, and TIFF-C

• If an unsupported profile is received, the machine may not be able to print the file. When the machine receives data with TIFF-C, it prints the data in black and white.

For more information, refer to "Receiving iFax (Printing iFax)" (P.117). For information on profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.152).

Restrictions on the E-mail Server

Depending on the system environment, such as restrictions on the e-mail server, large-size e-mails cannot be sent or received. Before you set the data-split feature, therefore, check the system environments of the sending and receiving ends.

If data is split into multiple data but each data size is still too large, change the image quality or resolution of each data to make its size even smaller.

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Features Unavailable for Sending iFax

The following features are available for regular fax transmission, but are not available for iFax transmission.

Screen	Features
Transmission Options	Communication Mode
	Priority Send
	Delayed Start
	Send Header
	Cover Note
	Recipient Print Sets
	F Code
	Remote Mailbox
Advanced Features	Polling

If you are using the fax gateway feature, you can set the communication mode and F code. For more information on the fax gateway feature, refer to "Sending an iFax to normal fax machines via a relay station" (P.118).

Sending iFax (iFax Transmission)

Important • The CC, BCC, and Reply To features are not available for iFax.

Note • The machine converts documents to the TIFF format and then sends them as e-mail attachments.

1 Display the [Fax/Internet Fax] screen, and select [iFax/Fax] several times to display "iFax" in the address field.
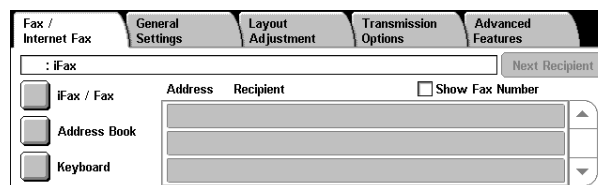
2 Select [Keyboard].

3 Specify a recipient by entering up to 128 characters with the keyboard displayed in the touch screen.
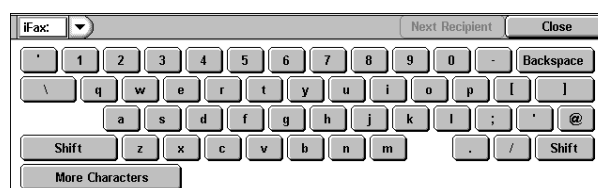
Important • If you specify a fax number, the data will not be sent.

Note • You can use address numbers, one touch buttons, group dial numbers, or Address Book to specify e-mail addresses. For more information, refer to "Speed Dialing (Specifying a Destination Using an Address Number)" (P.125), "Specifying a Destination using a One Touch Button" (P.126), and "Specifying a Destination Using the Address Book" (P.124).

4 Enter a subject and a message if necessary.

For entering the subject, refer to "iFax Subject (Specifying the iFax Subject)" (P.145). For entering the contents, refer to "iFax Comment (Mail Contents) (Editing the iFax Mail Contents)" (P.146).

Note • If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Choose one of the processes.

• If the hard disk of the machine becomes full during iFax transmission, the transmission is cancelled and the document data is deleted.

- If TIFF-J is specified for the profile, the recipient's computer may not be able to display the attached TIFF file properly. In this case, specify the TIFF-S or TIFF-F profile.
- If the destination machine is not the same model as this machine, it may not print data received from this machine. Check if the destination machine supports the iFax feature before you send data to it.

Receiving iFax (Printing iFax)

■Reception method

When the machine receives e-mail from an iFax-compatible machine, the received document is printed automatically. No specific operations are needed to receive e-mail.

The machine also accepts e-mails addressed to mailboxes on the machine, such as "BOX 123@myhost.example.com".

For information on the mailbox, refer to "Mailbox" (P.322) and job flow sheets, refer to "Job Flow Sheets" (P.324).

Note
- If domains for receiving e-mail are restricted by CentreWare Internet Services, you will only receive iFax from the permitted domains. For information about the domain filter, refer to the Network Administrator Guide.
- You can confirm the domain setting status in the [Domain Filter List]. For more information, refer to "Domain Filter List" (P.377).

■Printing size

iFax documents received on the machine are printed at the same size as the original documents of the senders.

Received iFax is printed at the same size as the document sent by the sender.

Note
- When [TIFF-S] is selected for the profile, the printing size will be A4.

When the loaded paper is not the same size as the sent document or when the paper tray used for printing received documents is restricted, the receiving process will be the same as that for regular faxes.

■Receiving e-mail

Each e-mail header and attachment (TIFF file) of received e-mail will be printed.

- Split documents sent by e-mail

  If a document scanned by the machine is split into segments according to the [Max. No. of Pages for Split Send] setting made with CentreWare Internet Services, each segment will be treated as individual e-mail and attached with the details of split data.

- Attachments (TIFF format)

  If an unsupported attachment file is received, the file is deleted. You can confirm the error in the Job History Report.

- When the mailbox number is not registered

  If the specified mailbox is not registered, the received data is deleted. You can confirm the cause of the problem in the Job History Report.

- Mailbox operations

  If the machine runs out of hard disk space while printing e-mail or storing e-mail to the mailbox, the page being processed will be deleted at the point in time when the machine runs out of hard disk space.

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◼Restricting incoming e-mail

The machine can be configured to receive or reject e-mails received from specified domains. This feature is known as the "Domain Filter". You can register up to 50 domains as permitted or rejected domains.

When receiving an e-mail, the machine check the Domain Filter settings. If the domain is registered as the domain to be rejected, the machine will not receive the e-mail. You can confirm the result in the [Job History Report]. The job history of any rejected mail is not stored.

For information about the domain filter, refer to "Network Administrator Guide".

Useful Features

Using a E-mail Address to Send iFax to a Mailbox

By specifying the e-mail address of a mailbox on this machine, you can send iFax from an iFax-compatible machine to the mailbox.

When iFax data is received, the machine stores it in the target mailbox and prints a Mailbox Report.

Note • This feature is only available if the recipient's machine can receive e-mail via SMTP.

• To use this feature, the recipient's machine must have a mailbox that does not have a passcode. For more information, refer to "Mailbox" (P.322).

1 Display the [Fax/Internet Fax] screen, and select [iFax/Fax] several times to display "iFax" in the address field.

2 Select a profile, as necessary, to set the required features.

3 Enter the e-mail address of the target mailbox in the following format.

B O X 1 2 3 @ m y h o s t . e x a m p l e . c o m

BOX (fixed characters to indicate mailbox) + mailbox number

@ + host name of the receiving machine

Domain name of the receiving machine

Example	Mailbox number.. 123
	(Enter the digits of the mailbox number to match those of the recipient)
	Host name of the receiving machine............ myhost
	Domain name of the receiving machine....... example.com

Note • If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Choose one of the processes.

• If the hard disk of the machine becomes full during iFax transmission, the transmission is cancelled and the document data is deleted.

Sending an iFax to normal fax machines via a relay station

By specifying e-mail addresses in a specific format, you can send a document to regular fax machines (that do not support the iFax feature) via a network.

With this feature, the machine first sends a document to an iFax-compatible machine (fax gateway) by e-mail via the Internet. The e-mail document is then converted to a fax

document on the iFax-compatible machine, and is forwarded to its destinations. The fax transmission costs can be reduced by locating the fax gateway and fax machines within an area where the same local rate applies.

Important • This feature is available only when the e-mail reception method on the fax gateway is set to SMTP.

Note • The e-mail received by the fax gateway is deleted even if the fax was not correctly sent.

• The setting configured in [Communication Mode] of the [Transmission Options] screen is used as the communication mode from the fax gateway to the destination fax machine.

• Fax forwarding can be restricted by setting [Fax Transfer from Address Book] and [Fax Transfer Maximum Data Size] in the System Settings.

1 Display the [Fax/Internet Fax] screen, and select [iFax/Fax] several times to display "iFax" in the address field.

2 Select a profile, as necessary, to set the required features.

3 Enter the e-mail address of the target mailbox in the following format.

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

| FAX=
(fixed characters) | Fax number of the recipient | /T33S= (fixed characters) and F code (if necessary) | @ + host name of the machine that converts and sends the received e-mail as a fax. | Domain name |

Example
Fax number 0312345678
F code (if necessary) .... /T33S=123
Host name of the receiving machine .... myhost
Domain name of the receiving machine .... example.com

Note • If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Choose one of the processes.

• If the hard disk of the machine becomes full during iFax transmission, the transmission is cancelled and the document data is deleted.

Forwarding Documents Stored in a Mailbox

The following describes the feature to automatically forward fax documents stored in a mailbox, as e-mail attachment.

Fax documents sent to mailboxes using the fax signal method (proprietary communication procedures), F Code method or DTMF method, and fax documents stored in mailboxes by the Box Selector feature can be forwarded as e-mail attachments.

Important • This feature can only be used when the mail receiving protocol is SMTP.

For information on the mailbox forwarding settings, sending to mailboxes, using the Box Selector to receive documents in a mailbox, and printing or deleting documents received in a mailbox, refer to "Printing/Deleting Documents in the Mailbox" (P.210).

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■Forwarding iFax

The machine can automatically forward fax documents received in a mailbox or fax documents stored in a mailbox by using the Box Selector feature to the forwarding address specified for the mailbox as e-mail.

With this forwarding feature, you can receive iFax documents on your computer without having to walk up to the machine to pick them up. You can also save paper by displaying the documents on your computer screen.

■How to forward iFax

The following operations are required for using the forwarding feature of iFax.

- On the machine sending a fax

  Sending faxes to the mailbox using the fax signal method (proprietary communication procedure), F Code method or DTMF method.

For information on the transmission method, refer to "Advanced Features" (P.154).

- On the machine receiving the fax in a mailbox and forwarding an iFax

  Creating a job flow sheet to specify a forwarding address and then making a link between the job flow sheet and the mailbox.

For information on registering a job flow, refer to "Job Flow Sheets" (P.324).

Important • Do not set the address of the machine as the forwarding address.

Note • [Mailbox Number] and [Passcode] are required by the sender. Inform the sender of the settings.
- Do not set a passcode to the mailbox for receiving forwarded iFax.
- You can register up to 100 locations.
- If the fax you received is a JBIG-compressed image, and if the iFax profile of the forwarding destination is set to TIFF-F, the image is converted into MH format when forwarding. Also, if the iFax profile is TIFF-S, the fax image is forwarded as is without changing the size and resolution settings.
- If the hard disk in the machine becomes full while receiving an iFax, the reception is cancelled and the partly received file is deleted.
- If there is a problem with the data during iFax forwarding, the forwarding is cancelled and the received document is saved to the mailbox.
- If forwarding using SMTP fails, the received document is stored in the mailbox.
- You can confirm the forwarding result in the [Job History Report].

For information on how to use the Box Selector feature to receive fax documents in a mailbox, refer to "File Destination/Output Destination" (P.312).

About Server Fax

If your machine supports the scan feature, installing the Server Fax Kit (optional) allows you to use the Fax feature of a Server Fax server.

When your machine does not support the Fax feature and supports the Server Fax feature only, the Server Fax feature will be enabled automatically.

When your machine supports both the Fax and Server Fax features, manually switch to the Server Fax feature in System Settings of the System Administration mode.

With this Server Fax feature, you can transfer image data received by the machine to the Server Fax server and can transfer image data received by the Server Fax server to the machine via a network based on the settings you made.

The Server Fax feature supports the SMB, FTP, and SMTP protocols.

For information on how to connect the machine to a network and set the network environment, refer to the "Network Administrator Guide" and the manual on the Driver CD Kit CD-ROM.

Important • While the Server Fax feature is enabled, the Fax feature is detected as "not installed" even if a Fax Kit is installed on the machine. During that time, therefore, fax transmission and reception are disabled and printed reports show that the machine does not support the Fax feature.

Note • The Server Fax service cannot be used together with the Fax service or the Internet Fax service.
• This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Sending Server Fax

1 Select [Fax] on the [All Services] screen.

2 Use the keyboard to directly enter a destination, or use Address Book to specify a destination.
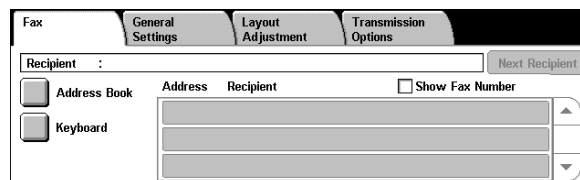
For information on how to use the keyboard, refer to "Specifying a Destination using the Keyboard Screen" (P.126).

For information on how to use Address Book, refer to "Specifying a Destination Using the Address Book" (P.124).

Important • When the Server Fax feature is used for fax transmission, the attributes other than [Fax Number], [Recipient Name], and [Index] are ignored in Address Book.

Features Unavailable for Sending Server Fax

The following features are available for regular faxes, but are not available for server faxes.

Screen	Features
General Settings	Resolution*
Transmission Options	Priority Send
	Cover Note
	Recipient Print Sets
	Remote Mailbox
	F Code
Advanced Features	Polling
	Store for Polling
	On-hook

* When the SMB or FTP protocol is used, the available options are [Standard] and [Fine], and the resolution of data that is sent to a final destination depends on the resolution setting on the fax server. When the SMTP protocol is used, the available option is [Fine] only.

The following settings of the Server Fax feature use the values specified under System Settings > Scan Mode Settings > Scan Defaults.

- Background Suppression
- Lighten/Darken
- Sharpness

Features Available for Sending Server Fax (When SMTP is Used)

When the SMTP protocol is used, the Server Fax feature is compliant with the E-mail settings configured under System Settings. The following E-mail settings, however, are not available for the Server Fax feature: [Read Receipts] and [Reply To].

Fax/Internet Fax

You can specify recipients in [Fax/Internet Fax]. The following shows the reference section for each feature.

1 Select [Fax/Internet Fax] on the [All Services] screen.

2 Select a feature on the [Fax/Internet Fax] screen.
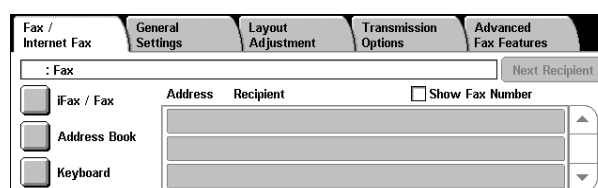
iFax/Fax (Selecting iFax/Fax)

You can switch between iFax and Fax as necessary.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [iFax/Fax].
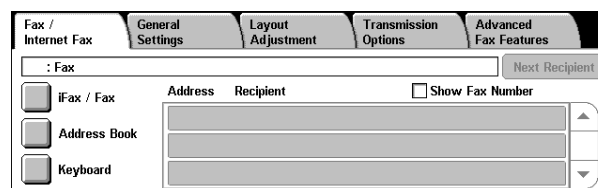
Next Recipient (Sending Faxes to Multiple Recipients)

The Broadcast Send feature allows you to transmit the same document to multiple recipients with a single operation. There is no need to repeat the same operation for each recipient.

When an Additional G3 Port Kit (optional) is installed, you can use the extra lines to make multiple transmissions simultaneously with Broadcast Send.

If you specify Broadcast Send, the machine prints a relay broadcast report/multi-poll report after the Broadcast Send operation finishes.

Note • For Fax and Internet Fax, the maximum number of recipients that you can specify at one time is as follows:
Using the numeric keypad only: 200 locations; using address numbers only: 500 locations; and using both the numeric keypad and address numbers: 699 locations.
For Server Fax, the maximum number of recipients that you can specify at one time is 50.

• The one touch buttons correspond to address numbers 001 - 070.

• When using Broadcast Send, [Cover Note] and [Remote Mailbox] are invalid even if they are selected on the control panel. If you want to use [Cover Note] and [Remote Mailbox], set them when registering each recipient in address numbers.

• You cannot specify [Transmission Report].

• [Next Recipient] may not be displayed if the Broadcast Send is disabled. For more information, refer to "Re-enter Broadcast Recipients" (P.308).

1 Select the first recipient.

2 Select [Next Recipient].

> **Note** • Depending on the settings, the screen to re-enter the recipient may be displayed after specifying the recipient and then selecting [Next Recipient] on the touch screen. In that case, re-enter the recipient.

3 Select the next recipient.

4 Repeat Step 2 and Step 3.

5 Press the <Start> button.

6 Select [Yes] on the confirmation screen to start transmission.
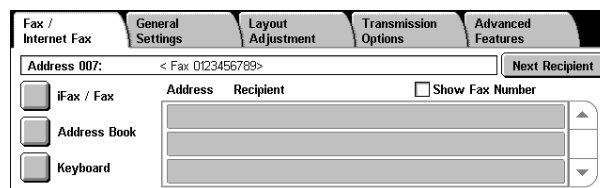
Specifying a Destination Using the Address Book

This section describes how to use the address book to specify recipients.

The address book shows the fax numbers registered to the address numbers.

For information on how to register address numbers, refer to "Address Book" (P.328).

> **Important** • When the Server Fax feature is used for fax transmission, the attributes other than [Fax Number], [Recipient Name], and [Index] are ignored in Address Book.

1 Select [Address Book].

2 On the lower-part of the screen, select the button that has the character or number you want to search for.

3 Select recipients from the displayed list. A check mark is then added to the check box of each recipient you selected.

4 Repeat steps 2 and 3 to specify all the required recipients.

> **Note** • To deselect a recipient, select the recipient again or press the <C> button.
> • Any recipient that has 50 or more characters cannot be specified for the Server Fax feature.

Using the Address Book

Use address numbers, and [Addresses], [Group], and index buttons to search for fax numbers.

In the System Administration mode, you can set what address number to display at the top of the address book. For information on how to change the default value, refer to "Address Book Default" (P.306).

■Addresses

Displays a list of all registered addresses.
Select [▲] to return to the previous screen or [▼] to move to the next screen. Select [Go to] and enter a 3-digit address number (001 to 500) using the numeric keypad to display the specified number at the top of the list.

■Index buttons

Allows you to search for recipients by indexes that are specified when address numbers are registered.
Select the [A-C], [DEF], [GHI], [JKL], [M-O], [P-R], [S-U], [V-X], [YZ], or [0-9] button, and then select the required character or number on the screen.

■Group

Select this item to display pre-registered group dial numbers.
You can select one or more group dial numbers on the screen.
Select [▲] to return to the previous screen or [▼] to move to the next screen.

Important • [Group] is unavailable for the Server Fax feature.

For information on how to register group dial numbers, refer to "Group Send" (P.335).

■Details

Displays the [Recipient Details] screen. This screen displays the address number details such as a recipient name, fax number, and iFax address. To check the fax number and iFax address, select [Fax Recipient Details] and [iFax Recipient Details] respectively.

Speed Dialing (Specifying a Destination Using an Address Number)

You can use address numbers to specify recipients. Register the address numbers for speed dialing beforehand.

You can use a wildcard ("∗" character on the numeric keypad or [∗] on the keyboard screen) to specify multiple recipients.

- Enter the first two digits to specify address numbers

  For example, enter "10∗" to specify 10 numbers from 100 to 109.

- Specify all the address numbers

  Enter "∗∗∗" to specify all the address numbers.

Note • When you specify address numbers, confirm that the corresponding fax numbers registered in the machine are correct. For information on how to register address numbers, refer to "Address Book" (P.328).

• You cannot specify two wildcard characters such as 1∗∗, ∗1∗, or ∗∗1.

• The maximum number of recipients that you can specify at one time is as follows: Dialing with address numbers: 500 locations. Using the numeric keypad in combination with address numbers: 699 locations. Press the <Speed Dial> button and enter a 3-digit address number. Repeat this procedure for each additional recipient.

<Speed Dial> button

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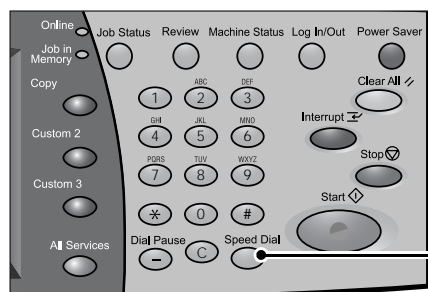
Specifying a Destination using a One Touch Button

You can use the one touch buttons to specify recipients. One touch buttons correspond to the address numbers from 001 to 070. For example, when the number you want to dial is registered to the address number 001, press one touch button 001.

For information on how to register address numbers, refer to "Address Book" (P.328).

Important • One touch buttons have sensors. The sensors recognize the address numbers from 001 to 030, 031 to 060, and 061 to 070. Press a one touch button after turning over the one-touch panel completely and removing your hand from the panel. Do not touch a one touch button while you are turning over the panel.

• Do not put a label (such as a recipient label) to the one touch button panel or one touch buttons.

• Take care not to place an object or spill liquid on or near the one touch buttons.

1 Press a one touch button. Confirm that the recipient (fax number) specified with the one touch button is displayed on the touch screen.

Note • One touch buttons correspond to the address numbers from 001 to 070.

• Repeat this step to specify multiple recipients.

• Turn the one touch button panel over to press one touch buttons 031 and above.
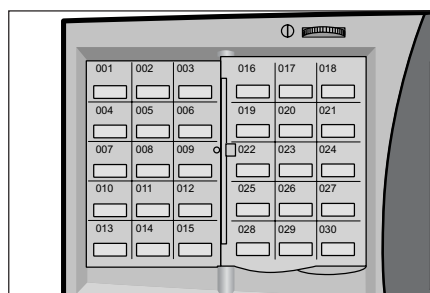
Specifying a Destination using the Keyboard Screen

When the Additional G3 Port Kit (optional) is installed, you can set the line (port) and send faxes. Local terminal information can be registered to each line. You can use each line for a different purpose.

For information on local terminal information, refer to "Local Terminal Information" (P.313).

1 Select [Keyboard].

2 Enter "<", "port number", ">", and recipient's "telephone number" with the keyboard that appears on the touch screen.
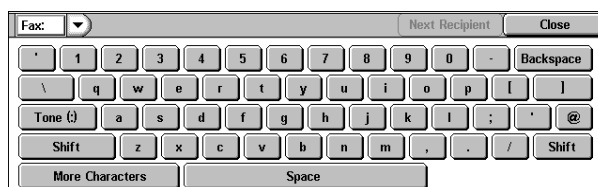
Note • When the Server Fax feature is used, a destination must be less than 50 characters long. The available characters are as follows:

0 to 9	Numeric characters
-	Pause
#	A starting character for a group number
\	A delimiter for private data. Using this character before and after private data hides the destination string.
S	A character for password verification
:	DTMF signal
=	A character to wait for dial tones
+	Available, but ignored
(Space)	Available, but ignored

For more Information, refer to the documentation provided with Server Fax Kit.

3 Press the <Start> button.

> **Note**
> • The port numbers are "1", line 2 (LINE 2 jack) → "2" and line 4 (LINE 4 jack) → "4".
> • You can specify line 2 and line 4 when an option is installed.

Entering Specific Symbols

When specifying a recipient, you can use the following features to enter specific symbols from the touch screen.

Feature	Button	Function	Input method
Enter pause	- or <Pause> (-)	One pause is 3 seconds. You can enter pauses of 6 seconds, 9 seconds, etc. by additional button presses.	Press the <Pause> button. (Example) 0-123 ... 0--123 ...
Transmit using a password	S	When a password has been set, transmission will only start if the password matches the ID number on the remote terminal.	1. Select [Keyboard] in the [Fax/Internet Fax] screen to display the keyboard. 2. Select [S]. (Example) 0312345678S12345678
Transmit DTMF signal	!	Use to transmit the DTMF signal.	1. Select [Keyboard] in the [Fax/Internet Fax] screen to display the keyboard. 2. Select [More Characters]. 3. Select [!]. (Example) 0311123456!123#
Transmit PB (from dial pulse to tone)	:	Switches the dial type from pulse to tone when the Fax service is used.	1. Select [Tone (:)] on the [On-hook] or [Off-hook] screen.

> **Note**
> • When using the DTMF method, use specific symbols. For information on the DTMF method, refer to "Remote Mailbox (Using Remote Mailbox)" (P.147), and "Broadcast" (P.158).

Removing/Confirming a Recipient

You can remove or confirm recipients using the pop-up menu.

1 Select the recipient to be removed or confirmed from [Address/Recipient].

2 Select any item from the pop-up menu.
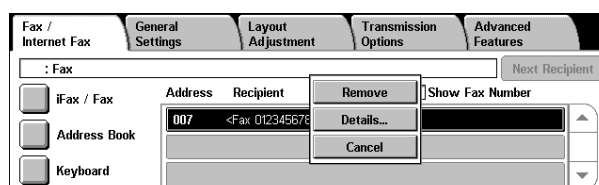
∎Remove

Removes the recipient.

∎Details...

The [Recipient Details] screen is displayed. You can confirm recipients or address numbers.

∎Cancel

Hides the pop-up menu.

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General Settings

You can set the basic features on the [General Settings] screen. The following shows the reference section for each feature.

1 Select [Fax/Internet Fax] on the [All Services] screen.

2 Select the [General Settings] tab, and then select a feature on the [General Settings] screen.
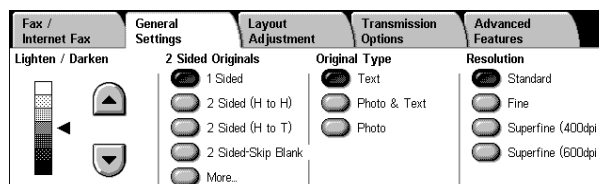
Lighten/Darken (Adjusting Fax Density)

You can adjust fax density from seven levels.

1 Use [▲] and [▼] to select a density level.
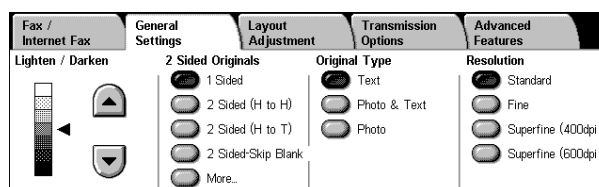
2 Sided Originals (Transmitting 2-sided Originals)

This feature enables you to scan and then transmit both sides of a document automatically.

Note
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- The image on the back side of a document is rotated so that it is placed in the same orientation as the image on the front side.

1 Select a scan option.
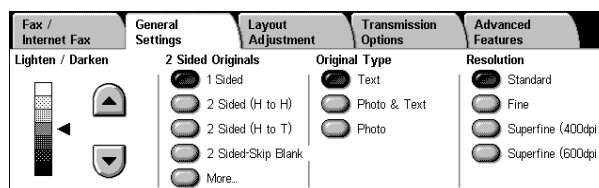
■**1 Sided**

Select this option to scan one side of the document.

■**2 Sided (H to H)**

Select this option to scan both sides of the document (Head to Head).

■**2 Sided (H to T)**

Select this option to scan both sides of the document (Head to Toe).

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◼2 Sided - Skip Blank

Select this option to scan only the document pages that are not blank. You can send documents without concerning for which side is the front.

Note • When [2 Sided - Skip Blank] is selected, the settings change as follows:
- [Original Type]: [Text]
- [Lighten / Darken]: [Normal]
- [Reduce/Enlarge]: [100%]

• You can switch to [Skip Blank Pages] by pressing the <Power Saver> button while fax features are being set.

• [2 Sided - Skip Blank] appears when [Skip Blank Pages] is set to [Enabled]. For more information, refer to "Skip Blank Pages" (P.309).

◼More...

The [2 Sided Originals] screen is displayed.

Refer to "[2 Sided Originals] Screen" (P.130).

[2 Sided Originals] Screen

1 Select whether the document is one-sided or two-sided. If [2 Sided] is selected, also select the orientation of the document.
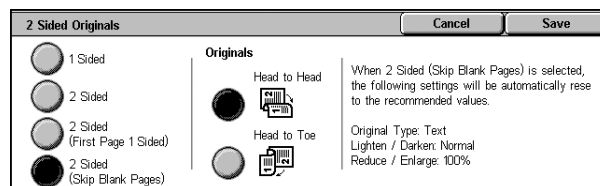
◼1 Sided

Select this option to scan one side of the document.

◼2 Sided

Select this option to scan both sides of the document.

◼2 Sided (First Page 1 Sided)

Select this option to scan the front side of the first page and both sides of the remaining pages. Use this item when the back side of the first page is blank.

◼2 Sided (Skip Blank Pages)

Select this option to scan only the document pages that are not blank. You can send documents without concerning for which side is the front.

Note • When [2 Sided - Skip Blank] is selected, the settings change as follows:
[Original Type] : [Text]
[Lighten / Darken] : [Normal]
[Reduce/Enlarge] : [100%]

• You can switch [Skip Blank Pages] by pressing the <Power Saver> button while fax features are being set.

• [2 Sided - Skip Blank] appears when [Skip Blank] is set to [Enabled]. For information on the settings, refer to "Skip Blank Pages" (P.307).

◼Originals

Select [Head to Head] when both sides of the documents are in the same orientation.

Select [Head to Toe] when the front and back sides of the documents are in opposite orientations.

Original Type (Selecting the Document Type)

This feature allows you to select the type of the original document, such as text and photo documents.

1 Select the original type.
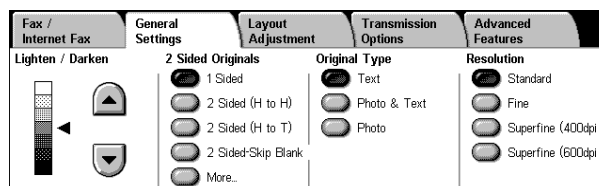
■Text

Select this item when transmitting a document that contains only text.

■Photo & Text

Select this item when transmitting a document that contains both text and photos. The machine automatically distinguishes the text and photo areas and sets the appropriate image quality for each area of the document.

■Photo

Select this item when transmitting documents that contain only photos.

Note • If reduced in size, the scan documents may have stripes in their photo areas.

Resolution (Specifying the Scanning Resolution)

You can set the resolution for the documents to be scanned.

Note • The resolution can be set individually for each address number. For information on how to register address numbers, refer to "Address Book" (P.328).

• The machine scans a document at the specified resolution, but if the machine of the recipient does not support the resolution, the machine automatically changes the resolution to one supported by the recipient's machine and there is a corresponding loss in quality.

• The higher the resolution, the lower the transmission speed. Usually, we recommend using [Superfine (400dpi)] or lower.

• Only [Fine] is available for the Server Fax feature.

1 Select the resolution.
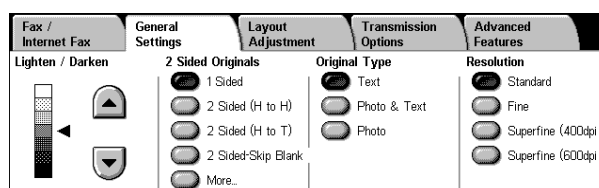
■Standard

Select this item when transmitting standard documents.

(Approx. 200 x 100 pels/25.4 mm)

■Fine

Select this item when transmitting documents with small text or detailed images.

(Approx. 200 x 200 pels/25.4 mm)

■Superfine (400dpi)

Select this item when transmitting documents with fine images.

(400 x 400 pels/25.4 mm)

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■**Superfine (600dpi)**

Select this item when transmitting documents with extremely fine images.

(600 x 600 pels/25.4 mm)

Layout Adjustment

On the [Layout Adjustment] screen, you can configure features for scanning documents. The following shows the reference section for each feature.

1 Select [Fax/Internet Fax] on the [All Services] screen.

2 Select the [Layout Adjustment] tab, and then select a feature on the [Layout Adjustment] screen.

2 Sided Originals (Transmitting 2-sided Originals)

This feature is the same as [2 Sided Originals] on the [General Settings] tab. For information on [General Settings], refer to "2 Sided Originals (Transmitting 2-sided Originals)" (P.129).

Original Size (Specifying the Scan Size for the Original)

This feature allows you to set the scan size for fax transmission.
The machine scans the document at the size you specify, regardless of the original size. You can add margins, or delete unwanted margins using this feature.

Note • The default values for buttons other than the [Auto Size Detect] button can be changed in the System Administration mode. For information on how to change the default values, refer to "Original Size Defaults" (P.304).

• When a document size cannot be detected automatically, a message appears prompting you to enter the document size.

1 Select [Original Size] on the [Layout Adjustment] screen.

2 Select the desired scan size.
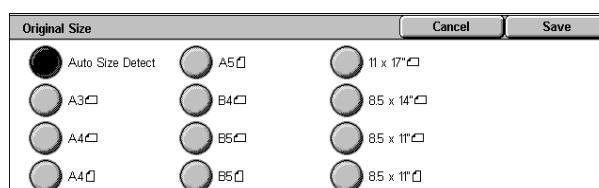
■Auto Size Detect

Detects the document size automatically.

	Document Feeder	Document Glass
Auto-detectable Document size	B5￼, B4, A5￼, A4, A4￼, A3, 8.5 x 11 inches ￼	B6, B6￼, B5, B5￼, B4, A6, A5, A5￼, A4, A4￼, A3, 8.5 x 11 inches￼, 8.5 x 13 inches, 8.5 x 14 inches

Refer to the table in "Paper Size Settings" (P.280) for information on the document sizes that can be automatically detected.

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Note   • If the document size cannot be detected automatically, a screen appears prompting you to enter the document size.

• The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

■Standard Size

Select the original size from 11 options.

You can change the default options. For more information, refer to "Original Size Defaults" (P.304).

Mixed Sized Originals (Scanning Different Size Documents Simultaneously)

When using the document feeder, you can simultaneously send different size documents with the sizes matching the respective sizes of the documents. You can also specify the size of the paper so that faxes are sent at the same paper size.

Important • Originals may not be scanned correctly if the top-left corners are not aligned properly.

• Always load the A5-size documents in portrait orientation.

• When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load B5 the documents in portrait orientation.

• The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If the combination of the document sizes is not our recommendation, the documents can be fed at an angle and may not be scanned properly.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• Be sure to set [Original Size] on the [Layout Adjustment] screen to [Auto Size Detect], when using mixed sized documents.

1 Select [Original Size] on the [Layout Adjustment] screen.

2 Confirm that [Auto Size Detect] is selected and select [Save]. If [Auto Size Detect] is not set, select [Auto Size Detect], and then select [Save].

3 Select [Mixed Sized Originals].

4 Select [On].
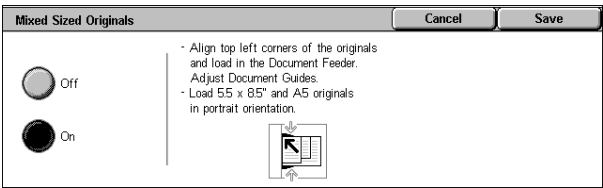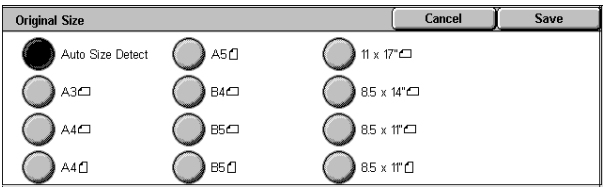
■Off

Select this item when all documents are of the same size.

■On

When scanning documents of different sizes, the machine automatically detects the size of each document.

Book Scanning (Scanning Facing Pages onto Separate Sheets)

You can scan the left and right pages of a bound document separately to fax them. This feature is useful if you need to make separate scans for facing pages of bound originals such as a booklet.

Note • The document feeder does not support this feature.

• A non-standard sized document may not be properly divided into two separate pages.

1 Place two facing pages of the document on the document glass, and close the document cover.

2 Select [Book Scanning].

3 Select any item.
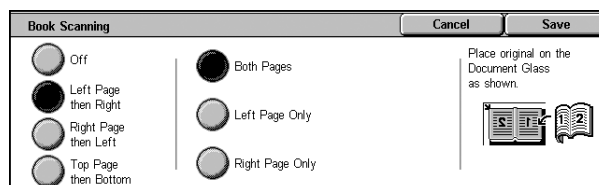
■Off

Not scans as a bound document.

■Left Page then Right

Scans the left page and then the right page of facing pages.

■Right Page then Left

Scans the right page and then the left page of facing pages.

■Top Page then Bottom

Scans the top page and then the bottom page of facing pages.

■Both Pages

Scans both pages.

■Left Page Only

Scans the left page only. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Right Page Only

Scans the right page only. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Top Page Only

Scans the top page only. You can select this item when [Top Page then Bottom] is selected.

■Bottom Page Only

Scans the bottom page only. You can select this item when [Top Page then Bottom] is selected.

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Reduce/Enlarge (Specifying a Scan Ratio)

This feature enlarges or reduces scanned images with a specified ratio.

Important • Some machines may not be able to receive faxes at the specified ratio.

1 Select [Reduce/Enlarge].

2 Select a preset ratio, or specify a value.
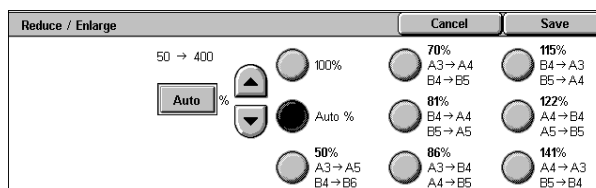
Note • The default options displayed on the screen can be changed except [100%] and [Auto %]. For more information, refer to "Reduce/Enlarge Presets" (P.312).

• If a magnification is specified in [Reduce/Enlarge], automatic rotation transmission does not work. For information about the feature, refer to "Rotate 90 degrees" (P.308).

■100%

Scans at the same size as the original.

■Auto %

If the scan width of the document is greater than the maximum image size, the scanned image is rotated or reduced to fit the maximum size.

When speed dialing is used, the maximum image size will be the size registered in Address Number. When speed dialing is not used, the maximum size will be A3.

You can specify whether to rotate documents in the System Settings. For more information, refer to "Rotate 90 degrees" (P.308).

■Variable %

Touch the box displaying a value, and then use the numeric keypad or the [▲] and [▼] buttons to specify a ratio within the range of 50 - 400% in 1% increments.

Stamp (Adding a Stamp when Scanning a Document)

This feature prints a circular stamp on the bottom corner of each document page when it is fed through the document feeder. This helps you easily check if the document has been scanned correctly.

Important • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• Stamp marks cannot be printed to the following documents:
- Documents placed on the document glass
- Documents suspended by pressing the <Stop> button
- Documents suspended by paper jams
- Single-sided documents longer than 600 mm
- Two-sided documents longer than 431.8 mm
- Documents not fed into the document feeder.
- Documents suspended due to memory overflow
- Documents that were being scanned when suspending an immediate transmission

1 Select [Stamp].

2 Select [On].

■Off
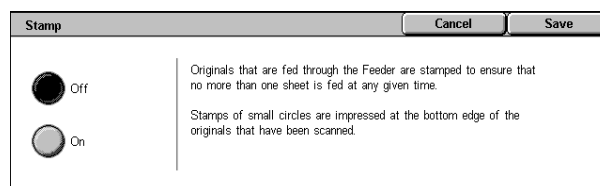
No stamp is added.

■On

A stamp is added.

Transmission Options

You can specify fax transmission conditions in the [Transmission Options] screen. The following shows the reference section for each feature.

1 Select [Fax/Internet Fax] on the [All Services] screen.

2 Select the [Transmission Options] tab, and then select a feature on the [Transmission Options] screen.

Note • The items displayed on the [Transmission Options] screen vary depending on the features you select on the other tabs. Only [Delayed Start] is available for the Server Fax feature.

Report / Read Receipts (Confirming Transmission Results)

You can check fax and iFax transmission results.

To receive fax transmission results, enable [Transmission Report]. By enabling this feature, the machine automatically prints a transmission report when fax transmission completes successfully, and prints a transmission report (undelivered) when fax transmission ends unsuccessfully.

To receive iFax transmission results, select [Read Receipts]. There are two types of [Read Receipts]: [Read Receipts] and [Delivery Receipts]. Each has different items that you can confirm.

When selecting [Read Receipts], you can check whether or not the iFax you sent was delivered to the recipient's mailbox successfully. When selecting [Delivery Receipts], you can check whether or not the iFax you sent was correctly delivered and the attached files are correctly processed.

Note • The optional package is necessary to use the Read Receipts feature. For information, contact our Customer Support Center.

• The Read Receipts feature can be used when the recipient's machine supports MDN. The Delivery Receipts feature can be used when the recipient's machine supports DSN.

• You can select either [Read Receipts] or [Delivery Receipts] in the System Settings. Refer to "Delivery Receipts/Read Receipts" (P.307).

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- You can only use the Delivery Receipts (DSN) feature to check the delivery of e-mail to servers that support this feature. Furthermore, if any of the e-mail servers on the transmission route do not support DSN, you cannot confirm the delivery of the e-mail, even if the e-mail has been delivered successfully. For this reason, the result of the Delivery Receipts may differ from the actual delivery status.
- If [Transmission Report] is activated and the transmission completes unsuccessfully, [Transmission Report - Undelivered] will be printed.

This section describes how to use the MDN feature. The procedure is the same for the DSN feature.

1 Select the [Fax/Internet Fax] tab to display the [Fax/Internet Fax] screen.

2 Select [iFax/Fax] to display "iFax" in the address field.

3 Select the [Transmission Options] tab to display the [Transmission Options] screen.

4 Select [Report/Read Receipts].

5 Select any item.

■**Transmission Report**

- Off

No Transmission Report is printed.

- On

A Transmission Report is automatically printed when the transmission completes successfully. If the transmission does not end successfully, a "Transmission Report - Undelivered" is printed.

■**Read Receipts**

- Off

The Read Receipts feature is not activated.

- On

The Read Receipts feature is activated. You can check whether the iFax you sent was delivered to the recipient's mailbox successfully.

Communication Mode (Selecting a Communication Mode)

You can select a communication mode based on the features of the remote machine.

G3 is the international standard for facsimile transmissions established by the ITU-T.

Important • When the speed dialing, one touch buttons, group dialing numbers, or address book is used to specify a recipient registered in an address number, the communications mode currently set to the address number is set and cannot be changed. For information on how to register address numbers, refer to "Address Book" (P.328).

Note • The default communication mode can be changed in the System Administration mode. For information on how to change the default mode, refer to "Communication Mode" (P.307).

1 Select [Communication Mode] on the [Transmission Options] screen.

2 Set the communication mode.
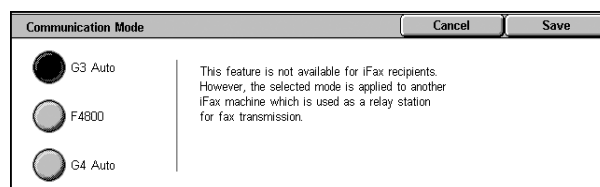
∎G3 Auto

Select this mode if the remote machine is G3 compatible. This mode is the one normally selected.
In accordance with the reception capabilities of the remote machine, the machine automatically switches modes in the following order: G3 Unique ECM → G3 Unique → ITU-T G3 ECM → ITU-T G3.

∎F4800

Select this mode when transmitting over noisy or poor telephone lines, as can be the case with overseas calls.

Also select this mode when transmitting over noisy or poor telephone lines domestically.

∎G4 Auto

Do not use this mode.

Note • [G4 Auto] is displayed on when Internet Fax Kit is installed. This setting applies the transmission speed between the fax gateway and destination fax for the iFax.

About F4800

You can communicate with faxes overseas via telephone company exchanges, etc.

Note • The international telephone networks are originally designed for voice communications. Noise that does not really affect voice communications causes a problem with fax communications. It may result in the deterioration of images quality, the inability to transmit a fax, or even terminate the transmission. Regardless of whether transmission is successful, you are charged for the call once the line is connected. For information on line trouble and call charges, contact your telephone company.

Note • If you select [F4800], the transmission time may be longer because transmission is performed at 4800 bps or less to ensure transmission is successful.

1 Select [Communication Mode] on the [Transmission Options] screen.

2 Select [F4800], then [Save].

3 Enter the telephone company ID number, "0011", country code, area code, and recipient fax number as shown below.
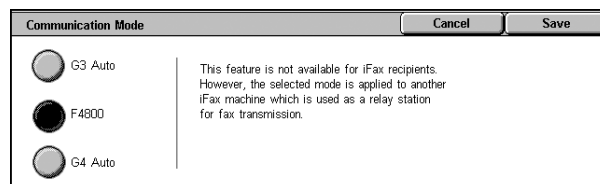
| Telephone company ID | 0 | 0 | 1 | 1 | Country number | Area code | Fax number of the other party |

Important • In some areas, you may need to enter a pause after the telephone company ID number.

Priority Send / Delayed Start (Specifying Send Priority/Send Time)

Priority Send allows you to give priority to a fax or polling job over other jobs. Delayed Start allows you to specify when to send your fax.

Note • This feature is unavailable for iFax and Server Fax.

• If the Priority Send feature is selected during transmission, the fax will be sent after the current transmission ends.

• [Priority Send] can be set in combination with [Delayed Start]. If both features are set, Priority Send is performed at the set time.

• In redial mode, the fax will be resent preferentially after the set redial interval.

• The Priority Send feature cannot be set separately for each recipient of Broadcast and multi-polling jobs.

You can give priority to a pending job. For more information, refer to "Checking Current/Pending Jobs" (P.351).

You can specify a transmission time for a fax using the Delayed Start feature. It is useful for sending fax when communication charges are low, such as during night time.

Important • If a power failure occurs or if the power is turned off after the Delayed Start feature is set, the setting is cleared and transmission begins as soon as the power is turned on.

Note • You can specify a time within 24 hours in 1 minute increments. You cannot specify a date.

• You can set [Delayed Start] separately for each address number. For information on how to register address numbers, refer to "Address Book" (P.328).

• If address numbers or group dial numbers are used for the Broadcast Send feature, the Delayed Start setting specified for each address number is invalid.

• If the fax cannot be sent at the specified time because, for example, the telephone line is busy, it will be sent as soon as the line becomes available.

• The default value of [Start Time] can be changed in the System Administration mode. For more information, refer to "Delayed Start - Start Time" (P.307).

1 Select [Priority Send / Delayed Start] on the [Transmission Options] screen.

2 Select [On] of [Priority Send] to set Priority Send, and select [On] of [Delayed Start] to set Delayed Start.
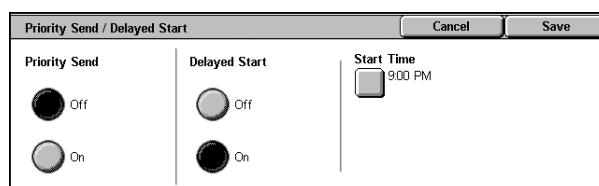
■**Priority Send**

• Off

Priority Send is not applied.

• On

Priority Send is applied.

■**Delayed Start**

• Off

Delayed Start is not applied.

• On

Delayed Start is applied.

■**Start Time**

Displays the [Delayed Start - Start Time] screen.

Refer to "[Delayed Start - Start Time] Screen" (P.142).

[Delayed Start - Start Time] Screen

Specify the start time.

1 Select [AM] or [PM].

2 Enter [Hours] and [Minutes].

> **Important** • If you press the <Start> button after the specified time, the stored document will be sent at the specified time on the following day.

Delayed Start - Start Time			Cancel	Save
	Hours (1 - 12)	Minutes (00 - 59)		
AM	9	00	Current Time	
PM			4:48 PM	

Send Header (Adding Sender Name and Phone Number to Faxes)

The Send Header feature adds the start time, sender name, recipient name, G3 ID, and number of pages onto the transmitted document.

This feature enables the recipient to confirm when and from whom the fax was sent.

> **Important** • The Send Header is printed at the top of the document, so an area of about 3 to 5 mm may not be printed at the top of each page at the remote machine.

> **Note** • If the document is resent, "Resend" is printed at the left of the date and time indication.
> • If this feature is enabled for Broadcast transmission, header information is attached to faxes for all the recipients.
> • The start time is printed in the format set on the machine (12 or 24 hour clock). For information on setting the time, refer to "Time" (P.267).
> • For information on the sender name and G3 ID, refer to "Local Terminal Information" (P.313).
> • The recipient name is only added if it has been registered in the address number.
> • The default value of [Send Header] can be changed in the System Administration mode. For information on how to change the default values, refer to "Send Header" (P.307).

1 Select [Send Header] on the [Transmission Options] screen.

2 Select [On].

Send Header	Cancel	Save
Off	This feature adds information such as date of transmission and sender's name to the top of the transmitted documents.	
On	However, it is not available for iFax recipients.	

■Off

No sender information is added.

■On

Sender information is added.

Cover Note (Transmitting Documents With a Cover Page)

Cover Note is a feature for attaching a cover page to the document.

It includes the recipient name, comment, sender name, machine fax number, number of pages, and send date and time.

Note • This feature is not available for the Server Fax feature.

• [Cover Note] can be individually set for each address number. For information on how to register address numbers, refer to "Address Book" (P.328).

• When [Send Header] is set, the sender information is not printed on the cover note.

• You cannot use the Cover Note feature for Broadcast transmission using the numeric keypad. To use this Cover Note feature for Broadcast transmission, register recipients to address numbers.

• The size and resolution of the cover note is based on the first page of the document.

1 Select [Cover Note] on the [Transmission Options] screen.

2 Select [On].
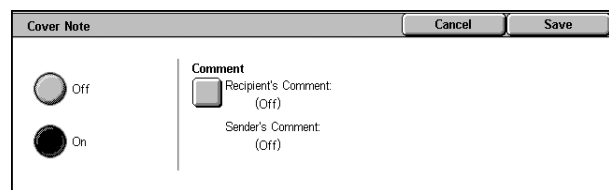
■Off

No cover note is added.

■On

A cover note is added.

■Comment

The [Cover Note - Comment] screen is displayed.

Refer to "[Cover Note - Comment] Screen" (P.143).

[Cover Note - Comment] Screen

Select a comment to be added to the cover sheet.

Note • Comments must be entered beforehand. For information on how to register comments, refer to "Comments" (P.335).

1 Select any item.
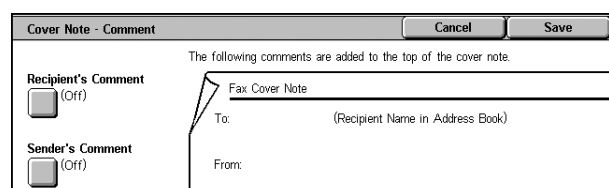
■Recipient's Comment

The [Cover Note - Comment - Recipient's Comment] screen is displayed.

Refer to "[Cover Note - Comment - Recipient's Comment] Screen" (P.144).

■Sender's Comment

The [Cover Note - Comment - Sender's Comment] screen is displayed.

Refer to "[Cover Note - Comment - Sender's Comment] Screen" (P.144).

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[Cover Note - Comment - Recipient's Comment] Screen

Select a comment to be added to the recipient field.

1 Select any item.

| Cover Note - Comment - Recipient's Comment | Cancel | Save |

○ Off
● On

Comment
1 Report for Month
2 urgent
3 confidential
4 (Not in Use)
5 (Not in Use)

■Off

No comment is added to the recipient field.

■On

A comment is added to the recipient field.

Select a comment from [Comment].

■Comment

The registered comments are displayed.

For information on how to register comments, refer to "Comments" (P.335).

[Cover Note - Comment - Sender's Comment] Screen

Select a comment to be added to the sender field.

1 Select any item.

| Cover Note - Comment - Sender's Comment | Cancel | Save |

○ Off
● On

Comment
1 Report for Month
2 urgent
3 confidential
4 (Not in Use)
5 (Not in Use)

■Off

No comment is added to the sender field.

■On

A comment is added to the sender field.

Select a comment from the registered comments.

■Comment

The registered comments are displayed.

For information on how to register comments, refer to "Comments" (P.335).

About the Cover Note

■To

When an address number is used, the recipient name registered for the address number is printed. This field is blank if no recipient name is registered for the address number.

■Recipient's Comment

Prints the comment selected on the [Cover Note - Comment - Recipient's Comment] screen.

■From

Prints the registered sender name.

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■**Sender's Comment**

Prints the comment selected on the [Cover Note - Comment - Sender's Comment] screen.

■**Fax Number**

Prints the fax number of the machine. For G3 communications, "G3 ID" is printed.

■**Number of Pages**

Prints the number of pages.

■**Send Date and Time**

Prints the transmission date and time.

■**Remarks**

Prints remarks when the document is sent using Broadcast, Mailbox, Relay Broadcast, or Redial Mode.

iFax Subject (Specifying the iFax Subject)

You can specify an iFax subject. If no subject is specified, the preset subject will be automatically entered.

Note • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select the [Fax/Internet Fax] tab to display the [Fax/Internet Fax] screen.

2 Select [iFax/Fax] to display "iFax" in the address field.

3 Select the [Transmission Options] tab to display the [Transmission Options] screen.

4 Select [iFax Subject].

5 Select [Keyboard].

6 Enter a subject using the keyboard displayed. Up to 128 characters can be entered.
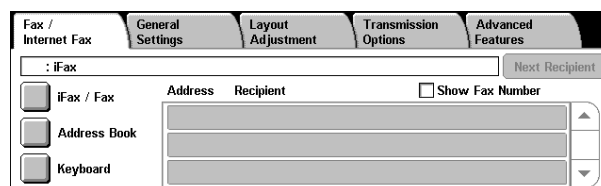
For information on how to enter characters, refer to "Entering Text" (P.266).

Note • If no subject is entered, the following will be automatically entered as a subject: [InternetFAX:<From> : <Send Date and Time>].

iFax Comment (Mail Contents) (Editing the iFax Mail Contents)

You can edit iFax comments. Enter text using the keyboard or use a pre-registered comment.

Note • This feature may not be available for some models. The optional package is necessary. For more information, contact our Customer Support Center.

• For information on how to register comments, refer to "Comments" (P.335).

1 Select the [Fax/Internet Fax] tab to display the [Fax/Internet Fax] screen.

2 Select [iFax/Fax] to display [iFax] in the address field.

3 Select the [Transmission Options] tab to display the [Transmission Options] screen.

4 Select [iFax Comment (Mail Contents)].

5 Select any item.

■**Delete**

Deletes the comment displayed on the screen.

■**Keyboard**

Allows you to enter body text using the keyboard. Up to 256 characters can be entered. You can also click [Add Comment] to select a registered comment and edit it.

For information on how to enter the characters, refer to "Entering Text" (P.266).

■**Add Comment**

Allows you to insert a registered comment. Click this button to display the [iFax Comment (Mail Contents) - Add Comment] screen.

Refer to "[iFax Comment (Mail Contents) - Add Comment] Screen" (P.146)

[iFax Comment (Mail Contents) - Add Comment] Screen

Select a comment to be added.

1 Select any item.

■**Comment**

The registered comments are displayed.

For information on how to register comments, refer to "Comments" (P.335).

Recipient Print Sets (Printing Multiple Sets at the Destination Machine)

This feature allows you to print multiple sets of a fax document at the destination machine.

Note • This feature is not available for Server Fax.

1 Select [Recipient Print Sets] on the [Transmission Options] screen.

2 Select any item.
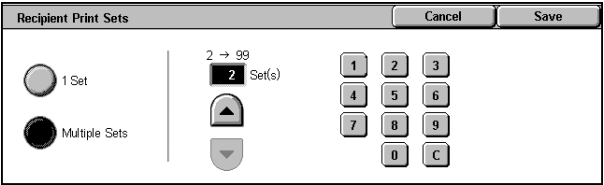
■1 Set

The destination machine will output one set of the fax document.

■Multiple Sets

Allows you to specify the number of print sets within the range from 2 to 99 in increments of 1. Use [▲] and [▼] or the numeric keypad on the screen to specify the number of print sets.

Multiple-Up (Combining Multiple Pages into One Sheet)

This feature allows you to print multiple pages of a document onto one side of a single sheet of paper. For example, if you have a document of 12 pages, and you select [3 Pages Up], the machine combines the scan data into 4 pages. You can specify a multiple-up value in the range of 2 to 9.

Important • If the length of each resultant page is too long, the output data may be split on the recipient machine.
• If number of pages of documents is smaller than the specified pages, scanned number of pages will be only combined and transmitted.

Note • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Multiple-Up].

2 Select [On].

3 Use [▲] and [▼] to enter the number of pages.
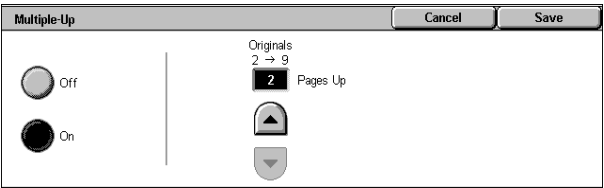
■Off

Multiple-Up is not applied.

■On

Multiple-Up is applied. Specify the number of pages in [Originals].

Remote Mailbox (Using Remote Mailbox)

Remote Mailbox is a feature for sending or receiving confidential documents that you do not want others to see.

Note • This feature is not available for Server Fax.

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■Sending to Mailbox (Fax Signal Method)

This feature allows you to send a document directly to a mailbox on the destination machine. The document can be printed on the destination machine. To use this feature, you need the mailbox number and passcode of the destination mailbox.

■Private Polling (Fax Signal Method)

This feature allows you to retrieve a document from a mailbox on a remote machine by sending a polling request from your machine. To use this feature, you need the mailbox number and passcode of the remote mailbox.

Important • You cannot use polling to retrieve documents from multiple remote mailboxes simultaneously.

The retrieved document is stored in a mailbox on the machine. When a document is received in a mailbox, the <Job in Memory> indicator lights and a [Mailbox Report] is printed. The [Mailbox Report] includes the mailbox number and name.

Note
• The DTMF method is available for this feature. The supported signals are numerals, *, and #.

• Documents received in mailboxes can be automatically printed. For information on the mailbox settings, refer to "Mailbox" (P.322).

• Depending on the report print settings, a Mailbox Report may not be printed after a document is received in a mailbox. For information on the report print settings, refer to "Reports" (P.277).

For information on printing received documents, refer to "Printing/Deleting Documents in the Mailbox" (P.210).

■Sending to Mailbox (DTMF Method)

To send a fax to a mailbox using the DTMF method, you need the mailbox number of the destination mailbox. Two DTMF methods are available: Auto and Manual.

Sending to Mailbox (Fax Signal Method)

1 Select [Remote Mailbox] on the [Transmission Options] screen.

2 Select [On].

■Off

Disables the Remote Mailbox feature.

■On

Enables the Remote Mailbox feature. Enter a mailbox number into [Remote Mailbox Number].

■Remote Mailbox Number

Enter a 3-digit mailbox number using the numeric keypad.

■Passcode

Enter the 4-digit passcode of the remote mailbox using the numeric keypad. If a passcode has not been set, leave this box blank.

■Next

Select this button after entering [Remote Mailbox Number] and [Passcode].

Private Polling (Fax Signal Method)

1 Select [Advanced Features] tab to
display the [Advanced Features]
screen.

2 Select [Polling].

3 Select [On].

4 Select the [Transmission Options] tab to display the [Transmission Options] screen.

5 Select [Remote Mailbox] on the
[Transmission Options] screen.

6 Select [On].

■Off
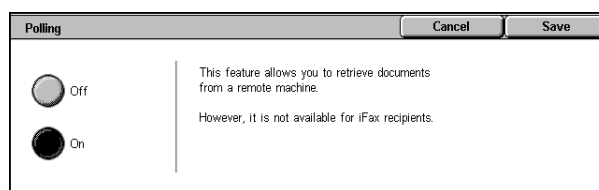
Disables the Private Polling feature.

■On

Enables the Private Polling feature. Enter a mailbox number into [Remote Mailbox
Number].

■Remote Mailbox Number

Enter a 3-digit mailbox number using the numeric keypad.

■Passcode

Enter the 4-digit passcode of the remote mailbox using the numeric keypad. If a
passcode has not been set, leave this box blank.

■Next

Select this button after entering [Remote Mailbox Number] and [Passcode].
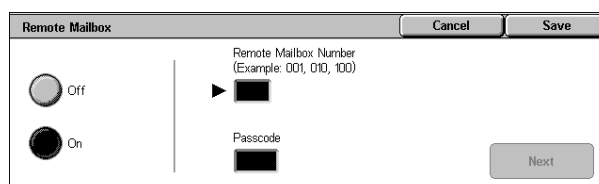
Format for Auto Send (DTMF Method)

1 Select [Keyboard] to display a keyboard on the touch screen, and enter the
destination and passcode in the following format.

| Telephone number of remote machine | ! | * | $ | Mailbox number on remote machine | # | # | \ | Passcode of mailbox on remote machine | \ | # | # | $ |

Format for Manual Send (DTMF Method)

1 Select the [On-hook (Manual Send/Receive)] button on the [Advanced Features]
screen to display a keyboard on the touch screen, and enter the destination and
passcode in the following format.

| Telephone number of remote machine | Facsimile tone | * | Beep! | ... |

| Mailbox number on remote machine | # | # | Passcode of mailbox on remote machine | # | # | Beep! | Ready to start |

Note • Use the keyboard on the touch screen to enter symbols such as "!" and "*". For information
on how to enter characters, refer to "Entering Text" (P.266).

• Enter a passcode only if necessary.

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- You can specify any machine that supports our DTMF method feature.
- By registering destinations into address numbers using the above dialing formats, you can use the address numbers for the Private Polling feature. For information on how to register address numbers, refer to "Address Book" (P.328).

F Code (Using F Code Transmission)

F Code is the transmission procedure set by the Communications and Information Network Association of Japan and is the T.30 (communication protocol) method for using sub-addresses that was standardized by the ITU-T. The F Code feature enables various features to be used with transmission among F Code-compatible machines manufactured by different companies.

When using F Code transmission, use an F Code and password. The F Code, which is also called a sub-address by other companies, must be registered (entered). Set the password if necessary.

Note
- This feature is not available for Server Fax except when an F code is included in a dialing number.
- To use the F Code feature, you need to confirm the F Code of the recipients machine in advance.
- You can set the F Code and password for each address number. For information on how to register address numbers, refer to "Address Book" (P.328).
- You can use Relay Broadcast/Remote Relay Broadcast with F Code transmission. For information on Relay Broadcast, refer to "Relay Broadcast (Transmitting Documents Through a Relay Station)" (P.158). For information on Remote Relay Broadcast, refer to "Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)" (P.162).
- We recommend using the fax signal method for sending to a mailbox or private polling when the recipient is using the same model of machine.

You can use the following features with F Code transmission.

■Sending to Mailbox (F Code Method)

When a mailbox is set on a remote machine, you can send a document directly to the mailbox by specifying the F code (sub-address) and password (if set up) of the mailbox.

Obtain the F Code (sub-address) and password of the destination mailbox in advance.

Example of specifying a destination:

F Code (sub-address)	: 0 (to designate an F Code transmission) and the mailbox number of a mailbox on the remote machine
Password (if necessary)	: The password of the mailbox

■Private Polling (F Code Method)

When a mailbox is set on a remote machine, you can perform private polling for the mailbox by specifying its F code (sub-address) and password (if set up).

If you use your machine to perform private polling for a mailbox on a remote machine, obtain the F Code (sub-address) and password of the target mailbox.

If you use a remote machine to perform private polling for a mailbox on your machine, give the following information.

F Code (sub-address)	: 0 (to designate an F Code transmission) and the mailbox number of the target mailbox
Password (if necessary)	: The password of the target mailbox

Note • Mailbox reception using the DTMF method is possible, but the only signals that can be received are numerals, ∗, and #.

• It may be possible to automatically print a document received in the mailbox depending on the mailbox settings. For information about setting the mailbox, refer to "Mailbox" (P.322).

• Depending on the report print settings, the [Mailbox Report] may not be printed even if e-mail is received in the mailbox. For information on setting the report print settings, refer to "Reports" (P.277).

For information on printing received documents, refer to "Printing/Deleting Documents in the Mailbox" (P.210).

Sending to Mailbox (F Code Method)

1 Select [F Code] on the [Transmission Options] screen.

2 Select [On].

3 Use numeric keys to enter an F code, and select [Next].

Note • An F code must be up to 20 digits.

4 If required, enter a password into [Password], and then select [Next].

Note • A password must be up to 20 digits.

■Off

The F code transmission is not used.

■On

The F code transmission is used. Enter the F Code.

■F Code

Enter the F code using the numeric keypad.

Note • You can enter up to 20 digits for the F Code.

■Password

Enter the password using the numeric keypad. If a password has not been set, you do not need to enter one.

Note • You can enter up to 20 digits for the password.

■Next

Select this button after entering [F Code] and [Password].

Private Polling (F Code Method)

1 Select [F Code] on the [Transmission Options] screen.

2 Select [On].

3 Enter the F Code with the numeric keypad and select [Next].

Note • You can enter up to 20 digits for the F Code.

4 If necessary, enter the password using the numeric keypad and select [Next].

Note • You can enter up to 20 digits for the password.

5 Select [Save].

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6 Select [Polling] on the [Advanced Features] screen.

7 Select [On].
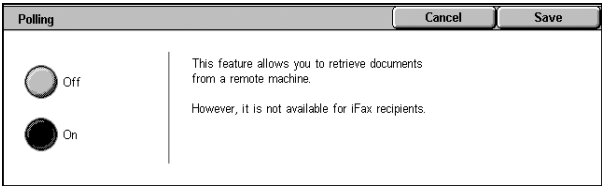
■**Off**

Private Polling is not used.

■**On**

Private Polling is used.

iFax Profile (Specifying iFax Profiles)

A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between iFax-compatible machines.

Note • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• The profiles that can be processed differ depending on the iFax-compatible machine of the recipient. Before specifying a profile, confirm the profiles the iFax-compatible machine of the recipient can process.

• If inconsistency occurs between a profile, and stored document size and resolution, priority is given to the settings specified in the profile.

• If the profile differs for each recipient when using Broadcast Send, the smallest size becomes the maximum image size.

• You can set an iFax profile for each address number. For information on how to register address numbers, refer to "Address Book" (P.328).

• The default values of [iFax Profile] can be changed in the System Administration mode. For information on how to change the default values, refer to "iFax Profile" (P.308).

1 Select [Fax/Internet Fax] tab to display the [Fax/Internet Fax] screen.

2 Select [iFax/Fax] to display [iFax] in the recipient section.

3 Select the [Transmission Options] tab to display the [Transmission Options] screen.

4 Select [iFax Profile].

5 Select the profile.
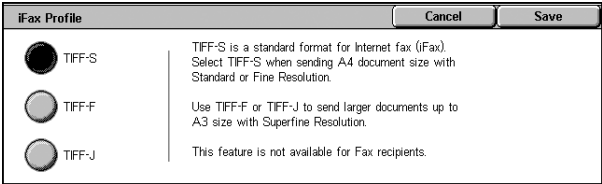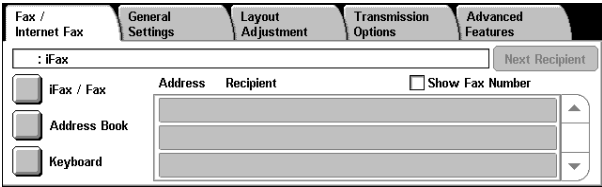
■TIFF-S

This profile is the iFax standard. For documents that are larger than A4, the size is reduced automatically to A4 for transmission.

- Encoding method : MH

- Stored Document Size : A4

- Resolution : Standard, Fine

Note • If [Superfine (400 dpi)] or [Superfine (600 dpi)] is selected for [Resolution] on the [General Settings] screen, TIFF-S cannot be selected.

■TIFF-F

Select this profile when you specify super-fine for the resolution or when you send A3 or B4 documents.

- Encoding method : MMR

- Stored Document Size : A4, B4, A3

- Resolution : Standard, Fine, Superfine (400 dpi), Superfine (600 dpi)

Note • When a fax is sent to a machine that does not support TIFF-F, the recipient machine will not be able to display or print the images.

■TIFF-J

Select this profile for sending documents in JBIG.

- Encoding method : JBIG

- Stored Document Size : A4, B4, A3

- Resolution : Standard, Fine, Superfine (400 dpi), Superfine (600 dpi)

Note • When a fax is sent to a machine that does not support TIFF-J, the recipient machine will not be able to display or print the images.

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Advanced Features

You can set the polling and on-hook features in the [Advanced Features] screen. The following shows the reference section for each feature.

1 Select [Fax/Internet Fax] on the [All Services] screen.

2 Select the [Advanced Features] tab, and then select a feature on the [Advanced Features] screen.

> **Note** • The items displayed on the [Advanced Features] screen vary depending on the features enabled on the machine. No items are available for the Server Fax feature.

Polling (Retrieving Documents from Remote Machines)

Polling is a feature that allows your machine to retrieve a document stored in a remote machine. You are charged for the transmission fee.

This feature is used for Facsimile Information Services.

For information on Facsimile Information Services, refer to "Receiving Faxes" (P.167).

> **Note** • Depending on the remote machine, the Polling feature may be unavailable.
>
> • This feature is not available for Server Fax.
>
> • When you specify polling in combination with [Delayed Start] on the [Transmission Options] screen, you can retrieve a document at a specified time.

■Polling

You can retrieve a document stored on a remote machine by sending a poling request from your machine. You can also retrieve documents from multiple machines. This is known as Multi-Polling.

■Private Polling (DTMF Method)

You can retrieve a document from a mailbox on a remote machine by sending a request from your machine. A mailbox must be created on the remote machine. If the mailbox is passcode-protected, you can retrieve a document confidentially.

> **Important** • You cannot use polling to retrieve documents from multiple remote mailboxes simultaneously.

Polling

1 Select [Polling] on the [Advanced Features] screen.

2 Select [On].

> **Note** • To use Multi-Polling, specify multiple recipients.
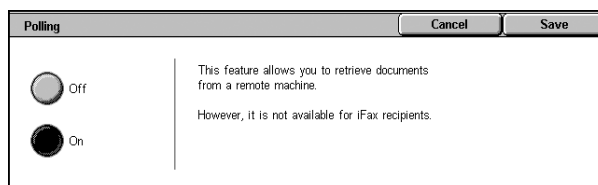
■**Off**

Disables the Polling feature.

■**On**

Enables the Polling feature.

Private Polling (DTMF Method)

1 Select [Polling] on the [Advanced Features] screen.

2 Select [On].

■**Off**

Disables the Private Polling feature.

Polling		Cancel	Save
○ Off	This feature allows you to retrieve documents from a remote machine.		
● On	However, it is not available for iFax recipients.		

■**On**

Enables the Private Poling feature.

3 Enter numbers in the format for Manual Send or Auto Send.
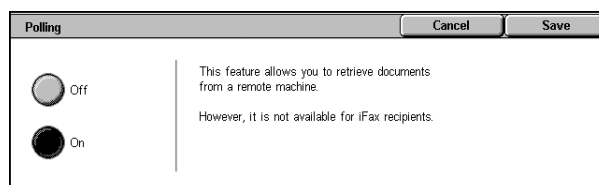
■**Format for Auto Send**

Use the keyboard that is displayed by selecting [Keyboard] on the [Fax/Internet Fax] tab.

Telephone number of remote machine	!	∗	$	Mailbox number on remote machine	∗	∗	\	Passcode of mailbox on remote machine	\	#	#	$

■**Format for Manual Send**

Use the keyboard that is displayed by selecting the [On-hook (Manual Send/Receive)].

Telephone number of remote machine	Facsimile tone	∗	Beep!	...

Mailbox number on remote machine	∗	∗	Passcode of mailbox on remote machine	#	#	Beep!	Ready to start

Note
- Use the keyboard on the touch screen to enter symbols such as "!" and "∗". For information on how to enter characters, refer to "Entering Text" (P.266).
- Enter a passcode only if necessary.
- You can specify any machine that supports our DTMF method feature.
- By registering destinations into address numbers using the above dialing formats, you can use the address numbers for the Private Polling feature. For information on how to register address numbers, refer to "Address Book" (P.328).

Store for Polling (Allowing Remote Machines to Retrieve Documents from Your Machine)

Store for Polling is to store a document on your machine so as a remote machine can retrieve it from your machine. There are two methods of Store for Polling: Public Mailbox and Private Mailbox.

The machine can be set to automatically delete documents after they are retrieved with polling. For more information, refer to "Documents for Polling - Auto Delete" (P.308).

Note
- This feature is not available for Server Fax.

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1 Select [Store for Polling] on the [Advanced Features] screen.

2 Select any item.

■Off
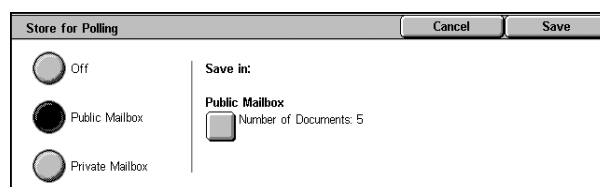
Disables this feature.

■Public Mailbox

Stores the document into the public mailbox on the machine. The document in the public mailbox can be retrieved by a remote machine.

■Private Mailbox

Stores the document into a private mailbox on the machine. If the mailbox is passcode-protected, the document can be retrieved by a remote machine confidentially.

Note • A private mailbox must be created on the machine.

For more information on registering a mailbox, refer to "Mailbox" (P.322).

■Save in:

• When selecting [Public Mailbox]

The [Public Mailbox] button is displayed. When the button is selected, the [Public Mailbox] screen appears.

Refer to "[Public Mailbox] Screen" (P.156).

• When selecting [Private Mailbox]

The [Private Mailbox] button is displayed. When the button is selected, the [Mailbox] screen appears. Select a mailbox to store documents.
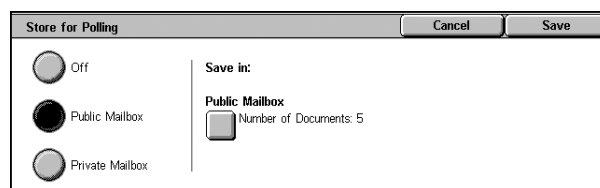
For information on how to select a mailbox, refer to "Step 2 Selecting a Mailbox" (P.206). For information on how to check and print/delete documents for Private Polling, refer to "Step 3 Checking/Selecting Mailbox Documents" (P.206) and "Printing/Deleting Documents in the Mailbox" (P.210), respectively.

[Public Mailbox] Screen

You can print and delete documents stored for polling.

1 Select the document to print or delete. You can select either one document or all documents.

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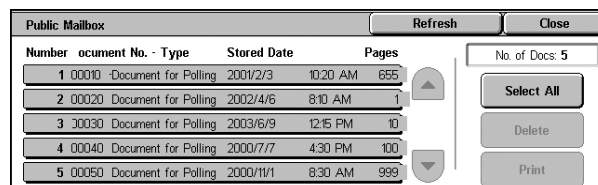
■Refresh

Refreshes the information about documents stored in the public mailbox.

■Select All

Selects all documents stored in the public mailbox.

■**Delete**

Deletes the selected document. Selecting this button displays a confirmation screen. Select [Yes] on the screen to delete the document.

■**Print**

Prints the selected document.

On-hook (Confirming Remote Machine Response Prior to Transmission)

Use this feature when using Manual Send.

Manual Send is the transmission method that allows you to send a fax after you make a phone call to a destination machine and then check that the connection is established. This feature can be used with the receiver (optional) either off-hook or on-hook.

It is recommended that you set the line monitor volume to "Loud".

Note   • If an error occurs during transmission of, for example, the second page, the transmission of the first page may also end abnormally.

The volume of the line monitor can be changed in the System Administration mode. For information on how to change the volume, refer to "Line Monitor Volume" (P.270).

1   Lift the receiver, or select [On-hook (Manual Send/Receive)] on the [Advanced Features] screen.
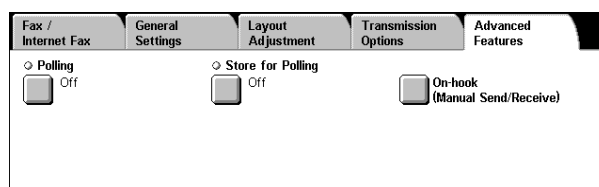
2   A keyboard screen appears.
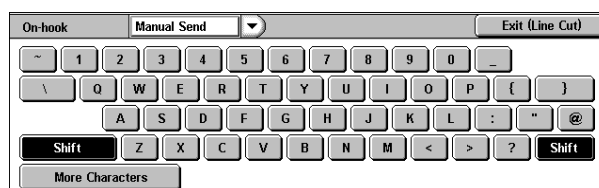
■**Manual Receive/Manual Send**

Use the drop-down menu to switch between [Manual Receive] and [Manual Send].

• Manual Send: Allows you to check if connection is established before sending a fax.

• Manual Receive: Allows you to receive a fax manually, such as Facsimile Information Services.

■**Alphanumeric character buttons**

Use alphanumeric characters to specify a destination.

Note   • When the dial type is Tone, the [Tone (:)] button is not displayed on the screen.

• When the dial type is Pulse, select [Tone (:)] if you want to use touch-tone dialing.

• Touch-tone dialing may not be available depending on the conditions.

■**More Characters**

Selecting this button displays a symbol screen, allowing you to use symbols to specify a destination.

■**Exit (Line Cut)**

Cuts the line connected.

Broadcast

This section describes setting Broadcast Send and Relay Broadcast.

Broadcast Send (Transmitting to Multiple Recipients)

The Broadcast Send feature allows you to transmit the same document to multiple recipients with a single operation. There is no need to repeat the same operation for each recipient.

When an Additional G3 Port Kit (optional) is installed, you can use the extra lines to make multiple transmissions simultaneously with Broadcast Send.

If you specify Broadcast Send, the machine prints a relay broadcast report/multi-poll report after the Broadcast Send operation finishes.

Note
- The maximum number of recipients that you can specify at one time is as follows: Using the numeric keypad: 200 locations; using address numbers: 500 locations; and using the numeric keypad in combination with address numbers: 699 locations.
- One touch buttons are associated with address numbers 001 to 070.
- When using Broadcast Send, the Cover Note and Remote Mailbox features are not available even if they are enabled on the control panel. If you want to use [Cover Note] and [Remote Mailbox], set them when registering each recipient in an address number.
- The Transmission Report feature is not available. Check Broadcast/Multi-poll reports to see transmission results.

1 Select [Fax/Internet Fax] tab to display the [Fax/Internet Fax] screen.

2 Select the first recipient.

3 Select [Next Recipient].

4 Select the next recipient.

5 Repeat Step 3 and Step 4.

6 Press the <Start> button.

7 Select [Yes] on the confirmation screen to start transmission.
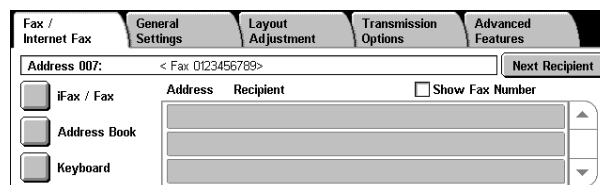
Relay Broadcast (Transmitting Documents Through a Relay Station)

The Relay Broadcast feature transmits documents to multiple recipients via other fax machines (relay stations). When a document is to be transmitted over a long distance to multiple recipients, it is first transmitted to one relay station and from there to multiple recipients. When you transmit documents over a long distance to many recipients, using Relay Broadcast can save on call charges.

Furthermore, multiple Relay Broadcast operations can be performed simultaneously. This is referred to as Multiple Relay Broadcast.

There are three Relay Broadcast methods.

■Fax Signal Method

This method employs a Fuji Xerox proprietary communication procedure that is only for use with specific machines that have the Relay Broadcast feature. The G3 mode is available.

■DTMF Method

G3 fax machines that support Manual Send can make Relay Broadcast for the machine.

■F Code Method

This method can be used among machines that have the F Code and the Relay Broadcast features. The G3 is available.

Before using the Relay Broadcast Feature

Before using the Relay Broadcast feature, register the following information in the address numbers of initiating stations and relay stations.

For information on how to register address numbers, refer to "Address Book" (P.328).

Where	Contents
Initiating Station	Fax Signal Method Assign the relay station to an address number (001 to 500*) to set up the Relay Broadcast feature. • Register the last two digits of the address number of the initiating station (which is already registered at a relay station) as a relay station ID for the Relay Broadcast operation. • Register the address numbers or group dial number of the relay recipients (which are registered at a relay station) as broadcast recipients. The wildcard "∗" can be used. DTMF Method (G3)/F Code Method • No registration is required. The dialing format can be registered to an address number.
Relay Station	Fax Signal Method • Assign the initiating station to an address number from 001 to 099 and set Relay Station Setup of the address number to [On]. • Assign the relay recipient to an address number from 001 to 099. The relay recipients can also be assigned group dial numbers from the initiating station. DTMF Method (G3)/F Code Method • Assign the initiating station either to an address number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). Then, set Relay Station Setup of the address number to [On]. • Assign the relay recipients to an address number. Assign the relay recipient either to a relay station address number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code).

Note	• The above describes using Relay Broadcast with the machine. When using a machine of a different model as a relay station, obtain the F Code (sub-address) and password of the target recipient machine.

* When the Speed Dial Extension Kit is installed, it will be 001 to 999.

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Fax Signal Method

1 Select an address number or group dial number to which a relay broadcast is registered and press the <Start> button.
To perform Multiple Relay Broadcast, repeat this step.

DTMF Method

There are two methods in the DTMF method: Auto Send and Manual Send.

■**Auto Send (transmitting without picking up the receiver)**

1 Select [Keyboard] to display the keyboard on the touch screen and enter in the following format.

| Relay station telephone number | ! | ✳ | $ | # | \ | Password | Relay station ID | \ | # | Address number | # | Address number | # | ... | # | # | $ |

2 Select [Next Recipient] to perform Multiple Relay Broadcast.

> **Note** • You can specify up to 20 locations for relay recipients.

- Password

  A pre-registered two-digit number

  > **Note** • By default, no password is set. For setting a password, contact our Customer Support Center. If a password has not been set, you do not need to enter one.

- Relay station ID

  The last two digits of the initiating station address number registered at the relay station

- Address number

  An address number for the relay recipients registered at the relay station

  The wildcard "∗" can also be used.

  > **Note** • The above dialing format can be registered in an address number to send using the address number. For information on how to register address numbers, refer to "Address Book" (P.328).

3 Press the <Start> button.

■**Manual Send (transmitting with picking up the receiver or on-hook)**

1 Select the [Advanced Features] tab to display the [Advanced Features] screen.

2 Select [On-hook (Manual Send/ Receive)].

3 Select [Manual Send] from the drop-down menu.

4 Use the keyboard shown in the touch screen to enter numbers in the following format.

Relay station telephone number	Facsimile tone	✳	Beep!	#	Password	Relay station ID	#	Address number	#	...	#	#	Beep!

Note • You can specify up to 20 locations for relay recipients.

F Code Method

When the machine is an initiating station, you can perform Relay Broadcast by registering the relay station's F code and password (if necessary) to the machine.

When the machine is a relay station, you can perform Relay Broadcast by registering the machine's F code and password (if necessary) to an initiating station.

Important • When performing Relay Broadcast with the F Code method, you can use a password if you set a receive password for the relay station.

Note • When performing Relay Broadcast with machines of this model, we recommend using the fax signal method.

• When using a machine of a different model as a relay station, confirm the F Code (sub-address) and password of the target recipient machine.

When using the machine as a relay station, the F Code that is transmitted to the initiating station is as follows.

Relay Broadcast	Print Directive	Relay Station ID	Address Number	Address Number	Address Number	....

Up to 20 digits
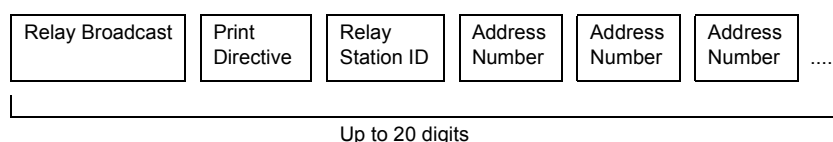
■Relay Broadcast

The number of digits of the relay station ID:

1: When the relay station IDs and address numbers are two digits

2: When the relay station IDs and address numbers are three digits

■Print Directive

Printing/not printing at the relay station

1: Printing at the relay station

0: Not printing at the relay station

■Relay Station ID

An address number for an initiating station registered at the relay station

When the relay station ID is set, the initiating station is notified of the results of a Relay Broadcast.

When the relay station ID is "00" or "000", the initiating station is not notified of the results of a Relay Broadcast.

■Address Number

The address number assigned to the relay recipient

The following shows an example of F Code that indicates printing at the relay station, notifying the initiating station (100) of the results, and performing Relay Broadcast to relay recipients (200, 201, 202 and 203).

F Code Example: 21100200201202203

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1 Select the [Transmission Options] tab to display the [Transmission Options] screen.

2 Select [F Code] on the [Transmission Options] screen.

3 Select [On].

4 Enter the F Code with the numeric keypad and select [Next].
You can enter up to 20 digits for the F Code.

5 If necessary, enter the password using the numeric keypad and select [Next].
You can enter up to 20 digits for the password.

Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)

The Remote Relay Broadcast feature combines two or more Relay Broadcast operations and use Broadcast Send.

This feature is more economical than Relay Broadcast in transmitting documents to multiple remote machines.

Note • Multiple Relay Broadcast can be performed from a secondary relay station.

There are three Relay Broadcast methods.

■Fax Signal Method

This method employs a Fuji Xerox proprietary communication procedure that is only for use with specific machines that have the Relay Broadcast feature. The G3 is available.

■DTMF Method

G3 fax machines that support Manual Send can make Remote Relay Broadcast for the machine.

■F Code Method

This method can be used among machines that have the F Code and the Relay Broadcast features. The G3 is available.

Fax Signal Method

Register the following information in the address numbers of initiating stations and relay stations in advance.

For information on how to register address numbers, refer to "Address Book" (P.328).

Fax

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Where	Contents
Initiating Station	Assign the relay station to an address number (001 to 500*) to set up the Relay Broadcast feature. • Register the last two digits of the address number of the initiating station (which is already registered at a primary relay station) as a relay station ID. • Register the address numbers or group dial number of the secondary relay stations (which are registered at a primary relay station) as broadcast recipients.
Primary Relay Station	Assign the initiating station to an address number from 001 to 099 and set Relay Station Setup of the address number to [On]. Assign the secondary relay station to an address number from 001 to 099. • As the relay station ID, assign the last two digits of the address number for the primary relay station that is registered to the secondary relay station. • As the broadcast recipients, assign the address number for the relay recipients that have been registered to the secondary relay station.
Secondary Relay Station	Assign the primary relay station to the same address number as that of the initiating station registered at the primary relay station, and set Relay Station Setup of the address number to [On]. Assign the relay recipient to an address number from 001 to 500*. Relay recipients of address number 100 or above can be registered to a group and specified by address number.

* When the Speed Dial Extension Kit is installed, it will be 001 to 999.

1 Select an address number or group dial number to which a remote relay broadcast is registered and press the <Start> button.

DTMF Method

Register the following information in the address numbers of the primary relay station and the secondary relay station in advance.

For information on how to register address numbers, refer to "Address Book" (P.328).

Where	Contents
Primary Relay Station	Assign the initiating station to an address number from 001 to 500* and set Relay Station Setup of the address number to [On]. Assign the secondary relay station to an address number from 001 to 500*. • As the relay station ID, assign the last two digits of the Address Number for the primary relay station that is registered to the secondary relay station. • As the broadcast recipients, assign the Address Number for the relay recipients that have been registered to the secondary relay station.
Secondary Relay Station	Assign the primary relay station to the same address number as that of the initiating station registered at the primary relay station, and set Relay Station Setup of the address number to [On]. Assign the relay recipient to an address number from 001 to 500*.

Note • There are two methods in the DTMF method: Auto Send and Manual Send.

• You can specify any machine that supports our DTMF method feature.
The dialing format can be registered in address number to enable dialing using an address number. For information on how to register address numbers, refer to "Address Book" (P.328).

* When the Speed Dial Extension Kit is installed, it will be 001 to 999.

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Auto Send (transmitting without picking up the receiver)

1 Select [Keyboard] to display the keyboard on the touch screen and enter in the following format.

| The 1st relay station telephone number | ! | * | $ | # | \ | Password | Relay station ID | \ | # | Address number | # | # | $ |

2 Select [Next Recipient] to perform Multiple Relay Broadcast.

∎Password

A pre-registered two-digit number

Note • By default, no password is set. For setting a password, contact our Customer Support Center. If a password has not been set, you do not need to enter one.

∎Relay Station ID

The last two digits of the initiating station address number registered at the primary relay station

∎Address Number

The address number for the secondary relay station registered at the primary relay station

Manual Send (transmitting with picking up the receiver or on-hook)

1 Select the [Advanced Features] tab to display the [Advanced Features] screen.

2 Pick up the telephone receiver, or select [On-hook (Manual Send/Receive)].

3 Select [Manual Send] from the drop-down menu.

4 Use the keyboard shown in the touch screen to enter numbers in the following format.

| Relay station telephone number | Facsimile tone | * | Beep! | # | Password | Relay station ID | # | Address number | # | ... | # | # | Beep! |

Note • You can specify up to 20 locations for relay recipients.

F Code Method

When using the machine as the initiating station for performing Remote Relay Broadcast, confirm the F Code and the password (if necessary) for the primary relay station.

When using the machine as the primary relay station for performing Remote Relay Broadcast, inform the initiating station of the F Code (sub-address) and the password (if necessary) and confirm the F Code for the secondary relay station.

When using the machine as the secondary relay station for performing Remote Relay Broadcast, inform the primary relay station of the F Code and the password (if necessary).

Register the following information in the address numbers of the primary relay station and the secondary relay station in advance.

Where	Contents
Primary Relay Station	Assign the initiating station either to an address number from 001 to 500* (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). Then, set Relay Station Setup of the address number to [On]. Assign the secondary relay station either to an address number from 001 to 500* (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). • As the relay station ID, assign the last two digits of the Address Number for the primary relay station that is registered to the secondary relay station. • As the broadcast recipients, assign the Address Number for the relay recipients that have been registered to the secondary relay station.
Secondary Relay Station	Assign the primary relay station to the same address number as that of the initiating station registered at the primary relay station, and set Relay Station Setup of the address number to [On]. Assign the relay recipients either to an address number from 001 to 500* (when the specification method for the initiating station is 3 digits in F Code) or to 001 to 099 (when the specification method for the initiating station is 2 digits in F Code).

Important • When using the F Code method for Remote Relay Broadcast, the primary relay stations and secondary relay stations must support our F Code method and be equipped with the Relay Broadcast feature.

Note • When performing Relay Broadcast with machines of this model, we recommend using the fax signal method.

* When the Speed Dial Extension Kit is installed, it will be 001 to 999.

When using the machine as a relay station, the F Code that is transmitted to the initiating station is as follows.

Relay Broadcast	Print Directive	Primary Relay Station ID	Address Number	Address Number	Address Number	....

Up to 20 digits
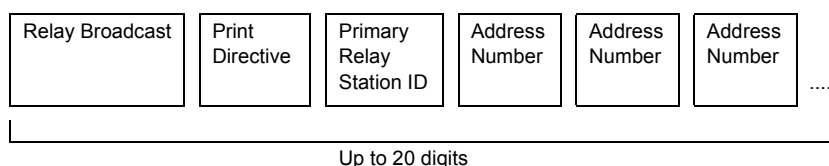
■Relay Broadcast

The number of digits of the relay station ID:

1: When the relay station IDs and address numbers are two digits

2: When the relay station IDs and address numbers are three digits

■Print Directive

Printing/not printing at the relay station

1: Printing at the primary relay station

0: No printing at the primary relay station

■Primary Relay Station ID

The address number for the initiating station registered at the primary relay station

When the primary relay station ID is set, the initiating station is notified of the results of the Remote Relay Broadcast.

When the relay station ID is "00" or "000", the initiating station is not notified of the results of a Remote Relay Broadcast.

■Address Number

The address number assigned to the secondary relay station

The operating procedure is the same as for Relay Broadcast.

Receiving Faxes

There are two reception modes: Auto Receive and Manual Receive.

In the Auto Receive mode, reception of a fax from a remote machine begins automatically.

In the Manual Receive mode, reception of a fax from a remote machine is manual. This mode is convenient for confirming the sender or using an external telephone to confirm whether it is a fax before beginning reception.

The Fax Receiving Mode default value can be changed in the System Administration mode. For information on how to change the default values, refer to "Fax Control" (P.308).

Switching between Auto Receive and Manual Receive

1 Press the <Machine Status> button.

2 Select [Fax Receiving Mode] on the [Machine Status] screen.
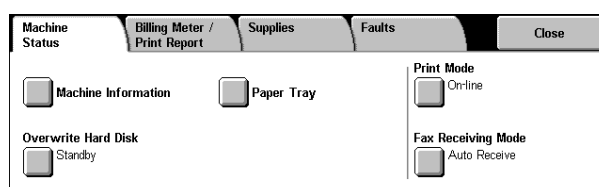
3 Select [Manual Receive] or [Auto Receive].

■Manual Receive

Reception of a fax from a remote machine is manual. This mode is convenient for confirming the sender or using an external telephone to confirm whether it is a fax before beginning reception.

■Auto Receive

Reception of a fax from a remote machine begins automatically.

Using Auto Receive

When the machine is in the Auto Receive mode, it automatically answers incoming calls and receives documents.

Note • You can set the length of time that the machine rings when there is an incoming call. While the machine is ringing, you can pick up the telephone and then talk if the call is from a telephone, or you can receive a fax manually if the call is from a fax machine.

Using Manual Receive

If the fax reception mode is set to [Manual Receive] when the machine rings to notify of an incoming call, pick up the receiver of the external telephone or select [On-hook] on the screen that appears.

Note • We recommend setting the monitor volume to [Loud] when using the On-hook feature. The volume of the line monitor can be changed in the System Administration mode. For information on how to change the default values, refer to "Line Monitor Volume" (P.270).

1 When the machine rings, the screen appears.

If there is a telephone, pick the receiver up. If not, select [On-hook] from the [Receiving] screen.

2 Confirm whether the call is from a telephone or a fax machine.
If the call is from a telephone, use the receiver to talk.

If the call is from a fax machine, you will hear the sound of a fax machine.

Note • If [On-hook] was selected, you will hear the sound from the machine speaker. However, you cannot talk to the other party.

3 Press the <Start> button.

4 If you picked up the receiver, put it back in the cradle when the <Online> indicator on the control panel lights up.

Important • Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".

Using Mailbox Receive

Documents received using Mailbox Receive are stored in a mailbox. After receiving a document, the <Job in Memory> indicator lights up and the machine prints a mailbox report. The mailbox number and the mailbox name are printed on the mailbox report.

To receive a Mailbox Receive document using F Code transmission, notify the sender of the following information:

- F Code (sub-address): 0 (represents F Code transmission) and the storage mailbox number.

- Password (if necessary) : the passcode of the mailbox in which the document is stored.

Note • Mailbox reception using the DTMF method is possible, but the only signals that can be received are numerals, *, and #.

• Depending on the report print settings, a mailbox report may not be printed even if there is a received document in the mailbox. For more information on the Mailbox Report settings, refer to "Mailbox Report" (P.277).

• For information on mailbox reports, refer to "Mailbox Report" (P.381).

• For information on how to print a document stored in a mailbox, refer to "Send from Mailbox" (P.205).

Facsimile Information Services

For information on subscriptions and advanced operating procedures, contact the corresponding facsimile information service.

Using the Receiver

1 Pick up the telephone receiver.
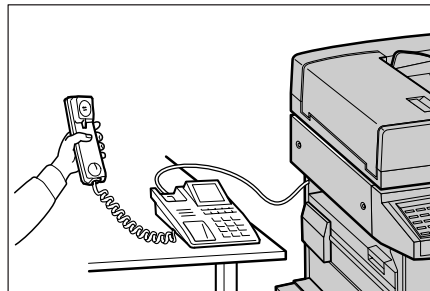
2 Select [Manual Receive] from the drop-down menu.
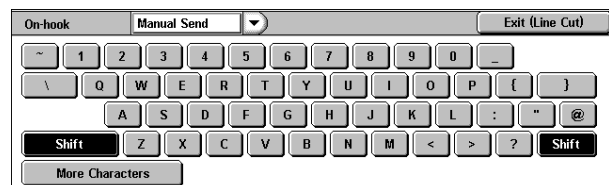
3 Specify the fax number of the facsimile information service.

- The call destination can be specified using the numeric keypad, address numbers, or one touch buttons. The address book cannot be used.

- The call destination can be specified also with the keyboard displayed on the screen. Pressing [More Characters] on the screen displays symbols.

Note • When the line type is set to a pulse line, [Tone (:)] does not appear.

• If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].

• Some touch-tone services may not be available even if you set your telephone to send tones.

4 When the machine connects to the service, you will hear voice prompts. Follow the voice prompts to enter the required numbers.

5 When input is finished, press the <Start> button.

Note • The <Online> indicator on the control panel lights and reception begins.

6 Place the receiver back in the cradle.

Important • Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".

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When Not Using a Receiver

1 Adjust the volume of the line monitor.
We recommend setting the volume of the line monitor to [Loud] so that it is easy to hear the voice prompts.

For information on how to change the volume of the line monitor, refer to "Line Monitor Volume" (P.270)

2 Select [On-hook (Manual Send/ Receive)] on the [Advanced Features] screen.
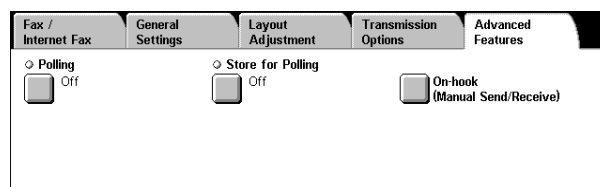
3 Select [Manual Receive] from the drop-down menu.
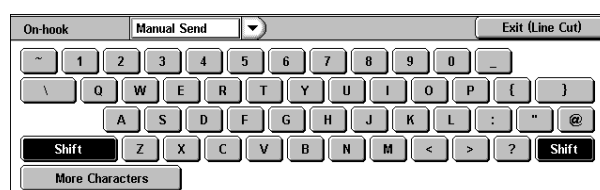
4 Specify the fax number of the facsimile information service.

- The call destination can be specified using the numeric keypad address numbers, or one touch buttons. The address book cannot be used.

- The call destination can also be specified using the keyboard displayed on the screen.

    Note • When the line type is set to a pulse line, [Tone (:)] does not appear.

    • If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].

    • Some touch-tone services may not be available even if you set your telephone to send tones.

5 When the machine connects to the service, you will hear voice prompts. Follow the voice prompts to enter the required numbers.

6 When input is finished, press the <Start> button.

5 Scan

This chapter describes the basic scanning procedures and the scan features provided by the machine.

To use the scan features, network settings are required. For information on the network settings, refer to the Network Administrator Guide.

Important • The scan features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Scanning Procedure

This section describes the basic scanning procedure. The following shows the reference section for each step.

Step 1 Loading Documents

There are two methods for loading documents:

■Document Feeder

- Single sheet

- Multiple sheets

■Document Glass

- Single sheet

- Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 139.7 x 210 mm (A5, 5.5 x 8.5 inches) to 297 x 432 mm (A3, 11 x 17 inches).

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

For information on entering document sizes, refer to "Original Size (Specifying a Scan Size)" (P.199).

Note • The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

The document feeder accepts the following number of sheets.

Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 g/m^2)	75 sheets
Plain paper (50 - 80 g/m^2)	75 sheets
Heavyweight paper (81 - 128g /m^2)	50 sheets

For information on scanning mixed sized documents, refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.199).

Important • Place folded or creased documents on the document glass to avoid paper jams.

• 2-sided scanning of lightweight paper (38 - 49 g/m^2) is not supported.

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

Indicator

2 Load the document (the front side of 2-sided document) face up in the center of the document feeder.

Note • Load documents in the [Head to Left] orientation. When displayed on a computer, the documents are in the "Head to Top" orientation.

• The indicator lights when the document is loaded correctly. If the indicator does not light up, the machine may be trying to detect a document on the document glass. Press the <C> button, and then reload the document.
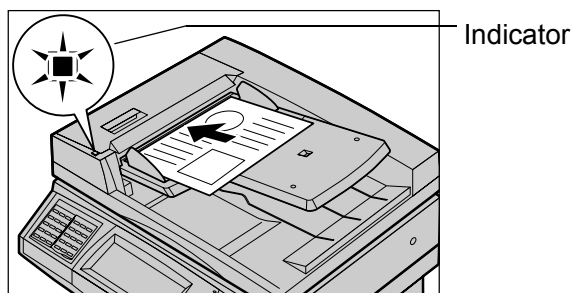
3 Adjust the movable document guides to just touch the edges of the document loaded.
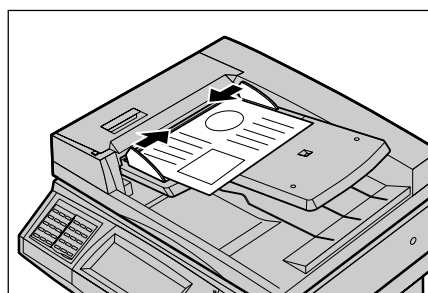
Document Glass

The document glass supports a single sheet, a book, or other similar documents up to 297 x 432 mm (A3, 11 x 17 inches).

Important • After using the document glass, close the document cover.

The document glass automatically detects standard size documents. For a non-standard size document, specify the size in the [Original Size] screen.

For information on entering document sizes, refer to "Original Size (Specifying a Scan Size)" (P.199).

Note • The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

⚠ **CAUTION**

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

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1 Open the document cover.

Important • Ensure that a screen is displayed on the control panel, and then load a document. If a document is loaded before a screen is displayed, the machine may not properly detect the document size.

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

3 Close the document cover.

Step 2 Selecting Features

You can select features on the [General Settings] screen.

On the [All Services] screen, you can select from 3 scan modes: E-mail, Scan to Mailbox, and Scan to PC.

■E-mail

Scans a document and sends the scanned data as an e-mail attachment.

■Scan to Mailbox

Scans a document and saves the scanned data into a mailbox on the machine.

You need to create a mailbox in advance. For information on how to create a mailbox, refer to "Mailbox" (P.322).

■Scan to PC

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

The following shows the reference section for each feature.

Note • Features displayed may vary depending on the model of your machine.

• When the Auditron mode is used, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

• To use the scan features, network settings are required. For information on the network settings, refer to the Network Administrator Guide.

The following describes how to store scanned data into a mailbox.

1 Press the <All Services> button.
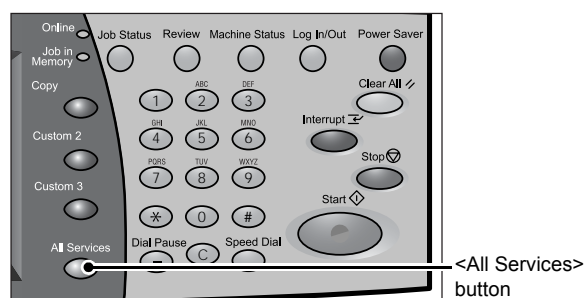
<All Services> button

2 Select [Scan to Mailbox].

All Services

Copy   Fax / Internet Fax   Language

E-mail   Scan to Mailbox   Setup Menu

Scan to PC   Print Mode
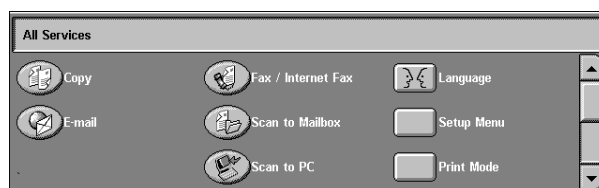
3 If the previous settings still remain, press the <Clear All> button.

<Clear All> button
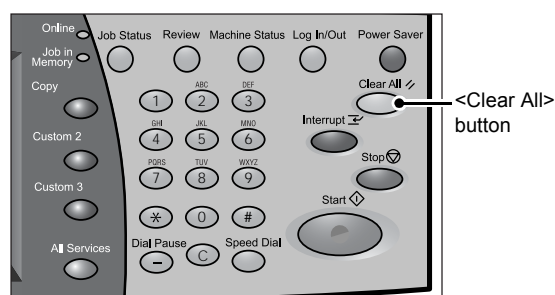
4 Specify a mailbox to save the data in.
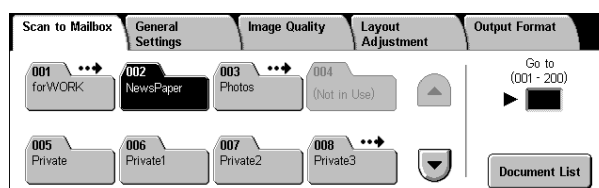
Scan to Mailbox | General Settings | Image Quality | Layout Adjustment | Output Format

001 forWORK   002 NewsPaper   003 Photos   004 (Not in Use)

005 Private   006 Private1   007 Private2   008 Private3

Go to (001 - 200)

Document List

5 Select each tab, and configure features as necessary.

Scan to Mailbox | General Settings | Image Quality | Layout Adjustment | Output Format

Lighten / Darken   2 Sided Originals   Original Type

1 Sided   Photo & Text
2 Sided (H to H)   Text
2 Sided (H to T)   Photo
More...
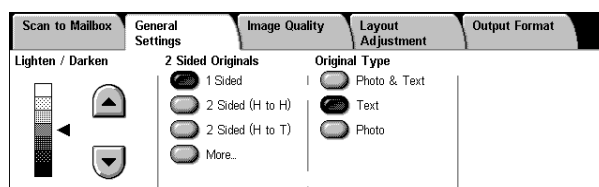
The following shows the reference section for each feature.

"General Settings" (P.190)

"Image Quality" (P.196)

"Layout Adjustment" (P.197)

"Output Format" (P.202)

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Step 3 Starting the Scan Job

1 Press the <Start> button.

Important • If the document has been set in the document feeder, do not hold down the document while it is being conveyed.

• Scanning cannot be performed if a copy protection code is detected.

Note • If a problem occurs, an error message appears in the touch screen. Solve the problem in accordance with the message.

• The next scan job can proceed while scanning.
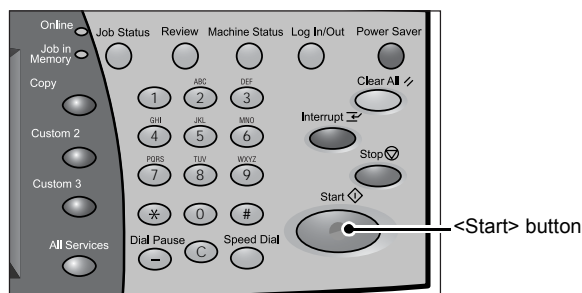
■If you have more documents

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

Up to 999 pages can be stored.

Note • If the number of document pages exceeds the maximum, then scanning stops. Follow the displayed message, and either abort the operation, or save the scanned data.

2 While documents are being scanned, select [Next Original].

Note • When the screen on the right is displayed and no operation is performed during a certain period of time, the machine automatically assumes that there are no more documents.

• When using the document feeder, load the next document after the machine has finished scanning the first document.

• You can change the scan settings of the next document by selecting the [Change Settings] button that is displayed after selecting [Next Original].
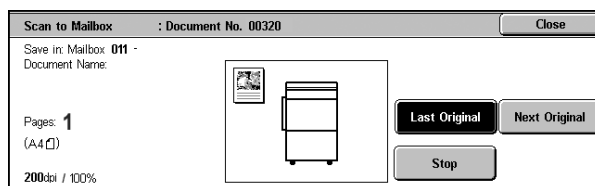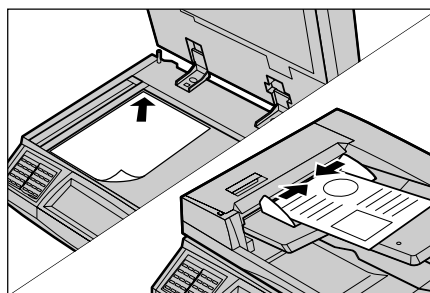
3 Load the next document.

4 Press the <Start> button.
  If you have more documents, repeat Steps 3 and 4.

5 When all documents have been scanned, select [Last Original].
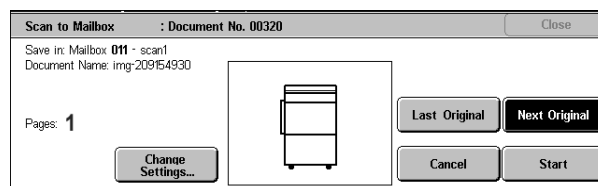
Step 4 Confirming the Scan Job in Job Status

1 Press the <Job Status> button.
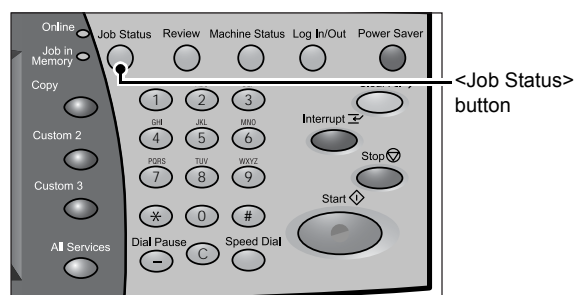
<Job Status> button

2 Confirm the job status.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.
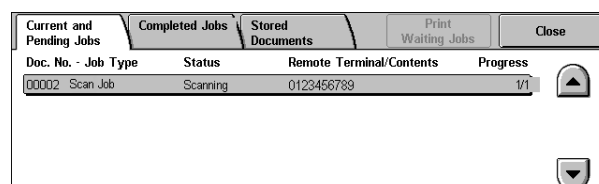
Step 5 Saving the Scanned Data

When you used the Scan-to-Mailbox feature, the document stored in a mailbox of the machine can be imported into your computer using the following:

■Import using an application

Use a network scan driver.

Refer to "Importing to a TWAIN Compatible Application" (P.233).

■Import using Mailbox Viewer2

Use Mailbox Viewer2 (Fuji Xerox application software).

Refer to "Importing Using Mailbox Viewer2" (P.235).

■Import using CentreWare Internet Services

Use CentreWare Internet Services.

Refer to "Importing Using CentreWare Internet Services" (P.237).

■Import using WebDAV

Use WebDAV.

Refer to "Importing with the WebDAV Protocol" (P.238).

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Operations during Scanning

The following describes the operations available during scanning. The following shows the reference for each operation.

Stopping the Scan Job

To cancel scanning a document, follow the procedure below.

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

<Stop> button

2 Select [Cancel].

Note • If two or more jobs are in progress, a confirmation screen appears for each job. Select [Start] or [Cancel] depending on whether you want to start or cancel the job.
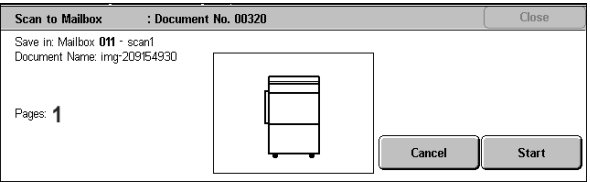
■**If the screen shown in step 2 does not appear even after you press the <Stop> button on the control panel:**

Depending on the jobs in progress, screens for canceling jobs may not appear. In that case, use the following procedure to cancel a scan job on the [Current and Pending Jobs] screen in Job Status.

1 Press the <Job Status> button.

<Job Status> button

2 Select the job to cancel, and then select [Stop].

| Current and Pending Jobs | Completed Jobs | Stored Documents | Print Waiting Jobs | Close |

Doc. No. - Job Type	Status	Remote Terminal/Contents	Progress
00002 Scan Job	Scanning	0123456789	1/1
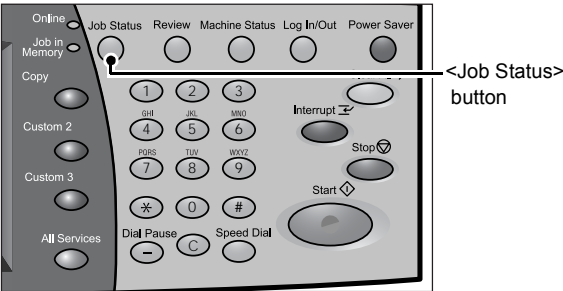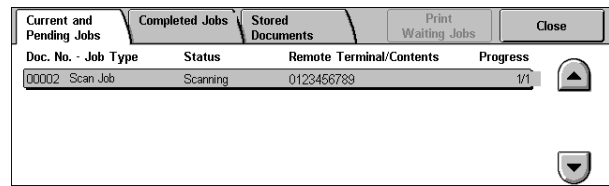
Changing Scan Settings

You can change scan settings while scanning the document.

1 Select [Next Original].

Scan to Mailbox : Document No. 00320   Close
Save in: Mailbox **011** -
Document Name:
Pages: **1**
(A4☐)
200dpi / 100%
Last Original   Next Original
Stop

2 Select [Change Settings...].

Scan to Mailbox : Document No. 00320   Close
Save in: Mailbox **011** - scan1
Document Name: img-209154930
Pages: **1**
Change Settings...
Last Original   Next Original
Cancel   Start
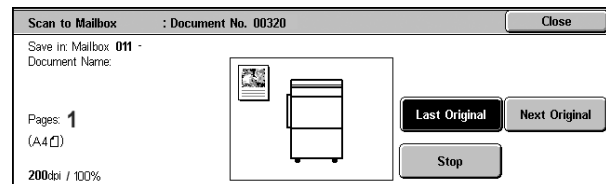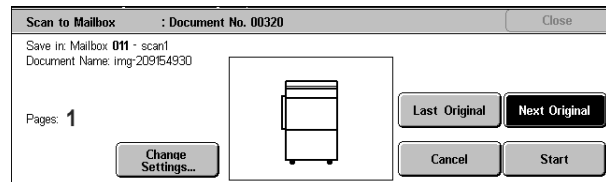
3 Set [Scan Resolution], [Original Size], [2 Sided Originals], [Lighten/Darken], and [Original Type].

For each setting, refer to "Scan Resolution (Specifying a Scanning Resolution)" (P.197), "Original Size (Specifying a Scan Size)" (P.199), "2 Sided Originals (Scanning Both Sides of a Document)" (P.197), "Lighten/Darken (Adjusting the Scan Density)" (P.190), and "Original Type (Selecting the Document Type)" (P.192).

4 Press the <Start> button.

Scan

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E-mail

You can scan a document and send the scanned data as an e-mail attachment. The following shows the reference section for each feature.

Note
- This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.
- Some scanner settings are required to use this feature. For information on the settings, refer to the Network Administrator Guide.

The [Read Receipts] and [Split Send] features on the [Output Format] screen are only available for the [E-mail] feature. The following shows the reference section for each feature.

1 Select [E-mail] on the [All Services] screen.

2 On the [E-mail] screen, specify recipients using the Address Book or the keyboard.

Important
- Recipients cannot be specified with address numbers using the numeric keypad, one-touch buttons, or group numbers.
- You can only specify recipients registered for e-mail. Any recipients registered for fax cannot be specified.
- Depending on the settings in the System Settings, the [Keyboard] and [Add Me] buttons are not displayed. Recipient names and e-mail addresses cannot be modified on this screen.

Address Book

The following describes how to select a recipient using the Address Book. You can also enter an e-mail address using the keyboard.

For information on the settings of the address book, refer to "Address Book" (P.328).

1 Select [Address Book].

2 Select any item.

■To

Sets the selected address as a recipient.

■CC

Sets the selected address as CC.
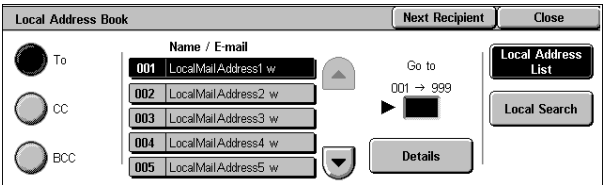
∎BCC

Sets the selected address as BCC.

∎Go to

Displayed only when [Local Address List] is selected.

Refer to "When [Local Address List] is Selected" (P.181).

∎Details

Displays detailed information on the selected recipient.

∎Local Address List

Displays the local address list.

Refer to "When [Local Address List] is Selected" (P.181).

∎Local Search

Searches recipients in the local address list.

Refer to "When [Local Search] is Selected" (P.181).

∎Next Recipient

Allows you to specify e-mail addresses to send e-mails to multiple recipients (Broadcast).

When [Local Address List] is Selected

Select a recipient from the local address list.

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

∎Go to

Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

∎Details

Select a recipient from [Name/E-mail], and select [Details]. Then the detailed information on the recipient appears.

When [Local Search] is Selected

Enter keywords to search for the address.

For information on how to enter characters, refer to "Entering Text" (P.266).

Note • When multiple keywords are used, the address is searched with the AND clause.

∎Recipient Name

Searches with a recipient name as a keyword. Selecting [Enter/Change Keyword] displays the screen for entering the keyword. Up to 32 characters are allowed.

Example: John Smith

■E-mail Address

Searches with an e-mail address as a keyword. Selecting [Enter/Change Keyword] displays the screen for entering the keyword. Up to 128 characters are allowed. Example: myhost@example.com

■Custom Item

This field is used to search with a keyword item other than the recipient name and e-mail address. Selecting [Enter/Change Keyword] displays the screen listing the custom items.

Note • Only one custom item can be selected.

• None

No custom item is used for the keyword search.

• Telephone

A telephone number is used for the keyword search.

• Office

An office name is used for the keyword search.

• Department

A department name is used for the keyword search.

• Change Settings

Select a custom item, and select this button. Then the keyword entry screen appears. Up to 60 characters are allowed.

■Enter/Change Keyword

Select a keyword item, and select [Enter/Change Keyword]. Then the keyword is set or changed.

■Search Now

The search starts. The searched results are listed on the screen.

Keyboard

You can enter addresses using the keyboard.

1 Select [Keyboard] on the [E-mail] screen.

2 Use the keyboard shown on the screen to enter an e-mail address of up to 128 characters.
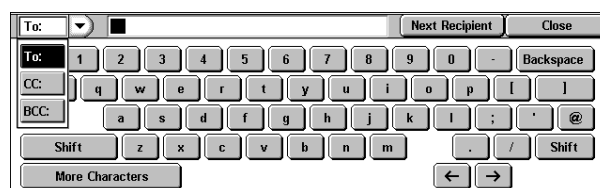
■To/CC/BCC

Switches the recipient type (To/CC/BCC) using the drop-down menu.

■More Characters

Displays symbols. Use this button to enter symbols for the e-mail address.

■Next Recipient

Allows you to specify e-mail addresses to send e-mails to multiple recipients (Broadcast).

■Backspace

Moves the cursor back to delete one character.

■Shift

Used for entering uppercase characters.

Add Me

This button is used to add the sender's address to [To], [CC], or [BCC].

1 Select [Add Me].

2 Select an option.

■To

Adds the sender's address to To.

■CC

Adds the sender's address to CC.

■BCC

Adds the sender's address to BCC.
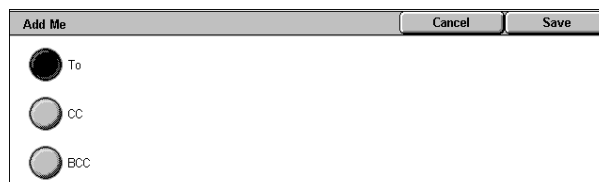
Recipient(s)

You can confirm, delete or edit recipients using the pop-up menu displayed.

1 From the [Recipient(s)] list, select the recipient to be deleted, confirmed, or edited.

2 Select any item from the pop-up menu.
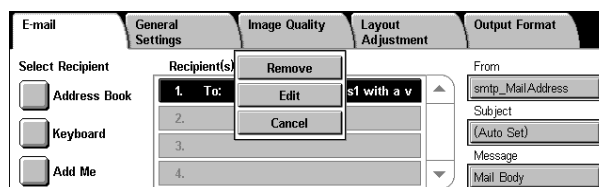
■Remove

Removes the selected recipient.

■Edit

Displays the [Change Recipient Settings] screen where you can confirm or edit the recipient.

Refer to "[Change Recipient Settings] Screen" (P.184).

■Cancel

Hides the pop-up menu.

[Change Recipient Settings] Screen

You can confirm and change the settings of the recipient.

1 Select the item to be changed.

Change Recipient Settings		Close
Items	Current Settings	
1. E-mail Address	SMTP_MailAddress	
2. Recipient Name	LocalMailAddress1 with a valid cert	
3. S/MIME Certificate	Yes	
		Change Settings

◼E-mail Address

To change the e-mail address, select [Change Settings] to display the keyboard and enter a new address.

◼Recipient Name

To change the recipient name, select [Change Settings] to display the keyboard and enter a new name.

The recipient name appears when registered in the Address Book.

◼Change Settings

Allows you to confirm and change the settings of the selected item.

From

Specify a sender's e-mail address. You can specify only one address as a sender's address.

Note • When using the Authentication feature, the e-mail address registered in user information is automatically set as a sender's address. For more information on user information, refer to "Create/Check User Accounts" (P.339).

• Depending on the System Settings, [From] may not be editable.

1 Select [From].

2 Select any item from the pop-up menu.

E-mail	General Settings	Image Quality	Layout Adjustment	Output Format
Select Recipient	Recipient(s)			Address Book
Address Book	1. To: smtp_MailAddress			Keyboard
Keyboard	2.			Cancel
	3.			Message
Add Me	4.			Mail Body

◼Address Book

Allows you to select the sender's e-mail address from the address book.

For information on the address book, refer to "Address Book" (P.188).

◼Keyboard

Enter the sender's e-mail address of up to 128 characters.

◼Cancel

Hides the pop-up menu.

Subject

Set the e-mail subject using the following procedure.

■Auto Set

Automatically sets the subject to [Scan data from XXX] (where XXX is the host name of the machine).

■To set a user-defined subject

1 Select [Subject].

2 Enter a subject of up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.266).

Message

Enter the e-mail body using the following procedure.

1 Select [Message].

2 Enter a message of up to 256 characters using the keyboard.

For information on how to enter characters, refer to "Entering Text" (P.266).

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Scan to Mailbox

You can scan documents and save the scanned data into a mailbox of the machine.

To use the [Scan to Mailbox] feature, select [Scan to Mailbox].

A mailbox needs to be registered beforehand. For more information on registering a mailbox, refer to "Mailbox" (P.322).

1 Select [Scan to Mailbox] on the [All Services] screen.

2 On the [Save to Mailbox] screen, specify a mailbox to save the scanned data in.
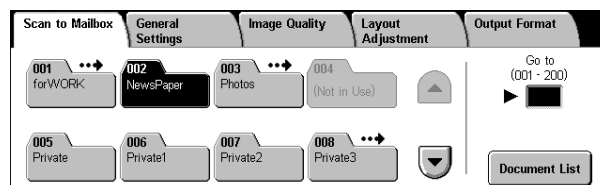
> **Note** • If a passcode is set for the mailbox, the passcode entry screen may appear. Enter the passcode and select [Confirm]. If you have forgotten the passcode, set the mailbox passcode in the System Administration mode again.

■Mailbox

Select a mailbox to save the scanned data in.

> **Note** • Select [▲] to return to the previous screen and select [▼] to move to the next screen.

■Go to

Use the numeric keypad to enter a 3-digit mailbox number. The mailbox then appears at the top of the list.

■Document List

Select a mailbox and then select this button to display the [Document List] screen. You can confirm or delete documents stored in the mailbox.

For more information on the [Mailbox - Confirm/Delete] screen, refer to "Checking/Selecting Mailbox Documents" (P.209).

Scan to PC

You can convert scanned data to TIFF, DocuWorks, or PDF format, and then use the FTP or SMB protocol to send the data to a computer on the network. The following shows the reference section for each feature.

Note • Before scanning, a shared folder must be created on the computer for saving scanned data. If the FTP protocol is used, the FTP service must be set. For information on the computer settings, refer to the documentation supplied with your operating system. For information on compatible operating systems, refer to "Scan Feature Specifications" (P.541).

• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Scan to PC] from the [All Services] screen.

2 Specify a forwarding destination on the [Scan to PC] screen.

Note • The setup fields displayed on the screen depend on the selected protocol.

Transfer Protocol

You can select a transfer protocol using the following procedure.

1 Select [Transfer Protocol].

2 Select any item.

■FTP

Transfers using the FTP protocol.

■SMB

Transfers using the SMB protocol.

■SMB (UNC Format)

Transfers using the SMB protocol (UNC Format).

UNC stands for Universal Naming Convention and its format is as follows:
\\host name\shared name\directory name.

Address Book

You can specify the server name, user name and other information from the address book.

For information on settings of the address book, refer to "Address Book" (P.328).

1 Select [Address Book].

2 Select the destination in which the data is stored.

> **Important** • You can only use destinations configured for SMB or FTP. Any destinations registered for fax cannot be specified.

> **Note** • Select [▲] to return to the previous screen and select [▼] to move to the next screen.

■Details

You can confirm information such as [Recipient Name] and [Server Name/IP Address].

Browse...

Displays a hierarchy consisting of server names and folders. You can specify a save destination by tracing the hierarchy.

1 Select [Browse...].

2 Select the destination in which data is to be stored.
You can move to another level by pressing [Previous] or [Next].

> **Important** • You can specify recipients for SMB only.

■Save in:

Shows the current location in the hierarchy.

Specifying a Destination

Enter information into the fields provided for the selected protocol, to specify a forwarding destination.

1 Select the item to be set.

> **Note** • You can also select [Address Book] to enter information.
> • The setup fields displayed on the screen depend on the selected protocol.

2 Enter information using the keyboard on the screen.

For information on how to enter characters, refer to "Entering Text" (P.266).

> **Note** • To delete characters, select [Backspace].
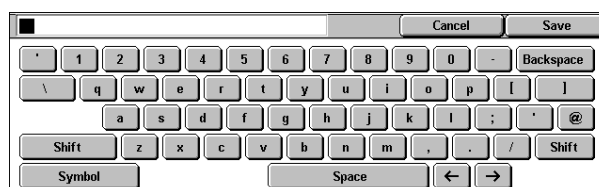
■Server

Displayed when [FTP] or [SMB] is selected for [Transfer Protocol]. Enter a server name or IP address. Up to 64 characters are allowed.

Example: : myhost.example.com
(myhost: host name, example.com: domain name)

■Shared Name

Displayed when [SMB] is selected for [Transfer Protocol]. Enter a shared name. Up to 64 characters are allowed.

■Save In

* When [FTP] or [SMB] is selected for [Transfer Protocol]:
Enter a directory name. Up to 128 characters are allowed.

* When [SMB(UNC format)] is selected for [Transfer Protocol]:
Enter "\\Host Name\Shared Name\Directory Name". Up to 260 characters are allowed.

■User Name

Enter the user name of the computer you are forwarding to. When a user name is not required for the destination, this field can be skipped.

When [FTP] is selected for [Transfer Protocol], up to 32 characters are allowed.

When [SMB] is selected for [Transfer Protocol], use one of the following formats.

* For Active Directory:

User name@Domain name (user name: up to 32 characters, domain name: up to 64 characters)

Example: fuji@example.com (fuji: user name, example.com: domain name)

* For Windows NT domains:

Domain name\User name (domain name: up to 64 characters, user name: up to 32 characters)

Example: example\fuji (example: domain name, fuji: user name)

* For workgroups:

Local user (up to 32 characters)

Example: Fuji-Taro

■Password

Enter the password for the user name. Up to 32 characters are allowed.

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General Settings

The [General Settings] screen displayed for [E-mail], [Scan to Mailbox], and [Scan to PC] allows you to set basic features. The following shows the reference section for each feature.

Note • When you select [Scan to Mailbox], [File Format] is disabled.

1 On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to PC].

2 Select the [General Settings] tab, and then select a feature on the [General Settings] screen.
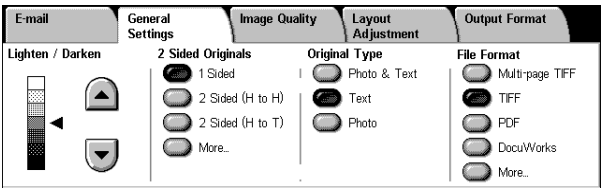
Lighten/Darken (Adjusting the Scan Density)

You can select a scan density level from seven levels. Moving the ◄ mark to the upper position makes the scan density lower, and moving to the lower position makes the density higher.

1 Use [▼] and [▲] to adjust the density.
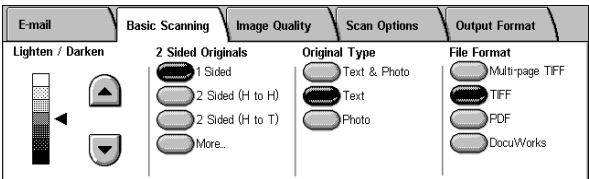
2 Sided Originals (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select any item.
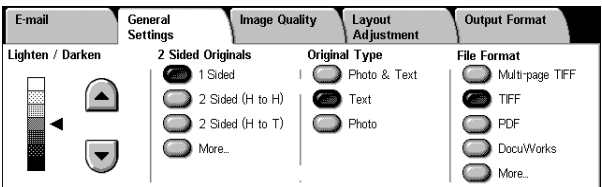
■1 Sided

Select this to scan only one side of the document.

■2 Sided (H to H)

Select this when both sides of the 2-sided document are in the same orientation.

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■2 Sided (H to T)

Select this when both sides of the 2-sided document are in opposite orientations.

■More...

The [2 Sided Originals] screen is displayed.

Refer to "[2 Sided Originals] Screen" (P.191).

[2 Sided Originals] Screen

This screen allows you to select the status and orientation of original documents.

1 Select any item.
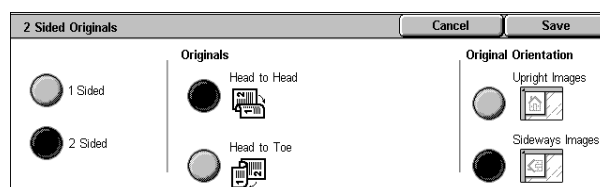
■1 Sided

Select this to scan only one side of the document.

■2 Sided

Select this to scan both sides of the document.

■Originals

Displayed when [2 Sided] is selected.

• Head to Head

Select this when both sides of the 2-sided document are in the same orientation.

• Head to Toe

Select this when both sides of the 2-sided document are in opposite orientations.

■Original Orientation

To scan using the document feeder, the orientation must be set to specify the head of the document.

Load the document in the [Head to Left] orientation when [File Format] is set to [TIFF]. When viewing the scanned document on a computer, the document is displayed in the [Head to Top] orientation.

Note • If the setting for [Original Orientation] differs from the actual document orientation, then the machine may mistakenly detect the top of the document.

• Upright Images

Select this item when placing the top edge of the document against the top side of the document glass or document feeder.

• Sideways Images

Select this when placing the top edge of the document against the left side of the document glass or the document feeder.

Original Type (Selecting the Document Type)

You can select a document type for scanning.

1 Select an original type.
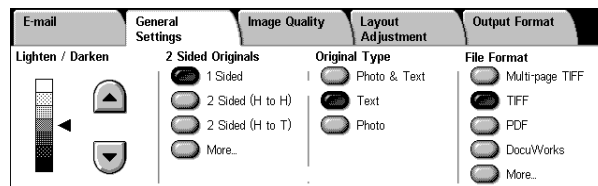
■Photo & Text

Select this item when scanning a document that contains both text and photos. This setting automatically identifies text and photo areas to scan each area with optimum quality.

■Text

Select this item when scanning text clearly.

■Photo

Select this item when scanning photos.

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

Note　• When selecting [Scan to Mailbox], [File Format] is disabled.

　　• If High-compression Image Kit (optional) is installed, the machine can store PDF and DocuWorks files with higher compression rates.

1 Select a file format.
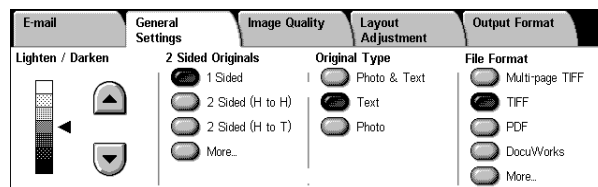
■Multi-page TIFF

Saves multiple pages into a single file in TIFF format.

■TIFF

Saves each page into a different file in TIFF format.

■PDF

Saves scanned data in PDF format.

■DocuWorks

Saves scanned data in DocuWorks format.

Note　• To browse or print DocuWorks files on a computer, one of the following software is required.
　　- DocuWorks 4.0 or later
　　- DocuWorks Viewer Light 4.0 or later
　　- DocuWorks Viewer Light for Web 4.0 or later

■More...

The [File Format] screen is displayed.

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[File Format] Screen

This screen displays all available File Format options.

1 Select any item.

■PDF Security

Allows you to prevent the data saved as a PDF file from unauthorized access.

The [File Format - PDF Security] screen appears.

Refer to "[File Format - PDF Security] Screen" (P.193).

■DocuWorks Security

Allows you to configure security on the data saved as a DocuWorks file to prevent unauthorized access.

The [File Format - DocuWorks Security] screen appears.

Refer to "[File Format - DocuWorks Security] Screen" (P.194).

[File Format - PDF Security] Screen

Allows you to encrypt a PDF file by password, and assign the access privileges for the file operation.

1 Select any item.

■Off
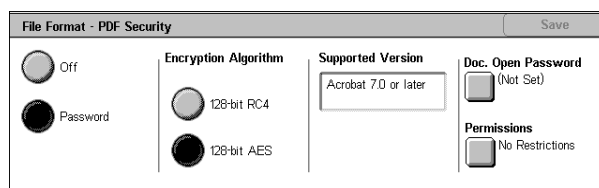
The file is not encrypted, and no access privilege is configured.

■Password

Encrypts the file using a password.

■Encryption Algorithm

Set the encryption method.

- 128-bit RC4

  Encrypts by the 128-bit RC4 method. Files encrypted by this method can be opened with Adobe® Acrobat® 5.0 or later.

- 128-bit AES

  Encrypts by the 128-bit AES method. Files encrypted by this method can be opened with Adobe® Acrobat® 7.0 or later.

■Supported Version

The supported versions of Adobe® Acrobat® for encryption are displayed.

■Doc. Open Password

The [PDF Security - Document Open Password] screen appears.

If you select [On] and set a password, the password is required to open the file.

You can enter a password up to 32 characters.

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■Permissions

The [PDF Security - Permissions] screen appears.

Refer to "[PDF Security - Permissions] Screen" (P.195).

[File Format - DocuWorks Security] Screen

Allows you to encrypt a DocuWorks file with a password, and assign the access privileges for the file operation.

1 Select any item.

■Off
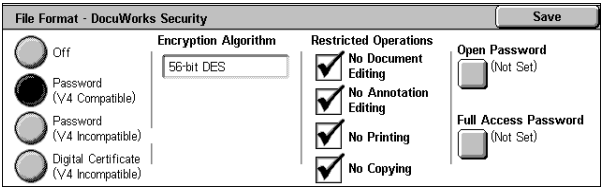
The file is not encrypted, and no access privilege is configured.

■Password (V4 Compatible)

Encrypts the file by the 56-bit DES method using a password. Files encrypted by this method can be opened with DocuWorks Ver4.0 or later.
Select [Open Password], and set a password.

■Password (V4 Incompatible)

Encrypts the file by the 128-bit AES method using password. Files encrypted by this method can be opened with DocuWorks Ver5.0 or later.
Select [Open Password], and set a password.

■Encryption Algorithm

Displays the encryption methods.

■Restricted Operations

Select file operations to whom access privileges are assigned. When assigning access privileges, configure [Full Access Password].

■Open Password

The [DocuWorks Security - Open Password] screen appears.

If you select [On] and set a password, the file is encrypted. To open the file, the password is required. The access privileges set in [Restricted Operations] are assigned.

You can enter a password up to 32 characters.

■Full Access Password

The [DocuWorks Security - Full Access Password] screen appears.

When setting a password, the password is required to change the access privileges set in [Restricted Operations].

You can enter a password up to 32 characters.

[PDF Security - Permissions] Screen

Allows you to assign access privileges to a file.

1 Select [Security Password].

2 Enter the password.

3 Select any item.

PDF Security - Permissions		Cancel	Save
Items	**Current Settings**		
1 Security Password	(Not Set)		
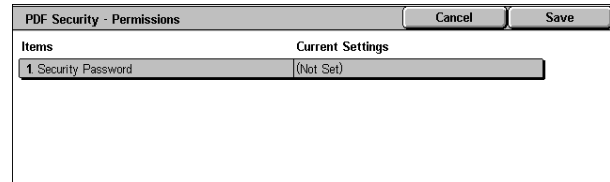
■**Security Password**

The [PDF Security - Security Password] screen appears.

Security Password allows you to assign access privileges to files. The password is required when users are to change the access privileges or to perform unauthorized operations.

You can enter a password up to 32 characters.

■**Printing**

The [Authorization - Printing] screen appears.

Configure whether to allow users to print the file. If allowed, select the print resolution as well.

■**Changes Allowed**

The [Authorization - Changes Allowed] screen appears.

Configure whether to allow users to change the file contents such as inserting pages and adding notes.

■**Allow Contents Copying and Extraction**

The [Authorization - Allow Contents Copying and Extraction] screen appears.
Configure whether to allow users to copy the file contents such as text and images.

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Image Quality

On the [Image Quality] screen under [E-mail], [Scan to Mailbox], or [Scan to PC], you can set the image quality features. The following shows the reference section for each feature.

1 On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to PC].

2 Select the [Image Quality] tab, and then select a feature on the [Image Quality] screen.
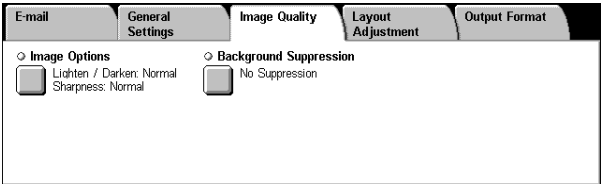
Image Options (Adjusting Scan Density and Image Sharpness)

You can adjust the scan density and image sharpness.

1 Select [Image Options].

2 Adjust the scan density and sharpness with [▲] and [▼].
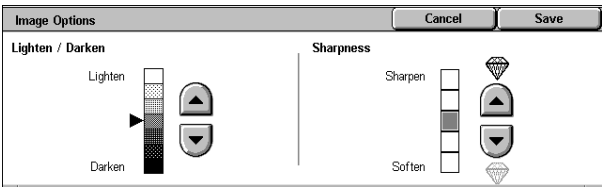
■Lighten/Darken

You can select a scan density level from among 7 levels between [Lighten] and [Darken].

Moving the arrow mark to the upper position makes the scan density lighter, and moving to the lower position makes darker.

■Sharpness

You can select a sharpness level from 5 levels between [Soften] and [Sharpen].

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

Background Suppression (Erasing the Background Color of Documents)

This feature allows you to suppress the background color of a document such as newspaper and colored paper.

1 Select [Background Suppression].

■Background Suppression

• No Suppression

Scans the document backgrounds with no filtering.

• Auto Suppression

Suppresses the color of the document background.

Layout Adjustment

On the [Layout Adjustment] screen under [E-mail], [Scan to Mailbox], or [Scan to PC], you can adjust the scan options. The following shows the reference section for each feature.

1 On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to PC].

2 Select the [Layout Adjustment] tab, and then select a feature on the [Layout Adjustment] screen.

Scan Resolution (Specifying a Scanning Resolution)

This feature allows you to set the resolution to scan a document.

As the value increases, the scan becomes more detailed, but the data size also increases. The scanning and transfer time increases as well.

1 Select [Scan Resolution].

2 Select a resolution.

2 Sided Originals (Scanning Both Sides of a Document)

This feature is the same as [2 Sided Originals] in the [General Settings] tab. Refer to "2 Sided Originals (Scanning Both Sides of a Document)" (P.190).

Book Scanning (Scanning Facing Pages on Separate Sheets)

This feature allows you to scan facing pages of a document onto separate sheets of paper in page order.

This feature is useful if you need to make separate scans for facing pages of bound originals such as a booklet.

Note   • You cannot use the document feeder with this feature. Use the document glass.

• Non-standard sized documents will not be separated into two accurately.

1 Select [Book Scanning].

2 Select any item.
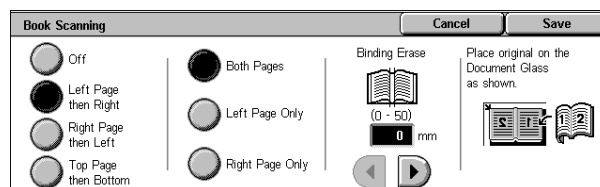
■Off

Does not scan as a bound document.

■Left Page then Right

Scans the left page and then the right page of facing pages.

■Right Page then Left

Scans the right page and then the left page of facing pages.

■Top Page then Bottom

Scans the top page and then the bottom page of facing pages.

■Both Pages

Scans both pages in page order.

■Left Page Only

Scans the left page only in page order. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Right Page Only

Scans the right page only in page order. You can select this item when [Left Page then Right] or [Right Page then Left] is selected.

■Top Page Only

Scans the top page only in page order. You can select this item when [Top Page then Bottom] is selected.

■Bottom Page Only

Scans the bottom page only in page order. You can select this item when [Top Page then Bottom] is selected.

■Binding Erase

Erases the shadow from the center section of the document. You can set the binding erase width within the range from 0 to 50 mm in 1 mm increments.

Original Size (Specifying a Scan Size)

This feature allows you to set the scan size for a document.

Use this feature when a document is a non-standard size, or when you want to scan a document at a size different from the original size.

The machine scans the document at the size you specify, regardless of the original size. You can add margins, or delete unwanted margins using this feature.

1 Select [Original Size] on the [Layout Adjustment] screen.

2 Select a size.
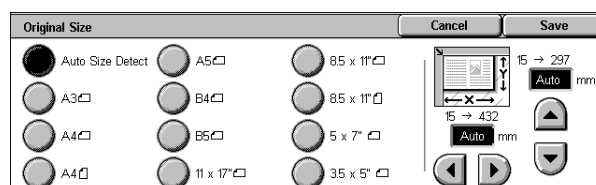
■Auto Size Detect

Detects the document size automatically.

	Document feeder	Document glass
Document size	B5, B5⊡, B4, A5⊡, A4, A4⊡, A3, 8.5 x 11 inches, 8.5 x 11 inches⊡, 8.5 x 14 inches, 11 x 17 inches	B6, B6⊡, B5, B5⊡, B4, A6, A5, A5⊡, A4, A4⊡, A3, 8.5 x 11 inches⊡

Refer to the table in "Paper Size Settings" (P.280) for information on document sizes that can be automatically detected.

Note
- If the document size cannot be detected automatically, a screen to input the document size appears.
- The standard document sizes that can be detected automatically depend on the [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "Paper Size Settings" (P.280).

■Standard Size

Select a document size from 11 options.

■Free

Enter the desired scan size when scanning a non-standard size document or when scanning at a size different from the original document size. You can specify a value in the range of 15 to 432 mm for the scan length (X), and a value in the range of 15 to 297 mm for the scan width (Y), in 1 mm increments. The scales attached on the upper and left edges of the document glass are helpful for you to specify values.

Mixed Sized Originals (Scanning Different Size Documents Simultaneously)

When using the document feeder, you can simultaneously scan different size documents with the respective sizes. You can also specify a size to scan different size documents with the same size.

Important
- Always load the A5-size documents in portrait orientation.
- When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load B5 the documents in portrait orientation.
- The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be copied properly.

Note
- This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

- When [Reduce/Enlarge] is set to [Auto %] and the output size is specified for [Output Size], the scanned data is automatically reduced/enlarged to the specified size. However, since the scanned image is not rotated, the image will be reduced/enlarged to fit the specified size while keeping its orientation. For example, when an A3 landscape original is loaded and the output size is set to A4 portrait, the scanned image is reduced to A5 landscape and printed on A4 portrait paper.
- If the document size cannot be detected automatically, a screen to input the document size appears.

1 Select [Mixed Sized Originals].
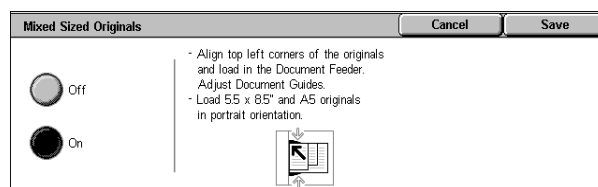
2 Select [On].

■Off

Select this item when all documents are of the same size.

■On

When scanning documents of different sizes, the machine automatically detects the size of each document.

Edge Erase (Erasing Edges and Margin Shadows in the Document)

When you scan a document with the document cover open or when you scan a book, the edges and center margin of the document may be scanned as black shadows. The Edge Erase feature allows you to erase such shadows.

Note • For 2-sided originals, the same edge erase amounts are set for the front and back sides.

• If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you configured.

1 Select [Edge Erase].

2 Select [Edge Erase].

3 Use [▲] and [▼] to set the erase widths of top and bottom, left and right, and center of the document.

4 Select [Original Orientation].

■Normal

Sets the Edge Erase amounts to 2 mm for the top and bottom, and left and right edges.

If you do not want to erase edges, select [Edge Erase] and then specify 0 mm for the required edges.

■Edge Erase

Allows you to specify Edge Erase values.

- Top & Bottom Erase

  Erases the shadows of top and bottom edges of the document in accordance with the orientation of the loaded document. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

- Left & Right Erase

  Erases the shadows of left and right edges of the document in accordance with the orientation of the loaded document. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

- Binding Erase

  Erases the shadow in the center of facing pages of a bound document. You can set the binding erase width within the range from 0 to 50 mm in 1 mm increments.

■Original Orientation

In order to identify the top of the document, the orientation of the document must be specified.

Refer to "Original Orientation" (P.191).

Reduce/Enlarge (Specifying a Scanning Ratio)

This feature allows you to set the scanning ratio for the document to be scanned.

1 Select [Reduce/Enlarge].

2 Select or enter a ratio.
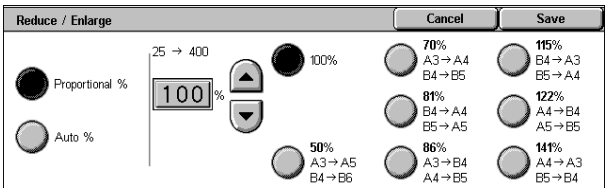
■Proportional %

Select a preset ratio, or enter a value within the range of 25 to 400% in 1% increments.

To enter a value, touch the entry box, and then use the numeric keypad or the [▲] and [▼] buttons.

■Auto %

In [Output Size], select the output size of the scanned document. The machine automatically calculates the scanning ratio based on the selected output size and the original document size.
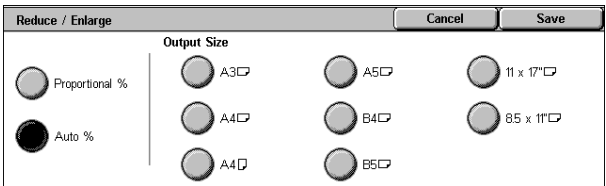
Note   • Selecting [Auto %] may generate blank margin areas.

Output Format

On the [Output Format] screen under [E-mail], [Scan to Mailbox], or [Scan to PC], you can configure the output formats.

For more information, refer to below.

1 On the [All Services] screen, select [E-mail], [Scan to Mailbox], or [Scan to PC].

2 Select the [Output Format] tab, and then select a feature on the [Output Format] screen.

> **Note** • The buttons displayed on the screen depend on the scan feature selected on the [All Services] screen. The screen shown above is for the E-mail feature.

Read Receipts

This feature allows you to receive read receipts from e-mail recipients when using the [E-mail] feature. This feature is not available unless recipients support the MDN feature.

> **Note** • When multiple e-mails are sent using [Split Send], then a read receipt is requested for each e-mail.
>
> • Read receipts are returned to the address specified in [Reply To], or they are returned to the address specified in [From] if [Reply To] is not set.
>
> • This feature is only available when the recipient also sets to return read receipts.

1 Select [Read Receipts].

2 Select [On].

■Off

Select this item when you do not request read receipts.

■On

Select this when you request read receipts.
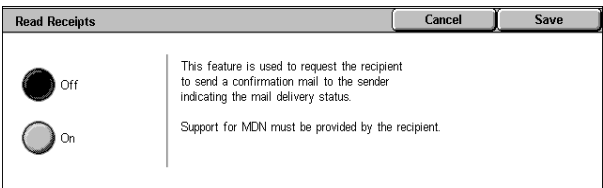
Split Send (Sending in Sections)

When using the [E-mail] feature, you can split a large amount of attachment into pages to send them separately, or you can configure the machine not to split data.

For information about the Split Send setting, refer to "Max No. of Pages for Split Send" (P.317).

Note • [Split Send] is available only when the [File Format] on the [General Settings] screen is set to [PDF], [DocuWorks], or [Multi-page TIFF].

1 Select [Split Send].

2 Select [Split by page].

■Off

The data is not split.

■Split by page

The data is split in pages.
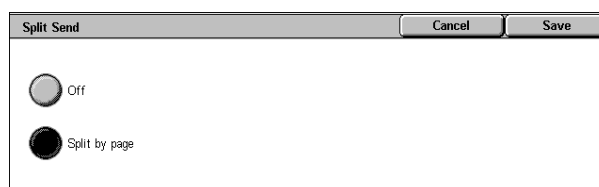
File Name (Specifying a Name for the File to be Sent)

When using the [E-mail] or [Scan to Mailbox] feature, you can specify a name for the document to be sent.

■Auto Set

The file name is "img-xxx-yyy.zzz" (where xxx is the date and time, yyy is the page number, and zzz is the extension).

The extension depends on the setting in [File Format].

- When [Multi-page TIFF] or [TIFF] is set for [File Format]: tif

- When [PDF] is set for [File Format]: pdf

- When [DocuWorks] is set for [File Format]: xdw

■To set the file name

1 Select [File Name].

2 Enter a name of up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.266).

Note • When each page is saved as one file, the page number is added to the end of each file name.

Reply To (Specifying a Reply Address)

When using the [E-mail] feature, you can specify the address for reply.

1 Select [Reply To].

2 Enter an address for reply.

Scan

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■**[Reply To] box**

Touching the [Reply To] box displays the keyboard screen allowing you to enter an reply address.

■**Clear Field**

Deletes the address entered in [Reply To].

■**Reply To Me**

Uses the address specified in [From] as a reply address.

Note • This button is enabled only when an address is set for [From] on the [E-mail] screen.

■**Address Book**

Allows you to select a reply address from the Address Book.

Refer to "Address Book" (P.180).

File Name Conflict (Setting the Action to be Taken for File Name Conflict)

When using the [Scan to PC] feature, you can set the action to be taken when the file name conflicts with another file stored in the destination.

1 Select [File Name Conflict].

2 Select any item.
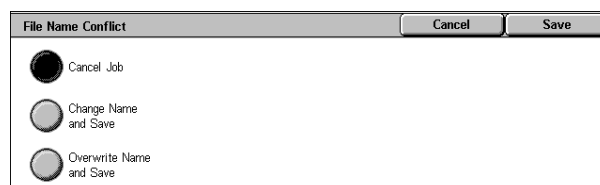
■**Cancel Job**

The job is cancelled and the file is not saved.

■**Change Name and Save**

The file name is automatically changed and saved. The machine adds a number (0001 - 9999) to the end of the file name.

■**Overwrite Name and Save**

The existing file is replaced with the new one.

Document Name (Specifying a Name for the File to be Saved)

When using the [Scan to Mailbox] feature, you can specify a name for the document to be saved.

■**Auto Set**

The file name is "img-xxx" (where xxx is the date and time).

■**To set the file name**

1 Select [Document Name].

2 Enter a name of up to 28 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.266).

6   Send from Mailbox

This chapter describes the basic mailbox operation and mailbox features.

Note   • The Send from Mailbox feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Mailbox Operating Procedure

The following shows the reference section for each procedure.

Step 1 Opening the [Send from Mailbox] Screen

Follow the procedure below to open the [Send from Mailbox] screen.

Note • Features displayed depend on the machine configuration.

1 Press the <All Services> button.
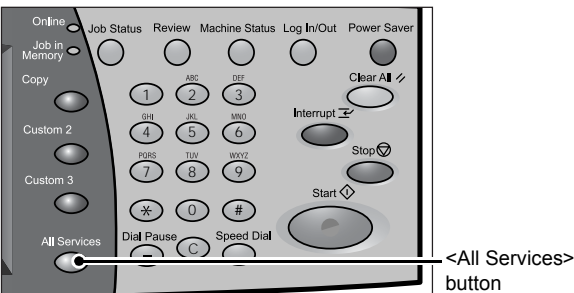
2 Open the next screen, and select [Send from Mailbox].

Step 2 Selecting a Mailbox

Selectable mailboxes depend on the settings on the user authentication feature.

For information on selectable mailboxes, refer to "Types of Mailboxes" (P.393).

1 Select a mailbox.

For information on the [Send from Mailbox] screen, refer to "Selecting a Mailbox" (P.208).
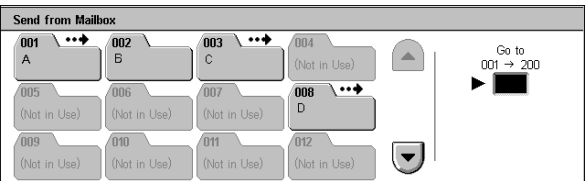
Step 3 Checking/Selecting Mailbox Documents

1 Select a document.

For information on the [Document List] screen, refer to "Checking/Selecting Mailbox Documents" (P.209).
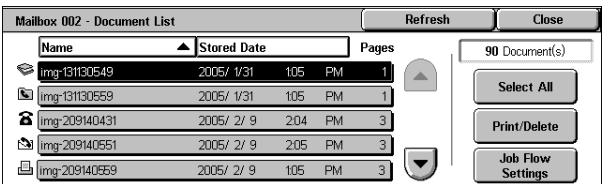
Step 4 Operating Mailbox Documents

The following shows the reference sections for operations available on the [Send from Mailbox] screen.

Send from Mailbox

6

Selecting a Mailbox

Selectable mailboxes depend on the settings on the user authentication feature.

For information on selectable mailboxes, refer to "Types of Mailboxes" (P.393).

1 Select a mailbox.

Note
- Select [▲] to return to the previous screen and select [▼] to move to the next screen.
- An arrow is displayed next to each mailbox which has a link to a job flow sheet and for which the auto start is set.
- If you are prompted for a passcode, enter a passcode and select [Confirm].
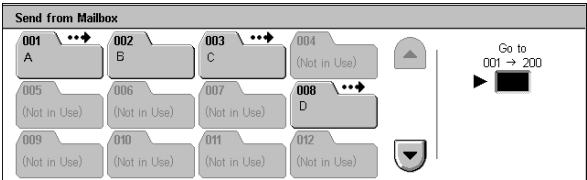
■**Go to**

Displays a mailbox at the top when you enter the three-digit mailbox number with the numeric keypad.

Checking/Selecting Mailbox Documents

You can check or select documents stored in a mailbox.

1 On the [Send from Mailbox] screen, select a mailbox.
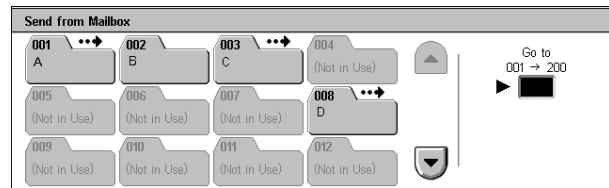
2 Select a document.

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

• You can sort documents in ascending or descending order by selecting either [Name] or [Stored Date].

• At the left of each document name, an icon is displayed to show the document type.

- ≥ : Scanned document
- 昌 : Print document
- 🔳 : Document for Private Polling
- ☎ : Fax to Mailbox
- 🖂 : iFax to Mailbox

• Up to 9 documents can be selected separately. You can also select all documents. If you select documents separately, a number appears to the left of the document icon indicating the order in which it was selected. Documents are processed in this order.
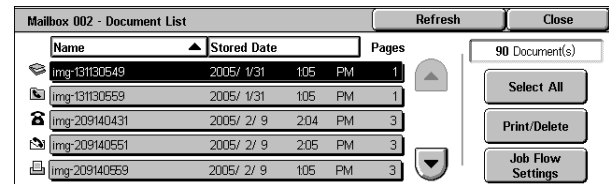
3 Select any item.

■Refresh

Displays the refreshed information.

■Document(s)

Displays the number of documents stored in the mailbox.

■Select All

Selects all the documents in the mailbox. If [Select All] is selected again, all the documents are deselected.

■Print/Delete

Displays the [Print/Delete] screen. This screen allows you to print/delete documents stored in the mailbox.

Refer to "Printing/Deleting Documents in the Mailbox" (P.210).

■Job Flow Settings

Displays the [Job Flow Settings] screen. This screen allows you to create, link, and execute job flows.

Refer to "Configuring/Starting Job Flow" (P.213).

Note • Job flows are not available for print documents. If print documents are included in the selected documents, a job flow can be executed for the documents other than the print documents.

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Printing/Deleting Documents in the Mailbox

You can print/delete documents selected in the mailbox.

1 On the [Document List] screen, select documents.

2 Select [Print/Delete].

3 Select any item.
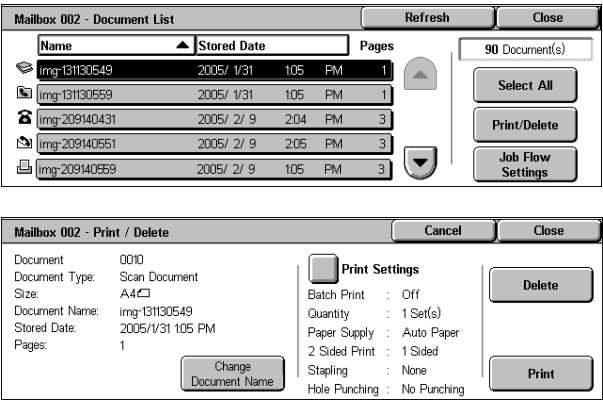
■Change Document Name

Allows you to change the name of the document. This is unavailable when multiple documents are selected.

■Print Settings

Displays the [Mailbox - Print Settings] screen. You can change the print settings of the document.

Refer to "[Mailbox - Print Settings] Screen" (P.210).

■Delete

Deletes the selected document.

■Print

Prints the selected document.

Note • When a print document stored by [Save to Mailbox] of a print driver is printed, the settings specified on the control panel or CentreWare Internet Services will override the settings specified on the print driver except the [Multiple Up], [Skip Blank Pages], and print position settings.

[Mailbox - Print Settings] Screen

You can change the print settings of the document.

1 Select any item.
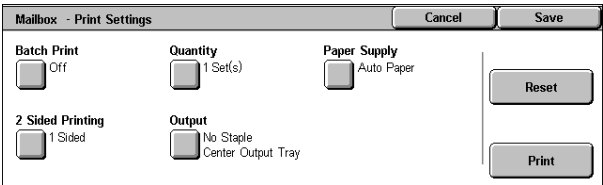
■Batch Print

Allows you to set batch printing.

You can print multiple documents as one document. Up to 100 documents can be bound in selected order.

Note   • For 2-sided printing, the last page becomes blank when the total number of printed pages is odd. For printing of multiple documents, a blank page is inserted after the final page of each document.

• If a different size document is included in multiple documents, it may be printed in improper orientation.

• [Batch Print] is not available while interrupting another job.

• [Batch Print] is not available for the fax/iFax documents that are processed using the [Private Mailbox], [Fax to Mailbox], or [iFax to Mailbox] feature.

■Quantity

Allows you to change the quantity.

■Paper Supply

Allows you to select paper.

Note   • When printing the fax document for Private Polling and Fax to Mailbox, if [Tray Mode] in [Receive Paper Size] is selected, the document will be printed automatically on the paper loaded on the bypass tray in case the specified paper tray cannot be used. For information on [Receive Paper Size] settings, refer to "Receiving Paper Size" (P.310)

■2 Sided Printing

Allows you to set 2-sided printing.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■Output

Allows you to set stapling and output trays.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
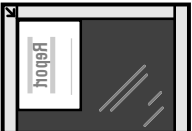
The following tables show the stapling positions when you select [1 Staple] for print documents (by specifying [Save to Mailbox] on a print driver) and when you select [1 Staple] for scanned documents.

• For documents in a mailbox stored by specifying [Save to Mailbox] on a print driver

Original		
Stapling Position		

- For scanned documents stored in a mailbox

Important • Ensure that the orientation of the document, and the [Original Orientation] setting of [Edge Erase] or the [2 Sided Originals] setting of [Layout Adjustment] tab, are the same.

Original	Report	Report	Report	Report
Original Orientation	Report	Report	Report	Report
Stapling Position	Report	Report	Report	Report

■Reset

Resets the print settings.

■Print

Prints the selected document.

Configuring/Starting Job Flow

Job flow is a feature for executing a series of registered actions.

A job flow operates on documents stored in a mailbox, and starts in either of the following ways: 1) manually or automatically start a job flow when a document is stored in a mailbox, or 2) select a job flow to act on documents stored in a mailbox manually.

To automatically start a job flow, you must make a link with a mailbox and a job flow sheet in advance. Documents are automatically processed with the job flow sheet when they are stored in the linked mailbox.

Important • If the Authentication feature is not used, a job flow created in [Send from Mailbox] can only be used/edited/duplicated/deleted through the mailbox where the job flow is created. This type of job flow is not displayed on the [Job Flow Sheets] screen. When using the Authentication feature, job flows whose owners are authenticated are displayed on the [Job Flow Sheets] screen.

• To use job flows, a HDD Extension Kit is necessary.

Features that can be registered are listed below.

■Forward

Multiple forwarding recipients can be configured for each forwarding method.

• Fax

Forwards via fax. Up to 100 recipients can be specified.

• iFax

Forwards via iFax. Up to 100 recipients can be specified.

■Print

Documents in a mailbox can be printed.

Some features are unavailable depending on the store type of the document.

Input \ Output	Print	Fax	iFax[*1]	Mail	FTP	SMB
Fax Documents for Private Polling	O	O	O	X	X	X
Scanning	O	O	O	X	X	X
Fax to Mailbox	O	O	O	X	X	X
iFax Received	O	O	△	X	X	X
Print Stored	X	X	X	X	X	X

O: Available
X: Not available
△: Available depending on System Administration mode settings
*1 Load an A4 document in landscape orientation when TIFF-S has been selected for iFax forwarding profile. Loading the document in portrait orientation will reduce the size of the iFax image.

1 On the [Document List] screen, select documents.

| Mailbox 002 - Document List | | | Refresh | Close |

Name ▲	Stored Date	Pages	90 Document(s)
img-131130549	2005/ 1/31 1:05 PM	1	Select All
img-131130559	2005/ 1/31 1:05 PM	1	
img-209140431	2005/ 2/ 9 2:04 PM	3	Print/Delete
img-209140551	2005/ 2/ 9 2:05 PM	3	
img-209140559	2005/ 2/ 9 1:05 PM	3	Job Flow Settings
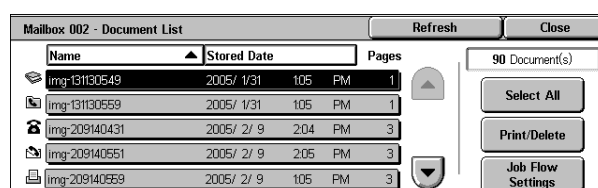
2 Select [Job Flow Settings].

3 Select any item.

```
Mailbox 011 - Job Flow Settings                    Close

Job Flow Sheet that has been linked to this Mailbox:
work                                    ☑ Auto Start        Cut Link

Description:                                            Create/Change
information                                                 Link

                                    Start Current      Select Job
                                    Job Flow           Flow Sheet
```
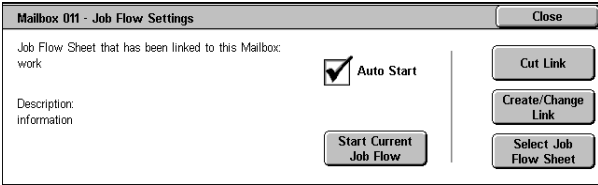
■Auto Start

This sets auto start of the job flow for documents stored in the mailbox. The job flow automatically starts when a document is stored.

■Start Current Job Flow

Select documents from the mailbox and select this button to start the job flow linked to this mailbox.

Important • After executing the job flow, print the job history report to check the result. For information on the job history report, refer to "Job Status/Activity Report" (P.374).

■Cut Link

Cancels the link between a mailbox and the linked job flow sheet.

■Create/Change Link

Displays the [Link Job Flow Sheet to Mailbox] screen.

Refer to "[Link Job Flow Sheet to Mailbox] Screen" (P.214).

■Select Job Flow Sheet

When selecting this button while documents are selected, the [Select Job Flow Sheet] screen is displayed.

Refer to "[Select Job Flow Sheet] Screen" (P.215).

[Link Job Flow Sheet to Mailbox] Screen

You can change the link between the mailbox and its job flow sheet.

Note • Linking, delinking, and auto start settings can be also performed during the creation of a mailbox.

1 Select a job flow sheet to link to.

Important • Selecting [Save] without selecting a job flow sheet does not set a link. If the selected job flow sheet is already linked, then the link is cancelled.

```
Link Job Flow Sheet to Mailbox                     Save

Name          ▲ Updated        Sheet Filtering      Search by Name
📁 Job Flow Sheet - 1              Mailbox
📁 Job Flow Sheet - 2           ▲                   Search by Keyword
📁 Job Flow Sheet - 3              Create
📁 Job Flow Sheet - 4           ▼                   ☐ Select Keyword
📁 Job Flow Sheet - 5              Edit / Delete
```

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

• You can sort the list in ascending or descending order by touching either [Name] or [Updated].

• At the left of the name, an icon showing the target of the job flow is displayed.
📁 : Mailbox Document
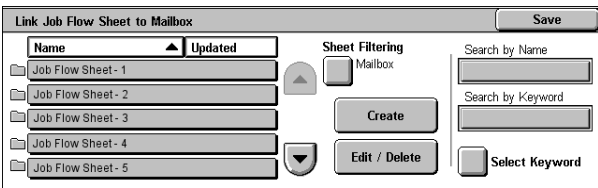
2 Select any item.

■Save

Links the selected job flow sheet.

■Sheet Filtering

Displays the [Sheet Filtering] screen.

Refer to "[Sheet Filtering] Screen" (P.215).

■**Create**

Displays the [Create Job Flow Sheet] screen.

Refer to "Create Job Flow Sheet" (P.326).

■**Edit/Delete**

Displays the [Details] screen.

For details, refer to "Edit/Delete" (P.328).

■**Search by Name**

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

For information about how to enter characters, refer to "Entering Text" (P.266).

■**Search by Keyword**

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation.

For information on how to enter characters, refer to "Entering Text" (P.266).

■**Select Keyword**

Displays the [Select Keyword] screen. Select a keyword registered in the system settings to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

[Sheet Filtering] Screen

Filters the job flow sheets displayed.

Displayed job flow sheets may vary depending on the user authentication feature. Refer to "Job Flow Sheet Types" (P.390).

1 Select the filtering conditions, then select [Save].

Note • The job flows that can be displayed on [Send from Mailbox] are those whose [Target] is [Mailbox], and those stored on the machine.

■**Owner**

Allows you to select an owner.

[Select Job Flow Sheet] Screen

You can select and modify job flow sheets associated with the mailbox.

1 Select a job flow, and press the <Start> button.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.
• You can sort the list in ascending or descending order by pressing either [Name] or [Updated].
• At the left of the name, an icon showing the target of the job flow is displayed.
📁 : Mailbox Document

2 Select any item.

Send from Mailbox

6
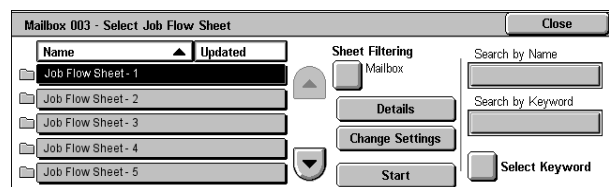
◾Sheet Filtering

Displays the [Sheet Filtering] screen.

For more information, refer to "[Sheet Filtering] Screen" (P.215).

◾Details

Displays the [Details] screen.

Refer to "Edit/Delete" (P.328).

◾Change Settings

If the selected job flow sheet setting is editable, the [Change Settings] screen appears. You can temporarily change the settings.

◾Start

Executes the selected job flow sheet.

◾Search by Name

Searches job flow sheet that partially corresponds with entered characters for registered names when job flow sheet is created. Up to 128 characters are allowed.

For information on how to enter characters, refer to "Entering Text" (P.266).

◾Search by Keyword

Searches job flow sheet that fully corresponds with the keyword for registered keywords when job flow sheet is created.

For information on how to enter characters, refer to "Entering Text" (P.266).

◾Select Keyword

Displays the [Select Keyword] screen. Searches job flow sheet by selecting keywords registered in the System Settings. Searches job flow sheet that fully corresponds with the keyword for registered keywords when job flow sheet is created.

Job Flow Restrictions

Job flows can be assigned to a specified user, can be shared by many users, or can only be accessible from the specified mailboxes to which they are linked.

Job flow restrictions may vary depending on the user authentication feature. For more information, refer to "Job Flow Sheet Types" (P.390).

7 Stored Programming

This chapter describes the Stored Programming feature that enables you to store customized job settings.

Stored Programming Overview

This feature allows you to store settings that you expect to use frequently and call them with a single button operation. You can also assign a screen to a stored program button, to use the button as a short-cut to the screen.

A stored program can store not only settings of a feature, but a flow of settings configured on multiple screens.

For example, this feature is available when you want to record a procedure starting from pressing the <Machine Status> button, to displaying the [Report Job] screen to print a job history report.

The following shows the reference section for each feature.

Stored Programming

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Registering/Deleting/Renaming Stored Programs

The [Stored Programming] screen allows you to register, delete, and rename stored programs.

Important • When registering a stored program to select paper size or type loaded on Tray 5 (Bypass), register both the paper size and the paper type. If only one of them is registered, the stored program may not be called properly.

• If any of the following operations is performed while a stored program is being registered, the stored program may not be registered or may not work correctly.
  - Removing or inserting a paper tray
  - Loading or reloading paper into Tray 5 (Bypass)

• If any of the following operations is performed after a stored program registration, the registered stored program may not be called properly.
  - If the stored program has the Watermark feature and a Watermark setting is changed.
  - If any registered feature becomes disabled due to its value change under System Settings.
  - If the stored program has an operation for a mailbox and the mailbox passcode is changed.

Note • The following cannot be registered: System Settings, [Browse...] under Scan to PC, Job Flow Sheets, Address Book, and other stored programs.

• A stored program registration is cancelled when the <Interrupt> button is pressed, when the Auto Clear feature causes a time-out, or when a popup window (such as a paper jam window) appears.

1 Press the <All Services> button.

2 Select [Setup Menu].

3 Select [Stored Programming].

4 Select the feature.
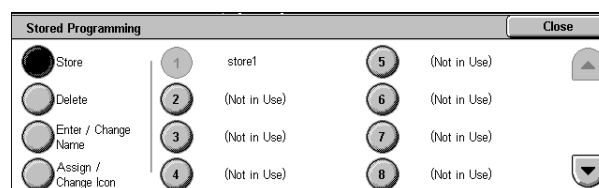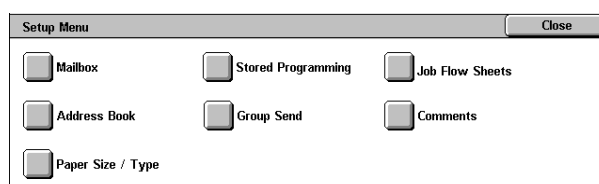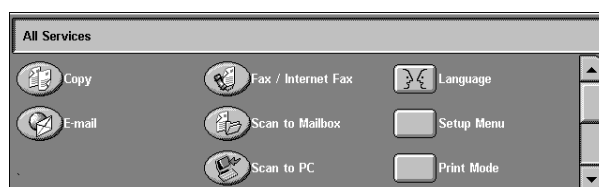
■**Store**

Register a stored program.
Refer to "Registering Stored Programs" (P.220).

■**Delete**

Deletes a stored program.
Refer to "Deleting Stored Programs" (P.220).

■**Enter/Change Name**

Enter or change a stored program name.
Refer to "Entering/Changing a Stored Program Name" (P.221).

Stored Programming

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■**Assign/Change Icon**

Configure an icon for a registered stored program.

Refer to "Assigning/Changing Icons for Stored Programs" (P.221).

Registering Stored Programs

Up to 58 actions can be registered with one stored program. Up to 40 stored programs can be registered in the machine.

One touch buttons M01 to M20 are associated with stored programs 1 to 20, respectively.

The following is the procedure for registering actions with stored programs.

Important • If registered settings such as tray paper size and comments, or default values in the System Settings are changed after a stored program is registered, then the program's content also changes.

1 Select [Store].

2 Select the number to register.

Note • Once a job is stored to a button, it cannot be overwritten.

• Select [▲] to return to the previous screen or [▼] to move to the next screen.
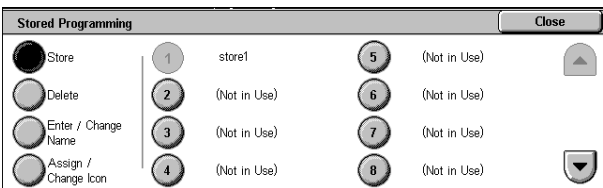
3 Set the feature you want to register.

Note • Press the <Interrupt> button to cancel registration.

• The machine produces an audible tone while a stored program is registered.

You can change the volume of the sound that notifies of stored program registration. For information on the settings, refer to "Stored Programming Tone" (P.270).

4 Press the <Start> button or <Clear All> button.

If no name is entered for a registered stored program, the name becomes "No Name".

For information on how to name a registered stored program, refer to "Entering/Changing a Stored Program Name" (P.221).

Deleting Stored Programs

The following is the procedure for deleting stored programs.

1 Select [Delete].

2 Select the number to delete.

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

3 Select [Yes].
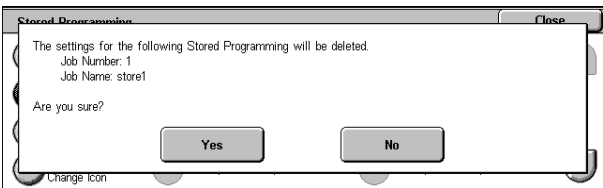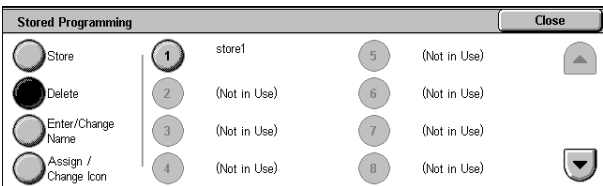
■**Yes**

Deletes the stored program.

Note • Deleted stored programs cannot be restored.

■**No**

Cancels deleting the stored program.

Entering/Changing a Stored Program Name

The following is the procedure for entering or changing the name of a stored program.

Up to 18 characters are allowed for a stored program's name.

For information on how to enter characters, refer to "Entering Text" (P.266).

1 Select [Enter/Change Name].

2 Select the number to register or change a name.

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

3 Enter a name, and select [Save].
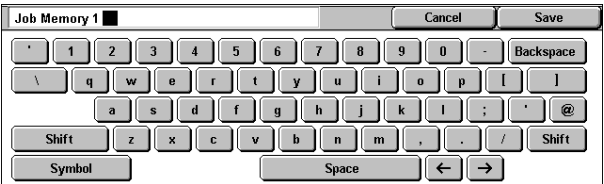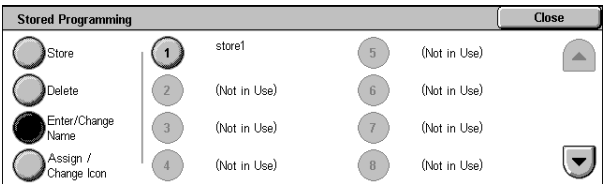
Assigning/Changing Icons for Stored Programs

The following is the procedure for assigning or changing an icon of a stored program.

Nine icons are available.

1 Select [Assign/Change Icon].

2 Select the number to assign or change an icon.

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

3 Select an icon, and select [Save].
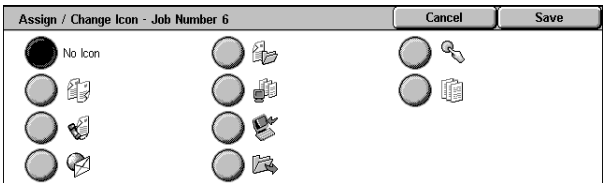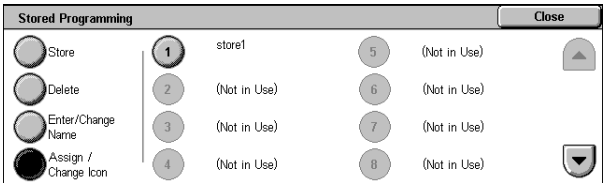
■**No Icon**

No icon is assigned to a registered stored program.

■**Icon**

Select an icon according to the content of the registered stored program.

Calling a Stored Program

This describes the procedure for calling a stored program.

When calling a specified stored program, the last screen shown when you registered the stored programming appears.

1 Press the <All Services> button.

<All Services> button
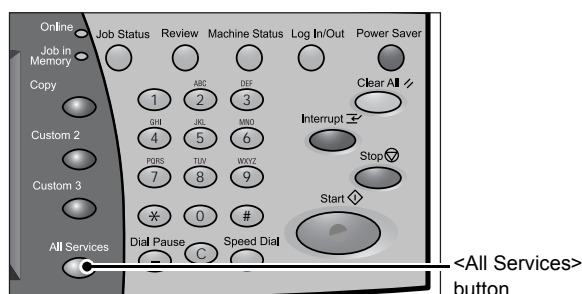
2 Display the next screen, and select [Stored Programming].

3 Select the number of a stored program containing the features you want to use.

> **Note**
> • You can only select registered numbers.
> • Select [▲] to return to the previous screen or [▼] to move to the next screen.
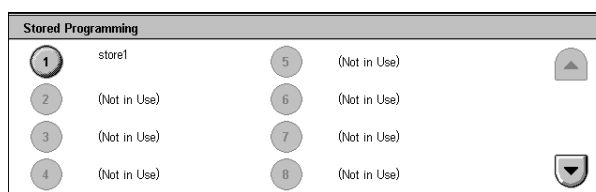
4 After the stored program is called, select other features if necessary.

5 Press the <Start> button.

<Start> button
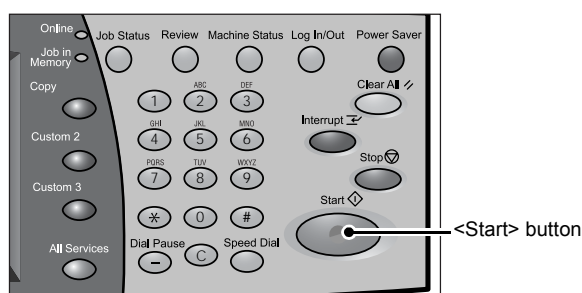
8 Computer Operations

This chapter describes how to print documents, import scanned documents, perform Direct Fax, and operate CentreWare Internet Services on your computer.

Note
- Some models do not support the features described in this chapter. An optional package is necessary. For more information, contact our Customer Support Center.
- The computer screen images shown in this section are as of January 2007.

Features Overview

This section describes the overview of features that can be operated on a computer.

Print Driver

In order to print from your computer, a print driver must be installed on the computer.

For instructions on installing the print driver, refer to the manual contained in the CD-ROM of the Driver CD Kit.

■Print Driver Screen
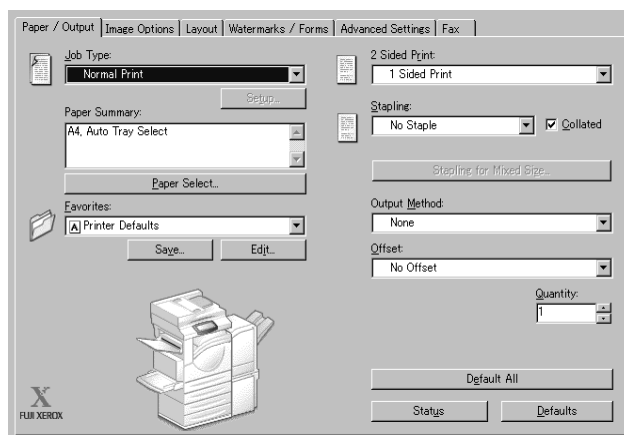
Print Features

The main print features of the machine are as follows:

To learn about print features, click [Help] on the print driver screen to see the print driver's online help. For information on printing, refer to "Printing" (P.230).

Note • Some features are not available unless you configure optional component settings in the [Printer] tab. The unavailable features are grayed out.

■Multiple-Up

Prints multiple pages onto one sheet of paper.

■2 Sided Printing

Prints data on both sides of paper. Only available when the machine has the 2-sided printing feature.

■Poster

Splits one page of print data into multiple sheets of paper and expands the printed image to fit the size of each sheet. Used to create large posters, etc.

■Booklet Creation

Performs 2-sided printing and page allocation for printing a booklet in the correct page order. Only available when the machine has the 2-sided printing feature.

■Transparency Separators

Automatically inserts a blank sheet of paper as a separator each time a transparency is printed.

■Watermark

Prints fixed text, such as "Confidential", over the print data.

■Secure Print

Temporarily stores the print data on the machine, to print it with the print command from the machine. This feature allows you to set a passcode, which is helpful to print confidential documents.

For information on how to print, refer to "Secure Print" (P.356).

■Sample Set

Before printing multiple sets of a document, you can first print one copy for trial, and then print the rest from the machine.

For information on how to print, refer to "Sample Print" (P.358).

■Delayed Print

Temporarily stores the print data on the machine to print it at specified time.

For information on how to print, refer to "Delayed Print" (P.359).

■Print from Mailbox

Temporarily stores the print data in a registered mailbox, to print it with the print command from the machine.

Important • This feature requires Scanner Kit (optional).

• The print result of the Print from Mailbox feature may be inferior to the other print results in quality.

For information on how to print, refer to "Printing/Deleting Documents in the Mailbox" (P.210).

■E-mail Printing

When the E-mail feature is available, allows you to send e-mail with the TIFF, PDF, or JPEG(JFIF) format documents attachment from a computer to the machine. The received e-mail is automatically printed from the machine.

For details on how to use this software, refer to "E-mail Printing" (P.231).

■Direct Fax

You can directly send fax documents created with application software in the same way that you print. To learn about other direct fax features, click on [Help] and refer to the driver's online help.

For information about how to send, refer to "Sending Fax" (P.239).

Print Features using Authentication Information

■Charge Print

Temporarily stores print data in the machine for each Billing ID, and allows you to request on the machine's control panel to print the data. Using this feature reduces the amount of undesired outputs, because you can select and print only the necessary data. In addition, by registering a user ID and passcode for the authentication on the machine in advance, only the registered user can print the documents.

Note • To protect documents from unauthorized access, a passcode should be registered for the Billing ID on the print driver.

For details on how to setup charge printing, refer to "Charge / Private Print Settings" (P.343). For information on how to print, refer to "Charge Print" (P.355).

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◼Private Charge Print

Temporarily stores print data in the machine for each authentication user ID, and allows you to request on the machine's control panel to print the data. Only the print data for the authenticated user are displayed on the control panel to be handled. Using this feature reduces the amount of unnecessary outputs, because you can select and print only the necessary data.
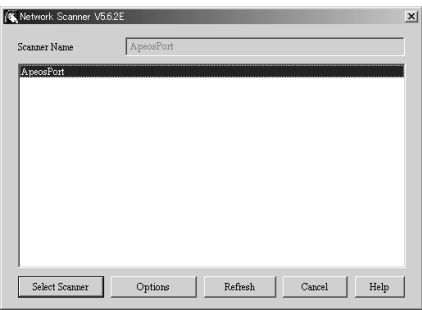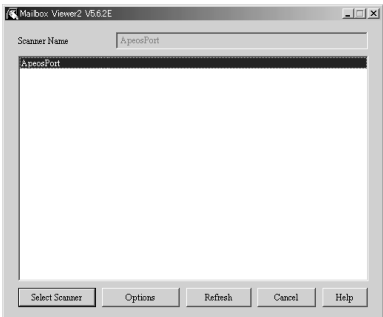
Note • If you do not want to store unneeded documents, you can configure the machine to store only the jobs whose authentication succeeded.

For details on how to set up private charge print, refer to "Charge / Private Print Settings" (P.343). For information on how to print, refer to "Private Charge Print" (P.353).

Network Scanner Utility2

Network Scanner Utility 2 allows you to import scan documents stored on the device's mailbox onto a network computer.

There are two types of Network Scanner Utility2:

• Network Scan Driver	• Mailbox Viewer2

Note • Use the included CD-ROM of the Driver CD Kit to install Network Scanner Utility2.

◼Network Scan Driver

Network Scan Driver is software to allow a client-side application to import documents (scan data) from the machine's mailbox via the network.

For details on how to use this software, refer to "Importing to a TWAIN Compatible Application" (P.233).

◼Mailbox Viewer2

Mailbox Viewer2 is software to import documents from a machine's mailbox without using any client-side application.

For details on how to use this software, refer to "Importing Using Mailbox Viewer2" (P.235).

CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as change settings via a web browser. You can also import documents saved in a mailbox.

For information on importing documents, refer to "Importing Using CentreWare Internet Services" (P.237).

See also the Network Administrator Guide for CentreWare Internet Services.

CentreWare Internet Services Screen

The [CentreWare Internet Services] screen consists of five frames (divided windows). The information displayed in each frame depends on the feature: [Status], [Jobs], [Print/Scan], [Properties], or [Support].

Note • Clicking [Help] in the top frame displays the online help for CentreWare Internet Services.
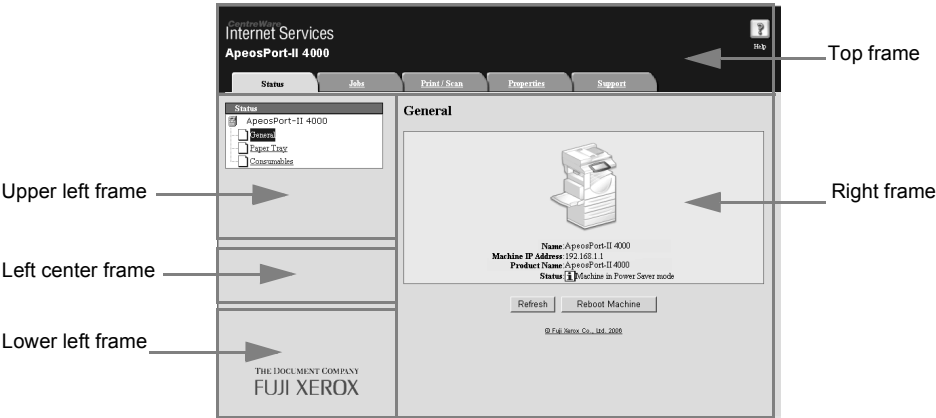
■Top Frame

Displayed at the top of the window. This frame includes the logo, the machine model name, a link to the online help, and tabs (links) leading to each feature.

For details on each feature provided by CentreWare Internet Services, click [Help] in this frame to see the help.

■Right Frame / Upper Left Frame

Information appearing in the right and upper left frames changes depending on the feature. Selecting a feature displays its available features and information in these frames.

■Left Center Frame

Displays the machine information and status, and the [Refresh Status] button. Clicking [Refresh Status] updates the information. This frame does not appear on the [Status] or [Properties] screen.

■Lower Left Frame

Displays a link to the Fuji Xerox home page.

Main features of CentreWare Internet Services are listed below.

Tab Name	Main Features
Status	• Displaying the machine status Displaying the status of the paper trays, output trays and consumables such as toner cartridges. • Linking to the copyright screen.
Jobs	• Displaying a list of jobs and job history, and deleting jobs.

Print/Scan	• Job Submission
	  Allows you to specify and print a file stored on your computer.
	• Mailbox
	  Allows you to register and set mailboxes.
	• Job Flow Sheets
	  Allows you to register and set job flow sheets.
	• Job Template
	  Allows you to create, edit, and delete job templates.

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Tab Name	Main Features
Properties	• Displaying and setting the following items: Machine information and configuration such as memory and a print language, usage counters, paper trays, paper, power saver mode, Address Book, PKI (Public Key), mail notice, authentication/auditron administration, user details, Xerox Standard Accounting, remote authentication server/directory service, Internet Services, proxy server, and port status. • Port settings • Protocol settings • Emulation settings • Memory settings • Report settings
Support	• Displaying support information • Displaying error history information • System administrator settings • Pool server settings • Audit log

Note   • Some field settings take effect after a reboot (after power-cycling the machine or after changing a system setting from the control panel).

• If a setting is changed by CentreWare Internet Services during operation on the control panel, the updated information does not appear on the control panel. Power-cycle the machine in that case.

• When the authentication feature is enabled, entering your user name and passcode are required if the [Properties] tab is to be displayed or if a setting managed by the system administrator is to be changed. The default user name and passcode are "11111" and "x-admin" respectively.

Browser

CentreWare Internet Services supports the following browsers:

◼For Windows OS

• Microsoft Internet Explorer 6.0 Service Pack 1 or later

• Netscape Navigator 7.1 or later

◼For Mac OS X 10.2

• Microsoft Internet Explorer 5.2 or later

• Netscape Navigator 7.0 or later

◼For Mac OS X 10.3.9 to 10.4.6

• Netscape Navigator 7.1 or later

• Safari 1.3 or later

Browser Settings

Before using this service, ensure the following settings on your browser.

The following is the setting procedure for Internet Explorer 6.0 SP1.

1 Select [Internet Options] from the [Tools] menu.

2 In the [General] tab, click [Settings] for [Temporary Internet Files].

3 In the [Settings] dialog box, select [Every visit to the page] or [Every time you start Internet Explorer] for [Check for newer versions of stored pages:].

4 Click [OK].

Proxy Server and Port Number

The following describes proxy server settings and a port number required for this service.

■Proxy Server

We recommend that you access this service directly, not through a proxy server.

Note • If using a proxy server, specifying the machine's IP address in the browser results in slower responses, and could prevent some screens from appearing. In this case, it is necessary to set the machine's IP address on the browser not to go through a proxy server. Refer to your browser's documentation for the setting instructions.

■Port Number

The default port number of this service is "80". The port number can be changed in [Properties] > [Protocol Settings] > [HTTP]. Usable ports are "1" to "65535".

If you set the port to a number other than 80, you must add ":" and the port number after the IP address or the Internet address when entering the address into your browser.

For example, if the port number is 8080, the URL is:

http://[the machine's IP address]:8080/

or

http://[the machine's Internet address]:8080/

You can check the port number in [Maintenance] under [Settings List]. For information on [Setting List], refer to "Settings List - Common Items" (P.377).

Note • If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

Starting CentreWare Internet Services

To use this service, perform the following procedure on your computer.

1 Start up the computer, and a web browser.

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

Note • If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
• Ask your system administrator for the IP address or Internet address.
• When specifying a port number, add ":" and the port number after the Internet address.
• If using the authentication feature on the machine, enter a user ID and passcode into the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
• If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
• If authentication of the system administrator fails, the following message is displayed in the right frame of web browser.
"Authentication failed"
• If the number of times that authentication fails exceeds the set number, the following message is displayed in the right frame of web browser.
"Switch the machine Off and then On for System Administrator login."

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Printing

This section describes the print procedure.

The print procedure depends on the application software you use. For details, refer to the documentation provided with the application.

To learn about print features, click [Help] on the print driver screen to see the print driver's online help.

1 Select [Print] from the [File] menu on the application.

2 Confirm [Printer Name] and click [Properties] if necessary.

3 Set the properties if necessary.

4 Click [OK].

5 Click [OK] in the [Print] dialog box.
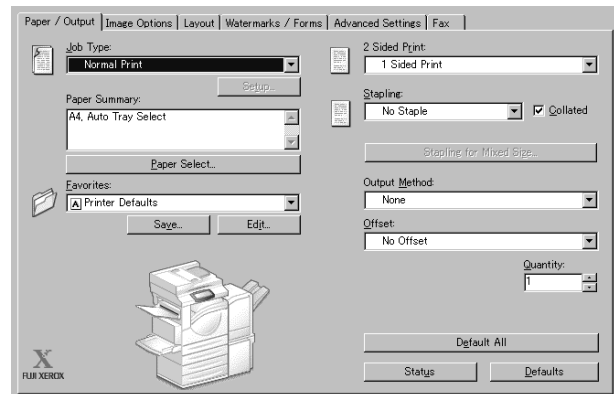
E-mail Printing

You can send e-mail attaching TIFF, PDF, or JPEG documents from a computer to the machine. Received e-mail is automatically printed. This feature is called "E-mail Printing".

Setup

To use the E-mail Printing feature, the following setup is necessary. Check with your system or network administrator whether these settings have been completed.

■Network Environment Settings

In order to use E-mail Printing, an e-mail account must be registered.

■E-mail Environment Settings

Settings for the port activation, machine's e-mail address, TCP/IP environment, e-mail server, etc.

For information on network settings, refer to the Network Administrator Guide.

Sending E-Mail

The following describes how to send e-mail from the computer to the machine, using Outlook Express as an example.

1 Use your e-mail software to create an e-mail body, and then attach a document to the e-mail if necessary.

Important	• Only plain text is permitted for the e-mail body. Change the body text format to plain text by the e-mail software setting.
	• Any forwarded e-mail (that is attached to another e-mail) cannot be printed.
Note	• If the extension of the attached files is other than ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", and ".ifif", the file may not be printed correctly.
	• Up to 31 documents can be attached.

2 Enter the machine's e-mail address as a recipient.
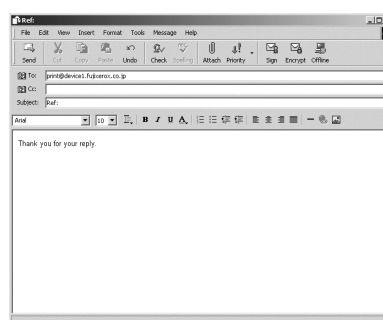
3 Send the e-mail.

Note	• The printer prints the e-mail body and the attached documents according to the following settings. The offset output setting is disabled in all cases.
	E-mail body:
	Printed based on the default settings of the PCL print driver for this machine which is installed on the computer
	TIFF or JPEG formatted attached file:
	Printed based on the default settings of the logical printer set in [Memory Settings] of [TIFF/JPEG] in [Emulation Settings] of CentreWare Internet Services

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PDF formatted attached file:
> Printed based on the settings of PDF Direct Print when [Print Processing Mode] for PDF Direct Print is set to [PDF Bridge].
> Printed based on the settings of the logical printer configured by [Logical Printer Number] of [PostScript] in [Emulation Settings] of CentreWare Internet Services when [Print Processing Mode] of the PDF direct print is set to [PS].

Importing Scanned Data

There are four methods for importing documents from a machine's mailbox to your computer.

Each procedure is as follows.

Importing to a TWAIN Compatible Application

The following describes how to import documents from a machine's mailbox to application software.

Network Scan Driver is used to import stored documents.

Network Scan Driver is software to allow a client-side application to import documents (scan data) from a machine's mailbox via a network.

For instructions on installing Network Scan Driver, refer to the manual contained in the CD-ROM of the Driver CD Kit.

To learn about fields in the displayed dialog box, click [Help] to refer to the Network Scan Driver's online help.

1 Launch application software to which documents are imported.

> **Important** • The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

> **Note** • For information on supported applications, refer to the "Readme" contained in the CD-ROM of the Driver CD Kit.

2 From the [File] menu, select the command for selecting the scanner (source).

3 Select [FX Network Scan], and click [Select].
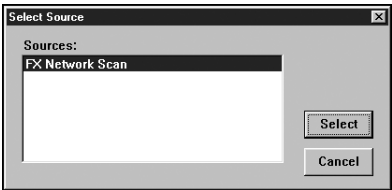
4 From the [File] menu, select the command for importing the image from the scanner.

5 From the displayed list, click the scanner name of the machine, and click [Select Scanner].
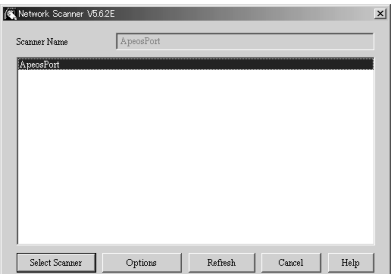
> **Note** • If no items are shown in the list, click [Refresh]. The application searches for scanners.

> • To display the scanner names, use the dialog box which can be displayed by clicking [Options]. For information on how to change the displayed scanner names, refer to "Changing the display of scanner names" (P.234).

> • Only scanners on the network are automatically listed. To view a scanner on another network, click [Options], and register the IP Address and scanner name. For information on changing settings, refer to "Changing Network Scan Driver Settings" (P.234).

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6 In the [Mailbox No.] field, enter the mailbox number (001 - 200) that contains the document to be imported. In the [Password] field, enter a password (up to 20 digits).

Note • When you check the [Save Password] check box, you can skip steps 5 to 7 the next time you select the same mailbox.
• Clicking [Change Scanner] returns to step 5, where you can reselect a scanner.

7 Click [Open Mailbox].

8 Select a document to import from the list, and click [Import].

Note • You can select one or more documents.
• [Import], [Update], and [Delete] are available from the menu that appears when you right-click on the list.

When the import starts, the scan data is forwarded from the mailbox to the client.
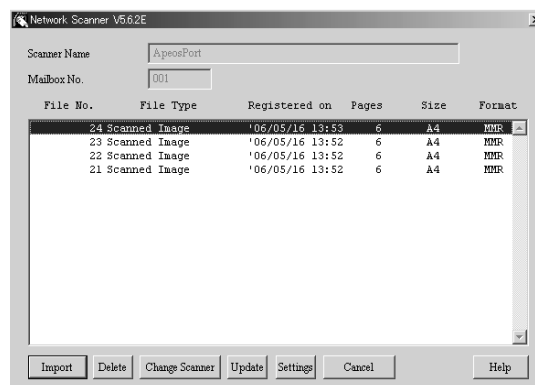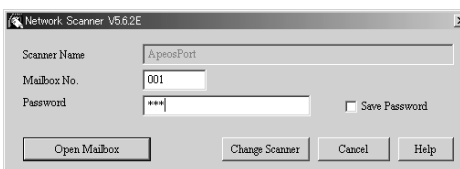
After the forwarding, the data is loaded onto the application software and is deleted from the mailbox.

Note • [∗] is attached to a document that is scanned in pages and whose forwarding operation has not been completed.
• For most applications except DocuWorks, Network Scan Driver expands the compressed data and transfers the data to the applications in BMP format. For DocuWorks, on the other hand, Network Scan Driver transfers the data without data expansion processing. For this reason, it does not take much time for data transfer.
• The machine can be set not to delete the document from the mailbox after forwarding operation. For details on how to set this, refer to "Delete Documents After Retrieval" (P.323).

Changing Network Scan Driver Settings

To learn about fields in the displayed dialog box, click [Help] to refer to the Network Scan Driver's online help.

■Changing the display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, click [Change Display] in the scanner selection dialog box.

To display scanners on other subnetworks, register them in [Scanner Registration].
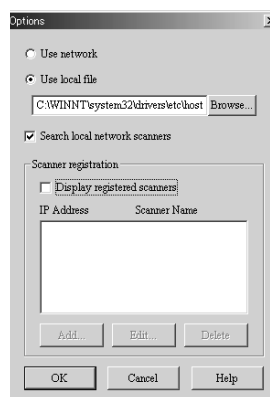
■**Import Method for Scanned Documents**

You can change the display and the import settings for documents scanned from a mailbox.

To change the import method, click [Settings] in the document selection dialog box, and configure the settings in the dialog box that appears.
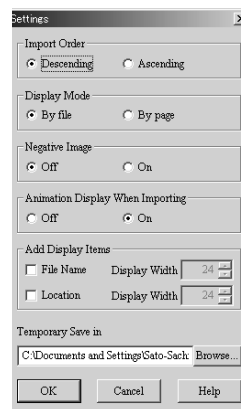
Importing Using Mailbox Viewer2

The following describes how to use Mailbox Viewer2 to import a document from a machine's mailbox.

Mailbox Viewer2 is software to import documents from a machine's mailbox without using any client-side application.

For instructions on installing Mailbox Viewer2, refer to the manual contained in the CD-ROM of the Driver CD Kit.

To learn about fields in the displayed dialog box, click [Help] to see the Mailbox Viewer2 online help.

1 Click [Start] and select [Programs] > [FujiXerox] > [Network Scanner Utility2] > [Mailbox Viewer2].

Note • If you used another directory for installation, specify the directory instead of above.

2 From the displayed list, click the scanner name of the machine, and click [Select Scanner].

Note • If no items are shown in the list, click [Refresh]. The application searches for scanners.

• To display the scanner names, use the dialog box which can be displayed by clicking [Options]. For information on how to change the displayed scanner names, refer to "Changing the display of scanner names" (P.234).

• Only when the machine is connected to the network, the scanner name is automatically shown in the list. To view the machine connected to other networks, click on [Change View] and register an IP address and scanner name. For information on how to change the settings, refer to "Changing the display of scanner names" (P.234).
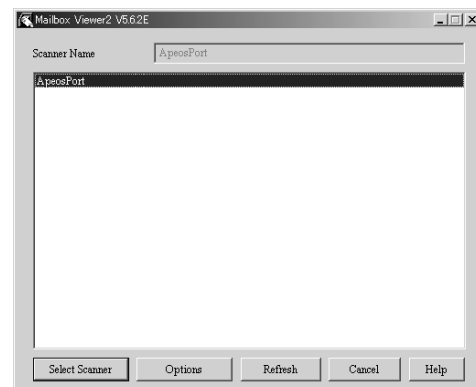
3 In the [Mailbox No.] field, enter the number of the mailbox (001 - 200) that contains the document to be imported. In the [Password] field, enter a password (up to 20 digits).
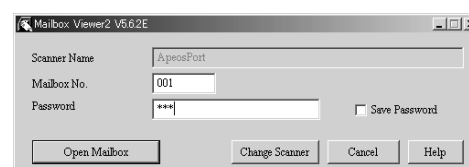
Note • When you check the [Save Password] check box, you can skip steps 2 to 4 the next time you select the same mailbox.

• Clicking [Change Scanner] returns to step 2, where you can reselect a scanner.

4 Click [Open Mailbox].

5 Select a document from the list, and click [Import].

> **Note** • One or more documents can be selected.

For information on Mailbox Viewer2 settings, refer to "Import settings for scanned documents" (P.236).
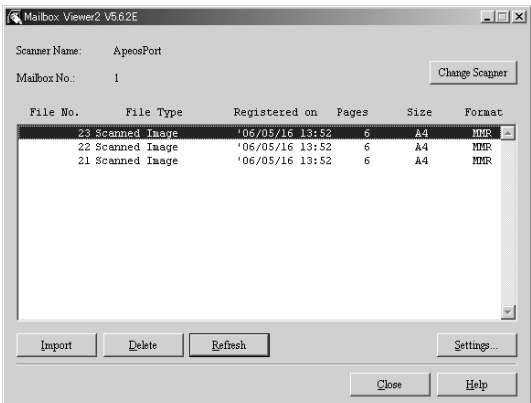
6 Clicking on the [Import] button removes stored documents from the mailbox, and saves them in the specified directory.

Changing Mailbox Viewer2 Settings

To learn about fields in the displayed dialog box, click [Help] to see the Mailbox Viewer2 online help.

■Changing the display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, click [Change Display] in the scanner selection dialog box.

To display scanners on other subnetworks, register them in [Scanner Registration].
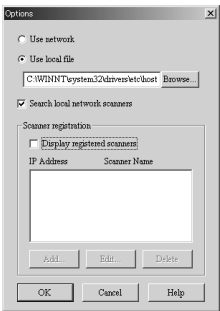
■Import settings for scanned documents

You can change the display and the import settings for documents scanned from a mailbox.

To change the import method, click [Settings] in the document select dialog box, and configure the settings in the dialog box that appears.
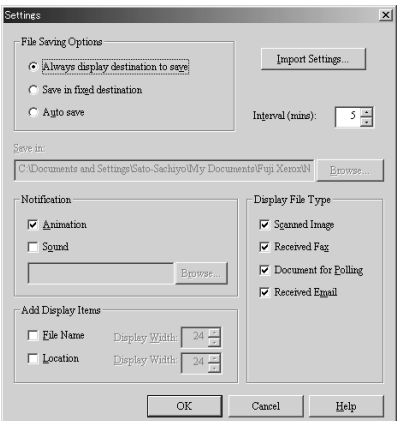
Import Settings

Set import method for scanned documents.

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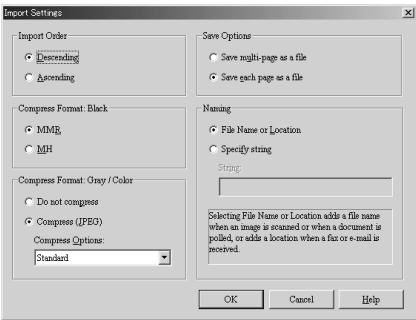
Importing Using CentreWare Internet Services

Describes methods for importing documents stored on the machine's mailbox using CentreWare Internet Services.

CentreWare Internet Services allows you to import documents from a machine's mailbox to a computer through no application software.

For overview of CentreWare Internet Services, refer to "CentreWare Internet Services" (P.226).

1 Start up the computer, and a web browser.

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

Note • If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".

• Ask your system administrator for the IP address or Internet address.

• When specifying a port number, add ":" and the port number after the Internet address.

• If using the authentication feature on the machine, enter a user ID and passcode into the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.

• If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

3 Select [Mailbox] from the [Print/Scan] tab.

4 In the [Mailbox Number] field, enter the mailbox number (1 - 200) that contains the document to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

5 Click [Document List].
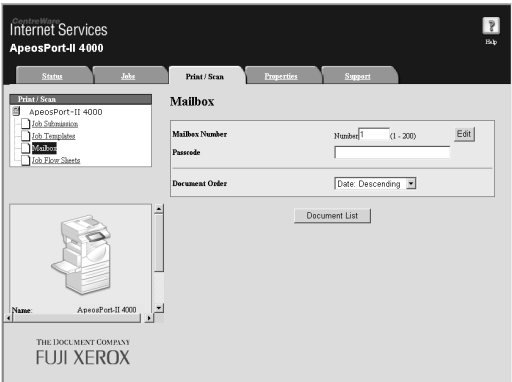
6 Place a check next to each document to be imported, and click [Retrieve].

Note • To retrieve a color document as a JPEG, place a check next to [Retrieve Page], and specify the page number.

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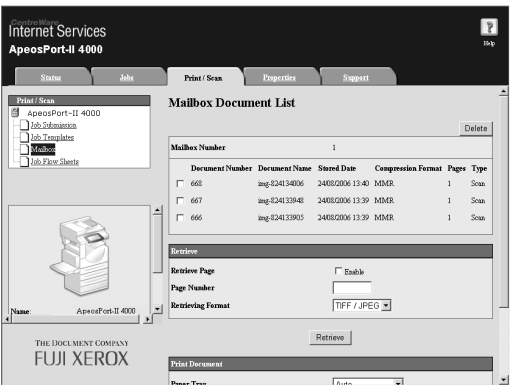
7 Click [Save this link].

For details on this operation, click [Help] in the bottom frame to see the online help.

Importing with the WebDAV Protocol

To import documents from a machine's mailbox without using Network Scan Driver, use a Fuji Xerox application supporting the WebDAV protocol, such as EasyOperator.

The documents in a mailbox can be listed/displayed with thumbnails.

The WebDAV protocol uses an HTTP port. If HTTP communication is encrypted, WebDAV communication for importing scanned documents is also encrypted.

To use the WebDAV protocol, a WebDAV port must be activated on the machine beforehand. For information on network settings, refer to the Network Administrator Guide. For information on the operations on the application, refer to the documentation provided with the application.

Sending Fax

This section describes how to use the Direct Fax feature.

The Direct Fax procedure depends on the application you use. For details, refer to the documentation provided with the application.

For details on the Direct Fax feature, click [Help] on the fax driver screen to see the fax driver's online help.

Important • The Direct Fax feature is not available when the Server Fax feature is enabled.

1 Select [Print] from the [File] menu on the application.

2 Select a fax printer from [Printer Name].

3 Click [Properties], and select [Fax] for [Job Type].

4 Click [OK].

5 Click [OK] in the [Print] dialog box.

6 Specify a destination in the [Fax Recipient] dialog box.

7 Click [OK].
The [Fax Job Confirmation] dialog box appears after you have sent a fax job. A list of recipients to whom the fax job is being sent will be displayed.
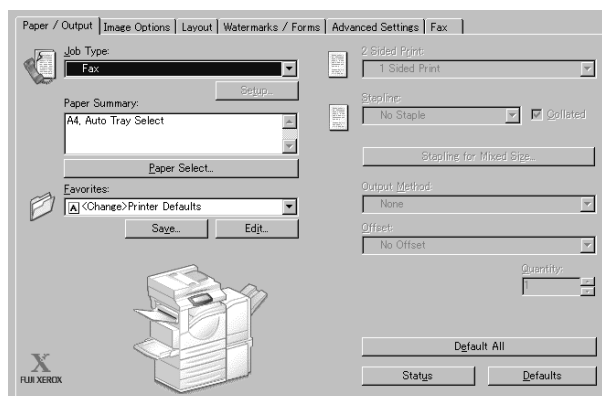
Registering Destinations

The following describes how to register fax destinations from the machine to another machine (ApeosPort-II 5010/4000/3000, DocuCentre-II 5010/4000) in one operation through a computer.

You can use the same procedure to register fax destinations from another machine (ApeosPort-II 5010/4000/3000, DocuCentre-II 5010/4000) to this machine.

The registration requires CentreWare Internet Services.

For information on CentreWare Internet Services, refer to "CentreWare Internet Services" (P.226).

The control panel allows you to register destinations separately. For details, refer to "Address Book" (P.328).

Important • Because CentreWare Internet Services is accessible by multiple users simultaneously, the registered data will have a risk to be overwritten if a system administrator ID and passcode are not set. We recommend that data edit is permitted only by a system administrator with a passcode.

• Be sure not to perform this operation simultaneously with the address number registration from the control panel.

• If a number is duplicated, the existing number will be overwritten by the new one.

• A file in CSV format exported by CentreWare Internet Services (address book data) is not designed to be edited or changed by editing software. The data may be damaged when it is edited or changed. Due to the altered data, fax may be sent to undesired recipients. Therefore, do not edit or change the file in CSV format (address book data) with software such as Microsoft® Excel.

1 Start up the computer, and a web browser.

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

Note • If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the URL with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the URL is "myhost.example.com".

• Ask your system administrator for the IP address or Internet address.

• When specifying a port number, add ":" and the port number after the address. The default port number is "80".

• When using the Authentication feature on the machine, enter a user ID and passcode into the [User Name] and [Password] fields respectively. Ask your system administrator for the user ID and passcode.

• If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

3 Click the [Properties] tab, and select [Address Book] in the left frame on the screen.

4 Click [Map Existing Address Book] for [Export].

5 Specify the destination to save the file in.
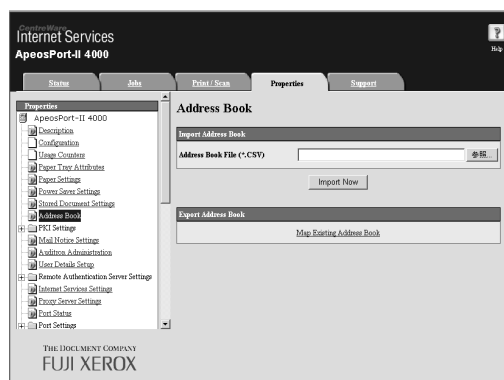
6 Enter the IP address or Internet address of the machine (ApeosPort-II 5010/4000/3000, DocuCentre-II 5010/4000) into the browser address field, and press the <Enter> key.

7 Click the [Properties] tab, and select [Address Book] in the left frame on the screen.

8 Click [Browse] in [Import] to specify the file saved in Step 5.

9 Click [Import Now].

Important • Only fax destinations can be registered. Any addresses of iFax and e-mail, or destination servers for Scan to PC cannot be registered.

9 Paper and Other Media

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

Paper Types

This section describes the paper types supported by this machine.

Use of inappropriate paper may result in paper jams, reduced print quality, malfunctions and other trouble. To make full and effective use of the machine, we recommend using only paper recommended by Fuji Xerox.

If you want to use paper not recommended by Fuji Xerox, contact our Customer Support Center.

⚠ **Warning**

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

Important • The printed image may fade due to moisture such as water, rain or vapor. For more information, contact our Customer Support Center.

Supported Paper Type

When using commonly used paper (known as printable paper) for copying or printing, make sure that it complies with the following specifications.

Paper Tray	Weight	Loadable Quantity
Tray 1	60 - 105 g/m^2 Ream Weight: 52 - 90 kg	500 sheets (Xerox P paper)
Trays 2 to 4	60 - 216 g/m^2 Ream Weight: 52 - 185 kg	500 sheets (Xerox P paper)
Trays 3 and 4 (Tandem Tray)	60 - 216 g/m^2 Ream Weight: 52 - 185 kg	Tray 3: 800 sheets (Xerox P paper) Tray 4: 1,200 sheets (Xerox P paper)
Tray 5 (Bypass)	60 - 216 g/m^2 Ream Weight: 52 - 185 kg	Up to 10 mm, 100 sheets (Xerox P paper)

The following table lists the paper types supported for each paper tray, duplex module, and the finisher.

Paper Type	Weight (g/m^2)	Tray 1	Tray 2,3,4 (Two Tray Module/ Tandem Tray Module)	Tray 5 (Bypass)	Duplex Module	B-Finisher
Plain Paper	60 - 105	O	O	O	O	O
Recycled Paper		O	O	O	O	O
Plain Paper (Side 2)*		O	O	O	X	O
Transparency	-	O	O	O	X	X
Labels	60 - 105	O	O	O	X	X
Lightweight	-	O	O	O	X	X
Heavyweight 1	106 - 169	X	O	O	X	X
Heavyweight 2	170 - 216	X	O	O	X	X

*: Plain Paper (Side 2) means the paper already printed on the one side (i.e., scrap paper).

O: Available

X: Not available

Important • Printing with paper whose type or size differs from the paper specified by the print driver, or printing from a tray not supporting the loaded paper can result in paper jams. To ensure correct printing, select the correct paper size, paper type, and paper tray.

Note • Basic weight means a weight of 1 m^2 of a paper sheet.

• Ream weight means weight of 1,000 sheets of paper in duodecimo size (788 x 1,091 mm).

• When copying with a non-standard size paper from the Tray 5 (Bypass), you must manually enter the paper size. If you use non-standard size paper often, you can preset the size on the machine. Then the preset size appears under [Standard Sizes] in the [Tray 5 (Bypass)] screen. For more information, refer to "Tray 5 (Bypass) - Paper Size Defaults" (P.273).

• If B5 or smaller size paper, such as postcards, is used continuously, the non-paper passage side on the fuser unit heats up. For this reason, the message "Please wait" is sometimes displayed and output is discontinued. Printing resumes after one to two minutes. The message "Please wait" is also sometimes displayed and printing is discontinued for 30 seconds or more when one sheet of paper A5 in size or smaller has been printed.

• When [Labels], [Heavyweight 1], or [Heavyweight 2] is selected for the paper type, load the paper as ▯. If the paper is loaded as ▭, image quality may deteriorate.

• Depending on the type of the heavyweight paper, paper loaded as ▭ may not be fed into the machine. If it happens, load the paper as ▯.

• Depending on the type of the paper, paper may not be fed into the machine or image quality may deteriorate. In such cases, select [Heavyweight 1] or [Heavyweight 2].

• If [Lightweight] is selected as the paper type, the temperature of the fuser unit automatically decreases. When the paper is curled or problems occur due to the high temperature of the fuser unit, select [Lightweight].

• Depending on the paper type and conditions, fan the stack of paper before loading it into a paper tray.

Storing and Handling Paper

■Please keep the following points in mind when storing paper

• Store paper inside a cabinet or other dry place. Paper that has absorbed moisture can cause paper jams and image quality defects.

• After opening a package of paper, wrap up the remaining paper to store it. It is recommended that you include moisture prevention packets.

Paper and Other Media

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- Paper should be stored flat to prevent bends or warping.

■Please adhere to the following when setting paper into the tray

- Align the stack of paper neatly before setting it in the tray.

- Do not use paper that is folded, creased, or heavily warped.

- Do not use waved or curled paper.

- Do not load paper of mixed size together into the tray.

- Transparency paper and label paper can cause paper jams, and multiple sheets can be fed to the printer at once. Be sure to carefully fan these types of paper.

- If continuously output, transparency sheets may sometimes stick to each other. Remove transparencies from the output tray every 20 sheets, and fan them to cool them down.

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Loading Paper

This section describes how to load paper.

■Types of paper loaded in trays

The machine automatically detects the size and orientation of loaded paper in trays. You need to set a paper type, however. Normally, each of the trays is set to plain paper. When loading paper other than plain paper in trays, change the paper type settings. Paper can also be named and set as user-defined paper. Up to five paper types can be set as user-defined paper.

For information on changing the paper type in trays, refer to "Paper Size/Type" (P.272).

■Automatic Tray Selection

If you set paper source on the [Paper/Output] tab to [Paper Tray] in the PCL print driver's properties screen when making prints, the machine automatically selects the corresponding paper tray according to the size and orientation of the document to print. This is called [Automatic Tray Selection].

When making copies, automatic tray selection is active if [Auto Paper] is selected for [Paper Supply]. If the machine detects two or more corresponding trays in the automatic tray selection, the machine gives higher priority to the tray having the highest [Paper Type Priority] set at [Paper Tray Settings]. During automatic tray selection, trays whose [Paper Type Priority] setting is set to [Auto Paper Off] are not targeted in the automatic tray selection. Also, if the [Paper Type Priority] setting is exactly the same, the tray priority is determined by [Paper Tray Priority].

Note
- The Tray 5 (Bypass) cannot be selected in the automatic tray selection.
- When the machine runs out of paper during copying or printing, select the tray containing the paper of the same size and orientation that was being used for copying or printing, and continue copying or printing (Auto Tray Switch feature). During this operation, a tray containing paper of type whose [Paper Type Priority] setting is set to [Auto Paper Off] cannot be switched to.

For information about setting [Paper Type], [Paper Type Priority], [Paper Tray Priority], and setting the paper substitute feature, refer to "Paper Tray Settings" (P.272). The same settings can also be made from CentreWare Internet Services.

Loading Paper in the Trays 1 to 4

The following describes the procedure for loading paper in the Trays 1 to 4.

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

Note
- Before loading paper in a tray, fan the paper well. It prevents paper from adhering to each other and reduces paper jams.

For information on changing the paper size and orientation, refer to "Changing the Paper Sizes for the Trays" (P.248).

1 Pull out the tray towards you until it stops.

> **Important** • While the machine processes a job, do not pull the tray out that the job uses.
>
> • Do not add new paper to the paper on the tray in order to prevent paper jams or making mistakes of paper loading. Remove any paper remaining in the tray and then load the paper on newly loaded paper.
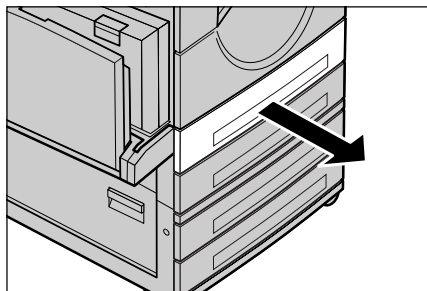
2 Load paper face up and align the paper against the left edge of the tray

> **Important** • Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.
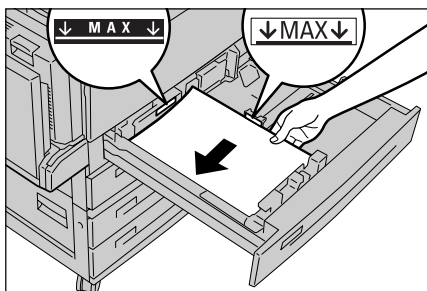
When loading paper in the Tandem Tray Module, align the paper against the left back corner of the tray.

> **Note** • Non-standard size paper cannot be loaded in the Tandem Tray Module.
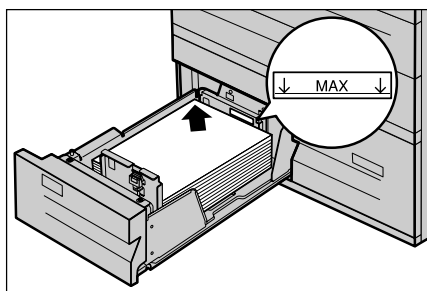
3 Push the tray in gently until it comes to a stop.

Loading Paper in the Tray 5 (Bypass)

When printing or copying with paper sizes or types that cannot be set in the Trays 1 to 4, use the Tray 5 (Bypass). The following describes how to load paper into Tray 5 (Bypass).
To make detailed instructions during printings, specify the instructions using the [Tray/Output] tab in the print driver. Also specify the type of paper to load here.

> **Important** • Do not supply new paper until the tray runs out of paper, in order to prevent paper jams and not to have the machine misidentify the amount of paper loaded in the tray.

> **Note** • Be sure to fan the paper well. Otherwise, paper may cause paper jams, and multiple sheets may be fed into the machine at once.

1 Open the Tray 5 (Bypass).

> **Note** • If necessary, extend the extension flap. The flap can be extended in two stages. When pulling out the extension flap, do it gently.
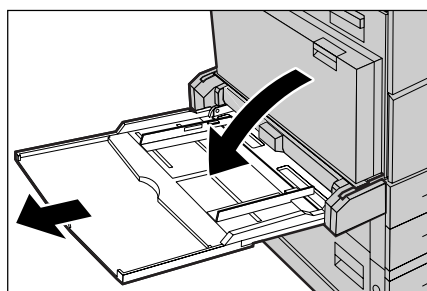
2 Load paper face down, and insert the paper lightly along the paper guides until it comes to a stop.

Important • Do not load mixed paper types into the tray.

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

• When [Label], [Heavyweight 1], or [Heavyweight 2] is selected for the paper type, load the paper as ⌷ . If the paper is loaded as ⌷ , image quality may deteriorate.

• When making copies or printing on thick-stock paper such as postcards, and the paper is not fed into the machine, apply a curl to the leading edge of the paper as shown in the figure on the right. Note, however, that excessively bending or folding the paper may cause paper jams.

• When loading envelopes, make sure that the flaps are closed, and that the flap side edge feeds first.

• Depending on the type of the heavyweight paper, paper loaded as ⌷ may not be fed to the machine. If it happens, load the paper as ⌷ .

• Depending on the type of the heavyweight paper, paper may not be fed to the machine or image quality may deteriorate.
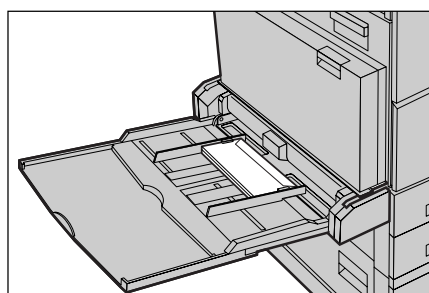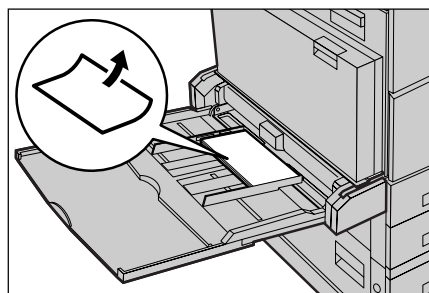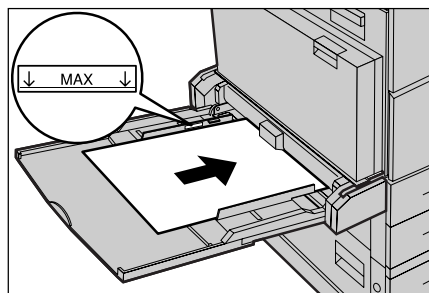
3 Adjust the paper guides to just touch the edges of the paper loaded.
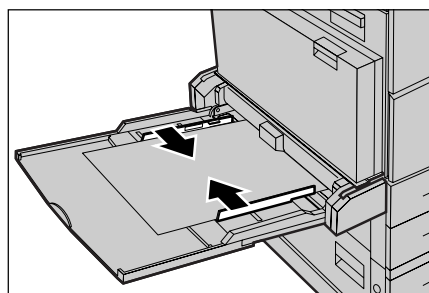
4 Select a copy or print job.

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Changing the Paper Sizes for the Trays

The following describes how to change the paper sizes for the Trays 1 to 4.

Note • The paper types for the Trays 1 to 4 are preset. Normally, plain paper is set. When changing the setting to a different paper type, change the paper quality settings to match the type of paper to be loaded to maintain high print quality.
For more information on paper type, refer to "Paper Size/Type" (P.272).

• When setting non-standard size paper, you must register the paper size in advance. For information on registering the paper size, refer to "Paper Size" (P.272).

For information on how to make copies on non-standard size paper, refer to "Paper Supply (Selecting the Paper for Copying)" (P.64). For information on how to print on non-standard size paper, refer to the print driver's online help.

1 Pull out the tray towards you until it stops.

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

• Do not supply new paper until the tray runs out of paper, in order to prevent paper jams and not to have the machine misidentify the amount of paper loaded in the tray.
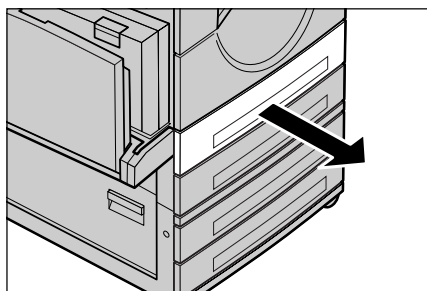
2 Remove any paper loaded on the tray.

3 Hold the long-side paper guide and slide it towards you (1). Hold the short-side paper guide and slide it rightward (2).
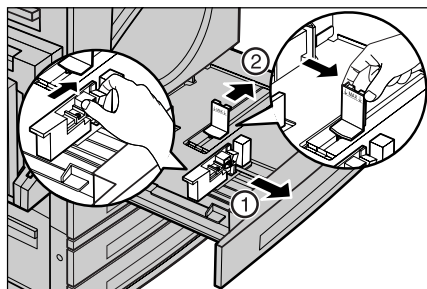
4 Load and align the edge of the paper against the left edge of the tray with the side to be copied or printed on face up.

Important • Do not load paper exceeding the maximum fill line. It may cause paper jams or machine malfunctions.
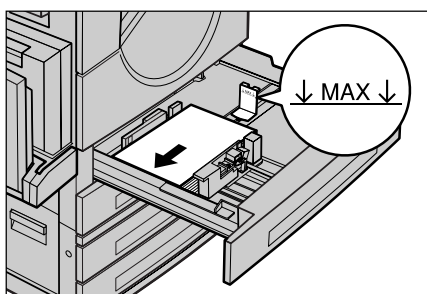
5 Move the two paper guides while holding their grips so that they lightly contact the edges of the paper.

Note • When loading standard size paper in the Tray, move the paper guides to the marks corresponding to the paper size.
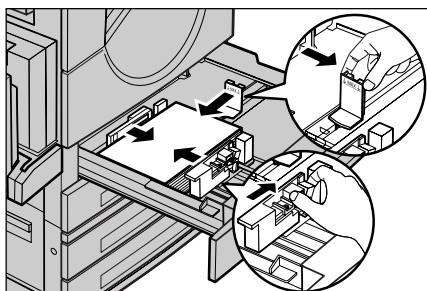
6 Push the tray in gently until it comes to a stop.

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

7 When you changed the paper type, set the new paper type for the tray.

For information on setting paper types, refer to "Changing the Paper Settings" (P.250).

Paper and Other Media

9

Changing the Paper Settings

The following describes how to change the paper types for Trays 1 to 4 and how to set image quality processing by individual paper type.

Image quality best suited to the paper type can be obtained by setting the desired image processing to particular paper types.

Note • Users can name User1 to User5 displayed in the paper type.

For information on how to set names to User1 to User5, refer to "Custom Paper Name" (P.272).

1 Press the <Log In/Out> button.
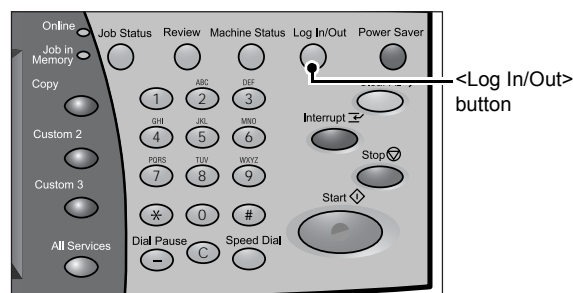
2 Enter the user ID with the numeric keypad or the keyboard displayed by pressing [Keyboard], and select [Confirm].

Note • The default user ID is "11111". When using the Authentication feature, a passcode is required. The default passcode is "x-admin".
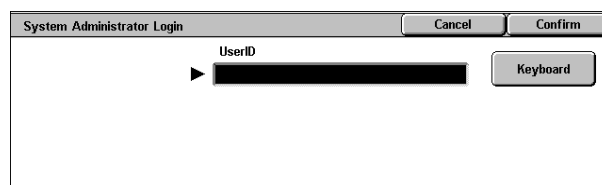
3 Select [System Settings].
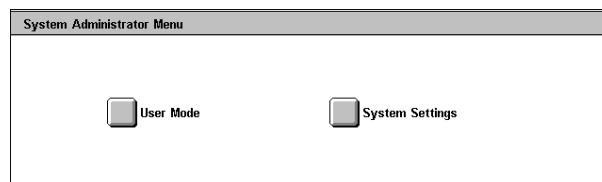
4 Select [System Settings].
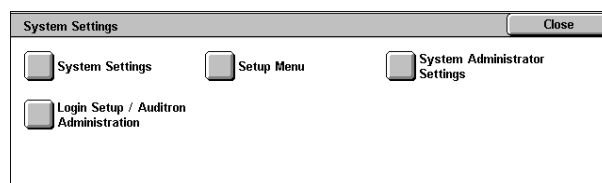
5 Select [Common Settings].
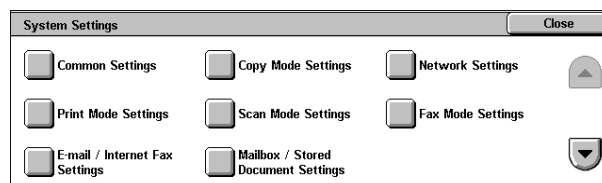
6 Select [Paper Tray Settings].
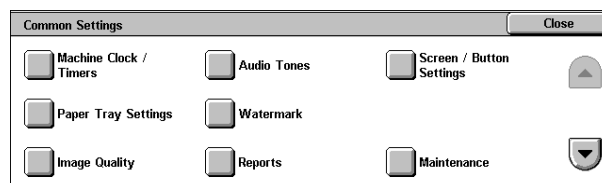
7 Select [Paper Size/Type].
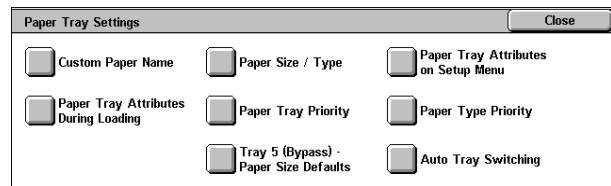
8 Select the paper tray whose paper type setting is to be changed at [Items], and select [Change Settings].
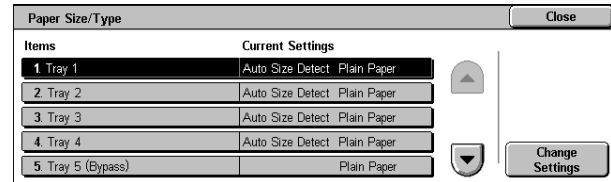
9 Select [Paper Type].
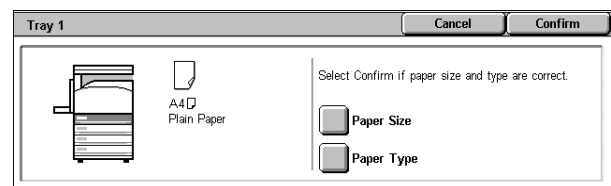
10 Select the paper type to be set and then select [Save].
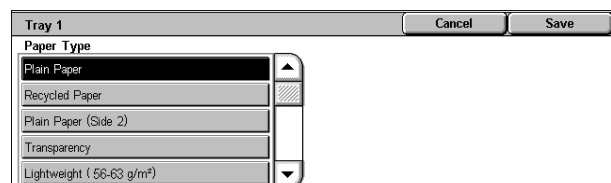
11 Make sure on the screen that the paper type you selected has been set for the tray, and then select [Close].

12 Select [Close] repeatedly until the [System Settings] screen is displayed.

13 Select [Exit] to exit the System Administration mode.

10 System Settings

Each feature of the machine is set to the factory default (initial) settings, but you can customize these settings. To change the settings, enter the System Administration mode, and use the [System Settings] screen.

This chapter is intended for system administrators, and explains the features whose set values can be changed and their setting procedures.

System Settings Procedure

To make or change the system settings, it is necessary to enter the System Administration mode.

This section describes the basic procedures for system settings. The following shows the reference section for each procedure.

Step 1 Entering the System Administration Mode

1 Press the <Log In/Out> button.

<Log In/Out> button
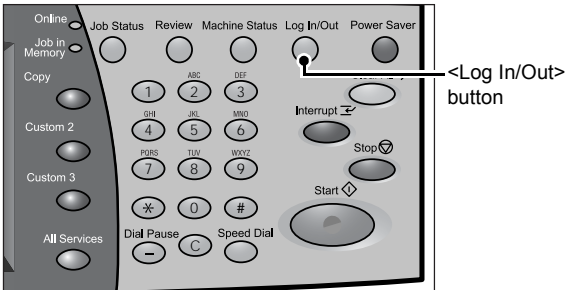
Step 2 Entering the System Administrator User ID and Passcode

To enter the System Administration mode, enter the system administrator User ID on the login screen. If [Passcode Entry from Control Panel] in [Login Setup / Auditron Administration] is activated, the passcode also needs to be entered.

It is recommended to change the system administrator user ID and passcode as soon as you install the machine. For more information, refer to "System Administrator Settings" (P.337).

1 Enter the System Administrator ID with the numeric keypad or a keyboard displayed by pressing [Keyboard], and select [Confirm].
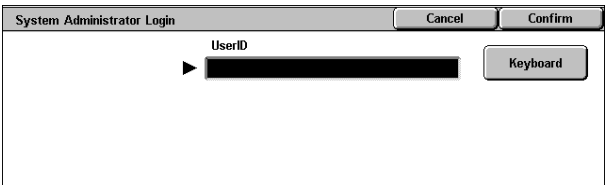
Note • The default System Administrator ID is "11111". When the Authentication feature is enabled, a passcode may be required depending on the authentication type. The default passcode is "x-admin".

• The machine displays the following message if the system administration login failed: "Login failed. Re-enter User Details and select Confirm."

• The machine displays the following message if the authentication failed more than the specified number of times: "You have made the maximum number of attempts to access the system. Access denied."

System Settings

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Step 3 Selecting an Operation Mode on the System Administrator Menu

1 Select [System Settings].
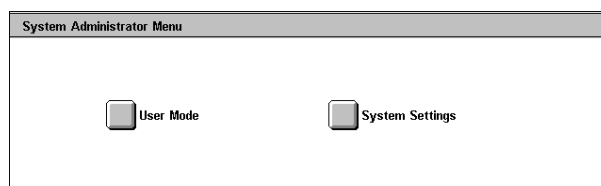
■User Mode

Allows you to use the machine features, such as Copy and Scan, in the System Administration mode.

Note • To exit the System Administration mode when you are in the User Mode, use the following procedure.
  (1) Press the <Log In/Out> button.
  (2) On the [System Administrator Login] screen, select [Cancel].

■System Settings

Allows you to configure the System Settings.

Step 4 Selecting a Menu Button on the [System Settings] Screen

In the [System Settings] screen, select a menu button.
For the settings available in [System Settings], refer to "System Settings Menu List" (P.257).

1 Select a menu button.
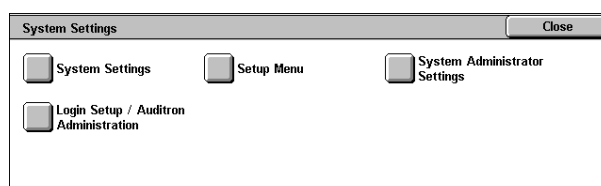
System Settings

You can configure the settings of the supported features.

Note • When [Fax Server] is selected in the System Settings, [Scan Mode Settings] is replaced with [Scan/Fax Mode Settings].

■Common Settings

Allows you to configure the settings related to the machine's basic specifications.
For more information, refer to "Common Settings" (P.267).

■Copy Mode Settings

Allows you to configure the copy settings such as setting defaults, copy control, button settings.
For more information, refer to "Copy Mode Settings" (P.287).

■Network Settings

Allows you to configure the network settings such as ports and protocols.
For the items in the Print Settings, refer to "Network Settings" (P.294).

■Print Mode Settings

Allows you to configure the print settings such as memory and print control.
For more information, refer to "Print Mode Settings" (P.297).

System Settings

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■**Scan Mode Settings**

Allows you to configure the scan settings such as setting defaults and button settings.

For more information, refer to "Scan Mode Settings" (P.302).

■**Fax Mode Settings**

Allows you to configure the fax settings such as setting defaults, fax control and button settings.

For more information, refer to "Fax Mode Settings" (P.306).

■**E-mail/Internet Fax Settings**

Allows you to configure the e-mail and iFax settings such as setting defaults and address-search settings.

For more information, refer to "E-mail/Internet Fax Settings" (P.316).

■**Mailbox/Stored Document Settings**

Allows you to set how to delete documents stored in mailboxes and how to delete print documents stored in the machine.

For more information, refer to "Mailbox/Stored Document Settings" (P.319).

Setup Menu

You can create mailboxes, and can create and edit Address Book (address numbers).

For more information, refer to "Setup Menu" (P.322).

System Administrator Settings

You can set the system administrator ID and system administrator passcode to enter the System Administration mode.

For more information, refer to "System Administrator Settings" (P.337).

Login Setup/Auditron Administration

You can set restrictions on features and manage users.

For more information, refer to "Login Setup/Auditron Administration" (P.339).

Step 5 Setting a Feature

1 Set any feature.

2 After setting the feature, select [Save].

Step 6 Exiting the System Administration Mode

1 When the settings are completed, select [Close] until the [System Settings] screen appears.

2 Select [Exit].
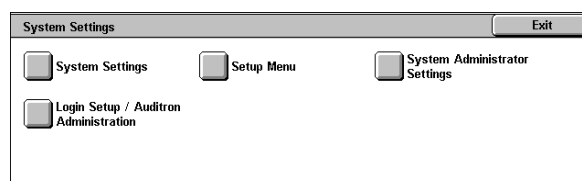
System Settings Menu List

The following table shows a list of the settings available in [System Settings]. Note that the setting items displayed on screens depend on the configuration of the machine.

System Settings

◼Common Settings

Machine Clock/Timers (P.267)	• Date (P.267)
	• Time (P.267)
	• Time Zone (P.268)
	• Daylight Savings (P.268)
	• NTP Time Synchronization (P.268)
	  - Connection to Time Server (P.268)
	  - Connection Interval (P.268)
	  - Time Server IP Address (P.268)
	• Auto Clear (P.268)
	• Auto Job Release (P.268)
	• Auto Print (P.269)
	• Printer Lockout Duration (P.269)
	• Auto Power Saver (P.269)

Audio Tones (P.269)	• Control Panel Select Tone (P.269) • Control Panel Alert Tone (P.269) • Machine Ready Tone (P.269) • Copy Job Complete Tone (P.269) • Non-Copy Job Complete Tone (P.270) • Fault Tone (P.270) • Alert Tone (P.270) • Out of Paper Warning Tone (P.270) • Low Toner Alert Tone (P.270) • Line Monitor Volume (P.270) • Ringing Volume (P.270) • Stored Programming Tone (P.270) • Auto Clear Alert Tone (P.270) • Base Tone (P.271)
Screen/Button Settings (P.271)	• Screen Default (P.271) • Screen After Auto Clear (P.271) • Auto Display of Login Screen (P.271) • All Services (P.271) • Custom Buttons 1 to 3 (P.271) • Job Type on Job Status Screen (P.271) • Default Language (P.272)

Paper Tray Settings (P.272)	• Custom Paper Name (P.272)
	• Paper Size/Type (P.272)
	  - Paper Size (P.272)
	  - Paper Type (P.272)
	• Paper Tray Attributes on Setup Menu (P.272)
	• Paper Tray Attributes During Loading (P.272)
	• Paper Tray Priority (P.273)
	• Paper Type Priority (P.273)
	• Tray 5 (Bypass) - Paper Size Defaults (P.273)
	• Auto Tray Switching (P.273)

System Settings

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Watermark (P.274)	• Date Format (P.274) • Text Effect Default (P.274) • Text Default (P.274) • Text Size (P.274) • Density (P.274) • Force Watermark - Copy Job (P.274) • Force Watermark - Client Print (P.274) • Force Watermark - Mailbox Print (P.274) • Custom Text 1 to 3 (P.274)

Image Quality (P.276)	• Image Quality (P.276)
	  - Photo & Text Recognition (P.276)
	  - Background Suppression (B/W Copy) (P.277)
	  - Image Enhancement (P.277)

Reports (P.277)	• Print Report Button (P.277) • Job History Report (P.277) • Activity Report (P.277) • Transmission Report - Undelivered (P.277) • Transmission Report - Cancelled (P.277) • Mailbox Report (P.277) • Broadcast/Multi-Poll Report (P.277) • Relay Broadcast Report (P.277) • Scan File Transfer Report (P.278) • Fax Server Report (P.278) • 2 Sided Report (P.278) • Recipient on Activity Report (P.278) • Job Flow Error Report (P.278)
Maintenance (P.279)	• Initialize Hard Disk (P.279) • Delete All Data (P.279) • Software Options (P.279)
Other Settings (P.279)	• Fax Service (P.279) • Offset Stacking (Center Output Tray) (P.279) • Offset Stacking (Finisher Tray) (P.280) • Auto Job Promotion (P.280) • Default Print Paper Size (P.280) • Odd Page 2 Sided (P.280) • Paper Size Settings (P.280) • Millimeters/Inches (P.283) • Keyboard Input Restriction (P.283) • Operation of Up/Down Buttons (P.283) • Display Consumables Screen (P.283) • Overwrite Hard Disk (P.283) • Data Encryption (P.284) • Encryption Key for Confidential Data (P.285) • Service Rep. Restricted Operation (P.286) • Software Download (P.286) • Recipient Selection Method (P.286)

System Settings

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■**Copy Mode Settings**

Copy Tab (P.287)	• Features Allocation (P.287) • Number of Display Buttons (P.288) • Paper Supply - Buttons 2 to 4 (P.288) • Reduce/Enlarge - Buttons 3 and 4 (P.288)

Copy Defaults (P.288)	• Paper Supply (P.288) • Reduce/Enlarge (P.288) • Original Type (P.288) • Lighten/Darken (P.288) • Sharpness (P.288) • Background Suppression (P.289) • 2 Sided Copying (P.289) • Mixed Sized Originals (P.289) • Edge Erase - Top & Bottom Edges (P.289) • Edge Erase - Left & Right Edges (P.289) • Center Erase/Binding Erase (P.289) • Image Shift - Side 1 (P.289) • Image Shift - Side 2 (P.289) • Image Rotation (P.289) • Image Rotation Direction (P.289) • Original Orientation (P.289) • Copy Output (P.289) • Uncollated - Separators Tray (P.289) • Output Destination (P.290) • Stamp Text (P.290) • Stamp Position (P.290) • Date Position (P.290) • Date Size (P.290) • Page Number Style (P.290) • Page Number Position (P.290) • Page Number Size (P.290) • Bates Stamping - Number of Digits (P.290) • Bates Stamping - Position (P.290) • Bates Stamping - Size (P.290) • Sample Set (P.290) • Booklet Creation - Covers Tray (P.290) • Covers - Covers Tray (P.291) • Build Job - Separators Tray (P.291)
Copy Control (P.291)	• Memory Full Procedure (P.291) • Maximum Stored Pages (P.291) • Auto Paper Off (P.291) • Mixed Sized Originals - 2 Sided Copy (P.291) • Fine-tune 100% (P.291) • Pseudo-Photo Gradation Mode (P.292) • Original Type - Lightweight Originals (P.292) • Stamp Size (P.292) • Stamp Density (P.292) • Stamp Position (Side 2) (P.292) • Date Position (Side 2) (P.292) • Page Number Position (Side 2) (P.292) • Bates Stamping - Position (Side 2) (P.292) • Maximum Number of Sets (P.293)
Original Size Defaults (P.293)	-
Reduce/Enlarge Presets (P.293)	-
Annotation - Create Stamps (P.293)	-

System Settings

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■Network Settings

Port Settings (P.294)	• Parallel • USB • LPD • NetWare • SMB • IPP • EtherTalk • Bonjour • Salutation • Port 9100 • SNMP • FTP Client • Receive E-mail • Send E-mail • Mail Notice Service • UPnP Discovery • Internet Service (HTTP) • SOAP • WebDAV
Protocol Settings (P.294)	• Ethernet Settings • TCP/IP - Get IP Address • TCP/IP - IP Address • TCP/IP - Subnet Mask • TCP/IP - Gateway Address • TCP/IP - IP Filter
Machine's E-mail Address/Host Name (P.295)	• E-mail Address • Name • Host Name • Domain Name

Outgoing / Incoming E-mail Settings (P.295)	• POP3 Server Settings (P.295)
	  - POP3 Server Setup
	  - POP3 Server IP Address
	  - POP3 Server Name
	  - POP3 Server Port Number
	  - POP3 Server Check Interval
	  - POP3 Server Login Name
	  - POP3 Server Password
	  - POP Password Encryption
	• SMTP Server Settings (P.295)
	  - SMTP Server Setup
	  - SMTP Server IP Address
	  - SMTP Server Name
	  - SMTP Server Port Number
	  - E-mail Send Authentication
	  - SMTP AUTH Login Name
	  - SMTP AUTH Password
	• Domain Filter (P.295)

PKI (Public Key) Settings (P.295)	• SSL/TLS Settings (P.295)
	  - Device Certificate - Server (P.296)
	  - HTTP - SSL/TLS Communication (P.296)
	  - HTTP - SSL/TLS Port Number (P.296)

Other Settings (P.296)	• E-mail Receive Protocol (P.296) • Output Destination for E-mail (P.296)

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■Print Mode Settings

Allocate Memory (P.297)	• PostScript Memory (P.297) • ESC/P Form Memory (P.297) • HP-GL/2 Auto Layout Memory (P.298) • Receiving Buffer - Parallel (P.298) • Receiving Buffer - USB (P.298) • Receiving Buffer - LPD Spool (P.298) • Receiving Buffer - NetWare (P.298) • Receiving Buffer - SMB Spool (P.298) • Receiving Buffer - IPP Spool (P.299) • Receiving Buffer - EtherTalk (P.299) • Receiving Buffer - Port 9100 (P.299)
Delete Form (P.299)	• ESC/P (P.299) • Form Number (P.299) • Form Name (P.299)
Other Settings (P.300)	• Print Area (P.300) • Substitute Tray (P.300) • Paper Type Mismatch (P.300) • Unregistered Forms (P.300) • Print User ID (P.300) • Banner Sheet (P.301) • Banner Sheet Tray (P.301) • PostScript Paper Supply (P.301) • PostScript Font Absence (P.301) • PostScript Font Substitution (P.301)

■Scan Mode Settings

General Settings Tab (P.302)	• Feature in 2nd Column (P.302) • Reduce/Enlarge - Buttons 2, 3, and 4 (P.302)
Scan Defaults (P.302)	• Original Type (P.303) • File Format (P.303) • Lighten/Darken (P.303) • Sharpness (P.303) • Background Suppression (P.303) • Original Orientation (P.303) • Scan Resolution (P.303) • Mixed Sized Originals (P.303) • Edge Erase (P.303) • Edge Erase - Top & Bottom Edges (P.303) • Edge Erase - Left & Right Edges (P.303) • Center Erase/Binding Erase (P.303) • E-mail Subject (P.303)
Scan to PC Defaults (P.304)	• Transfer Protocol
Original Size Defaults (P.304)	• Original Size buttons 1 to 11
Output Size Defaults (P.304)	• Output Size buttons 1 to 8
Reduce/Enlarge Presets (P.304)	• R/E Preset % 1 to 7
Other Settings (P.305)	• Scan Service (P.305) • Memory Full Procedure (P.305) • Maximum Stored Pages (P.305) • TIFF Format (P.305) • Image Transfer Screen (P.305)

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■**Fax Mode Settings**

Screen Defaults (P.306)	• Fax Screen Default (P.306) • General Settings - 2nd Column (P.306) • Address Book Default (P.306) • Transmission Screen (P.306)
Fax Defaults (P.307)	• Lighten/Darken (P.307) • Original Type (P.307) • Resolution (P.307) • Mixed Sized Originals (P.307) • Stamp (P.307) • Skip Blank Pages (P.307) • Send Header (P.307) • Transmission Report (P.307) • Delivery Receipts/Read Receipts (P.307) • Communication Mode (P.307) • Delayed Start - Start Time (P.307) • iFax Profile (P.308) • iFax Subject (P.308)
Fax Control (P.308)	• Re-enter Recipients (P.308) • Re-enter Broadcast Recipients (P.308) • Re-enter Speed Dial Recipients (P.308) • Send Header - Polling (P.308) • Documents for Polling - Auto Delete (P.308) • Rotate 90 degrees (P.308) • Mixed Sized Originals Scan Mode (P.309) • Skip Blank Pages (P.309) • Sender ID (P.309) • Save Undelivered Faxes (P.309) • Save Cancelled Faxes (P.309) • Saved Faxes - Auto Delete (P.309) • Transmission Interval (P.309) • Batch Send (P.309) • Manual Send/Receive Default (P.309) • Fax Receiving Mode (P.310) • Border Limit (P.310) • Auto Reduce On Receipt (P.310) • Receiving Paper Size (P.310) • 2 Pages Up On Receipt (P.310) • 2 Sided Printing (P.310) • Edge Erase - Top & Bottom Edges (P.310) • Edge Erase - Left & Right Edges (P.311) • Reduce 8.5×11" Original to A4 page. 311 • Pseudo-Photo Gradation Mode (P.311) • Box Selector - Line Setup (P.311) • Memory Full Procedure (P.311) • Maximum Stored Pages (P.311) • Mailbox Receive Display Priority 1 to 3 (P.311) • Direct Fax (P.311)
File Destination/Output Destination (P.312)	• File Destination - Line Setup (P.312) • Output Destination - Line Setup (P.312)
Reduce/Enlarge Presets (P.312)	• R/E Preset % 1 to 7
Original Size Defaults (P.312)	• Original Size buttons 1 to 11

System Settings

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Local Terminal Information (P.313)	• Local Name (P.313) • Company Logo (P.313) • Machine Password (P.313) • G3 Line 1, 2, 4 - Fax ID (P.313) • G3 Line 1, 2, 4 - Dial Type (P.313) • G3 Line 1, 2, 4 - Line Type (P.314)
iFax Control (P.314)	• iFax Path (P.314) • Broadcast iFax Profile (P.314) • Broadcast Communication Mode (P.314) • Delivery Confirmation Method (P.314) • Incoming iFax Print Options (P.315) • Incoming iFax Output Destination (P.315) • Fax Transfer from Address Book (P.315) • Fax Transfer - Add Sender Header (P.315) • Fax Transfer Maximum Data Size (P.315)

■**E-mail/Internet Fax Settings**

E-mail Control (P.316)	• Maximum E-mail Size (P.316) • Maximum Address Entries (P.316) • Incoming E-mail Print Options (P.316) • Auto Print Error Mail (P.317) • Response to Read Receipts (P.317) • Read Receipts (P.317) • Auto Print Delivery Confirmation Mail (P.317) • Max No. of Pages for Split Send (P.317) • Allow Casual Users to Edit From (P.317) • Allow Guest Users to Edit From (P.318) • Allow to edit From if Search found (P.318) • Allow to edit From if Search failed (P.318) • E-mail Sending When Search Failed (P.318) • Add Me to To Field (P.318) • Add Me to CC Field (P.318) • Edit E-mail Recipients (P.318)

■**Mailbox/Stored Document Settings**

Mailbox Settings (P.319)	• Documents Retrieved By Client (P.319) • Print & Delete Confirmation Screen (P.319) • Convert Custom to Standard Size (P.319) • Standard Size Threshold Value (P.319) • iFax to iFax (P.319) • iFax to E-mail (P.319)
Stored Document Settings (P.320)	• Document Expiration Date (P.320) • Delete Charge Print Documents (P.320) • Delete Secure Print Documents (P.320) • Delete Private Charge Print Docs. (P.320) • Delete Sample Print Documents (P.320) • Print Job Confirmation Screen (P.320) • Min. Passcode Length for Stored Job (P.321)

System Settings

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Setup Menu

Mailbox (P.322)	• Mailbox Name (P.323) • Check Passcode (P.322) • Delete Documents After Retrieval (P.323) • Delete Expired Documents (P.323) • Link Job Flow Sheet to Mailbox (P.323)
Job Flow Sheets (P.324)	• Name (P.326) • Description (P.326) • Keyword (P.326) • Send as Fax (P.326) • Send as iFax (P.326) • Print (P.327) • Edit/Delete (P.328)
Job Flow Sheet Keywords (P.328)	-
Address Book (P.328)	• Address Type (P.330) • Fax Number (P.330) • E-mail Address (P.330) • Recipient Name (P.330) • Index (P.330) • Relay Station Setup (P.331) • Communication Mode (P.331) • Resolution (P.331) • Cover Note (P.331) • Maximum Image Size (P.331) • Delayed Start (P.332) • Remote Mailbox (P.332) • F Code (P.332) • Relay Broadcast (P.332) • Billing - Day Time, Billing - Night Time, Billing - Midnight (P.333) • iFax Profile (P.333) • Last Name (P.334) • First Name (P.334) • Transfer Protocol (P.334) • Server Name/IP address (P.334) • Shared Name (SMB Only) (P.334) • Save In (P.334) • User Name (P.334) • Password (P.334) • Port Number (P.335)
Group Send (P.335)	-
Comments (P.335)	-
Paper Size/Type (P.336)	-

System Administrator Settings

System Administrator Login ID (P.337)	-
System Administrator's Passcode (P.337)	-
Maximum Login Attempts (P.338)	-

System Settings

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Login Setup/Auditron Administration

Create/Check User Accounts (P.339)	• UserID (P.339)
	• User Name (P.340)
	• Passcode (P.340)
	• E-mail Address (P.340)
	• Account Limit (P.340)
	  - Feature Access (P.340)
	  - Account Limit (P.340)
	• Reset Total Impressions (P.341)
	• Reset Account (P.341)

Account Details (P.341)	-
Reset User Accounts (P.341)	• All User Accounts (P.341) • All Feature Access Settings (P.342) • All Account Limits (P.342) • Total Impressions (P.342) • Meter (Print Jobs) (P.342) • Print Report (P.342) • Reset (P.342)
System Administrator's Meter (Copy Jobs) (P.342)	-
User Details Setup (P.342)	• User ID Characters (P.342) • Hide User ID (***) (P.342) • Account ID Characters (P.343) • Hide Account ID (***) (P.343) • Failed Access Log (P.343) • Store User Details (P.343)
Charge / Private Print Settings (P.343)	• PJL Receive Command Control (P.343) • PJL Output Command Control (P.343) • Receive Control (P.343)
Fax Billing Data (P.345)	• "Charge Rate per Unit" (P.345)
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Login Setup/Auditron Mode (P.346)	• Off (P.346)
	• Local Machine Access (P.346)
	• Network Access (P.346)
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	• Mailbox Access (P.347)

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Entering Text

During operations, a screen for entering text sometimes appears. This section describes how to enter text.

| Job Memory 1 ■ | Cancel | Save |

(keyboard layout)
```
'  1  2  3  4  5  6  7  8  9  0  -  Backspace
\  q  w  e  r  t  y  u  i  o  p  [  ]
   a  s  d  f  g  h  j  k  l  ;  '  @
Shift  z  x  c  v  b  n  m  ,  .  /  Shift
Symbol            Space            ←  →
```
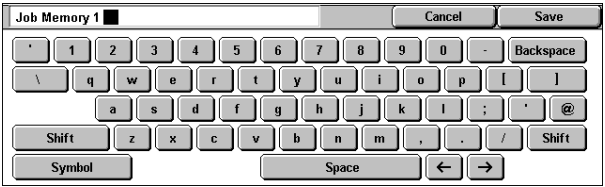
You can enter the following characters: numerals, letters, and symbols.

Item	Description
Entering letters and numerals	If you select [Shift], uppercase letters appear. To return to the lowercase letters, select [Shift] again.
Entering symbols	Select [Symbol]. **Note** • Depending on the keyboard, the [Symbol] button may be displayed as [More Characters].
Entering a space	Select [Space].
Deleting characters	Select [Backspace]. You can delete one character at a time.

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Common Settings

In [Common Settings], you can make settings relating to the machine's common features. The following shows the reference section for each item.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select [Common Settings].

3 Select the item to be set or changed.

Machine Clock/Timers

You can set the clock time, or the time intervals until the power saver or reset features take effect.

Date

Set the date in the system clock of the machine. The date set here is printed on lists and reports.

1 Select [Date], and select [Change Settings].

2 Select the date format.

3 Select Year/Month/Day.

Time

Set the time in the system clock of the machine, using 12-hour or 24-hour format.
The time set here is printed on lists and reports.

1 Select [Time], and select [Change Settings].

2 Select the display format.

3 When [12 Hour Clock] is selected, select [AM] or [PM].

4 Set the hours and minutes.

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Time Zone

Set the time difference from GMT.

1 Select [Time Zone], and select [Change Settings].

2 Set the time difference from GMT.
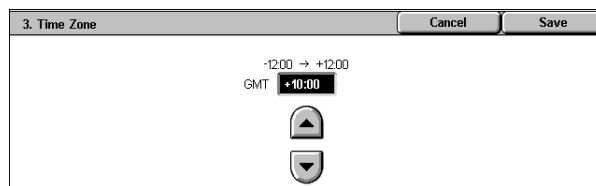
Daylight Savings

With this feature enabled, the machine automatically adjusts the current time when daylight savings time starts and ends. Specify the start and end dates of daylight savings time periods.

1 Select [Daylight Savings], and select [Change Settings].

2 Select [Adjust On].

3 Set the start date for daylight savings time in [Start Date].

Set the end date for daylight savings time in [End Date].
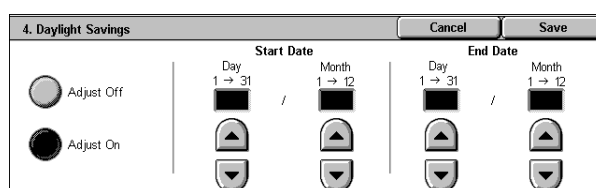
NTP Time Synchronization

You can obtain the time from a time server (NTP: Network Time Protocol), to synchronize the machine time to the server time.

■Connection to Time Server
Select whether to connect to a time server. If you select [Off], the machine does not obtain the time from a time server.

■Connection Interval
Select the time interval at which a connection is made to the time server.
Select an interval from 1 to 500 hours in 1 hour increments.

■Time Server IP Address
Set the IP address of the time server from which the time is obtained, using values 0 to 255.

Note • The range between 224.XXX.XXX.XXX through 255.XXX.XXX.XXX, and 127.XXX.XXX.XXX cannot be set.

Auto Clear

If a given time period elapses with no operation, the machine automatically returns to the initial screen.
When [On] is selected, specify a value between 30 and 240 seconds, in 1 second increments. In order not to set this feature, select [Off].

Note • Even if [Off] is selected, when there is no operation for 1 minute on the screen waiting for a job command after scanning, the machine cancels the waiting condition and starts to process the scanned documents.

Auto Job Release

If an error occurs (document or paper jams, running out of paper, etc.) during copying or scanning, the machine cancels the active job and starts the next job after a given period of time. In that case, jobs that can be activated are limited to those that only use parts of the machine not affected by the error.
When [On] is selected, specify a value between 4 and 99 minutes, in 1 minute increments. In order not to set this feature, select [Off].

Auto Print

Set the time period to start the next print job after finishing a copy operation.
When [On] is selected, specify a value between 1 and 240 seconds, in 1 second increments.
If you select [Off], printing starts immediately after the machine is ready.

Printer Lockout Duration

The machine disables to print received fax documents and reports during a given period of time.
If you selected [On], specify a starting time and an ending time to disable printing, in 1 minute increments.

Note
• A job which has already been activated before the starting time will be printed continuously even after the starting time elapses.

• The print-disabled condition is cancelled when you operate using the control panel after the ending time.

• To enable printing during the printer lockout duration, select a job under [Current and Pending Jobs] on the [Job Status] screen, and then select [Promote Job].

Auto Power Saver

The machine is provided with the Low Power and Sleep modes as the power saving mode. When a specified period of time has elapsed, the machine switches to these modes in the following order to reduce power consumption.
 Last selection on the machine → Low Power mode → Sleep mode

For more information, refer to "Changing the Power Saver Mode Change Interval" (P.43).

Note
• There is no setting to disable switching to the Low Power mode or the Sleep mode.

∎From Last Selection to Low Power Mode
Specify a time period between the last operation and entering the Low Power mode in the range from 2 to 60 minutes, in 1 minute increments.

Note
• Configure the [From Last Selection to Sleep Mode] time to be longer than the [From Last Selection to Low Power Mode] time.

∎From Last Selection to Sleep Mode
Specify a time period between the last selection and entering the Sleep mode from 2 to 60 minutes, in 1 minute increments.

Audio Tones

Select whether or not to sound an alarm, for example when a job ends or a fault occurs.

Control Panel Select Tone

Select the sound to be made when a button displayed on the screen is correctly selected.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Control Panel Alert Tone

Select the sound to be made when an unavailable button is selected, or an error occurs.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Machine Ready Tone

Set the sound for when the machine is ready to copy or print, after powering on, for example.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Copy Job Complete Tone

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Select the sound to be made when a copy completes normally.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Non-Copy Job Complete Tone

Select the sound to be made when a job other than copying completes.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Fault Tone

Select the sound to be made when a job is terminated abnormally.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Alert Tone

Select the sound to be made when a fault such as a paper jam occurs, and the fault is left unattended to.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Out of Paper Warning Tone

Select the sound to be made when a job is suspended due to running out of paper in a tray.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Low Toner Alert Tone

Select the sound to be made when the toner cartridge needs to be replaced.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Line Monitor Volume

You can relay the sound on the telephone circuit in the interval from dialing until the connection is made through the speakers on the machine. This is convenient for using Fax Information Services without using the telephone.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Ringing Volume

Select the sound to be made when an incoming call arrives at the machine.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Stored Programming Tone

Select the sound to be made while a stored program is registered.
You can select the volume from [Soft], [Normal], and [Loud].
It is not possible to disable this sound.

Auto Clear Alert Tone

Select the sound to be made 5 seconds before automatically returning to the initial screen, when the auto clear feature is enabled.
You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Base Tone

For a button that toggles (changes setting each time it is pressed), set the sound to be made when in the home position. The machine makes this sound when it exits the Interrupt mode. You can select the volume from [Soft], [Normal], and [Loud]. To disable the sound, select [Off].

Screen/Button Settings

Set screens and buttons.

Screen Default

Set the features displayed on the screen that appears after turning the machine on or canceling the Power Saver mode.

For more information, refer to "Customizing the Control Panel" (P.48).

Screen After Auto Clear

Set the screen displayed after Auto Clear.

For more information, refer to "Customizing the Control Panel" (P.48).

Auto Display of Login Screen

When the authentication feature is used, set whether or not to automatically display the login screen after turning the machine on or canceling the Power Saver mode.

All Services

Set the layout of buttons that appear on the [All Services] screen when pressing the <All Services> button on the control panel.
The layout of buttons in this screen is corresponding to the layout of those on the [All Services] screen.

For more information, refer to "Customizing the Control Panel" (P.48).

Note • It is not possible to assign the same feature to more than one button.

■Services
You can select a feature button. The feature buttons are the oval buttons in the [All Services] screen.
If you select [Not Set], the selected button position will remain empty.

■Additional Features
You can select an additional feature button. The additional features appear in the [All Services] screen as rectangular buttons.
If you select [Not Set], the selected button position will remain empty.

Custom Buttons 1 to 3

You can assign features such as Copy and Fax to the custom buttons on the control panel: Custom Button 1 to Custom Button 3.
To leave a feature unassigned, select [Not Set].

For more information, refer to "Customizing the Control Panel" (P.48).

Note • The operation settings can be registered in the [Stored Programming] screen. For information on Stored Programming, refer to "Registering Stored Programs" (P.220).
  • The default setting of [Custom Button 1] is [Copy].

Job Type on Job Status Screen

Select the job types to be shown on the [Completed Jobs] screen of the [Job Status] screen that is displayed when the <Job Status> button on the control panel is pressed.
Select from [All Jobs], [All Non-Printing Jobs], [Mailbox Transfer Jobs], and [All Printing Jobs].

Default Language

You can select the language displayed on the machine.
There are two ways of selecting the language: set in the System Administration mode, and set by ordinary users.

- Setting in the System Administration mode
  The language set here is the standard language that is retained even when the machine is powered off and on.

- Setting by ordinary users
  The language setting in [Language] in the [All Services] screen is lost when the machine is powered off.

Paper Tray Settings

Set the items relating to the paper and trays, including the types and precedence of paper loaded in the trays.

Custom Paper Name

Assign custom names to User 1 to User 5. The following paper types are available as the custom paper: plain paper, bond paper, and recycled paper. You can use letters, numerals, and symbols of up to 24 characters for each name.
For example, you can use a name showing its usage, such as "Color" for colored paper, and "Covers" for bond paper.

For information about how to enter characters, refer to "Entering Text" (P.266).

Paper Size/Type

You can set Paper Type and Size for paper loaded in trays and Auto Paper Select.

For more information, refer to "Changing the Paper Settings" (P.250).

■Paper Size
The machine automatically detects standard size paper loaded in the Trays 1 to 4. However, when non-standard size paper is loaded, it is necessary to specify the width and height. The size cannot be entered for the Tray 5 (Bypass).

Important • Adjust the paper guides to the paper size to prevent paper jams or errors. If the machine does not detect trays, use the Tray 5 (Bypass).

- Auto Size Detect
  Standard size paper loaded in trays is automatically detected.

- Variable Size
  When setting non-standard size paper in the Trays 1 to 4, set the size in the X (width) direction within the range 182 to 432 mm and in the Y (height) direction within the range 140 to 297 mm in 1 mm increments.

■Paper Type
For the Trays 1 to 4, you can select from 18 paper types, and custom paper types 1 to 5.
For the Tray 5 (Bypass), you can select 15 paper types and custom paper types 1 to 5.

For information about paper types available on the machine, refer to "Supported Paper Type" (P.242).

Paper Tray Attributes on Setup Menu

Select whether [Paper Size/Type] is displayed in the [Setup Menu] screen or not.

Paper Tray Attributes During Loading

Select whether the [Change Settings] screen ([Paper Size/Type] screen) for the target tray is displayed or not when pulling out or inserting the tray.
Tray 5 (Bypass) cannot be selected.

Paper Tray Priority

Set the paper tray priority sequence for automatic tray selection.
Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.
You can select the Trays 1 to 4. The Tray 5 (Bypass) cannot be selected.

Paper Type Priority

Set the paper type priority sequence for automatic tray selection.
Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.
You can set plain paper, recycled paper, side 2 paper, and custom paper 1 to 5.
The paper type priority setting takes precedence over the paper tray priority settings.
If different paper types appear in the same priority sequence, the paper selection is determined by paper tray priority sequence. Selecting [Auto Paper Off] for a paper type prevents its paper tray from being used by automatic tray selection.

For information about the tray priority sequence, refer to "Paper Tray Priority" (P.273).

Tray 5 (Bypass) - Paper Size Defaults

Set the paper sizes shown in the [Tray 5 - (Bypass)] screen for [Paper Supply] when copying with the Tray 5 (Bypass).
You can assign 11 paper sizes to the Tray 5 standard size buttons 1 to 11.
If you frequently use non-standard size paper for copying, assigning the paper size to a button will save your time to specify the size each time. It is also convenient to set the commonly used paper sizes toward the top.

■A/B Series Size
You can select from sizes of A and B series.

■Inch Size
You can select from sizes of inch series.

■Others
You can select from other sizes.

■Variable Size
You can enter any size. Set the width (X) within the range 99 to 432 mm, and the height (Y) within the range 89 to 297 mm in 1 mm increments.

Auto Tray Switching

Set the method of auto tray switching when running out of paper loaded in the tray selected.

■Enable during Auto Paper
Only when [Auto Paper] is selected for [Paper Supply], the machine automatically selects a tray containing appropriate paper.

■Always Enable
Regardless of which paper tray is selected for [Paper Supply], the machine automatically selects a tray containing appropriate paper depending on the conditions.

Note
• The machine does not switch the tray automatically in the following cases:
• The Tray 5 (Bypass) is selected.
• The tray containing paper other than plain paper, recycled paper, side 2 paper, or Custom1 to Custom 5 paper is selected.
• The tray containing paper that is set as [Auto Paper Off] in [Paper Type Priority] is selected.

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Watermark

You can make settings relating to Watermark.

Note • Pressing [Sample List] at the upper-right of the screen prints hidden text samples of various densities. Set the optimum contrast for hidden text and background referring to the print samples.

Date Format

Set the date format used for annotations and watermarks. This setting is common to the Annotation and Watermark features.
Three format types are available: 20yy/mm/dd, dd/mm/20yy, and mm/dd/20yy.

Text Effect Default

Set the type of text effect for Watermark.

■Off
Text effect is not applied.

■Embossed
The text hidden in the background is printed as embossed text with the pattern specified in [Background Pattern].

■Outline
The text hidden in the background is printed as outline text. In the background other than the outline text, the pattern set in [Background Pattern] is used.

Text Default

Set text to be printed with Watermark.
You can select text from "Copy Prohibited", "Copy", "Duplicate", and the strings registered on Custom Text 1 to 3.

For more information about Custom Text, refer to "Custom Text 1 to 3" (P.274).

Text Size

Set the size of the text printed with Watermark.
You can set the value from 24 to 80 points in 1 point increments.

Density

Set the density for printing the text in Watermark.
You can select from three levels from lighter to darker.

Force Watermark - Copy Job

Set whether to always use the Watermark feature for copy jobs.

Force Watermark - Client Print

Set whether to always use the Watermark feature for print jobs submitted from client computers.

Force Watermark - Mailbox Print

Set whether to always use the Watermark feature for print jobs of documents stored in mailboxes.

Custom Text 1 to 3

Register text to be printed with Watermark. You can enter up to 32 characters. The registered text is displayed at "Text Default" (P.274).

For information about how to enter characters, refer to "Entering Text" (P.266).

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Secure Watermark

You can set the Secure Watermark feature.

Important • The document copy protection that is set using the Secure Watermark feature is not warranted to always function. The feature may not function depending on the document or setting conditions. For more information, contact our Customer Support Center.

• Our company will not be liable for any loss or damage arising out of the use of or inability to use the Secure Watermark feature.

Note • An optional package is required to use this feature. For more information, contact our Customer Support Center.

Secure Watermark Control

■Secure Watermark Detection
Set whether or not to detect a copy protection code embedded in a document.

Digital Codes Settings

■Decoding Passcode
You can set the decoding passcode for a digital code to be embedded in a document. Setting the decoding passcode allows you to restrict access to a digital code analysis application.

Note • To analyze digital codes, the application ApeosWare Secure Watermark Analyzer (optional) is required. For information on how to operate Secure Watermark Analyzer, refer to the documentation provided with the application.

Important • Be sure to place strict controls on the decoding passcode. If you forget the specified decoding passcode or your passcode entry does not match that registered on ApeosWare Secure Watermark Analyzer, you will not be able to analyze the digital code on ApeosWare Secure Watermark Analyzer.

1 Select [Decoding Passcode].

2 Select [Change Settings].

3 Select [Keyboard].

4 Enter a new passcode of 4 to 12 characters in [New Password/ Passcode], and select [Next].

5 Select [Keyboard].

6 Enter the same passcode in [Re-enter Password/Passcode], and select [Save].

Note • To set no passcode, leave the text fields blank, and select [Save].

■Custom Text
Specify a digital code string to be embedded in a document. Up to 32 characters are allowed.

For information about how to enter characters, refer to "Entering Text" (P.266).

Force Secure Watermark

■Copy Job
Set whether or not to force to use the Secure Watermark feature when copying a document.

■Client Print
Set whether or not to force to use the Secure Watermark feature when printing from a client computer.

■Mailbox Print
Set whether or not to force to use the Secure Watermark feature when printing a document in a mailbox.

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■Incoming Fax Print
Set whether or not to force to use the Secure Watermark feature when printing a document received by fax.

■Report/List
Set whether or not to force to use the Secure Watermark feature when printing a report/list.

Secure Watermark Defaults

■Protection Code
Set whether or not to embed a protection code in a document. Any document from which the protection code was detected cannot be copied, scanned, or faxed.

Text Effect

The Text Effect feature allows you to embed hidden text in a copied/printed document. When the document in which the hidden text has been embedded is copied, the hidden text appears as outline text.

Note • Pressing [Print Sample List] at the upper-right of the screen prints hidden text samples of various densities. Set the optimum contrast for hidden text and background referring to the print samples.

■Text Default
Specify hidden text for the Secure Watermark feature.
You can select text from "Copy Prohibited", "Copy", "Duplicate", and the strings registered on Custom Text 1 to 3.

■Background Pattern
Specify a hidden text background pattern to be used for the Secure Watermark feature.
You can select from the eight patterns: wave, circle, stripe, chain, beam, rhombic, sunflower, and fan.

■Text/Background Contrast
Specify a level of hidden text/background contrast to be used for the Secure Watermark feature.
You can select from contrast levels 1 to 9. You can see the contrast samples by selecting [Print Sample List].

Important • The hidden text/background contrast can be adjusted by changing hidden text density. The background density cannot be adjusted.

■Custom Text 1 to 3
Register hidden text for the Secure Watermark feature. One custom text string can be up to 32 characters long.

For information on how to enter characters, refer to "Entering Text" (P.266).

Image Quality

You can set the image quality and calibration settings.

Image Quality

You can select the image quality processing method when the machine is scanning an original.

■Photo & Text Recognition
Select the level at which the machine distinguishes between text and photo areas. This setting is used when you select [Photo & Text] for [Original Type] on the [Image Quality] screen.
Selecting [More Text] makes it easier for very fine print to be recognized as text.
Selecting [More Photo] makes it easier for newspaper and advertisement halftone images to be recognized as photos.

■Background Suppression (B/W Copy)
Set how the machine suppresses background colors on colored paper documents. Based on the option you select, the machine detects the background color density level of a document and suppresses the background.
Select [High Speed] to sample a section of the original and detect the background color.
Select [High Quality] to conduct a pre-scan, and sample the whole document to detect the background color.

Important • When you select [High Quality], and if [Corner Shift] is selected in [Image Shift] and a ratio not greater than 60% in [Reduce/Enlarge] is set, a part of an image may not be printed or blank paper may be output.

■Image Enhancement
Select whether or not to carry out image enhancement. If you select [On], copy data is smoothed, to give a smoother appearance.

Reports

These settings relate to printing reports.

Print Report Button

Select whether or not to permit printing reports only in [User Mode] of the System Administration mode. Selecting [Disabled] displays the [Print Report/List] and [Error History Report] buttons only in the System Administration mode, under [Machine Status] > [Billing Meter/Print Report].

For information on [Print Report/List], refer to "Print Report/List" (P.374).

Job History Report

You can select whether or not to automatically print a [Job History Report] when a total of 50 jobs have been processed. All jobs are automatically listed on the printed report.

Activity Report

Select whether or not to automatically print an activity report when a total of 100 communication results have been obtained.

Transmission Report - Undelivered

Select whether or not to automatically print a transmission report (undelivered).

Transmission Report - Cancelled

Select whether or not to automatically print a transmission report (undelivered) for a cancelled document.

Mailbox Report

Select whether or not to automatically print a [Mailbox Report].

Broadcast/Multi-Poll Report

Select whether or not to automatically print a [Broadcast/Multi-Poll Report].

Relay Broadcast Report

Select whether or not to automatically print a [Relay Broadcast Report], and a location where the report is printed.

■Off
Does not print a report automatically.

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■Send to Relay Station
Sends a report to the relay station specified by the machine.

■Print at Local Station
Prints a report on the machine.

■Send to Relay, Print at Local
Sends a report to the relay station specified by the machine, and also prints on the machine.

Scan File Transfer Report

Select whether or not to print the report for scanned data transmission results, such as when transferring to the computer on the network, or when transferring using e-mail.

■Auto Print Off
Does not print the report regardless of the data transmission result.

■Auto Print On
Automatically prints the transmission report when the data transmission is successful, and automatically prints the transmission report (undelivered) when the data transmission fails.

■Transmission Report - Undelivered
Prints the transmission report (undelivered) when the data transmission fails.

Fax Server Report

Set whether to print a transmission report after scanned data is sent using the Server Fax feature.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■Auto Printer Off
Does not print a report regardless of whether data transmission is successfully completed or not.

■Auto Print On
Automatically prints a transmission report for a successful transmission and a transmission report (undelivered) for a transmission failure.

■Transmission Report - Undelivered
Prints a transmission report (undelivered) for a transmission failure.

2 Sided Report

When printing a report/list, select whether to print 1-sided or 2-sided.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Recipient on Activity Report

Specify how the information on recipients is shown when printing an activity report.

■First 40 characters
Shows the first 40 characters.

■Last 40 characters
Shows the last 40 characters.

Job Flow Error Report

Select whether or not to automatically print a [Job Flow Error Report].

Maintenance

You can initialize the hard disk or delete data recorded in the machine.

Initialize Hard Disk

Initializes the hard disk.
Data deleted by initialization includes supplementary fonts and HP-GL/2 form.

Note   • Some of the items do not appear for some models.

• The secure print documents and logs are not erased.

Delete All Data

This feature is used to prevent the leakage of customer's confidential information when the machine is returned to Fuji Xerox. By executing [Start], all data registered in the machine is deleted.
Do not use this function.

Software Options

This feature is for customer engineer use. For more information, contact our Customer Support Center.

Other Settings

You can make other settings relating to the machine itself.

Fax Service

Switches between the Fax and Server Fax features.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• The Fax and Server Fax features cannot be enabled at the same time.

■Scan to Fax

Allows you to use the Fax feature on the machine.

■Scan to Fax Server

Allows you to use the Server Fax feature on the machine.

Offset Stacking (Center Output Tray)

Offsetting means that each set (copies) or job is delivered at a slightly shifted paper output position from that of the previous one. If the previous copy set is output to a forward position on the tray, the next copy set is output to a backward position on the tray. Set the operation of this offset feature.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■None
No offset output.

■Offset per set
Offset the output position for each set of copies.

■Offset per job
Offset the output position for each job being specified.

Offset Stacking (Finisher Tray)

Set the offset feature for the finisher tray.

For information on the settings, refer to "Offset Stacking (Center Output Tray)" (P.279).

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Auto Job Promotion

You can select whether to allow other jobs that can be started to automatically bypass the job, if the machine is unable to start an operation for any reason, (for example, running out of paper in a tray when starting copying or printing).

Note • Stored documents such as Secure Print and Sample Print documents are excluded from Auto Job Promotion.

Default Print Paper Size

Set the paper size used when printing reports or lists.
You can select from two sizes: A4 or 8.5×11".

Odd Page 2 Sided

When 2-sided printing is specified for an original with an odd number of pages, the paper-feed system treats those sheets printed on both sides differently from those printed on one side only.
Since odd-numbered pages are printed on the reverse side of the paper, sheets printed on both sides are ejected to the tray the opposite way up from sheets printed on only one side. For example, when printing on punched forms, or stock with the front and rear sides of different colors, to prevent the printing from being back to front, you can set forced 2-sided printing.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■Off
Does not treat as 2-sided.

■On
For a page printed on one side only, a blank page is added, and treated by the system as an even-numbered page, thus being handled as in 2-sided printing.

Paper Size Settings

Set the paper size series for originals and output paper to use the automatic paper detection feature.
You can select from five types: A/B series (8×13"), A/B series, A/B series (8K/16K), A/B series (8×13"/8×14"), and inch series.
Refer to the following table for the combinations of sizes that can be detected automatically.

Paper Size Group	AB Series (8 x 13")					AB Series				
Original Position Size/Orientation	Document Glass	Document Feeder	Tray 1-4 (except for TTM)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Document Glass	Document Feeder	Tray 1-4 (except for TTM)	Tray 3, 4 (TTM)	Tray 5 (Bypass)
A6	O	X	X	X	X	O	X	X	X	X
A5	O	O	O	X	O	O	O	O	X	O
A5	O	X	X	X	X	O	O	X	X	O
A4	O	O	O	X	X	O	O	O	X	O
A4	O	O	O	O	X	O	O	O	O	O
A3	O	O	O	X	X	O	O	O	X	O
B6	O	X	X	X	X	O	X	X	X	X
B6	X	X	X	X	X	X	X	X	X	O
B5	O	X	O	X	O	O	O	O	X	O
B5	O	O	X	O	X	O	O	O	O	O
B4	O	O	O	X	O	O	O	O	X	O
5.5 x 8.5"	X	X	X	X	X	X	X	X	X	X
5.5 x 8.5"	O	O	X	X	O	X	X	X	X	X
7.25 x 10.5"	X	O	O	X	O	X	X	X	X	X
8.5 x 11"	O	O	O	X	O	X	O	O	X	X
8.5 x 11"	O	O	O	O	O	X	O	O	O	X
8.5 x 13"	X	O	O	X	O	X	X	O	X	X
8.5 x 14"	X	X	O	X	O	X	X	O	X	X
11 x 17"	O	O	O	X	O	X	O	O	X	X
16K	X	X	X	X	X	X	X	X	X	X
16K	X	X	X	X	X	X	O	O	X	X
8K	X	X	X	X	X	X	O	O	X	X
100 x 148 mm	X	X	X	X	X	X	X	X	X	O
4 x 6"	X	X	X	X	O	X	X	X	X	X
4 x 6"	X	X	X	X	X	X	X	X	X	X
Env 120 x 235 mm	X	X	X	X	X	X	X	X	X	O
Envelope (162 x 229 mm)	X	X	X	X	O	X	X	X	X	X
Envelope (3.9 x 7.5")	X	X	X	X	O	X	X	X	X	X
Envelope (4.1 x 9.5")	X	X	X	X	O	X	X	X	X	X

System Settings

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Paper Size Group	AB Series (8 K/ 16 K)					AB Series (8 x 13"/8 x 14")					Inch Series				
Original Position Size/Orientation	Document Glass	Document Feeder	Tray 1–4 (except for TTM)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Document Glass	Document Feeder	Tray 1–4 (except for TTM)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Document Glass	Document Feeder	Tray 1–4 (except for TTM)	Tray 3, 4 (TTM)	Tray 5 (Bypass)
A6 ⁺ I	O	X	X	X	X	O	X	X	X	X	O	X	X	X	X
A5 ⬓	O	O	O	X	O	O	O	O	X	O	O	X	X	X	X
A5 ⬒	O	O	X	X	O	O	X	X	X	X	O	X	X	X	X
A4 ⬓	O	O	O	X	O	O	O	O	X	X	O	O	O	X	X
A4 ⬒	O	O	O	O	O	O	O	O	O	X	O	O	O	O	X
A3 ⬓	O	O	O	X	O	O	O	O	X	X	O	O	O	X	X
B6 ⬓	O	X	X	X	X	O	X	X	X	X	O	X	X	X	X
B6 ⬒	X	X	X	X	O	X	X	X	X	X	X	X	X	X	X
B5 ⬓	O	O	O	X	O	O	X	O	X	O	O	X	O	X	O
B5 ⬒	O	O	O	O	O	O	O	X	O	X	O	O	X	O	X
B4 ⬓	O	O	O	X	O	O	O	O	X	O	O	O	O	X	O
5.5 x 8.5" ⬓	X	X	X	X	X	X	X	X	X	X	X	O	O	X	O
5.5 x 8.5" ⬒	X	X	X	X	X	O	O	X	X	O	O	O	X	X	O
7.25 x 10.5" ⬒	X	X	X	X	X	X	O	O	X	O	X	O	O	X	O
8.5 x 11" ⬓	X	O	O	X	X	O	O	O	X	O	O	O	O	X	O
8.5 x 11" ⬒	O	O	O	O	X	O	O	O	O	O	O	O	O	O	O
8.5 x 13" ⬓	X	X	O	X	X	X	O	O	X	O	X	X	O	X	O
8.5 x 14" ⬓	X	X	O	X	X	X	X	O	X	O	X	O	O	X	O
11 x 17" ⬓	O	O	O	X	X	O	O	O	X	O	O	O	O	X	O
16K ⬓	O	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16K ⬒	O	O	O	X	X	X	X	X	X	X	X	X	X	X	X
8K ⬓	O	O	O	X	X	X	X	X	X	X	X	X	X	X	X
100 x 148 mm ⬒	X	X	X	X	O	X	X	X	X	X	X	X	X	X	X
4 x 6" ⬓	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X
4 x 6" ⬒	X	X	X	X	X	X	X	X	X	X	X	X	X	X	O
Env 120 x 235 mm ⬒	X	X	X	X	O	X	X	X	X	X	X	X	X	X	X
Envelope (162 x 229 mm) ⬒	X	X	X	X	X	X	X	X	X	O	X	X	X	X	O
Envelope (3.9 x 7.5") ⬒	X	X	X	X	X	X	X	X	X	O	X	X	X	X	O
Envelope (4.1 x 9.5") ⬒	X	X	X	X	X	X	X	X	X	O	X	X	X	X	O

Millimeters/Inches

Select whether the unit of measure displayed on the screen is millimeters or inches.

Keyboard Input Restriction

Select whether to restrict the display of the virtual keyboard on the machine. To prevent characters being garbled when switched from one character set to another, you can restrict the input to ASCII characters only. If you select [On (Standard ASCII only)], the displayed keyboard shows ASCII characters only.

Operation of Up/Down Buttons

Select whether or not there is a continuous scrolling effect when the scroll buttons are held down.

■Disable Fast Scrolling
Holding down the scroll buttons does not scroll.

■Enable Fast Scrolling
Holding down the scroll buttons causes continuous scrolling.

Display Consumables Screen

Set whether the machine displays the parts status when parts need to be replaced.

■Off
Does not display the consumable status screen.

■When power is switched on
Status is displayed at startup.

■When Auto Clear is activated
Status is displayed when Auto Clear is executed.

Overwrite Hard Disk

Select whether or not to carry out hard disk overwrite erasing. If you overwrite the hard disk, you can select whether to overwrite once or three times.
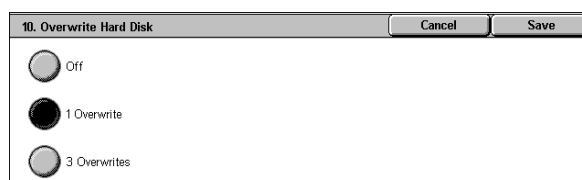
When copy (P.53), fax (P.105), scan (P.171), or print (P.230) processing is completed, the data is deleted from the hard disk and the area on which the deleted data was stored is automatically overwritten with blank data. This feature prevents unauthorized retrieval or restoration of the data recorded on the hard disk. It also applies to copy source, and other information stored temporarily by the system.

Important • If the machine is powered off during the overwriting operation, unfinished files may remain on the hard disk. The overwriting operation will resume if you power the machine on again with the unfinished files remaining on the hard disk.

• The data is erased by overwriting once, but overwriting three times makes it even more definite that the data cannot be recovered. It does, however, take longer.

• During the overwriting process, processing of normal operations may be slowed down.

Note • An optional package is required to use this feature. For more information, contact our Customer Support Center.

For information about how to check the status during the overwriting process, refer to "Overwrite Hard Disk" (P.369).

System Settings

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Prerequisite for Using Security Kit

The system administrator must follow the instructions below:

- To protect the data deleted from or stored on the hard disk, the following settings are required:
  - Overwrite Hard Disk: [1 Overwrite] or [3 Overwrite]
  - Data Encryption: [On]: an encryption key of 8 digits or more (maximum 12 digits)
  - Service Rep. Restricted Operation: [On]

- Change the system administrator's factory default passcode (x-admin). Register a new passcode of 7 characters or more (maximum 12 characters). Be careful not to register a passcode that can be easily assumed and not to store the registered passcode in a location that is easily accessible to other persons.

Important • If the system administrator's user ID and passcode are forgotten, the machine configuration will not be able to recover in case of malfunction.

- Set [Passcode Entry from Control Panel] to [On].

- Set [Maximum Login Attempts] to 5 times.

- Note that the hard disk security will not be warranted if you do not correctly follow the above setting instructions.

For information on how to set [Data Encryption], refer to "Data Encryption" (P.284).

For information on how to set [Service Rep. Restricted Operation], refer to "Service Rep. Restricted Operation" (P.286).

For information on how to set [Passcode Entry from Control Panel], refer to "Passcode Entry from Control Panel" (P.345).

For information on how to set the system administrator's user ID, refer to "System Administrator Login ID" (P.337).

The manager (of the organization that this machine is used for) must follow the instructions below:

- Assign appropriate persons as system and machine administrators, and manage and train them properly.

- Note that Security Kit is used to protect deleted document data from being recovered; it does not protect documents stored in mailboxes on the hard disk.

- Install an anti-bugging device on the internal network that the machine with Security Kit is located on, and perform the network settings properly to protect the machine from interceptions.

- To block unauthorized access, install a firewall device between the external network and the internal network that the machine is located on.

Data Encryption

Select whether to encrypt the data recorded on the hard disk of the machine.
By setting data encryption, copy (P.53), fax (P.105), scan (P.171), or print (P.230) data is automatically encrypted when written to the hard disk. The encryption prevents unauthorized access to the stored data. In order to activate this feature, set an encryption key.

Note • An optional package is required to use this feature. For more information, contact our Customer Support Center.

1 Select [Data Encryption].

2 Select [On].

3 Select [Keyboard], and enter an encryption key of up to 12 characters.

4 Select [Save].

5 Repeat Steps 3 and 4 to re-enter the same encryption key.

Data Restoration

The encrypted data cannot be restored in the following situations.

- When a trouble occurs in the hard disk.
- When you have forgotten the encryption key.
- When you have forgotten the System Administrator user ID and a passcode when making the [Service Rep. Restricted Operation] set to [On].

Starting the use of the data encryption feature and changing the settings

When the data encryption feature is enabled or disabled, or when the encryption key is modified, the machine needs to be restarted to reflect the setting. Note that once the machine is restarted, the hard disk is reformatted and the data stored in the hard disk may be deleted. The hard disk stores the following data.
- Spooled print data
- Print data including Secure Print and Sample Print
- Forms for the Form Overlay feature
- Mailbox and job flow sheet settings (mailbox names, passcode, etc.)
- Documents in mailboxes
- Address book data

Important • Be sure to save all necessary settings and documents before starting to use the data encryption feature or changing the settings.

• An error occurs if the connected hard disk does not match the encryption settings. For information on error messages and their remedies, refer to "Other Errors" (P.506).

• The following procedure is recommended for changing the settings of the encryption while a large amount of data (100 jobs or more) is stored in a mailbox, and [Overwrite Hard Disk] is specified to [1 Overwrite] or [3 Overwrites].

1. Select [System Settings] > [Setup Menu] > [Mailbox] to display the [Mailbox] screen.
2. Select the mailbox, then select [Create / Delete] > [Delete Mailbox].
3. Select [Close] until the [System Settings] screen is displayed. Then select [Exit] to exit the System Administration mode.
4. Press the <Machine Status> button, then make sure that [Standby] in [Overwrite Hard Disk] is displayed.
5. Enter the System Administration mode, and change the data encryption settings. For information on how to enter the System Administration mode, refer to "System Settings Procedure" (P.254).

Encryption Key for Confidential Data

Setting an encryption key allows you to encrypt confidential information such as the passcodes of the system administrator and mailboxes. This prevents interceptions and unauthorized access to the information during transmission across networks.
Select [Keyboard], and then enter an encryption key of 4 to 12 digits using the keyboard on the screen.

Important • If you change the existing encryption key, confidential information may not be able to be restored from a backup.

Note • The factory default encryption key is "x-admin".

1 Select [Encryption Key for Confidential Data] and then [Change Settings].

2 Select [Keyboard], and enter an encryption key of 4 to 12 digits.

3 Select [Save].

4 Repeat steps 2 and 3 to re-enter the same encryption key.

Service Rep. Restricted Operation

This feature protects the Security Kit settings from being altered by an outsider impersonating a customer engineer. Select whether to permit our customer engineer to perform [Overwrite Hard Disk] and [Data Encryption] operations, and to change the [HTTP - SSL/TLS], [System Administrator Login ID], [System Administrator's Passcode], and [Maximum Login Attempts] settings. Make sure not to lose the system administrator's user ID and passcode. Otherwise, the various settings that are only available in System Administrator mode cannot be changed. If the system administrator's user ID and passcode are lost when [Service Rep. Restricted Operation] is set to [On], not only you but also we are no longer able to change any setting in System Administrator mode. If you lose the system administrator's user ID and passcode when the Security Kit is installed, the electric component board of the machine must be replaced in order to change any setting in System Administrator mode. In that case, you will be charged for the electrical component board and handling cost.

Note • An optional package is required to use this feature. For more information, contact our Customer Support Center.

Software Download

This feature is for customer engineer use. For more information, contact our Customer Support Center.

Recipient Selection Method

Set whether to place restrictions on fax, iFax, or e-mail transmissions to addresses unregistered on Address Book.
Selecting [Only From Address Book] disables address entry on the [Fax], [iFax], or [E-mail] screen using the keyboard or numeric keypad, and permits only transmissions to addresses registered on Address Book.

Copy Mode Settings

In [Copy Mode Settings], you can make settings relating to the copy feature. The following shows the reference section for each item.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select [Copy Mode Settings].

3 Select the item to be set or changed.

Copy Tab

You can change the trays and enlargement/reduction ratios appearing on the [Copy] screen. By presetting frequently used trays and copy ratios, you can simplify your copy operations.

Features Allocation

You can set the features that appear in the third and fourth columns from the left of the [Copy] screen. By setting the most commonly used features, you can avoid extra operations such as selecting tabs.

1 Select [Features Allocation], and select [Change Settings].

2 Select the number of features displayed on the [Copy] screen.

3 From the buttons appearing on the right, select the position where you want to allocate a feature.

Note • The position of the buttons on the right of the screen shows the position of the buttons in the [Copy] screen.

■4 Features
The [Reduce/Enlarge], [Paper Supply], [2 Sided Copying], and [Copy Output] features are displayed on the [Copy] screen. You cannot change the displayed features and their positions.

■6 Features
You can set the features appearing in the fourth column from the left of the [Copy] screen. Up to 3 features can be allocated. [Reduce/Enlarge] and [Paper Supply] cannot be allocated.

■8 Features
You can set the features appearing in the third and fourth columns from the left of the [Copy] screen. Up to 6 features can be allocated.

Note • [Reduce/Enlarge] and [Paper Supply] cannot be allocated.

System Settings

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4 Select the feature to be displayed, and select [Save].

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

5 Repeat Steps 3 and 4 as required.
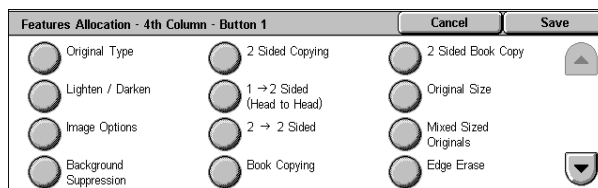
Number of Display Buttons

Set how many buttons, 4 or 5 buttons, to display for each of the [Reduce/Enlarge], [Paper Tray], [2 Sided Copying] and [Copy Output] features on the [Copy] tab.
If you select [4 Buttons], the images of the selected options are displayed on the [Copy] tab.

Paper Supply - Buttons 2 to 4

For the 5 feature buttons appearing in [Paper Supply] on the [Copy] screen, you can set the second to fourth paper trays from the top. Select from the Trays 1 to 4, and Tray 5 (Bypass).

Reduce/Enlarge - Buttons 3 and 4

For the 5 feature buttons appearing in [Reduce/Enlarge] in the [Copy] screen, you can set the ratio for the third and forth rows from the top.
You can select the ratio from the registered R/E Preset buttons.

Copy Defaults

This menu allows you to set the default settings of copy features. When the power is turned on or the machine returns from a Power Save mode, or when the <Clear All> button is pressed, the system returns to the defaults specified under this menu. By setting frequently-used features and values as defaults, you can simplify copy operations.

Paper Supply

Set the default value for [Paper Supply] in the [Copy] screen.
When the default value of [Reduce/Enlarge] is set to [Auto %], [Auto Paper] cannot be selected for [Paper Supply].

Reduce/Enlarge

Set the default value for [Reduce/Enlarge] in the [Copy] screen.
Select the ratio from [100%], [Auto %], and the buttons registered as R/E Preset buttons.
When the default setting for [Paper Supply] is [Auto Paper], [Auto %] cannot be selected for [Reduce/Enlarge].

For information about R/E Preset buttons, refer to "Reduce/Enlarge Presets" (P.293).

Original Type

Set the default value for [Original Type] in the [Image Quality] screen.

Lighten/Darken

Set the default value for [Lighten/Darken] of [Image Options] in the [Image Quality] screen.

Sharpness

Set the default value for [Sharpness] of [Image Options] in the [Image Quality] screen.

Background Suppression

Set the default value for [Background Suppression] in the [Image Quality] screen. [Background Suppression] is valid when [Original Type] is set to [Photo & Text], [Text], or [Photo].

2 Sided Copying

Set the default value for [2 Sided Copying] in the [Layout Adjustment] screen.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Mixed Sized Originals

Set the default value for [Mixed Sized Originals] in the [Layout Adjustment] screen.

Edge Erase - Top & Bottom Edges

Set the default value for the amount of edges erased from the original in the top and bottom directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

Edge Erase - Left & Right Edges

Set the default value for the amount of edges erased from the original in the left and right directions in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

Center Erase/Binding Erase

Set the default value for the binding erase amount of the original in [Edge Erase] in the [Layout Adjustment] screen. Set the value from 0 to 50 mm in 1 mm increments.

Image Shift - Side 1

Set the default value for [Side 1] of [Image Shift] in the [Layout Adjustment] screen.

Image Shift - Side 2

Set the default value for [Side 2] of [Image Shift] in the [Layout Adjustment] screen.

Image Rotation

Set the default value for [Image Rotation] in the [Layout Adjustment] screen.

Image Rotation Direction

Set the default value for [Image Rotation - Rotation Direction], if documents are of mixed orientations.

Original Orientation

Set the default value for [Original Orientation] in the [Layout Adjustment] screen.

Copy Output

Set the default value for [Copy Output] in the [Copy] screen.

Note • If no option is installed in the machine, even when [Collated] is selected, the machine operates as [Uncollated].

Uncollated - Separators Tray

Set the default value for [Separators Tray] under [Uncollated with Separators] on the [Copy Output] screen.

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Output Destination

Set the output destination for printing or copying.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Stamp Text

Set the default value for [Text] displayed when [Stamp] is selected for [Annotation] on the [Output Format] screen.
You can select a stamp type from eight preset types and custom text.

For information about how to set custom text, refer to "Annotation - Create Stamps" (P.293).

Stamp Position

Set the default value for [Position] displayed when [Stamp] is selected for [Annotation] in the [Output Format] screen.

Date Position

Set the default value for [Position] displayed when [Date] is selected for [Annotation] in the [Output Format] screen.

Date Size

Set the default value for [Size] displayed when [Date] is selected for [Annotation] in the [Output Format] screen.

Page Number Style

Set the default value for [Style] displayed when [Page Number] is selected for [Annotation] on the [Output Format] screen.

Page Number Position

Set the default value for [Position] displayed when [Page Number] is selected for [Annotation] in the [Output Format] screen.

Page Number Size

Set the default value for [Size] displayed when [Page Number] is selected for [Annotation] in the [Output Format] screen.

Bates Stamping - Number of Digits

Set the default value for [Number of Digits] displayed when [Bates Stamping] is selected for [Page Number] under [Annotation] on the [Output Format] screen.

Bates Stamping - Position

Set the default value for [Position] displayed when [Bates Stamping] is selected for [Page Number] under [Annotation] on the [Output Format] screen.

Bates Stamping - Size

Set the default value for [Size] displayed when [Bates Stamping] is selected for [Page Number] under [Annotation] on the [Output Format] screen.

Sample Set

Set the default value for [Sample Set] in the [Job Assembly] screen.

Booklet Creation - Covers Tray

Set the default value for [Covers Tray] in the [Booklet Creation] screen.

Covers - Covers Tray

Set the default value for [Covers Tray] in the [Covers] screen.

Build Job - Separators Tray

Set the default value for [Separators] in the [Build Job - Separators Tray] screen.

Copy Control

These settings relate to copy operation control.

Memory Full Procedure

When the space of the hard disk runs out during scanning originals, a screen appears asking how the partly stored data should be handled.
Once a certain time has elapsed with the confirmation screen displayed, the subsequent processing is determined based on this setting.

You can set the period of time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.268).

■Cancel Job
The stored data is discarded.

■Run Job
The stored data is copied.

Maximum Stored Pages

Set the maximum number of copy pages that the machine can store. You can specify a value in the range of 1 to 999.

Auto Paper Off

Select the tray used when [Auto Paper] of [Paper Supply] in the [Copy] screen is cancelled (the tray used when [Auto Paper] of [Paper Supply] is selected in the [Copy] screen, and [Auto %] or [Independent X-Y %] is selected for [Reduce/Enlarge]).

Mixed Sized Originals - 2 Sided Copy

Select the action to be taken if the paper size determined for the document page to be printed on the front side of paper is different from the paper size determined for the document page to be printed on the back side of the paper.

Important • If [Copy to Side 2] is selected, some areas of the image may be cropped.

■Copy to new sheet
Side 2 is copied on the front of a new sheet.

■Copy to Side 2
Side 2 is copied on the opposite side of Side 1 without changing the paper size.

Fine-tune 100%

You can fine-tune the magnification when copying at 100% (actual size). The set value is applied when [Reduce/Enlarge] or [Preset %] on the [Copy] screen is set to 100%.
Set the value in the X/Y direction within the range 98 to 102% in 0.1% increments.

Important • This feature is applied only when a copy is made with the document glass. This setting is not reflected in the magnification (100%) under [Variable %], [Independent X-Y%] or [Calculator %].

Note • A magnification displays [100%] even if [Fine-tune 100%] is set.

Pseudo-Photo Gradation Mode

Set the gradation mode for photo originals. Select [Error Diffusion] or [Dither] depending on the halftone processing to be used for reproducing photo images.

Original Type - Lightweight Originals

When [Text] is selected for [Original Type] in the [Image Quality] screen, set whether to display [Lightweight Originals] on the screen.

Stamp Size

Set the default value for [Size] displayed when [Stamp] is selected for [Annotation] in the [Output Format] screen.

Stamp Density

Set the translucency of the stamp printed as annotation.
You can select from three translucency values: Darken, Normal, and Lighten. Darken represents no translucency.

Note • If the stamp with [0%] density is printed over text, the text may be unreadable.

Stamp Position (Side 2)

When the 2-sided copy feature is used and [Stamp] is selected under [Annotation], set where to print a stamp on side 2 of each sheet of paper.

■Opposite to Side 1
Prints in a position symmetrically opposite to side 1.

■Same as Side 1
Prints in the same position as side 1.

Date Position (Side 2)

When the 2-sided copy feature is used and [Date] is selected under [Annotation], set where to print a date on side 2 of each sheet of paper.

■Opposite to Side 1
Prints in a position symmetrically opposite to side 1.

■Same as Side 1
Prints in the same position as side 1.

Page Number Position (Side 2)

When the 2-sided copy feature is used and [Page Number] is selected under [Annotation], set where to print a page number on side 2 of each sheet of paper.

■Opposite to Side 1
Prints in a position symmetrically opposite to side 1.

■Same as Side 1
Prints in the same position as side 1.

Bates Stamping - Position (Side 2)

When the 2-sided copy feature is used and [Bates Stamping] is specified under [Annotation], set where to print text and a page number on side 2 of each sheet of paper.

■Same as Side 1
Prints at the same position as side 1.

■Opposite to Side 1
Prints at the position symmetrical to side 1.

Maximum Number of Sets

Set the maximum number of allowed copy sets between 1 and 999. Users will not be able to specify the number of copy sets larger than the value set here.

Original Size Defaults

Set the original sizes that appear in [Original Size] in the [Layout Adjustment] screen.

Original sizes can be assigned to the buttons other than [Auto Size Detect].

When frequently making copies of non-standard size originals, by presetting the non-standard size, you can save time to enter the original size each time a copy is made.

■A/B Series Size
You can select from sizes of A and B series.

■Inch Size
You can select from sizes of inch series.

■Others
You can select from other sizes.

■Variable Size
You can enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

Reduce/Enlarge Presets

Set the magnifications shown in [Preset %], in [Reduce/Enlarge] in the [Copy] screen.

You can assign any magnification to the R/E Preset buttons.

Annotation - Create Stamps

Register text to be printed with [Stamp] under [Annotation]. You can enter up to 64 characters.
For information about how to enter characters, refer to "Entering Text" (P.266).

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Network Settings

In [Network Settings], set the type of interface through which the machine is connected to the client in [Port Settings], and the parameters required for communications in [Protocol Settings].

For information on network settings, refer to the Network Administrator Guide.

When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to "CentreWare Internet Services" (P.226), and refer to the Network Administrator Guide.

The following shows the reference section for each item.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select [Network Settings].

3 Select the item to be set or changed.

Port Settings

Set the interface by which the machine is connected to a client. In [Port Settings], you can set the following items.

For information on port settings, refer to the Network Administrator Guide.

1. Parallel	8. Bonjour	15. Mail Notice Service
2. USB	9. Salutation	16. UPnP Discovery
3. LPD	10. Port9100	17. Internet Service (HTTP)
4. NetWare	11. SNMP	18. SOAP
5. SMB	12. FTP Client	19. WebDAV
6. IPP	13. Receive E-mail	
7. EtherTalk	14. Send E-mail	

Protocol Settings

Set the parameters required for communications. In [Protocol Settings], you can set the following items.

For information on protocol settings, refer to the Network Administrators Guide.

1. Ethernet Settings	4. TCP/IP - Subnet Mask
2. TCP/IP - Get IP Address	5. TCP/IP - Gateway Address
3. TCP/IP - IP Address	6. TCP/IP - IP Filter

Machine's E-mail Address/Host Name

Set the e-mail address and host name for the machine. In [Machine's E-mail Address/Host Name], you can set the following items.

For information on e-mail address/host name of the machine, refer to the Network Administrator Guide.

1. E-mail Address

2. Name

3. Host Name

4. Domain Name

Outgoing / Incoming E-mail Settings

Set e-mail transmission and reception.

POP3 Server Settings

Set the POP3 server. In [POP3 Server Settings], you can set the following items.

For information on POP server settings, refer to the Network Administrator Guide.

1. POP3 Server Setup
2. POP3 Server IP Address
3. POP3 Server Server Name
4. POP3 Server Port Number

5. POP3 Server Check Interval
6. POP3 Server Login Name
7. POP3 Server Password
8. POP Password Encryption

SMTP Server Settings

Set the SMTP server. In [SMTP Server Settings], you can set the following items.

For information on SMTP server settings, refer to the Network Administrator Guide.

1. SMTP Server Setup
2. SMTP Server IP Address
3. SMTP Server Server Name
4. SMTP Server Port Number

5. E-mail Send Authentication
6. SMTP AUTH Login Name
7. SMTP AUTH Password

Domain Filter

Set accepted domains. In [Domain Filter], you can set the following items.

For information on domain filter, refer to the Network Administrator Guide.

1. Domain Filtering

2. Domains 1 to 50

PKI (Public Key) Settings

In [PKI (Public Key) Settings], you can configure the SSL/TLS settings.

Note • Before setting the HTTP-SSL/TLS communications, the device certificate must be set. For information on the device certificate, refer to the Network Administrator Guide.

SSL/TLS Settings

Set the SSL/TLS.

System Settings

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■Device Certificate - Server
You can select a certificate to be linked.

■HTTP - SSL/TLS Communication
Enables or disables the HTTP SSL/TLS communications.

■HTTP - SSL/TLS Port Number
Specifies the port number used for HTTP SSL/TLS communication within the range from 1 to 65535.

Important • Do not use the port numbers of the other ports.

Other Settings

In [Other Settings], you can set the following items.

For information on other settings, refer to the Network Administrator Guide.

■E-mail Receive Protocol
Select from [SMTP] and [POP3] depending on the usage environment.

■Output Destination for E-mail
Specify an output destination for e-mail printing. Selecting [Auto] sets to the default output destination.

Print Mode Settings

In [Print Mode Settings], you make settings relating to the printer feature.

When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to "CentreWare Internet Services" (P.226), and refer to the Network Administrator Guide.

The following shows the reference section for each item.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select [Print Mode Settings].

3 Select the item to be set or changed.

Allocate Memory

For each interface, set the memory capacity for the receiving buffer (temporary storage for data sent from the client).

You can change the receiving buffer capacity depending on the pattern of use and purpose. Increasing the receiving buffer capacity may allow a client to be released sooner from an interface.

Important • If you change the memory capacity settings, the memory is reset, and therefore data stored in all memory areas is lost.

• It is not possible to assign more than the total memory. When the power is turned on, if the settings exceed the available memory capacity, they are automatically adjusted by the system.

Note • When a port is set to [Disabled], the corresponding items do not appear.

• Depending on the amount of data sent from the client, increasing the memory capacity may not change the time taken to release the client.

PostScript Memory

Specify a value for the PostScript memory capacity from 16.00 to 96.00 MB in 0.25 MB increments.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• The maximum value that can be set varies according to the available memory capacity.

ESC/P Form Memory

Displays the destinations to save forms to be used for ESC/P-K.
If a hard disk is not installed, data can be stored in the ESC/P-K form memory. You can specify the value within the range from 128 to 2048 KB in 32 KB increments.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• The maximum value that can be set varies according to the available memory capacity.

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HP-GL/2 Auto Layout Memory

Specify the capacity for HP-GL/2 auto layout memory.
If a hard disk is not installed, data can be stored in the HP-GL/2 auto layout memory. You can specify a value within the range from 64 to 5,120 KB in 32 KB increments.

Note • This feature appears when the Adobe PostScript 3 Kit is installed.

• The maximum value that can be set varies according to the available memory capacity.

Receiving Buffer - Parallel

Set the parallel receiving buffer.
Specify a value from 64 to 1,024 KB in 32 KB increments.

Receiving Buffer - USB

Set the receiving buffer for USB.
You can specify the value within the range from 64 to 1024 KB in 32 KB increments.

Receiving Buffer - LPD Spool

■Off
Does not use spooling. While LPD print processing is being carried out for one client, data cannot be received over the same interface from another client.
Specify a value for the dedicated LPD receiving buffer memory capacity from 1,024 to 2,048 KB, in 32 KB increments.

■Memory
Carries out spooling. The receiving buffer for spooling uses memory. When this setting is selected, specify the memory capacity of a receiving buffer for spooling from 0.50 MB to 32.00 MB, in 0.25 MB increments.
Note that print data exceeding the set memory capacity is not accepted. In such cases, select [Hard Disk] or [Off].

■Hard Disk
Carries out spooling. The receiving buffer for spooling uses the hard disk.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - NetWare

Set the NetWare receiving buffer.
Specify a value from 64 to 1,024 KB in 32 KB increments.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - SMB Spool

■Off
Does not use spooling. While SMB print processing is being carried out for one client, data cannot be received over the same interface from another client.
Specify a value for the dedicated SMB receiving buffer memory capacity from 64 to 1,024 KB in 32 KB increments.

Important • If you select [Off], job names are displayed as "unknown document name".

■Memory
Carries out spooling. The receiving buffer for spooling uses memory. When this setting is selected, specify the memory capacity of a receiving buffer for spooling from 0.50 to 32.00 MB, in 0.25 MB increments.
Note that print data exceeding the set memory capacity is not accepted. In such cases, select [Hard Disk] or [Off].

System Settings

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■Hard Disk
Carries out spooling. The receiving buffer for spooling uses the hard disk.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - IPP Spool

■Off
Does not use spooling. While IPP print processing is being carried out for one client, data cannot be received over the same interface from another client.
Set a value for the dedicated IPP receiving buffer memory capacity from 64 to 1,024 KB in 32 KB increments.

■Hard Disk
Carries out spooling. The receiving buffer for spooling uses the hard disk.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - EtherTalk

Set the EtherTalk receiving buffer.
Specify a value within the range from 1,024 to 2,048 KB, in 32 KB increments.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Receiving Buffer - Port 9100

Set the Port 9100 receiving buffer.
Specify a value within the range from 64 to 1,024 KB in 32 KB increments.

Delete Form

You can delete registered ESC/P-K forms.

1 Select [Delete Form].

2 Select the print mode to delete forms.

3 Enter the form number with the numeric keypad, and select [Confirm].

4 Check the form name, and select [Delete Data].

■ESC/P
Delete ESC/P-K emulation forms.

■Form Number
When you select an item to be deleted, you can enter the form number. Specify a form number from 1 to 64 (when a hard disk is installed, from 1 to 2,048).

■Form Name
After you enter the form number and select [Confirm], the form name matching the entered number appears.

System Settings

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Other Settings

You can make other settings relating to the paper used in the printer.

Print Area

Set whether to expand the print area.

For information about the printable area, refer to "Printable Area" (P.547).

Substitute Tray

If the machine is not installed with the tray determined by the automatic tray selection feature, select whether or not to use the paper loaded in another tray as a substitute.

Note • When documents are printed using emulation such as ESC/P-K and HP-GL/2, this setting is not valid and a message prompting you to supply paper appears on the screen.

■Display Message
Does not use a substitute tray, and displays a paper supply message.

■Use Larger Size
Replaces with the closest, larger size of paper, and prints data at the same image size.

■Use Closest Size
Replaces with the closest size of paper. As necessary, the machine reduces the image size automatically.

Note • The print settings specified on the client computer overrides this setting.

■Select Tray 5 (Bypass)
Replaces with the paper loaded in Tray 5 (Bypass).

Paper Type Mismatch

Set the action to be taken when the paper type loaded in the paper tray does not match the paper type specified.

■Print
Prints with the paper loaded in the tray.

■Display Confirmation Screen
A confirmation screen appears to show procedures.
If a paper type mismatch occurs during print job processing, the machine ignores the paper type specified on the print driver and selects another type of paper loaded on the machine.

■Display Paper Supply Screen
The [Paper Supply] screen appears, prompting you to load another type of paper in the selected tray. The print job can be processed if you follow the instructions displayed on the screen.

Note • If you load another type of paper in the tray by following the screen instructions, the paper type setting for the tray will also be changed to the setting displayed on the screen automatically.

Unregistered Forms

Set whether to print a job or not if a form specified for printing in a form data file (overlay printing) is not registered on the machine. If you specify [Print], since the specified form is not present, only the data is printed.
This setting is added to the print settings menu when there is a print specification from the host computer.

Print User ID

When printing using a print driver, specify whether to print user identification information on paper. The first 64 letters of the user information is printed.

Select a position to print from [Top Left], [Top Right], [Bottom Left], and [Bottom Right].

Note   • To use the Print User ID feature, the user ID must be set on the print driver beforehand. For more information, refer to the print driver's online help.

                • When user authentication information is not available, "Unknown User" is printed.

Banner Sheet

Select whether to output banner sheets to separate different outputs.
A user name and document name are printed on a banner sheet.

Note   • Even if the stapler feature is enabled, banner sheets are not stapled.

                • On a print job from a Macintosh, the document name does not appear on the banner sheet.

                • When printed, banner sheets are counted by meter.

■Off
Does not print banner sheets.

■Start Sheet
Prints a banner sheet before a print job.

■End Sheet
Prints a banner sheet after a print job.

■Start Sheet & End Sheet
Prints a banner sheet before and after a print job.

Banner Sheet Tray

Set the paper tray used for banner sheets.
Select from [Tray 1] to [Tray 4].

PostScript Paper Supply

Select whether the PostScript DMS (Deferred Media Selection) feature is enabled or disabled.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

PostScript Font Absence

Set the action to be taken when a PostScript font specified in a job is not present.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

■Cancel Printing
Cancels printing.

■Substitute Font and Print
Continues printing, using a substitute font. Courier is used as the substitute font.

PostScript Font Substitution

Set whether to use ATCx as a substitute if a PostScript font specified in a job is not present.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

System Settings

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Scan Mode Settings

Make settings relating to the scanner feature.

Note
   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

   • When [Fax Server] is selected in the System Settings, [Scan Mode Settings] is replaced with [Scan/Fax Mode Settings].

When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to "CentreWare Internet Services" (P.226), and refer to the Network Administrator Guide.

The following shows the reference section for each item.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select [Scan Mode Settings].

3 Select the item to be set or changed.

General Settings Tab

You can set items relating to the [General Settings] screen display.

Feature in 2nd Column

You can set the features shown in the second column of the [General Settings] screen.
You can select from [2 Sided Originals], [Scan Resolution], and [Reduce/Enlarge].

Reduce/Enlarge - Buttons 2, 3, and 4

This item can be set when [Reduce/Enlarge] is selected in [Feature in 2nd Column].
Set the magnification shown in the second to fourth rows from the top of the 5 feature buttons shown in [Reduce/Enlarge] in the [General Settings] screen.
Select the magnification from the registered R/E Preset buttons.

For information about R/E Preset buttons, refer to "Reduce/Enlarge Presets" (P.304).

Scan Defaults

This menu allows you to set the default settings of scan features. When the power is turned on or the machine returns from a Power Save mode, or when the <Clear All> button is pressed, the system returns to the defaults specified under this menu. By setting frequently-used features and values as defaults, you can simplify scan operations.
The settings are reflected after the machine is turned off and then back on.

Original Type

Set the default value for [Original Type] in the [General Settings] screen.

File Format

Set the default value for [File Format] in the [General Settings] screen.

Lighten/Darken

Set the default value for [Lighten/Darken] of [Image Options] in the [Image Quality] screen.

Sharpness

Set the default value for [Sharpness] of [Image Options] in the [Image Quality] screen.

Background Suppression

Set the default value for [Background Suppression] in the [Image Quality] screen.

Original Orientation

Set the default value for [Original Orientation] when scanning.

Scan Resolution

Set the default value for [Scan Resolution] in the [Layout Adjustment] screen.
You can select from 200 dpi, 300 dpi, 400 dpi, and 600 dpi.

Mixed Sized Originals

Set the default value for [Mixed Sized Originals] in the [Layout Adjustment] screen.

Note   • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Edge Erase

Set the default value for [Edge Erase] in the [Layout Adjustment] screen. You can select from [Normal] or [Edge Erase].

Edge Erase - Top & Bottom Edges

Set the default value for the amount of edges erased from the original in the top and bottom directions in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1 mm increments.

Edge Erase - Left & Right Edges

Set the default value for the amount of edges erased from the original in the left and right directions in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1mm increments.

Center Erase/Binding Erase

Set the default value for the binding erase amount of the original in [Edge Erase] in the [Layout Adjustment] screen. Specify a value from 0 to 50 mm in 1 mm increments.

E-mail Subject

Set the default value for the e-mail subject. Up to 128 characters can be entered for the subject.

System Settings

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Scan to PC Defaults

You can select the default protocol (transfer protocol) used for transfer from FTP, SMB, and SMB (UNC Format).

Original Size Defaults

Set the original size shown in [Original Size] in the [Layout Adjustment] screen. An original size is assigned to each of the 11 buttons other than [Auto Size Detect].

When frequently scanning non-standard size originals, by presetting the non-standard size, you can save time to enter the original size each time a document is scanned.

■A/B Series Size
Select from the A and B series, such as A4 and B5.

■Inch Size
Select from the Inch series, such as 8.5 x 11" and 11 x 17".

■Others
Select from the sizes other than the above series, such as photo and postcard sizes.

■Variable Size
You can enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

Output Size Defaults

Set the sizes to be displayed at [Output Size] when selecting [Auto %] for scanning documents at [Reduce/Enlarge] in the [Layout Adjustment] screen.

Any output sizes can be assigned to output size buttons 1 to 8.
By presetting frequently used output sizes, you can simplify your scan operations.

■A/B Series Size
Select from 10 sizes of A and B series.

■Inch Size
Select from 12 sizes of inch series.

■Others
Select from other 13 sizes.

Reduce/Enlarge Presets

Set the magnifications shown in [Preset %] for [Reduce/Enlarge] in the [Layout Adjustment] screen.

You can assign any magnification to the R/E Preset buttons 1 to 7 other than [100%].

■Preset %
Select from 20 standard magnification ratios.

■Variable %
You can specify a magnification within the range from 25 to 400% in 1% increments.

Other Settings

You can make other settings relating to the scanner feature specification.

Scan Service

Set whether or not to use the scanner feature.

Memory Full Procedure

While scanning an original, if there is insufficient hard disk space for the scanner, a screen appears, asking how the partly stored data should be handled.
Once a certain time has elapsed with the confirmation screen displayed, the subsequent processing is determined by these settings.

You can set the time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.268).

■Cancel Job
The stored data is discarded.

■Run Job
The stored data is processed.

Maximum Stored Pages

Set the maximum number of scan pages that the machine can store. You can specify a value in the range of 1 to 999.

TIFF Format

Set the TIFF format for scan data. You can select [TIFF V6] or [TTN2].

Image Transfer Screen

Select whether to display a message when scanning of an original is completed.

■Disabled
Does not show a scan completion message.

■Display Message Only
Shows a scan completion message.

■Display Message and Screen
Shows a screen while original is being scanned, and also shows a scan completion message.

System Settings

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Fax Mode Settings

In [Fax Mode Settings], you can make settings relating to the fax feature.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

The following shows the reference section for each item.

1 On the [System Settings] screen, select [System Settings].

2 Select [Fax Mode Settings].

3 Select the item to be set or changed.

Screen Defaults

You can set items relating to the [Fax/Internet Fax] screen.

Fax Screen Default

Set the default screen that appears when the [Fax/Internet Fax] screen is displayed. Select from the [Fax Recipients Programming Screen], [General Settings], and [Address Book] screens.

General Settings - 2nd Column

You can set the features that appear in the second column from the left of the [General Settings] screen. By setting the most commonly used features, you can avoid extra operations such as selecting tabs.

Address Book Default

Set the address number that appears at the top of the screen when the address book is displayed.
Specify an address number in the range from 1 to 500.

Note • When the Speed Dial Extension Kit is installed, you can specify a value up to 999.

Transmission Screen

Set whether to display transmission status during transmission.

Fax Defaults

This menu allows you to set the default settings of fax features. When the power is turned on or the machine returns from a Power Save mode, or when the <Clear All> button is pressed, the system returns to the defaults specified under this menu. By setting frequently-used features and values as defaults, you can simplify fax operations.

Lighten/Darken

Set the default value for [Lighten/Darken] in the [General Settings] screen.

Original Type

Set the default value for [Original Type] in the [General Settings] screen.

Resolution

Set the default value for [Resolution] in the [General Settings] screen.

Mixed Sized Originals

Set the default value for [Mixed Sized Originals] in the [Layout Adjustment] screen.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Stamp

Set the default value for [Stamp] in the [Transmission Options] screen.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Skip Blank Pages

Set the default value for [2 Sided (Skip Blank Pages)] in the [Layout Adjustment] screen.

Note • This feature is for customer engineer use. For more information, contact our Customer Support Center.

Transmission Report

Set the default value for [Transmission Report] of [Report/Read Receipts] in the [Transmission Options] screen.
Set whether to automatically print a report that shows a transmission result.

Delivery Receipts/Read Receipts

Set the default value for [Read Receipts (MDN)] of [Report/Read Receipts] in the [Transmission Options] screen.
Set whether to request an iFax recipient to send a confirmation mail indicating the iFax transmission result to the sender.

Communication Mode

Set the default value for [Communication Mode] in the [Transmission Options] screen.

Delayed Start - Start Time

Set the default value for [Start Time] of [Priority Send / Delayed Start] in the [Transmission Options] screen.

Send Header

Set the default value for [Send Header] in the [Transmission Options] screen.

System Settings

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iFax Profile

Set the default value for [iFax Profile] in the [Transmission Options] screen.

iFax Subject

Set the default value for the iFax subject. Up to 128 characters can be entered for the subject.

Fax Control

You can set the fax control settings.

Re-enter Recipients

Set whether to re-enter the recipient after once specifying the recipient, in order to reduce the risk of sending fax or iFax to the wrong address. When Re-enter Recipients is activated, if you specify the recipient by entering the phone number, or by selecting from the Address Book, the screen prompting you to re-enter the recipient appears. If the same recipient has been entered, the transmission process will start.

Re-enter Broadcast Recipients

This setting is required when you activated [Re-enter Recipients]. Set whether to allow the Broadcast Send.

• Enter Once Only
Allows the Broadcast Send. No need to re-enter the recipient.

• Enter Twice
Allows the Broadcast Send. Re-entering the recipient is required.

• Broadcast Disabled
No Broadcast Send is allowed.

Re-enter Speed Dial Recipients

This setting is required when you activated [Re-enter Recipients]. Select how to re-enter a recipient after the first entry.

• Enter Once Only
No need to re-enter the recipient.

• Enter Twice
Use the speed dial feature to re-enter the recipient.

• Re-enter Fax Number or E-mail
Specify the recipient by dialing the fax number or entering the e-mail address.

Send Header - Polling

Set whether to attach a send header to a polling document.
A "polling document" means that an original is stored in the machine's public mailbox for polling, and can then be sent by an operation from the other end.

Documents for Polling - Auto Delete

Set whether to automatically delete a polling document after transmission.

Rotate 90 degrees

Set whether to automatically rotate a document if its image must be reduced in size unless it is rotated.

Note • If an arbitrary magnification is specified in [Reduce/Enlarge], automatic rotation transmission does not function.

Mixed Sized Originals Scan Mode

If only documents of the standard sizes are to be scanned, it is recommended that you select [Standard Size Mode].

Important • When [Standard Size] is selected, image loss may occur if the following types of documents are scanned:
  - Non-standard size documents
  - B4 size documents with the inch series setting in [Paper Size Settings]

Skip Blank Pages

Set whether to detect blank pages while scanning 2-sided documents and transmits only pages that are not blank.

Note • This feature is for customer engineer use. For more information, contact our Customer Support Center.

Sender ID

For G3 communications, you can select whether to notify the G3-ID to recipients.

Save Undelivered Faxes

Set whether to save a fax document if fax transmission failed. When [Yes] is selected, the [Undelivered Faxes] button appears on the [Stored Documents] tab of the [Job Status] screen. Select this button to send the fax document again.

For details on [Undelivered Faxes], refer to "Undelivered Faxes" (P.361).

Save Cancelled Faxes

When [Yes] is selected for [Save Undelivered Faxes], set whether to also save cancelled fax documents.

Saved Faxes - Auto Delete

When [Yes] is selected for [Save Undelivered Faxes], set whether to automatically delete saved documents in 24 hours.

Transmission Interval

Specify a value for the interval between the end of one transmission and the beginning of the next, from 3 to 255 seconds in 1 second increments.
A longer transmission interval increases the total time to send a broadcast transmission, for example, but allows calls to be received during the standby time.

Batch Send

When the machine stores multiple faxes addressed to a destination, enabling the Batch Send feature allows you to send them at a time, as one fax transmission. By using this feature, you can save communication costs.
Select whether or not to enable the Batch Send feature.
Note that a batch send is not possible for manual transmissions, broadcast, relay broadcast, mailbox transmissions, and transmissions with a specified time before the specified time.
When using a redial, resend, or delayed start send transmission job or the authentication feature, to send to the same address from different users, then a batch send is not possible.

Manual Send/Receive Default

When using on-hook or off-hook, set whether the initial state of the touch screen is [Manual Send] or [Manual Receive].

System Settings

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Fax Receiving Mode

Set the default value for [Fax Receiving Mode] in the [Machine Status] screen displayed by pressing the <Machine Status> button. Select whether to receive a fax automatically or manually.

Border Limit

Set the length to make a page break that is applied when the length of a received document is longer than the paper length. You can specify a value within the range from 0 to 127 mm in 1 mm increments.
This setting can conveniently be used together with the following Auto Reduce on Receipt feature.

Auto Reduce On Receipt

When the length of a received document exceeds the paper length but is within the page break threshold value, select whether to automatically reduce the image to fit the page. This setting can conveniently be used together with the Border Limit feature. If you select [No], the part of the image beyond the paper length is discarded.

Receiving Paper Size

Set the method of notifying the paper size on which the received document will be printed, from the receiver to the sender.

■Tray Mode
Specify the paper tray for printing the received fax document. Only the specified paper tray will be used for printing the received documents. Multiple paper trays can be specified except for Tray 5 (Bypass). If the fax document cannot be printed on the paper loaded on the specified paper trays, automatically it will be printed on the paper loaded on Tray 5 (Bypass).

■User Mode
Specify the paper sizes to be used for printing received fax documents. Regardless of whether the paper is loaded into trays, only the specified size paper is used for printing. When [User Mode] is selected, select paper sizes from [A3▱], [A4▱], [A4▱], [A5▱], [B4▱], [B5▱], and [8.5×11"▱]. You can select one or more paper sizes.

2 Pages Up On Receipt

Set whether or not to print two pages of a fax document on one side of a sheet. This is convenient for saving paper.
For example, when two A5 pages are received, they are printed on a single A4 sheet. However, if paper of the same paper size as the received document is specified in [Receiving Paper Size], it is printed on the specified size of paper. Depending on the sizes of the received document, multiple-up printing may not be possible.

2 Sided Printing

Set whether to print received fax documents (including iFax received documents) as 2-sided. This is convenient for saving paper.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
• Even if you select [On], depending on the data, 2-sided printing may not always be possible.

Edge Erase - Top & Bottom Edges

Specify an amount of border erased from the original in the top and bottom directions. You can specify a value within the range from 0 to 20 mm in 1 mm increments.

Edge Erase - Left & Right Edges

Specify an amount of border erased from the original in left and right directions. Specify a value in the range from 0 to 20 mm, in 1 mm increments.

Reduce 8.5x11" Original to A4

When [Reduce/Enlarge] in the [Layout Adjustment] screen is set to [Auto %], you can set whether to reduce 8.5 x 11" size to A4, while scanning the original.

Pseudo-Photo Gradation Mode

You can set the toning method for photo originals. To get closer to photo image quality, select the handling of intermediate tones (gray). You can select from [Error Diffusion] and [Dither].

Box Selector - Line Setup

Select whether to use the Box Selector - Line Setup feature.
The Box Selector - Line Setup feature allows you to classify received documents by line type and store them in specified mailboxes.

Memory Full Procedure

When the space of the hard disk runs out during scanning originals, a screen appears asking how the partly stored data should be handled.
Once a certain time has elapsed with the confirmation screen displayed, the subsequent processing is determined by these settings.

You can set the time until the memory full procedure is carried out. For more information, refer to "Auto Job Release" (P.268).

■Cancel Job
The stored data is discarded.

■Run Job
The stored fax data is printed.

Maximum Stored Pages

Set the maximum number of fax pages that the machine can store. You can specify a value in the range of 1 to 999.

Mailbox Receive Display Priority 1 to 3

Set the priority to display the fax document information received using mailboxes. For instance, when using Network Scanner Utility2, the fax information is displayed in the [Recipient] section of the document list screen.
There are the priority levels from 1 to 3. All priority can be set, however, if you want to display only one priority level, make the settings of all priority levels the same.

Note • This feature is not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Direct Fax

Set whether to allow the use of Direct Fax. When selecting [Disabled], the Direct Fax feature cannot be used.

System Settings

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File Destination/Output Destination

File Destination/Output Destination allows you to specify a method for classifying received documents into specified mailboxes. This setting is used for the box selector feature.

File Destination - Line Setup

Classifies received documents by line type and stores the documents in specified mailboxes.

1 Select [File Destination - Line Setup].

2 Select the line you want to register, and select [Change Settings].

Note • The displayed items may be different, depending on the options installed.

3 Select [On].

4 Enter the mailbox number (3-digits) where you want to store the documents, with the numeric keypad.

5 Select [Save].
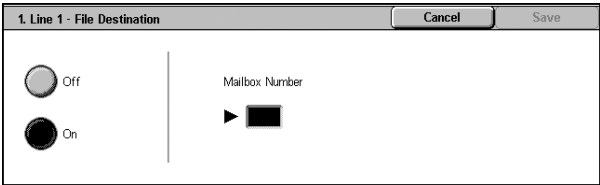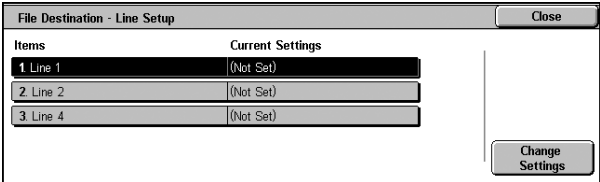
Output Destination - Line Setup

In [Output Destination - Line Setup], you can set the output destination for each receiving line, and the destination for a mailbox print.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• The displayed items may be different, depending on the options installed.

Reduce/Enlarge Presets

You can set the magnifications shown in [Preset %] for [Reduce/Enlarge] in the [Layout Adjustment] screen. You can assign any magnification to the 7 buttons other than [100%] and [Auto %].

■Preset %
You can select from 23 preset ratios.

■Variable %
You can specify a magnification from 50 to 400% in 1% increments.

Original Size Defaults

You can set the original size shown in [Original Size] in the [Layout Adjustment] screen.

An original size is assigned to each of the 11 buttons other than [Auto Size Detect].

When frequently scanning non-standard size originals, by presetting the non-standard size, you can save time to enter the original size each time a document is scanned.

■A/B Series Size
Select from 10 sizes of A and B series.

■Inch Size
Select from 12 sizes of inch series.

■Others
Select from other 13 sizes.

Local Terminal Information

You can set the local terminal information, including a local name and sender name.

For information about how to enter characters, refer to "Entering Text" (P.266).

Note • The displayed items may be different, depending on the options installed.

• There are a maximum of three lines that can be used for G3 communications: line 1, line 2, and line 4.

• For each line, you can set a G3 ID (fax number), G3 dialing type, and G3 line type.

Local Name

Register the name of the local terminal as the local name.
The local name is shown in the recipient's [Activity Report]. However, depending on the recipient's device, it may not be shown.
Using the displayed keyboard and the numeric keypad, make the specification with not more than 20 characters.

Company Logo

Register a sender's name. The sender name is the name of the local terminal as printed in the send headers and on cover notes.
Using the displayed keyboard and the numeric keypad, make the specification with not more than 30 characters.

Machine Password

Set the machine password when you want to limit the other parties that can send faxes.
When the machine password is set, only a party that sends the correct machine password by F code is allowed to send or poll. Note that this means that faxes cannot be accepted from a fax without the F code feature.

G3 Line 1, 2, 4 - Fax ID

When using G3 communications, register the G3 ID. The G3 ID is normally set to the local terminal fax number.
Using the displayed keyboard and the numeric keypad, specify with not more than 20 digits.

Note • A G3 ID (fax number) consists of not more than 20 digits, including 0 to 9, +, and space.

G3 Line 1, 2, 4 - Dial Type

Set the dial type.

■Tone
Tone dialing line.

■10pps
Pulse dialing line.

System Settings

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G3 Line 1, 2, 4 - Line Type

Set the line type.

■PSTN
Subscriber telephone line.

■PBX
Private branch exchange.

iFax Control

You can make the settings relating to control of Internet fax (iFax) operation.

iFax Path

Set the iFax communication path.

■Via E-mail Server
Sends e-mail through an SMTP server.

■Direct (P2P)
Directly sends to the machine with the iFax feature, without using an SMTP server.

Broadcast iFax Profile

Set the default value for iFax profile when carrying out an iFax broadcast send.
A profile is specified to restrict attribute information such as image resolution and paper size
for transmissions between iFax-compatible machines.

Important • The supported TIFF-file profiles depend on the destination iFax-compatible machine. Before
specifying a profile, check that it is supported on the destination machine.

■TIFF-S
This profile is the iFax standard. For documents that are larger than A4, the size is reduced
automatically to A4 for transmission.

■TIFF-F
Select this profile when you specify super-fine for the resolution or when you send A3 or B4
documents.

■TIFF-J
Select this profile for sending documents in JBIG.

Broadcast Communication Mode

Set the default value for communications mode of the iFax Broadcast Send feature.

Delivery Confirmation Method

Set the default value for the method of confirming that a transmitted iFax has arrived at its
destination.

Note • You can select [Delivery Receipts] when the destination machine supports the DSN feature.
You can use [Read Receipts] when the destination machine supports the MDN feature.

■Delivery Receipts
You can confirm whether the iFax you sent was delivered to the destination successfully.

■Read Receipts
You can confirm whether the iFax including attachments you sent was processed properly at
the recipient.

Incoming iFax Print Options

Set the print operation to be enabled when e-mail that is sent to the machine's e-mail address is received from a machine with the iFax feature.

■Attachment
Only prints the attached documents.

■Full Headers and Contents
Prints the e-mail header and body of the e-mail.

■Basic Headers and Contents
Prints a part of e-mail headers (From/To/Subject/Date) and the body contents.

■Auto Print
If [Auto Print] is enabled, prints out only when the e-mail has its contents.

Incoming iFax Output Destination

Set the output tray to be used for printed iFax documents.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Fax Transfer from Address Book

Set whether to permit forwarding of iFax data that is received by email via SMTP when the forwarding destination is not registered in Address Book.

■Off
Permits forwarding.

■On
Checks if the forwarding fax number is listed in the address book, and if not, rejects receiving the email and deletes it.

Fax Transfer - Add Sender Header

When forwarding received e-mail from iFax to fax, select whether to add a send header (start time, sender name, recipient name, G3 ID, and number of pages).

Fax Transfer Maximum Data Size

When sending a received e-mail from iFax to fax, set the maximum data size.

■No Limit
No limit on data size.

■Set Limit
Specify a value within the range from 1 to 65,535 KB, in 1 KB increments. If a data size exceeds the specified value, the data is discarded.

System Settings

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E-mail/Internet Fax Settings

In [E-mail/Internet Fax Settings], you can make settings relating to the e-mail and iFax features.

Note • This feature does not appear for some models. An optional package is necessary. For information, contact our Customer Support Center.

The following shows the reference section for each item.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select [E-mail/Internet Fax Settings].

3 Select the item to be set or changed.

E-mail Control

You can set the specifications for e-mail transmissions.

Maximum E-mail Size

Select whether or not to set an upper limit on data size in e-mail transmissions.

■Off
No limit on data size.

■On
Set an upper limit on data size.
You can specify a value within the range from 50 to 65,535 KB in 1 KB increments.

Note • If the set value is exceeded, the e-mail transmission is aborted.

Maximum Address Entries

Set the maximum number of addresses that can be specified when sending an e-mail.
The number of addresses is the total number of addresses to be specified under [TO:], [CC:], and [BCC:].
You can specify a value in the range from 1 to 100. If the maximum number of addresses is exceeded, the e-mail transmission is aborted.

Note • This item does not apply to the iFax feature.

Incoming E-mail Print Options

Set what to print when the machine receives e-mails that are addressed to the machine's e-mail address.

■Attachment
Only prints the attached documents.

■Full Headers and Contents
Prints the full headers and bodies of e-mails.

■Basic Headers and Contents
Prints the basic headers (From/To/Subject/Date) and the bodies of e-mails.
When you place a check mark to [Auto Print], the machine prints only the e-mails that have body messages.

Auto Print Error Mail

Select whether the error e-mail resulting from an incorrect address, or transmission error should be automatically printed.

Note • The job for printing error e-mail is displayed as error on the [Job Status] screen and a job history report even when the job has been complete successfully.

Response to Read Receipts

Set whether or not to respond when a read receipt (MDN) is requested.

■Off
Does not respond.

■On
Automatically notifies the sender that the e-mail has been processed.

Read Receipts

When an e-mail is sent from the machine, select whether to require the recipient to return the read status.

Note • This item does not apply to the iFax feature.

■Off
The read receipts (MDN) feature is disabled.

■On
All users are permitted to use the read receipts (MDN) feature.

Auto Print Delivery Confirmation Mail

Select whether to automatically print transmission result e-mails (DSN response/MDN response).

■Off
Transmission result e-mails are not printed.

■On
Transmission result e-mails are automatically printed regardless of success or failure of the transmission.

■Print when delivery fails
Prints only when the transmission failed.

Max No. of Pages for Split Send

Select whether to split the attachment data into pages for transmission. When split for transmission, set the number of pages.

Important • It is only possible to split into multiple-page files when the output file format is specified as PDF, DocuWorks or multiple-page TIFF.

■Off
The attachment data is not split for transmission.

■On
Set a value from 1 to 999 pages, in 1 page increments.

Allow Casual Users to Edit From

Set whether to protect e-mail addresses from being changed by unauthenticated users under [From] on the [E-mail] tab.

System Settings

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Allow Guest Users to Edit From

> Set whether to protect e-mail addresses from being changed by guest users under [From] on the [E-mail] tab.

Allow to edit From if Search found

> Set whether to protect e-mail addresses from being changed under [From] on the [E-mail] tab when an authenticated user retrieves an e-mail address from the LDAP server.

Allow to edit From if Search failed

> Set whether to protect e-mail addresses from being changed under [From] on the [E-mail] tab when an authenticated user fails to retrieve an e-mail address from the LDAP server.

E-mail Sending When Search Failed

> Set whether to disable [E-mail] when an authenticated user fails to retrieve an e-mail address from the LDAP server.

Add Me to To Field

> Set whether to automatically add the sender's address to the To field.

Add Me to CC Field

> Set whether to automatically add the sender's address to the CC field.

Edit E-mail Recipients

> Set whether to permit to edit e-mail recipients (To, CC, BCC).

> **Note** • If you set [Edit E-mail Recipients] to [No], set [Add Me to To Field] to [Yes].

System Settings

10

Mailbox/Stored Document Settings

In [Mailbox/Stored Document Settings], make the settings for handling documents stored in mailboxes. The following shows the reference section for each item.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select [Mailbox/Stored Document Settings].

3 Select the item to be set or changed.

Mailbox Settings

You can set actions after retrieving documents by a client and when forwarding received iFax documents.

Documents Retrieved By Client

Set whether to delete a document stored in the mailbox when it is retrieved by the client.

■Delete according to Mailbox Settings
Follows the settings for individual mailbox.

For information about setting the mailbox, refer to "Delete Documents After Retrieval" (P.323).

■Force Delete
Ignores the settings for each individual mailbox, and when a document is retrieved by a client, the retrieved document is forcibly deleted.

Print & Delete Confirmation Screen

Set whether to display a confirmation screen for deleting documents before printing documents that are stored in the mailbox.

Convert Custom to Standard Size

Set whether to convert fax/iFax documents of non-standard size to the standard size.

Standard Size Threshold Value

Specify a threshold value for standardizing a document, in the range from 0 to 10 mm.

iFax to iFax

Select whether to permit automatic forwarding of documents received in a mailbox from an iFax-compatible machine to an iFax-compatible machine.

iFax to E-mail

Select whether to permit automatic e-mail forwarding of documents received in a mailbox from an iFax-compatible machine.

System Settings

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Stored Document Settings

You can select whether to automatically delete documents stored on the machine. Set the document expiration date and the time of deletion.

You can also set the stored document to be deleted by the types of document.

Document Expiration Date

You can set the document expiration date. To delete stored documents automatically, specify a document retention period and deletion time. The settings apply to all stored documents.

■Off
Does not automatically delete the print documents stored in the machine.

■On
Allows you to set the document expiration date. The stored documents will be deleted at the time specified in [Documents deleted at].

■Documents kept for
Set the document retention period in the range 1 to 14 days.

■Documents deleted at
Set the time for the document to be deleted after the expiration date, in the range of 0 to 23 hours, and 00 to 59 minutes.

To automatically delete documents at the time specified here, you need to set [Delete Expired Documents] to [Yes]. For more information, refer to "Delete Expired Documents" (P.323).

Delete Charge Print Documents

Select whether or not to delete charge print documents after the expiration date.

Note • This item appears only when optional HDD Extension Kit is installed on the machine.
• This item does not appear when the Charge Print feature is enabled.

Delete Secure Print Documents

Select whether or not to delete secure print documents after the expiration date.

Note • This item appears only when optional HDD Extension Kit is installed on the machine.
• This item does not appear when the Private Charge Print feature is enabled.

For more information, refer to "Charge / Private Print Settings" (P.343).

Delete Private Charge Print Docs.

Select whether or not to delete private charge print documents after the expiration date.

Note • This item appears only when optional HDD Extension Kit is installed on the machine.
• This item appears when the Private Charge Print feature is enabled.

For more information, refer to "Charge / Private Print Settings" (P.343).

Delete Sample Print Documents

Select whether or not to delete sample print documents after the expiration date.

Note • This item appears only when optional HDD Extension Kit is installed on the machine.
• This item does not appear when the Private Charge Print feature is enabled.

Print Job Confirmation Screen

Set whether to display a print confirmation screen, where you can change the number of print sets if the print settings are permitted to be modified.

Min. Passcode Length for Stored Job

Set the minimum number of digits allowed for a passcode between 0 and 12 digits. A passcode is required when Secure Print or Private Charge Print documents are to be stored or printed.
A passcode must have digits equal to or longer than the value specified here.

Note • Specify "0" if you do not set passcodes or the minimum number of digits.

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Setup Menu

In [Setup Menu], you can register or update mailboxes, job flows, and Address Book.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

The following shows the reference section for each item.

1 In the [System Settings] screen, select [Setup Menu].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select any item.

Mailbox

You can create up to 200 mailboxes. Use them to store scanned data, to use the polling features, and to classify received data.

Documents scanned using the Scan to Mailbox feature, and documents sent using the Polling and Private Polling features are stored in the mailboxes you specify. You can create various types of mailboxes, such as mailboxes for receiving documents and for sending documents.

You can check the current mailboxes in the "Mailbox list". For more information, refer to "Mailbox List" (P.378).

1 Select [Mailbox].

2 Select the mailbox to be registered, and select [Create/Delete].

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

• You can specify the mailbox directly by entering a three-digit number with the numeric keypad.
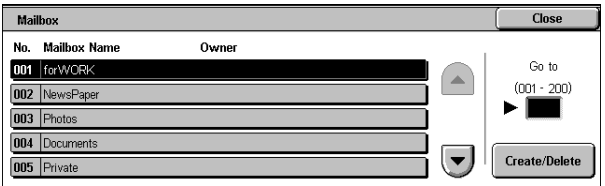
3 When creating a new mailbox, a passcode entry screen appears, allowing you to limit access to the mailbox.
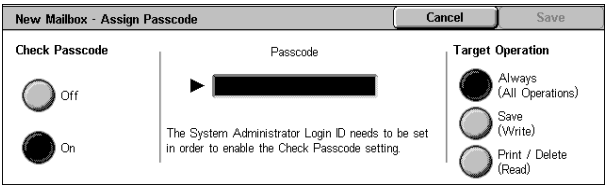
Check Passcode

Set an access restriction to permit operations for specified users only.

■Check Passcode
Set whether to check the passcode.

■Passcode
To use the Access Restriction feature, enter a passcode. You can enter a passcode of up to 20 digits using numeric characters (0 to 9).

■Target Operation
Set the operations to be restricted.

- Always (All Operations)
A passcode entry is required when a mailbox is selected or a document in a mailbox is printed or deleted.

- Save (Write)
A passcode entry is required when a mailbox is selected.

- Print/Delete (Read)
A passcode entry is required when printing or deleting the document in the mailbox.

4 Select [Save] after setting the restrictions to the mailbox.

5 Select any item, then select [Change Settings].

6 Select [Save] after setting the items.

Mailbox Name

Set a mailbox name.
Using the displayed keyboard and the numeric keypad, you can enter up to 20 characters.
For information about how to enter characters, refer to "Entering Text" (P.266).

Delete Documents After Retrieval

When a document stored in a mailbox is printed or retrieved, set whether the document should be deleted.

■No
The document is kept in the mailbox.

■Yes
After the document is printed or retrieved, it is automatically deleted.

Delete Expired Documents

Specify whether to enable the feature to delete documents stored in a mailbox at a specified time after a retention period has elapsed.

■No
Even when the set retention period has elapsed, documents are not deleted.

■Yes
Set the document retention period. Documents are deleted at a specified time after the retention period has elapsed. However, if the retention period has not been specified, documents are not deleted even when [Yes] is selected.

For information about setting the document retention period, refer to "Mailbox Settings" (P.319).

Link Job Flow Sheet to Mailbox

Makes a link with a job flow sheet and a mailbox. You can determine how documents stored in a mailbox are processed by linking the mailbox to a job flow sheet in which a series of operations are registered.

For the method of registering a job flow, refer to "Job Flow Sheets" (P.324).

■Cut Link
Cancels the link between a mailbox and its job flow sheet.

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■Create/Change Link

A screen for linking a job flow sheet appears. You can select from the existing job flow sheets or create a new job flow sheet.

For information about the operation, refer to "Job Flow Sheets" (P.324).

■Auto Start

If you select the [Auto Start] check box, when a document is stored in the mailbox, the procedure registered in the job flow is automatically started.

When the [Delete Mailbox] Button is Selected

Selecting this button deletes the selected mailbox.
Any documents stored in the mailbox are also deleted.
If [Login Setup/Auditron Mode] is set to [Off], all the job flow sheets created on the [Mailbox] screen and then stored in the mailbox are deleted as well.

Important • Once documents or job flow sheets are deleted, they cannot be recovered.

Job Flow Sheets

Job flow is a feature for executing a series of registered actions.

The target of a job flow is documents stored in a mailbox. A job flow can be executed by using one of the following three methods: 1) by automatically starting a job flow when a document is stored in a mailbox, 2) by selecting a document stored in a mailbox to manually execute the associated job flow, and 3) by selecting a document stored in a mailbox and a job flow manually.

To start a job flow, you must link the job flow to a mailbox. Documents are automatically processed by the job flow sheet when they are stored in the mailbox.

Note • To link a mailbox with a job flow sheet created with [Job Flow Sheets], start from [Send from Mailbox]. For more information, refer to "Configuring/Starting Job Flow" (P.213).

Features that can be registered are listed below.

*   Forwarding destination (fax, iFax)
*   Multiple forwarding destinations, multiple processing execution
*   Print

Depending on how a document is stored in a mailbox, the available features vary as follows.

Input \ Output	Print	Fax	iFax *1	Mail	FTP	SMB	Fax Server
Fax Documents for Private Polling	O	O	O	X	X	X	X
Scanning	O	O	O	X	X	X	X
Fax to Mailbox	O	O	O	X	X	X	X
iFax Received	O	O	△	X	X	X	X
Print Stored	X	X	X	X	X	X	X

O: Available
X: Not available
△: Available depending on System Administration mode settings

*1 Load an A4 document in landscape orientation when TIFF-S has been selected for iFax forwarding profile. Loading the document in portrait orientation will reduce the size of the iFax image.

Restrictions on Using Job Flow

A job flow can be used by single or multiple users, or can be used by linking to a specific mailbox. The use of job flows is restricted by the authentication feature.

For information about the available job flow features and restrictions on use, refer to "Authentication for Job Flow Sheets and Mailboxes" (P.390).

1 Select [Job Flow Sheets].

2 Carry out the job flow operation.
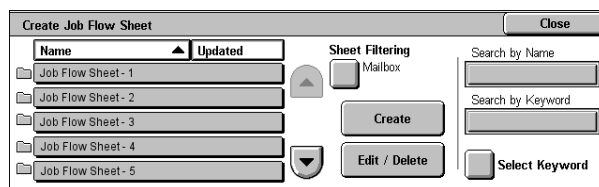
■Sheet Filtering
Filters the job flow sheets displayed. The screen display depends on the user authentication feature settings.

• Owner
Filters job flow sheets by owner type.
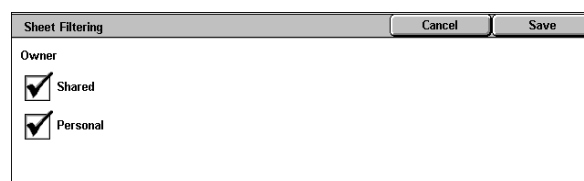
1 Select the filtering conditions, then select [Save]

■Create
The [Create Job Flow Sheet] screen appears.

Refer to "Create Job Flow Sheet" (P.326).

■Edit/Delete
The [Details] screen appears.

Refer to "Edit/Delete" (P.328).

■Search by Name
Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

For information about how to enter characters, refer to "Entering Text" (P.266).

■Search by Keyword
Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation.

For information about how to enter characters, refer to "Entering Text" (P.266).

■Select Keyword
Displays the [Select Keyword] screen. Select a keyword registered in the system settings to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.
For information on the keyword registry, refer to "Job Flow Sheet Keywords" (P.328).

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Create Job Flow Sheet

Creates a new job flow.

1 Select the item to be set.

2 Select [Change Settings].

■Delete Settings
Deletes the setting values of the selected items.

■Change Settings
Confirm or change the settings of the selected items.

Name

Set the name for the job flow sheet, of up to 128 characters.

Description

Set the description of the job flow sheet, of up to 256 characters.

Keyword

Enter a keyword of up to 12 characters for job flow search. You can also use the keywords that are registered in the job flow search keyword.

For information on the job flow keyword search, refer to "Job Flow Sheet Keywords" (P.328).

Send as Fax

Specify destinations for fax transmission. You can specify a total of up to 100 destinations, using either address numbers or direct input.

Important • It is not possible to use wildcard or group dial number specifications.

Note • This item is not displayed when the Server Fax feature is enabled.

■Address Number
Specify an address with an address number. Enter the address number with the numeric keypad, and select [Save]. The specified address appears in [Recipient Name/Fax Number] in the [Send as Fax] screen.

■New Recipient
Specify a new address. Select the item you want to change, and select [Change Settings]. The specified address appears in [Recipient Name/Fax Number] in the [Send as Fax] screen.

■Delete Recipient
Deletes all information for the selected address.

■Change Settings
Confirm or change the selected recipients.

For information about the method for confirm/change, refer to "Address Book" (P.328).

Send as iFax

Specify addresses for iFax transmission.
You can specify a total of up to 100 addresses, using either address numbers or direct input.

Important • It is not possible to use wildcard or group dial number specifications.

Note • This item is not displayed when the Server Fax feature is enabled.

■Address Number
Specify an address with an address number. Enter the address number with the numeric keypad, and select [Save]. The specified address appears in [Recipient Name/E-mail Address] on the [Send as iFax] screen.

■New Recipient
Specify a new address. Select the item you want to change, and select [Change Settings]. The specified address appears in [Recipient Name/E-mail Address] on the [Send as iFax] screen.

■Detailed Settings

- iFax Comment (Mail Contents)
  Enter a comment by using the keyboard displayed.

- iFax Profile
  Select an iFax profile.
  A profile controls the image resolution, paper size, and other attributes when data is sent or received by iFax-compatible machines.

- Resend Attempts

  Set whether to try again if a transmission fails. If you select [On], also set [Resend Attempts] and [Resend Interval (Seconds)].

  - Resend Attempts
    Set the transmission retry count in the range of 1 to 5.
  - Resend Interval (Seconds)
    Set the transmission retry interval in the range of 30 to 300 seconds.

■Delete Recipient
Deletes all information for the selected addresses.

■Change Settings
Confirm or change the selected recipients.

For information about the method for confirm/change, refer to "Address Book" (P.328).

Print

Makes print settings. When [On] is selected, you then configure print settings.

■Quantity
Set the number of copies from 1 to 999, in 1 copy increments.

■Paper Supply
Select the printing paper tray. When [Auto Paper] is selected, the same paper size as the original size is printed.

Note • When printing the fax document for Private Polling and Fax to Mailbox, if [Tray Mode] in [Receive Paper Size] is selected, the document will be printed automatically on the paper loaded on Tray 5 (Bypass) in case the specified paper tray cannot be used. For information on [Receive Paper Size] settings, refer to "Receiving Paper Size" (P.310)

- Auto Paper
  Automatically selects a suitable paper tray.

- Trays 1 to 4
  Allows you to select a tray from Trays 1 to 4.

- Bypass
  Prints on paper loaded in the Tray 5 (Bypass).

■2 Sided Printing
Sets the 2-sided printing option.

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■Output
Performs the stapling and output-destination settings.

- Stapling
  Set the position for stapling.

- Output Destination
  Select the output destination.

Edit/Delete

Check the content of a job flow sheet, and edit, copy, or delete it.

Note • Some operations may be restricted according to types of job flow owners, authentication settings, and user types. For details, refer to "Authentication for Job Flow Sheets and Mailboxes" (P.390).

■Delete
Deletes the selected job flow sheet.

■Copy
Makes a copy of the selected job flow sheet. From the copy of the job flow sheet, you can create a new job flow sheet.

The method of creation is the same as when creating a new job flow sheet. For more information, refer to "Create Job Flow Sheet" (P.326).

■Edit
Edit the selected job flow sheet.

The changing method is the same as when creating a new job flow sheet. For more information, refer to "Create Job Flow Sheet" (P.326).

Job Flow Sheet Keywords

You can register job flow search keywords. The registered keywords are displayed under [Search by Keyword] and allows you to use for job flow sheet search. The keywords are also available from a list under [Select Keyword] that is displayed when you create a new job flow sheet. Up to 12 characters are allowed for a job flow search keyword.

Address Book

You can store frequently used addresses in Address Book. Select an address type from fax, iFax, e-mail, and server (FTP/SMB).

When an address is registered, you can search for it with [Address Book] on the [Fax], [iFax], and [E-mail] screens.

You can store a total of 500 addresses for fax, iFax, e-mail, and server (FTP/SMB).

Note • If the Speed Dial Extension Kit (optional) is installed, you can register up to 999 locations.

• Abbreviated address numbers (001 to 070) are supported by the one touch buttons. The one touch buttons are available for fax and iFax.

• To specify an e-mail or server (FTP/SMB) address (for insertion in the address book), it is not possible to use an address number specified with the numeric keypad, one-touch dialing, or a group dial number.

1 Select [Address Book].

> **Note** • To display the [Address Book] screen, press the <Log In/Out> button, enter the user ID, and then select [System Settings] > [Setup Menu] > [Address Book]. If [Setup Menu] is displayed on the [Setup Menu] screen, select [Setup Menu] > [Address Book].

Address Book		Close
Address No.	Address	Go to (001 - 999)
001	(Not in Use)	▶ ■
002	(Not in Use)	
003	(Not in Use)	
004	(Not in Use)	
005	(Not in Use)	Create/Delete

2 Press the abbreviated number you want to register, and select [Create/Delete].

> **Note** • Select [▲] to return the previous screen or [▼] to move to the next screen.
> • By entering a three-digit number with the numeric keypad, you can specify the abbreviated number directly.

3 Select [Address Type], and select [Change Settings].

Address Number 001		Cancel	Save
Items	Current Settings		
1. Address Type	(Not Set)		Delete All Settings
2. Address	(Address Not Entered)		
3. Recipient Name	(Address Not Entered)		
4. Index	(Address Not Entered)		Change Settings

4 Select the address type, and select [Save].

1. Address Type	Cancel	Save
○ Fax		
○ iFax		
○ E-mail		
○ Server		

5 Select the item to be set, and select [Change Settings].

6 When the settings are completed, select [Save].

Address Number 016 - Fax		Cancel	Save
Items	Current Settings		
1. Address Type	Fax		Delete All Settings
2. Fax Number	(Not Set)		
3. Recipient Name	(Not Set)		
4. Index	(Not Set)		Change Settings
5. Relay Station Setup	Off		

■ When selecting [Fax] as the address type
The following items appear.

- Address Type
- Fax Number
- Recipient Name
- Index
- Relay Station Setup
- Communication mode
- Resolution
- Cover Note
- Maximum Image Size
- Delayed Start
- Remote Mailbox
- F Code
- Relay Broadcast
- Billing - Day Time
- Billing - Night Time
- Billing - Midnight

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■When selecting [iFax] as the address type
The following items appear.

- Address Type
- E-mail Address
- Recipient Name
- Index
- Communication mode

- Resolution
- Maximum Image Size
- iFax Profile

■When selecting [E-mail] as the address type
The following items appear.

- Address Type
- E-mail Address
- Recipient Name
- Last Name
- First Name

- Custom Item 1
- Custom Item 2
- Custom Item 3

■When selecting [Server] as the address type
The following items appear.

- Address Type
- Recipient Name
- Transfer Protocol
- Server Name/IP address
- Shared Name (SMB Only)

- Save In
- User Name
- Password
- Port Number

Address Type

Changes an address type.

Fax Number

Enter a fax number with not more than 128 digits.

For information about how to enter characters, refer to "Entering Text" (P.266).

E-mail Address

Enter an e-mail address with not more than 128 characters.

For information about how to enter characters, refer to "Entering Text" (P.266).

Recipient Name

Enter a recipient name with not more than 18 characters.

For information about how to enter characters, refer to "Entering Text" (P.266).

Index

You can enter a single alphanumeric index character for use as a keyword to search the address book.

For information about how to enter characters, refer to "Entering Text" (P.266).

Relay Station Setup

When the machine is used as a relay station in a relay broadcast, select whether or not to certify the registered address number as an initiating station for the relay broadcast.
When performing the relay broadcast, the initiating station must be registered to an address number in the relay station regardless of the instruction method.

Communication Mode

Set the communications mode. You can select [G3 (Auto)] or [F4800].
When the destination is specified by an address book entry with the communications mode set, it is not possible to change the communications mode in the [Fax/iFax] screen.

Note • [G4 Auto] appears when an Internet Fax Kit is installed. For iFax, the setting applies to the section between the fax gateway and the recipient fax.

Resolution

Set the transmission image quality.
Select from [Panel] (image quality selected on the control panel), [Standard], [Fine], [Superfine (400 dpi)], and [Superfine (600 dpi)].

Cover Note

Select whether to send transmissions with a cover note attached. If attached, specify comments relating to the recipients and sender to be included in the cover notes. Comments must be registered in advance.

For information on comment registration, refer to "Comments" (P.335).

1 Select [Off] or [On].

2 When [On] is selected, select [Comment].

3 Select [Recipient's Comment].

4 Select [On], and select a comment from the displayed list of comments.

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

5 Select [Save].

6 To insert a sender's comment, select [Sender's Comment] in step 3, and then repeat steps 4 and 5.

Maximum Image Size

Select the maximum storage size from [A3], [B4], and [A4], to match the recipient's paper size or processable profile.

Delayed Start

Set whether or not to use a delayed start transmission.

If the machine's system clock is set to the 24-hour display, [AM] and [PM] do not appear. For information on the system clock, refer to "Time" (P.267).

Remote Mailbox

Select whether to use mailbox communications. Note that when using mailbox communications, the other party's mailbox number and passcode must be set in advance.

1 Select [Off] or [On].

2 If you selected [On], enter a recipient's mailbox number with the numeric keypad, and select [Next].

3 If a passcode is set, enter the passcode with the numeric keypad, and select [Save].

> **Note** • If no passcode is set, do not input anything, and select [Save].

F Code

Select whether to use F code communications.
F Code is the transmission procedure set by the Communications and Information Network Association of Japan and is the T.30 (communication protocol) method for using sub-addresses that are standardized by the ITU-T.
The F code (sub address) and password use not more than 20 digits 0 to 9, ∗, and #.

1 Select [Off] or [On].

2 If you selected [On], enter the F code with the numeric keypad, and select [Next].

> **Note** • The F code consists of "0" + mailbox number. For example, if the mailbox number is 123, the F code is "0123".

3 Enter the password as required with the numeric keypad, and select [Save].

> **Note** • You can enter up to 20 digits for the password.

Relay Broadcast

Set the instruction given to a relay station, which is used when the machine is an initiating station and the registered address number is a relay station for relay broadcast.
When selecting [On], set [Relay Station ID], [Broadcast Recipients], and [Print at Relay Station].

1 For a relay broadcast, select [On], and select [Save].

2 With the numeric keypad, enter the two-digit relay station ID, then select [Enter/Change Recipients].

> **Note** • The relay station ID is the address number for the initiating station (this machine) already registered on the relay station.

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3 With the numeric keypad, enter the address number (001 to 099) or group dial number (#01 to #09) for the broadcast destination, and select [Add].

Note • If there is more than one broadcast destination, continue by entering another address number or group dial number, and pressing [Add].

4 To print a document also at the relay station, under [Print at Relay Station] select [On].

Billing - Day Time, Billing - Night Time, Billing - Midnight

Set the connection time for one unit charge in each of the time bands (daytime/night/midnight).
You can set the value from 0.1 to 255.9 seconds in 0.1 second increments.

This item appears when the fax feature for the Login Setup/Auditron Administration is enabled. For information on how to enable the feature, refer to "Auditron Mode" (P.347).

The registered details can be confirmed by printing the [Billing Data List]. For information about how to print, refer to "Billing Data List" (P.378).

1 Enter the System Administration mode.

For details on how to enter the System Administration mode, refer to "System Settings Procedure" (P.254).

2 Select one of [Billing - Day Time], [Billing - Night Time], and [Billing - Midnight], and select [Change Settings].

3 Select [No Billing] or [Billing].

4 When [Billing] is selected, using the keyboard displayed on the screen or the numeric keypad on the control panel, enter the time for one unit charge (0.1 to 255.9 seconds in 0.1 second increments).

5 Select [Save].

6 Exit the System Administration mode.

iFax Profile

Set the format of the iFax profile.
A profile is specified to restrict attribute information such as the image resolution and paper size for transmissions between iFax-compatible machines.

■TIFF-S
This profile is the iFax standard. For documents that are larger than A4, the size is reduced automatically to A4 for transmission.

■TIFF-F
Select this profile when you specify super-fine for the resolution or when you send A3 or B4 documents.

■TIFF-J
Select this profile for sending documents in JBIG.

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Last Name

Enter a recipient's last name (up to 32 characters).

For information about how to enter characters, refer to "Entering Text" (P.266).

First Name

Enter a recipient's first name (up to 32 characters).

For information about how to enter characters, refer to "Entering Text" (P.266).

Transfer Protocol

Set the forwarding destination protocol. You can select from [FTP] and [SMB].

Server Name/IP address

Enter a name or IP address of a forwarding destination server.

Shared Name (SMB Only)

Enter the shared name set for the SMB folder.

Important • If the "/" mark is used at the top of a shared name, a job flow cannot read the shared name correctly. Do not use the "/" mark at the top of a shared name.

Save In

Enter the directory for storing documents. When SMB is selected, use the UNC format.

- Forwarding via FTP
  Example: To save in the bbb directory under the aaa directory in the root directory.
  aaa/bbb

- Forwarding via SMB
  Example: To save in the bbb directory under the aaa directory in a specified volume.
  aaa\bbb

User Name

When a user name is required to be input by the forwarding destination server, set the user name.
When [FTP] is selected under [Transfer Protocol], up to 32 characters are allowed.
When [SMB] is selected under [Transfer Protocol], use one of the following formats.

- For Active Directory:
  User name@Domain name (User name: up to 32 characters / Domain name: up to 64 characters)
  Example: fuji@example.com (fuji: user name / example.com: domain name)

- For Windows NT domains:
  Domain name\User name (Domain name: up to 64 characters / User name: up to 32 characters)
  Example: example\fuji (example: domain name / fuji: user name)

- For workgroups:
  Local user (up to 32 characters)
  Example: Fuji-Taro

Password

When a password entry is prompted by the forwarding destination server, specify a password. You can enter up to 32 characters for a password.

Port Number

Set the forwarding destination port number. Specify a number in the range from 1 to 65535.

Important • If a port number has already been set, [Standard Port] is disabled. To change the setting in such a case, delete the existing address, and re-register a new address.

When the [Delete All Settings] Button is Selected

Selecting this button deletes all the information registered for the selected address. To delete all the registered information, select [Yes].

Important • Deleted information cannot be recovered.

Group Send

You can register addresses for broadcast transmission as a group. Each group can include up to 20 address numbers. The maximum number of groups that can be registered is 50.

Note that recipients to be added to a group must already be stored in the address book.

Note • It is not possible to include a group in another group.

• As shown in the following example, you can use wildcards for specifying the numbers.
- 01∗ : Specifies the 10 addresses with address numbers 010 to 019.
- ∗∗∗ : Specifies all address numbers.

1 Select [Group Send].

2 Select a group number you want to register, and select [Create/Delete].

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

3 Enter an address number (3 digits) you want to register with the numeric keypad, and select [Add].

4 Repeat the procedure of Step 3 to register the address numbers.

5 Select [Save].

■Delete
Deletes a registered address. Enter the address number you want to delete with the numeric keypad, and select [Delete].

Comments

You can register comments to be added to cover sheets. A maximum of 50 comments can be registered, each of which can be up to 36 characters.

For information about how to enter characters, refer to "Entering Text" (P.266).

Paper Size/Type

This is same as [Paper Size/Type] displayed under [Paper Tray Settings] in [Common Settings]. For details, refer to "Paper Size/Type" (P.272).

[Paper Size/Type] under [Setup Menu] is displayed only when you enable [Paper Tray Attributes on Setup Menu]. For details, refer to "Paper Tray Attributes on Setup Menu" (P.272).

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System Administrator Settings

In [System Administrator Settings], you can set the system administrator ID and passcode.

You are recommended to set the system administrator ID and passcode to prevent setting changes and ensure security.

The following shows the reference section for each item.

1 In the [System Settings] screen, select [System Administrator Settings].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select any item.

System Administrator Login ID

Set the system administrator user ID. Enter the ID from 1 to 32 characters.

Note • The default of the system administrator user ID is "11111".

1 Select [System Administrator Login ID].

2 Select [On].

3 Select [Keyboard], and then in [New System Administrator Login ID], enter the system administrator ID, and select [Save].

4 Select [Keyboard] again, and in [Re-enter System Administrator Login ID], enter the same system administrator ID, and select [Save].

5 Select [Save].

6 A confirmation window appears. Select [Yes] to confirm your entry.

System Administrator's Passcode

Set the passcode for System Administration mode.
Setting a passcode is strongly recommended for security.

Note • The default of the system administrator's passcode is "x-admin".

The system administrator's passcode becomes valid when [Passcode Entry from Control Panel] in [Login Setup/Auditron Administration] is [On].
Set the passcode after setting the system administrator user ID.
You can set the passcode between 4 and 12 digits using numeric characters.

For information about enabling and disabling passcodes, refer to "Passcode Entry from Control Panel" (P.345).

1 Select [System Administrator's Passcode].

2 Select [Keyboard].

3 Enter a new passcode (4 to 12 digits) in [New Password/Passcode], and select [Next].

4 In [Re-enter Password/Passcode], enter the same passcode, and select [Save].

Note • To set no passcode, leave the entry fields blank, and select [Save].

5 A confirmation window appears. Select [Yes] to confirm your entry.

Maximum Login Attempts

This feature protects the settings from being changed by anyone other than the system administrator. If authentication for a system administrator's ID fails more than specified times continuously, access is denied.

You can specify a login attempt count in the range from 1 to 10.

Note • The failure count is reset when the machine is restarted.

• To cancel the access rejection state, restart the machine by turning off and on the power.

1 Select [Maximum Login Attempts].

2 Select [On].

3 With [▲] and [▼], set the number of authentication attempts allowed.

4 Select [Save].
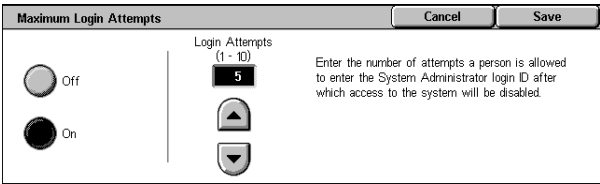
Login Setup/Auditron Administration

In [Login Setup/Auditron Administration], you can set different restrictions for each user to prevent unauthorized users from operating or accessing the machine, and can check the number of pages used by each user.

When the Login Setup/Auditron Administration feature is enabled, each machine user must enter a user ID and passcode, thus providing administrative control and accounting for the machine.

The following shows the reference section for each item.

1 In the [System Settings] screen, select [Login Setup/Auditron Administration].

For the method of displaying the [System Settings] screen, refer to "System Settings Procedure" (P.254).

2 Select any item.

Create/Check User Accounts

When the Login Setup/Auditron Administration feature is used, register user IDs and user names to authenticate the users.

For a user of the machine, you can set a limit on the number of pages. For each registered user, you can also check the cumulative number of pages. Up to 500 sets of user data can be registered.

Important • Before registering users, refer to "Login Setup/Auditron Mode" (P.346) to set the Login Setup/Auditron Administration mode you use.

Note • This item does not appear when [Network Access] is selected in "Login Setup/Auditron Mode" (P.346).

1 Select [Create/Check User Accounts].

2 Select [No.] for which you want to register a user, and select [Create/Delete].

Note • [No.] is a user control number.
• Select [▲] to return the previous screen or [▼] to move to the next screen.
• Entering a 4-digit user ID with the numeric keypad specifies the user directly.

3 Select any item, and set it.

4 Select [Save].

UserID

You can enter up to 32 characters for a user ID to use the machine.
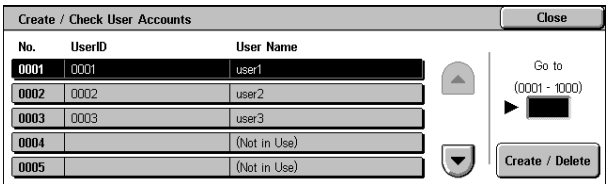
User Name

Set a user name. You can enter up to 32 characters.

For information about how to enter characters, refer to "Entering Text" (P.266).

Passcode

Set the passcode. Setting a passcode is strongly recommended for security. You can use a 4 to 12-digit passcode.

Note   • When [Passcode Entry from Control Panel] is set to [On], a passcode entry is required upon authentication.

   • When the [User Login] screen has the [Edit Passcode] button, you can change your passcode on the screen.

E-mail Address

Enter an e-mail address (up to 128 characters). The address set here will be shown as the sender when sending [E-mail].

For information about how to enter characters, refer to "Entering Text" (P.266).

Account Limit

You can place restrictions on the use and the maximum number of allowed pages for each of the copy, fax, scan, and print features.

1 Select [Account Limit].

2 Select [Copy Service], [Fax Service], [Scan Service] or [Print Service].

3 To place restrictions on a color mode or feature, select [Feature Access], and select the item.

4 To set account limits, select [Account Limit], then with the numeric keypad enter the maximum number of pages.

   Note   • Select [Next] to switch to another item.

◼Feature Access
Place access restrictions on features.

   • Free Access
     The feature is not restricted.

   • No Access to Copy/Scan/Print/Fax Service
     Disables the copy/scan/print/fax feature.

◼Account Limit
Set the maximum number of pages for copying, scanning, or printing.
You can specify a number from 1 to 9999999 (7 digits) sheets.

Reset Total Impressions

Resets the current cumulative number of pages for a selected user, returning it to zero.

■Yes
Resets the current cumulative number of pages for users. Once reset, the previous count cannot be restored.

■No
Cancels resetting the cumulative number of pages.

Reset Account

Deletes all registered information for a selected user.

■Yes
Deletes the registered user data. Once deleted, the data cannot be restored.

Important • All job flow sheets, mailboxes, and documents within mailboxes belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of documents is left remaining within a mailbox for example), the deletion will take a considerable time.

■No
Cancels the deletion of the user data.

Account Details

Selecting [Xerox Standard Accounting] on the [Login Setup/Auditron Mode] screen allows you to check the following for each registered user or group: (1) the maximum number of times that the account can be used for each service, and (2) how many times the account has been used for each service.

Note • You can register users and groups on CentreWare Internet Services. For more information, refer to the CentreWare Internet Services Help.

1 Click [Account Details].
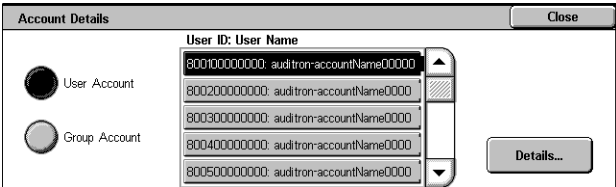
2 Select [User Account] or [Group Account]. If you select [User Account], select also the User ID to be checked.

Click [Details...].

Reset User Accounts

You can delete all registered information for all registered users in a single operation, or reset the auditron. It is also available to print contents for confirmation before resetting.

Note • This item does not appear when [Network Access] or [Xerox Standard Accounting] is selected in "Login Setup/Auditron Mode" (P.346).

■All User Accounts
Deletes all information registered for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, and printer auditron data.

Important • All job flow sheets, mailboxes, and documents within mailboxes belonging to the user are deleted. If the user is the owner of many items (when a large quantity of documents is left remaining within a mailbox for example), the deletion will take a considerable time.

■All Feature Access Settings
Resets the feature access limit for all users.

■All Account Limits
Resets the maximum number of pages for all users to the default (9,999,999 pages).

■Total Impressions
Resets all auditron administration data for all users including the system administrator. The number of pages is also reset to 0.

■Meter (Print Jobs)
Resets all printer auditron, and deletes automatically registered job owner names. The number of pages printed is also reset to 0.

Note • [Meter (Print Jobs)] is displayed when [Off] is selected for [Print Service] in the Login Setup/ Auditron Administration.

■Print Report
Prints a report including contents for confirmation before resetting.

■Reset
Deletes or resets the data for the selected item.

System Administrator's Meter (Copy Jobs)

You can check or reset the total impression copied using the System Administration mode on the screen.
The total impressions are counted up to 9,999,999 pages.

Note • This item does not appear when [Network Access] is selected in "Login Setup/Auditron Mode" (P.346).

User Details Setup

Set the information required when carrying out authentication.

User ID Characters

If required, you can change the text "UserID" to another name such as "UserName" or "Number" on the [System Administrator Login] screen that appears when the <Log In/Out> button on the control panel is pressed. The alias can be set to 1 to 15 characters.

Note • The text is also reflected to the screens to be displayed when you print reports/lists, and when you access the machine on CentreWare Internet Services.

Hide User ID (***)

You can set how an entered user ID is shown on the screen. Use this feature as required to strengthen security.

■Show
Displays the user ID as you entered.

■Hide
Displays asterisks (∗∗∗∗∗) instead of the user ID you entered.

Account ID Characters

If required, you can change the text "Account ID" to another name such as "AccountName" or "Number" on the [System Administrator Login] screen that appears when the <Log In/Out> button on the control panel is pressed. The alias can be set to 1 to 15 characters.

Note   • This item appears when [Network Access] is selected in "Login Setup/Auditron Mode" (P.346).

               • The value is also reflected in report/list displays, and when accessing from CentreWare Internet Services.

Hide Account ID (***)

You can set how an entered Account ID is shown on the screen. Use this feature to strengthen security as required.

Note   • This item appears when [Network Access] is selected in "Login Setup/Auditron Mode" (P.346).

■Show
Displays the Account ID as you entered.

■Hide
Displays asterisks (∗∗∗∗∗) instead of the Account ID you entered.

Failed Access Log

In order to detect unauthorized access, an error is logged if authentication fails within a specified period of time. Set the failure count.

Store User Details

You can set the destination to save authentication information. Select NVM or hard disk.

Note   • This item appears when [Network Access] is selected in "Login Setup/Auditron Mode" (P.346).

Charge / Private Print Settings

You can set how received print jobs should be handled.

PJL Receive Command Control

Print jobs submitted by external equipment can be controlled by PJL commands. The settings for [Receive Control] described later are applied when either [Off] is selected or no PJL command is received.

PJL Output Command Control

Print jobs submitted by an external equipment can be controlled by PJL commands.

Receive Control

You can set how received print jobs should be handled.

For information about printing from a print driver, refer to "Printing" (P.230).

For information about printing or deleting the print job that are saved after being received, refer to "Private Charge Print" (P.353) and "Charge Print" (P.355).

1 Select [Receive Control], and select [Change Settings].

2 Select any item.

System Settings

10
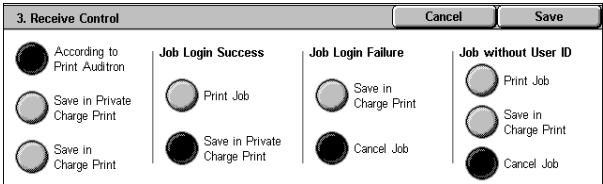
3 According to the selected item, set the processing to be applied to jobs.

■According to Print Auditron
Follows the settings for the [Printer Settings] under "Login Setup/Auditron Mode" (P.346) and "Auditron Mode" (P.347).

Note • To restrict print job operations using the authentication feature, set [Login/Setup Auditron Mode] to [Local Machine Access] or [Network Access], and also set [Printer] under [Auditron Mode] to [On].

When [According to Print Auditron] is selected, [Job Login Success], [Job Login Failure] and [Job without UserID] appear.

• Job Login Success
Set the processing to be applied to successfully authenticated jobs.
- To print all received jobs, select [Print Job].
- To save received jobs using the Private Charge Print feature, select [Save in Private Charge Print].

Note • When [Save in Private Charge Print] is selected, the Security Print, Sample Print, Mailbox Print, and Delayed Print settings specified on the print driver will be ignored.
• When saving the print jobs in Private Charge Print, use up to 24 characters for the User ID. If the User ID set on the print driver exceeds 24 characters, a print job will be cancelled, and will not be saved in Private Charge Print.

• Job Login Failure
Set the processing to be applied to authentication failure jobs (whose information, such as the user ID and passcode, has been incorrectly registered on the print driver).
- When [Save in Charge Print] is selected, all the received jobs are saved.
- When [Cancel Job] is selected, the received jobs are deleted.

• Job without UserID
Set the processing to be applied to jobs with no user ID attached (such as print or e-mail print jobs sent from CentreWare Internet Services).
- To print all jobs, select [Print Job].
- To save jobs using the Charge Print feature, select [Save in Charge Print].
- To delete jobs, select [Cancel Job].

Note • [Job without UserID] is changed to [Print Job] when you select as follows on CentreWare Internet Services: [Properties] > [Auditron Administration] > [Non-Account Print]. When [Job without UserID] is set to [Save in Charge Print] or [Cancel Job], the [Non-Account Print] check box on CentreWare Internet Services is cleared.

■Save in Private Charge Print
Regardless of whether the authentication feature is being used or not, all jobs that have a user ID are saved using the Private Charge Print feature.

Note • When [Save in Private Charge Print] is selected, the Security Print, Sample Print, Mailbox Print, and Delayed Print settings specified on the print driver will be ignored.
• When saving the print jobs in Private Charge Print, up to 24 characters for the User ID. If the User ID set on the print driver exceeds 24 characters, a print job will be cancelled, and will not be saved in Private Charge Print.

When [Save in Private Charge Print] is selected, [Job without UserID] appears.

• Job without UserID
Set how to process the e-mail print jobs with no user ID attached.
- To print all jobs, select [Print Job].
- To save jobs using the Charge Print feature, select [Save in Charge Print].
- To delete jobs, select [Cancel Job].

Note • [Job without UserID] is changed to [Print Job] when you select as follows on CentreWare Internet Services: [Properties] > [Auditron Administration] > [Non-Account Print]. When [Job without User ID] is set to [Save in Charge Print] or [Cancel Job], the [Non-Account Print] check box on CentreWare Internet Services is cleared.

■Save in Charge Print
Regardless of whether the authentication feature is being used or not, all received jobs are saved using the Charge Print feature.

Note • When [Save in Charge Print] is selected, the Security Print, Sample Print, Mailbox Print, and Delayed Print settings specified on the print driver will be ignored.

Fax Billing Data

You can make settings for the fax billing.

Important • In order to register the billing data, enable the fax feature for the Login Setup/Auditron Administration prior to the operations. For details on how to enable the fax feature, refer to "Auditron Mode" (P.347).

Note • Set the communications time per unit charge in each time band (daytime/night/midnight) in [Billing]. For information on how to set [Billing], refer to "Billing - Day Time, Billing - Night Time, Billing - Midnight" (P.333).
• The registered details can be confirmed by printing the [Billing Data List]. For information about how to print, refer to "Billing Data List" (P.378).

1 Enter the System Administration mode.

For details on how to enter the System Administration mode, refer to "System Settings Procedure" (P.254).

2 Select [Fax Billing Data] and select [Change Rate per Unit].
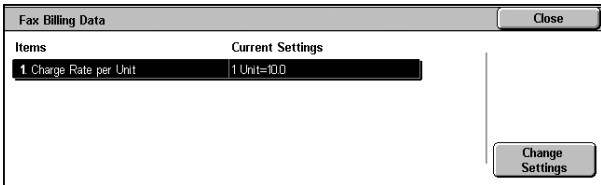
■Charge Rate per Unit
This is a communication charge per unit.

3 Select [Change Settings].

4 Enter an amount using the keyboard displayed on the screen or the numeric keypad.

5 Select [Save].
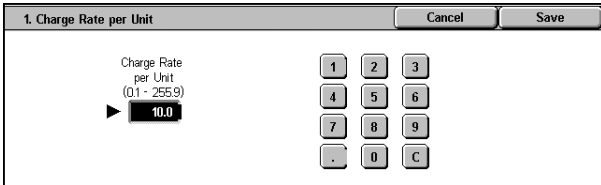
Passcode Entry from Control Panel

You can set whether a passcode is required when the system administrator or a user uses the machine. Select [On] to enable "System Administrator's Passcode" (P.337), and "Passcode" (P.340) for [Create/Check User Accounts].
Select [Off] not to require the passcode, even if a passcode is set in the above procedures.

Important • The setting of [Passcode Entry from Control Panel] is used for authentication on the machine. A passcode must always be entered when accessing from remote devices using CentreWare Internet Services or the like, regardless of the use of passcode setting. Depending on authentication procedures, a passcode may be required for other processes as well.

Note • The system administrator's passcode is also required when you change settings from CentreWare Internet Services.

Login Setup/Auditron Mode

Set whether the Auditron administration feature is enabled or not, and whether to request an authentication operation.

1 Select [Login Setup/Auditron Mode].

2 Select any item.
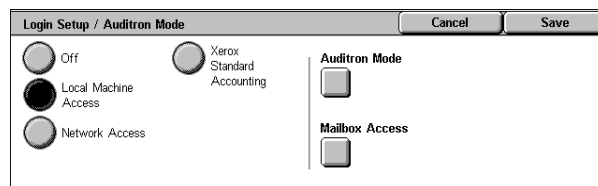
Off

No user login setup/auditron administration is required to operate the machine.

Note • When [Off] is selected, [Auditron Mode] and [Mailbox Access] are disabled even if they are set to [On].

Local Machine Access

The auditron administration is carried out using the authenticated users already registered on the machine.

For information about authentication on the machine, refer to "Authentication and Auditron Administration" (P.397).

Network Access

Auditron administration is carried out using user information managed by the remote service. User information is registered on the remote service.

For information about net authentication, refer to "Authentication and Auditron Administration" (P.397).

Note • When [Network Access] is selected, you will be able to enter your account ID on the [Authentication] screen that appears when the <Log In/Out> button is pressed on the control panel.

■Verify User Details
Set whether to access a remote service to verify user information.

• No
Prompts for your user ID and account ID, but does not verify them. The entered information is recorded in the machine.

• Yes
Verifies user information and permits only authenticated users to use the corresponding feature. To also perform verification for print jobs, select [Yes] for [For Print / Direct Fax Jobs].

■Customize User Promp
Set the type of user information used for verification.

• User ID & Account ID
Prompts for both your user ID and your account ID.

• User ID only
Prompts for your user ID only.

• Account ID only
Prompts for your account ID only.

• None
Does not prompt for a user ID or account ID.

Xerox Standard Accounting

Carries out the auditron authentication based on accounting users registered on the machine.

Auditron Mode

Select whether to use the auditron administration feature when using the copy, fax, scan, and print services. Note that Login Setup/Auditron Administration cannot be used unless the system administrator user ID is set.

For information about the items you can manage, refer to "Authentication and Auditron Administration" (P.385).

Note • To set the fax charging data, be sure to select [Exit] to exit the System Administration mode, then once again enter the System Administration mode to make the settings.
 • The items appearing depend on the services provided.

■Copy Service
Set whether to enable the Login Setup/Auditron Administration feature for copy operations.

■Fax Service
Set whether to enable the Login Setup/Auditron Administration feature for fax and iFax operations.

■Scan Service
Set whether to enable the Login Setup/Auditron Administration feature for scan operations.

■Print Service
Set whether to enable the Login Setup/Auditron Administration feature for print operations.

Note • A job may be cancelled depending on the settings for "Receive Control" (P.343)

Mailbox Access

Set whether to carry out authentication when printing or retrieving documents stored in a mailbox.

Note • This item appears when a mailbox is registered.

■Login During Printing
Set whether authentication is required when a document in a mailbox is printed.

■Login During Retrieval
Set whether authentication is required when a document in a mailbox is retrieved through a network.

System Settings

10

11 Job Status

This chapter describes the job status feature.

Job Status Overview

The job status feature allows you to check current, pending, and completed jobs. You can also cancel printing and print pending jobs.

1 Press the <Job Status> button.

<Job Status> button
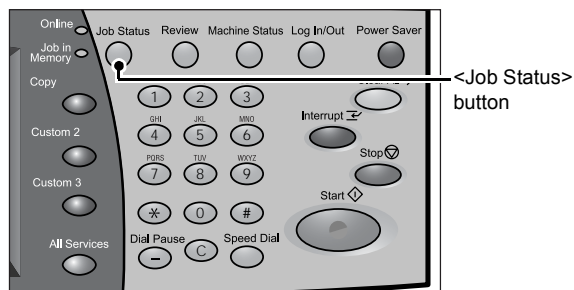
You can do the following on the [Job Status] screen.

◼Checking Current/Pending Jobs

Lists current and pending jobs, and displays their details. Also allows you to cancel current or pending jobs.

For more information, refer to Checking Current/Pending Jobs (P.351).

◼Checking Completed Jobs

Displays the status of completed jobs. Also displays their details.

For more information, refer to Checking Completed Jobs (P.352).

◼Checking Stored Documents

Prints or deletes documents stored using the Charge Print, Secure Print, Private Charge Print, Sample Print, and Delayed Print features, and also undelivered fax documents and documents stored in public mailboxes.

For more information, refer to Printing and Deleting Stored Documents (P.353).

◼Job Printing

You can print pending jobs.

For more information, refer to Printing Pending Jobs (P.363).

Checking Current/Pending Jobs

This section describes how to check current or pending jobs. On the status screen, you can cancel or preferentially execute jobs.

1 Press the <Job Status> button.

2 Check the current/pending jobs.

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

3 Select the job to be cancelled or preferentially executed.

4 Select [Cancel] or [Promote Job].

■Print Waiting Jobs

Select this to print the jobs that are waiting to be output.

For more information, refer to Printing Pending Jobs (P.363).

■Cancel

Cancels the current or pending job.

■Promote Job

Preferentially executes the selected job.
The mark "☝" will be displayed on the [Status] column of the job.

■Stop

Stops the job processing.

■Last Original

Select this to end scanning of documents. The job is then executed.

■Next Original

Select this when you have another document to scan.

■Start

Resumes the stopped job.

Checking Completed Jobs

This section describes how to check completed jobs.

You can check whether a job has been completed successfully. Also, you can select a job to see the details.

1 Press the <Job Status> button.

2 Select the [Completed Jobs] tab.

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

3 Select a job to see the details.

4 Select [Close] after the check.

■Group Parent Jobs

Allows you to check the list or history of related jobs (such as broadcast fax and job flow jobs).

■Show Children Jobs

Displays a job list.

■Job History Report

Prints the job results to allow you to check the job history.

Printing and Deleting Stored Documents

This section describes how to print or delete documents stored with the Secure Print or Sample Print feature, or stored with the charge print receiving control. The [Job Status] screen allows you to print or delete stored documents.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

The following shows the reference section for each item.

1 Press the <Job Status> button.

2 Select the [Stored Documents] tab.

Note • The buttons displayed on the screen vary depending on the settings related to the Private Charge Print feature.
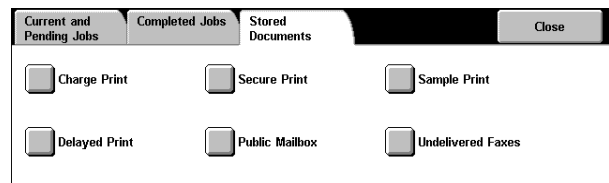
For more information, refer to Charge / Private Print Settings (P.343).

Private Charge Print

When you set to use the Private Charge Print feature, received print jobs are saved for each authentication user ID.

Note • This item is displayed when the Private Charge Print feature is enabled by using one of the following procedures:
- Select [Save in Private Charge Print] under [Receive Control].
- Select [According to Print Auditron] under [Receive Control], and then set [Job Login Success] to [Save in Private Charge Print]. Under [Login Setup / Auditron Mode], select an option other than [Off], and then set [Print Service] under [Auditron Mode] to [On].

• The machine stores even Private-Charge-Print jobs that have an invalid user ID. To delete such jobs, enter the System Administration mode, and manually delete the jobs from the job list.

For more information, refer to Charge / Private Print Settings (P.343).

The following describes how to print or delete a document stored with the Private Charge Print feature.

1 Press the <Log In/Out> button.

2 Enter the user ID with the numeric keypad or the keyboard displayed by pressing [Keyboard], and select [Confirm].

3 Select [Private Charge Print].
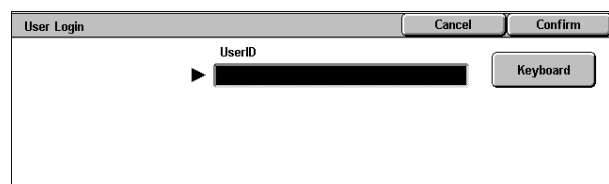
Note • If you are authenticated as a system administrator, selecting [Private Charge Print] will display a list of authentication user IDs. Select a user ID from the list, and then select [Document List] to display a list of documents stored for the selected user.

4 Select the document to be printed or deleted.
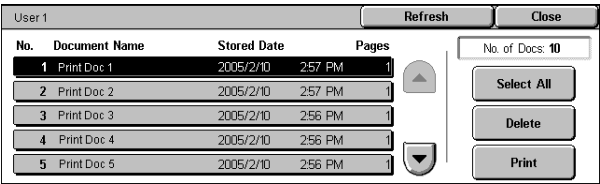
5 Select any item.

User 1				Refresh	Close
No.	Document Name	Stored Date	Pages		No. of Docs: 10
1	Print Doc 1	2005/2/10	2:57 PM	1	
2	Print Doc 2	2005/2/10	2:57 PM	1	Select All
3	Print Doc 3	2005/2/10	2:56 PM	1	Delete
4	Print Doc 4	2005/2/10	2:56 PM	1	
5	Print Doc 5	2005/2/10	2:56 PM	1	Print

■**Select All**

Selects all documents. To deselect all the documents, select this button again.

■**Delete**

Deletes the Private Charge Print document.

Note • If documents with the same user ID are all deleted, the user ID will be deleted.

Refer to When [Delete] is Selected (P.354).

■**Print**

Prints the Private Charge Print document.

Refer to When [Print] is Selected (P.354).

When [Delete] is Selected
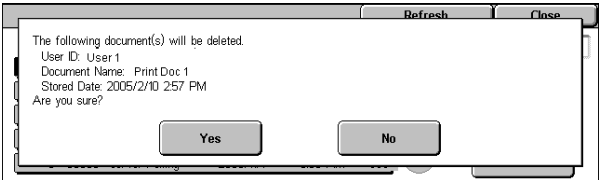
1 Select [Yes].

The following document(s) will be deleted.
User ID: User 1
Document Name: Print Doc 1
Stored Date: 2005/2/10 2:57 PM
Are you sure?

Yes   No

■**Yes**

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■**No**

Cancels deleting the document.

When [Print] is Selected

1 Select what to do with the document after printing.

Private Charge Print
The selected document will be printed.
User ID: User 1
Document Name: Print Doc 1
Stored Date: 2001/3/5 7:09 AM
Select to delete or save the document after printing.

Quantity
1 → 999
1

Print and Delete   Print and Save   Cancel
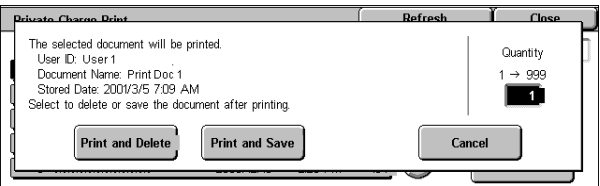
■**Print and Delete**

Starts printing the document. After printing, the document is deleted.

■**Print and Save**

Starts printing the document. After printing, the document remains undeleted.

■**Cancel**

Cancels printing the document.

■**Print Quantity**

Allows to specify the number of print sets.

Note • [Print Quantity] is disabled when you have selected all the documents using [Select All].

• When you select [Print and Save], the setting of [Print Quantity] is also saved.

Charge Print

When you set to use the Charge Print feature under [Charge/Private Print Settings] > [Receive Control], received print jobs are saved for each Billing ID. Any jobs that were not given a Billing ID on the print driver are saved in [No User ID].

For more information, refer to Charge / Private Print Settings (P.343).

The following describes how to print and delete a document saved in Charge Print.

1 When printing the stored jobs, the authentication is required. Press the <Log In/Out> button. Enter the target user ID using the numeric keypad or the keyboard displayed by pressing [Keyboard], and select [Confirm].

2 Select [Charge Print].

3 Select the user to be checked, and select [Document List].

> **Note** • Select [Refresh] to display the updated information.
>
> • Select [▲] to return to the previous screen or [▼] to move to the next screen.
>
> • Entering a 3-digit user ID with the numeric keypad specifies the user directly.

4 Enter the passcode, and select [Confirm].

> **Note** • If no passcode is assigned, the passcode entry screen will not appear.

5 Select the document to be printed or deleted.

6 Select any item.

■**Delete**

Deletes the document stored with Charge Print.

Refer to When [Delete] is Selected (P.355).

■**Print**

Prints the document stored with Charge Print.

Refer to When [Print] is Selected (P.356).

When [Delete] is Selected

1 Select [Yes].

Job Status

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■Yes

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

1 Select what to do with the document after printing.
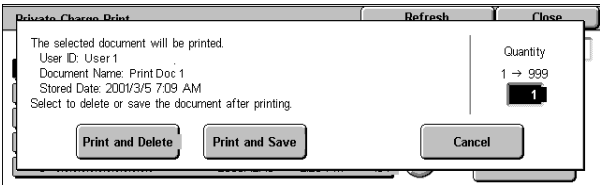
■Print and Delete

Starts printing the document. After printing, deletes the document.

■Print and Save

Starts printing the document. After printing, the document remains undeleted.

■Cancel

Cancels printing the document.

■Print Quantity

Allows to specify the number of print sets.

Note • When you select [Print and Save], the setting of [Print Quantity] is also saved.

Secure Print

This section describes how to print or delete documents stored with the Secure Print feature.

For information on secure print operations, refer to the print driver's help.

Note • This feature is not displayed when the Private Charge Print feature is enabled by using one of the following procedures:
- Select [Save in Private Charge Print] under [Receive Control].
- Select [According to Print Auditron] under [Receive Control], and then set [Job Login Success] to [Save in Private Charge Print]. Under [Login Setup / Auditron Mode], select an option other than [Off], and then set [Print Service] under [Auditron Mode] to [On].

• When you have selected [Save in Private Charge Print] or [Save in Charge Print] for [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Secure Print] under [Stored Documents] even if you select [Secure Print] on the print driver.

For more information, refer to Charge / Private Print Settings (P.343).

1 Select [Secure Print].

2 Select the user to be checked, and select [Document List].
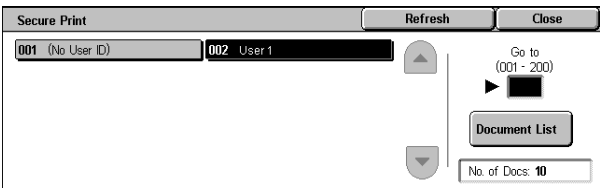
Note • Select [Refresh] to display the updated information.

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

• Entering a 3-digit billing ID with the numeric keypad specifies the user directly.

3 Enter the passcode, and select [Confirm].

> **Note** • If no passcode is assigned, the passcode entry screen will not appear.
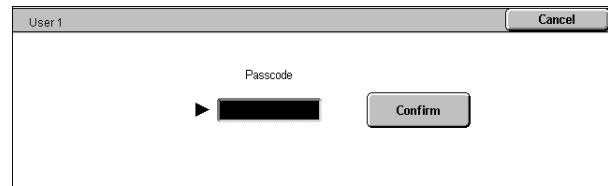
4 Select the document to be printed or deleted.
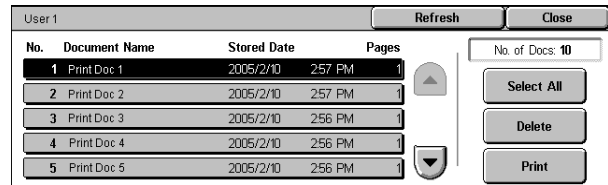
5 Select any item.

■Select All

Selects all documents. To deselect all the documents, select this button again.

■Delete

Deletes the selected document.

> **Note** • If documents with the same Billing ID are all deleted, the Billing ID will be deleted.
> Refer to When [Delete] is Selected (P.357).

■Print

Prints the selected document.
Refer to When [Print] is Selected (P.357).

When [Delete] is Selected
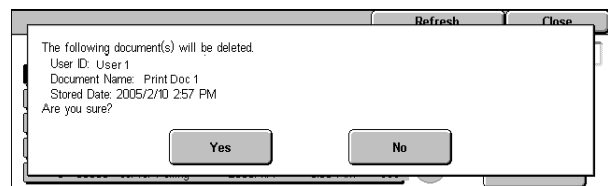
1 Select [Yes].

■Yes

Deletes the document.

> **Important** • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

1 Select what to do with the document after printing.

■Print and Delete

Starts printing the document. After printing, deletes the document.

■Print and Save

Starts printing the document. After printing, the document remains undeleted.

■Cancel

Cancels printing the document.

Job Status

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■Print Quantity

Allows to specify the number of print sets.
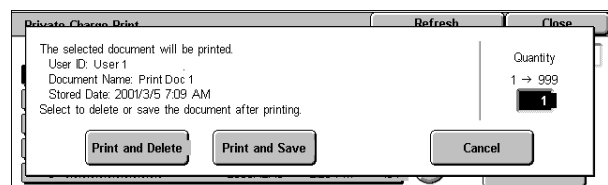
Note   • [Print Quantity] is disabled when you use [Select All] to select all documents.

 • When you select [Print and Save], the setting of [Print Quantity] is also saved.

Sample Print

This section describes how to print or delete documents stored with the Sample Print feature.

After a sample copy is output, the remaining copies will automatically be output if the machine is left uninstructed for the period specified under [Auto Job Release]. You can change the value of [Auto Job Release] as necessary.

For information on sample print operations, refer to the print driver's help.

Note   • When you have selected [Save in Private Charge Print] or [Save in Charge Print] for [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Sample Print] under [Stored Documents] even if you select [Sample Print] on the print driver.

For more information, refer to Charge / Private Print Settings (P.343).

1 Select [Sample Print].

2 Select the user to be checked, and select [Document List].

Note   • Select [Refresh] to display the updated information.

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

 • Entering a 3-digit user ID with the numeric keypad specifies the user directly.

3 Select the document to be printed or deleted.

4 Select any item.

■Select All

Selects all documents. To deselect all the documents, select this button again.

■Delete

Deletes the selected document.

Refer to When [Delete] is Selected (P.359).

■Print

Prints a Sample Print document. After printing the remaining sets of the document, the stored Sample Print document is deleted.

Refer to When [Print] is Selected (P.359)

When [Delete] is Selected

1 Select [Yes].

■Yes

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.
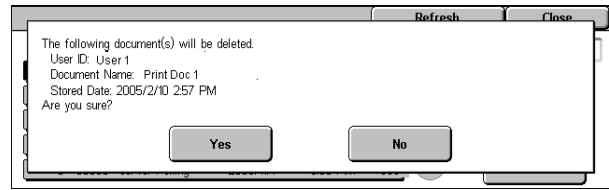
When [Print] is Selected

1 Select [Yes].

■Print and Delete

Starts printing the document. After printing, deletes the document.

Note • After the first set is output, the second set will automatically be output if the machine is left uninstructed for the period specified under [Auto Job Release]. You can change the value of [Auto Job Release] as necessary. For information on how to change the value, refer to Auto Job Release (P.268)

■Print and Save

Cancels printing the document.

■Print Quantity

Allows to specify the number of print sets.

Note • [Print Quantity] is disabled when you use [Select All] to select all documents.
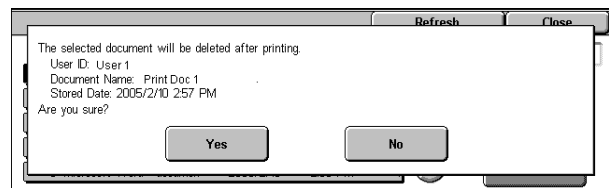
Delayed Print

This section describes how to print or delete documents stored with the Delayed Print feature.

For information on Delayed Print operations, refer to the print driver's help.

Note • When you have selected [Save in Private Charge Print] or [Save in Charge Print] for [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Delayed Print] under [Stored Documents] even if you select [Delayed Print] on the print driver.

For more information, refer to Charge / Private Print Settings (P.343).

1 Select [Delayed Print].

2 Select the document to be printed or deleted.
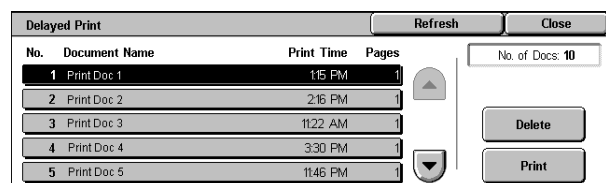
> **Note** • Select [Refresh] to display the updated information.
> • Select [▲] to return to the previous screen or [▼] to move to the next screen.
> • [Print Time] shows the time to start printing.

3 Select any item.

∎Delete

Deletes the selected document.
Refer to When [Delete] is Selected (P.360).

∎Print

Prints the selected document. After printing, deletes the document. If printed manually, the document will not be printed at the specified time.
Refer to When [Print] is Selected (P.360).

When [Delete] is Selected

1 Select [Yes].

> Delayed Print   Refresh   Close
> The following document(s) will be deleted.
>   Document Name: Print Doc 1
>   Print Time: 1:15 PM (Stored Date : 2005/2/10 2:57 AM)
>   User Name: User 1
>   Host Name: pc001
> Are you sure?
>   Yes   No

∎Yes

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

∎No

Cancels deleting the document.

When [Print] is Selected

1 Select [Yes].

> Delayed Print   Refresh   Close
> The following document(s) will be deleted after printing.
>   Document Name: Print Doc 1
>   Print Time: 1:15 PM (Stored Date : 2005/2/10 2:57 AM)
>   User Name: User 1
>   Host Name: pc001
> The job will not print at the programmed time. Do you want to print now?
>   Yes   No
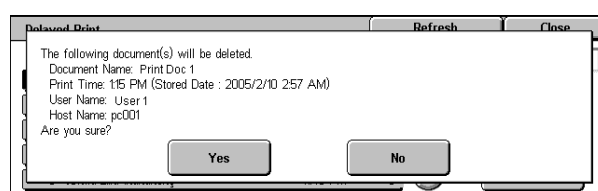
∎Yes

Starts printing the document. After printing, deletes the document.

∎No

Cancels printing the document.
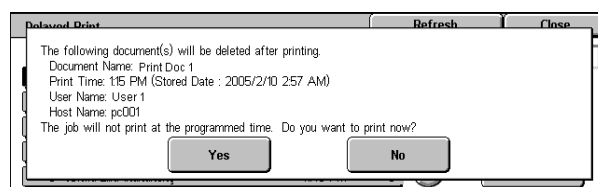
Public Mailbox

This section describes how to print or delete a document stored in a public mailbox.
For information on how to operate Public Mailbox, refer to Store for Polling (Allowing Remote Machines to Retrieve Documents from Your Machine) (P.155).

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1 Select [Public Mailbox].

2 Select the document to be printed or deleted.

> **Note** • Select [Refresh] to display the updated information.
>
> • Select [▲] to return to the previous screen or [▼] to move to the next screen.

3 Select any item.

■Select All

Selects all documents. To deselect all the documents, select this button again.

■Delete

Deletes the selected document.

Refer to When [Delete] is Selected (P.361).

■Print

Prints the selected document.

Refer to When [Print] is Selected (P.361).

When [Delete] is Selected

1 Select [Yes].

■Yes

Deletes the document.

Important • Once the document is deleted, it cannot be restored.

■No

Cancels deleting the document.

When [Print] is Selected

Starts printing the document.

Undelivered Faxes

This section describes how to re-send or delete an undelivered fax document.

> **Note** • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
>
> • This feature may not be displayed depending on the system settings.

1 Select [Undelivered Faxes].

2 Select the document to be re-sent or deleted.

> **Note** • Select [Refresh] to display the updated information.
>
> • Select [▲] to return to the previous screen or [▼] to move to the next screen.

Job Status

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Job Status

3 Select any item.
To re-send to the previously
specified fax number, press the
<Start> button.

Undelivered Fax : Document 00200	Close
☎ Extension: 01234
Job Type: Fax Send
Fax not delivered to 1 Recipient(s)	
	Job Started: 2001/3/5 7:09 AM
Job Ended: 2001/3/5 12:10 PM
Pages: 100
Communication Mode: G3 Auto	Delete This Document	Change Recipients...

■**Delete This Document**

Deletes the selected document.

Refer to When [Delete This Document] is Selected (P.362).

■**Change Recipients...**

Allows you to change the number, and re-send the document.

Refer to When [Change Recipients...] is Selected (P.362).

When [Delete This Document] is Selected

1 Select [Yes].

Undelivered Fax : Document 00200	Close
The selected document will be deleted.
Document 00200 / Job Type: Fax Send
Recipient: Fuji Taro
Job Started: 2001/3/5 7:09 AM
Are you sure?	
Yes	No
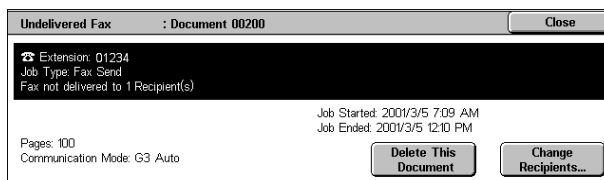
■**Yes**

Deletes the fax document.

■**No**

Cancels deleting the fax document.
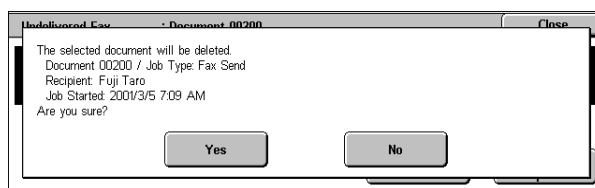
When [Change Recipients...] is Selected

Specify a fax recipient for the undelivered fax document.

Besides the fax recipient, the following features can be changed on the control panel:

• Communication mode   • Recipient

Important • If the fax number is changed, the setting for adding a header will be disabled.

For information on how to specify a fax number, refer to Step 3 Specifying Destinations (P.109).

Printing Pending Jobs

This section describes how to print pending jobs.

Note • If there are no pending jobs, the [Print Waiting Jobs] button is disabled.

1 Press the <Job Status> button.

2 Select [Print Waiting Jobs].

Current and Pending Jobs	Completed Jobs	Stored Documents		Print Waitng Jobs	Close
Doc. No. - Job Type	Status	Remote Terminal/Contents	Progress		
00002 Copy Job	Scanning	A4▢: 100%	1/1	▲	
00003 Print Job	Print Wait	Fuji Taro	0/100		
				▼	

Job Status

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Handling Error Terminations

This section describes how to handle error terminations.

■For a Print Job

Select a job shown as an error termination in the [Completed Jobs] tab to check the error code. Follow the error code instructions.

For information on error codes, refer to Error Code (P.452).

■For a Fax Job

A transmission report (undelivered) is printed.

For more information on transmission reports (undelivered), refer to Transmission Report - Undelivered (P.381). For details on how to print transmission reports (undelivered) automatically, refer to Transmission Report - Undelivered (P.277).

■For a Scan Job

A transmission report (undelivered) is printed.

For more information on transmission reports (undelivered), refer to Transmission Report - Undelivered (P.381). For details on how to print transmission reports (undelivered) automatically, refer to Scan File Transfer Report (P.278).

■For Other Jobs

Print a job status/activity report, and check the execution results.

For information about job history reports, refer to Job Status/Activity Report (P.374).

12 Machine Status

This chapter describes the features for checking the machine status.

Overview of Machine Status

You can check machine status and the number of printed pages on the screen. You can also print various reports/lists to check the job history, settings and registered information.

1 Press the <Machine Status> button.

<Machine Status> button
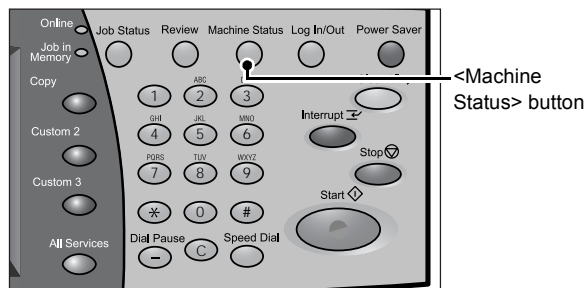
The [Machine Status] screen offers the following features.

■Machine Status

You can check the machine configuration, paper tray status, and hard disk overwriting status. You can also set print modes.

For more information, refer to "Machine Status" (P.367).

■Billing Meter/Print Report

You can check the number of pages printed by meter or user. You can also print various reports/lists to check the job history, settings and registered information.

For more information, refer to "Billing Meter/Print Report" (P.372).

■Supplies

You can check the status of consumables.

For more information, refer to "Supplies" (P.383).

■Faults

You can check the faults that occurred on the machine.

For more information, refer to "Faults" (P.384).

Machine Status

On the [Machine Status] screen, you can check the machine configuration and paper tray status. You can also change settings for the print mode and fax receiving mode.

The following shows the reference section for each item.

1 Press the <Machine Status> button.

2 On the [Machine Status] screen displayed, you can check the machine status.
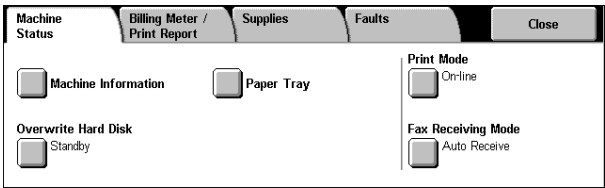
Machine Information

On the [Machine Information] screen, you can check the serial number of the machine, machine configuration, and software version.

1 Select [Machine Information].
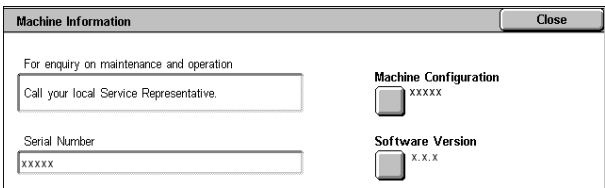
■**For enquiry on maintenance and operation**

Indicates how to make maintenance and operating enquiries.

■**Serial Number**

Indicates the serial number of the machine.

■**Machine Configuration**

Displays the [Machine Configuration] screen.

■**Software Version**

Displays the [Software Version] screen.

[Machine Configuration] Screen

You can check the machine configuration.

1 Select [Machine Configuration].

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.
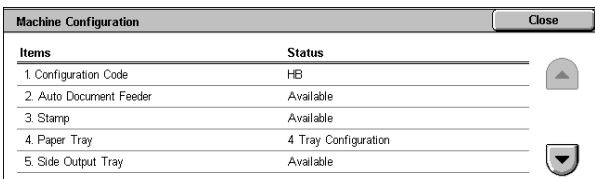
On the [Machine Configuration] screen, you can check the following items.

- Configuration Code
- Auto Document Feeder
- Stamp
- Paper Tray
- Side Output Tray
- Offset stacking module
- Output Device

- Duplex Module
- Hard Disk
- Page Memory Size
- System Memory Size
- PostScript
- ESC/P
- HP-GL/2

- PCL
- PDF
- USB
- Fax Main Board
- Fax Extended Board 1
- Booklet Maker

Note • [Output Device] indicates whether or not a finisher (optional) is installed. If B-Finisher is installed, it is displayed as "B-Finisher". If C-Finisher is installed, it is displayed as "C-Finisher".

[Software Version] Screen

You can check the software version.

1 Select [Software Version].

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

Software Version		Close
Items	**Status**	
1. Controller ROM	x.x.x	
2. IOT ROM	x.x.x	
3. Finisher B ROM	x.x.x	
4. IIT ROM	x.x.x	
5. ADF ROM	x.x.x	

On the [Machine Configuration] screen, you can check the following items.

- Controller ROM
- IOT ROM
- Finisher B (C) ROM
- IIT ROM

- ADF ROM
- Fax ROM
- Fax G3 Option ROM
- SJFI
- SSMI

Paper Tray

You can check the paper trays set on the machine. On the screen, you can check the following items.

- Status
- % Full (Amount of paper remaining)
- Paper Size
- Paper Type

1 Select [Paper Tray].

Paper Tray				Close
Items	**Status**	**% Full**	**Paper Size**	**Paper Type**
Tray 1	Ready	100%	A4	Plain Paper
Tray 2	Ready	25%	A3	Plain Paper
Tray 3	Ready	75%	8.5 x 11"	Plain Paper
Tray 4	Ready	50%	A4	Plain Paper
Tray 5	-	-	Auto Size Detect	Plain Paper

Overwrite Hard Disk

You can check the overwriting status of the hard disk. The indication "Overwriting" shows that the overwriting is in progress. "Standby" shows the completion of the overwriting process.

Note • This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

• [Overwrite Hard Disk] appears only when [Overwrite Hard Disk] is enabled in [System Settings]. For more information, refer to "Overwrite Hard Disk" (P.283).

1 Select [Overwrite Hard Disk].
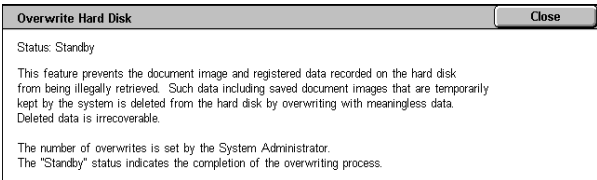
Print Mode

You can change and register the print mode settings.

Note • The items displayed vary depending on the options installed.

1 Select [Print Mode].

2 Select [Off-line] or [On-line].
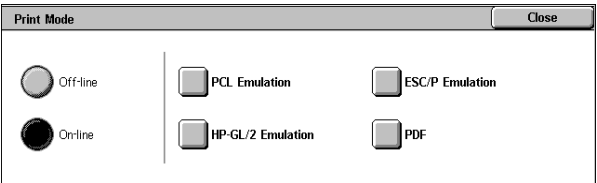
■Off-line

The printer cannot accept data. Any data being sent is cancelled and not printed.

■On-line

The printer can accept data.

3 Select a printer language.

4 Select the item to be set.
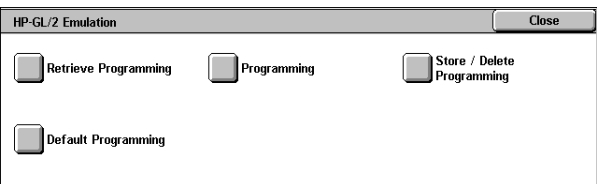
Retrieve Programming

You can retrieve and use settings registered in the memory.

1 Select [Retrieve Programming].

2 Select the memory number to be used.
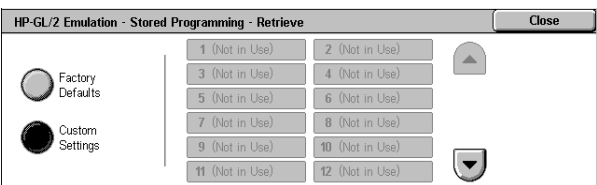
■Factory Defaults

You can use the factory default settings.

■Custom Settings

The numbers stored in the memory appear.

Programming

You can check or change the values set for the print mode item numbers.

For information on item numbers that can be set in the each emulation mode menus, refer to "Appendix" (P.537).

For information on KS/KSSM emulation mode, refer to the User Guide for the Korean model. For information on the ESC/P-K emulation mode, refer to the User Guide for the Traditional Chinese model or Simplified Chinese model.

1 Select [Programming].

2 Enter the feature number to be set in [Item Number] using the numeric keypad.

3 Select [Confirm] as necessary.

4 Select [Change Value].

5 Enter [New Value] using the numeric keypad.

6 Select [Save].
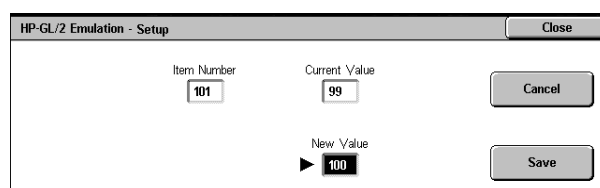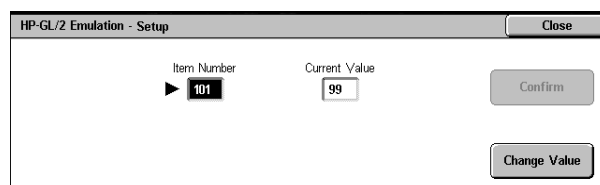
■**Item Number**

Enter the item number of the feature to be set.

■**Current Value**

When you enter [Item Number], the currently set value appears.

■**New Value**

Enter a new value.

Store/Delete Programming

For ESC/P-K, HP-GL/2 emulations, you can register settings in the memory.
You can register up to 20 print modes for ESC/P-K and HP-GL/2 emulations.

1 Select [Store/Delete Programming].

2 Select [Store Current Selections] or [Delete].

3 Select the memory number to be stored or to be deleted.

■**Store Current Selections**

Stores the current selections. If you select a number already stored, its settings will be overwritten with the new settings. The overwritten settings cannot be restored.

■**Delete**

When you select [Delete] and then select the number to be deleted, the number will be deleted.

Important • The deleted numbers cannot be restored.

Default Programming

You can start the printer using the settings stored in the memory as default settings.

1 Select [Default Programming].

2 Select [Factory Defaults] or [Custom Settings].

3 When you select [Custom Settings], select the memory number to be used.

HP-GL/2 Emulation - Default Programming			Cancel	Save

◉ Factory Defaults
○ Custom Settings

1 (Not in Use)	2 (Not in Use)
3 (Not in Use)	4 (Not in Use)
5 (Not in Use)	6 (Not in Use)
7 (Not in Use)	8 (Not in Use)
9 (Not in Use)	10 (Not in Use)
11 (Not in Use)	12 (Not in Use)

■Factory Defaults

You can use the factory default settings.

■Custom Settings

The numbers stored in the memory appear.

Password

For PDF emulation, if a password is set for PDF files, set the password here in advance. PDF files can be printed only when their password matches the password set here.

You can use up to 32 characters for the password.

1 Press [Password].

2 Select [Keyboard].

3 Enter a password (within 32 characters) in [New Password / Passcode], and select [Set].

PDF - Password	Cancel	Save

New Password / Passcode ▶ ▮▮▮▮▮▮▮

Re-enter Password / Passcode ▮▮▮▮▮▮▮

[Keyboard]
[Next]

4 In [Re-enter Password / Passcode], enter the same password, and select [Save].

Fax Receiving Mode

You can set a fax receiving mode.

1 Select [Fax Receiving Mode].

2 Select a fax receiving mode.

Fax Receiving Mode	Cancel	Save

○ Manual Receive

◉ Auto Receive

■Manual Receive

Allows you to manually receive a fax from a remote machine. This mode is convenient when you want to confirm the sender or use an external telephone for a telephone call before fax reception.

■Auto Receive

Automatically starts receiving a fax from a remote machine.

Billing Meter/Print Report

On the [Billing Meter/Print Report] screen, you can check the number of printed pages for each meter or user. You can also print various reports/lists to check the job history, settings and registered information.

The following shows the reference section for each item.

1 Press the <Machine Status> button.

2 Select the [Billing Meter/Print Report] tab.
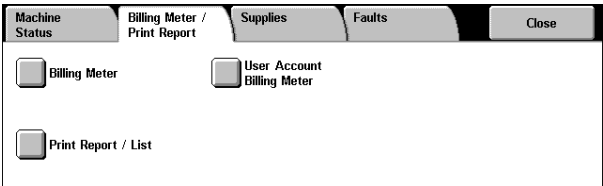
> **Important** • If [Print Report Button] under [Reports] is set to [Disabled], [Print Report/List] appears only in [User Mode] of the System Administration mode. For information on [Reports], refer to "Reports" (P.277).

Billing Meter

You can confirm the total number of copies and printed pages.

1 Select [Billing Meter].
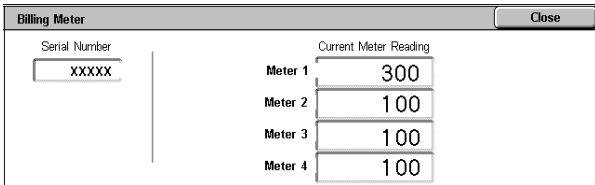
■Serial Number

Displays the serial number of the machine.

■Meter 1

Displays the total number of pages processed by all the services.

■Meter 2

Displays the total number of pages processed by the Copy service.

■Meter 3

Displays the total number of pages processed by the Print service.

■Meter 4

Displays the total number of pages processed by the Fax service.

User Account Billing Meter

You can check the number of pages printed for each user and meter.

When the Login Setup/Auditron Administration feature is enabled, you can check the billing meters for the currently authenticated user IDs.

For information on the Login Setup/Auditron Administration feature, refer to "Login Setup/Auditron Mode" (P.346).

1 Press the <Log In/Out> button.

■**To check the billing meter of a currently authenticated user ID**

1) Using the numeric keypad or the keyboard displayed by pressing [Keyboard], enter the user ID of a user whose billing meter needs to be checked, and select [Confirm].

Note • Enter the passcode if required.

2) Press the <Machine Status> button.

3) Proceed to Step 2.

■**To check the system administrator meter**

1) Using the numeric keypad or the keyboard displayed by pressing [Keyboard], enter the user ID to enter the System Administration mode, and select [Confirm].

Note • Enter the passcode if required.

2) Select [User Mode].

3) Press the <Machine Status> button.

4) Proceed to Step 2.

2 Select the [Billing Meter/Print Report] tab.

3 Select [User Account Billing Meter].

4 Select the meter to be checked.
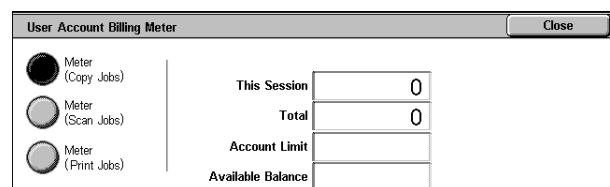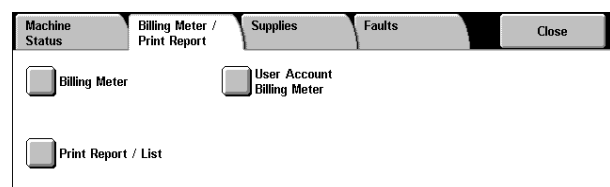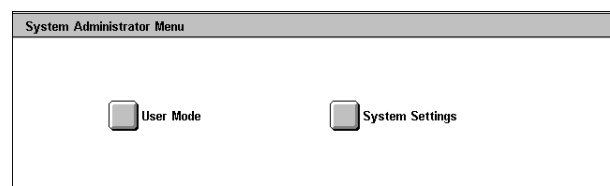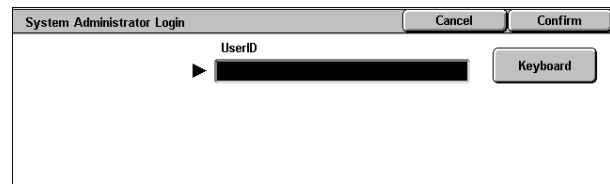
■**Meter (Copy Jobs)**

Displays the number of pages copied.

■**Meter (Scan Jobs)**

Displays the number of pages scanned.

■**Meter (Print Jobs)**

Displays the number of pages printed.

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Print Report/List

This section describes how to print a report/ list.

Note • The items displayed vary depending on the optional features installed.

1 Select [Print Report/List].

Note • The image shown right is the screen displayed by selecting [User Mode] in the System Administration mode.

Print Report / List		Close
Job Status / Activity Report	Copy Mode Settings	Print Mode Settings
Scan Mode Settings	Fax Mode Settings	Mailbox List
Job Counter Report	Auditron Administration	

• Insert the card to the machine before printing [Billing Data List] or [Auditron Report (Fax Job)].

• Select [▲] to return to the previous screen, select [▼] to move to the next screen.
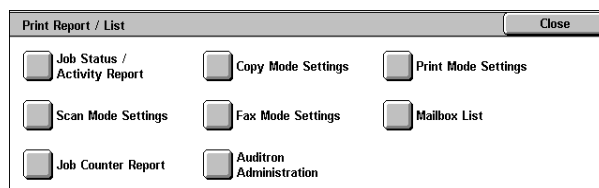
Job Status/Activity Report

1 Select [Job Status/Activity Report].

Note • To display the [Job Status/ Activity Report] screen, select the <Machine Status> button, and then select [Billing Meter/ Print Report] > [Print Report/ List] > [Job Status /Activity Report] > [Activity Report]. If [Activity Report] is being displayed on the menu screen, select [Activity Report] > [Activity Report].

Job Status / Activity Report		Close
Job History Report	All Jobs	☑ Include Children Jobs
Activity Report	All Non-printing Jobs	
Error History Report	Mailbox Transfer Jobs	
Stored Document List	All Printing Jobs	
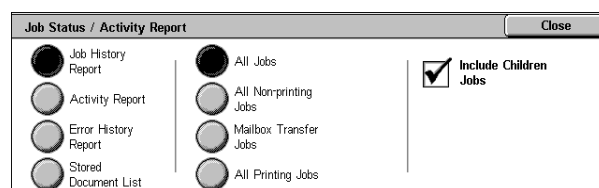
2 Select the report/list to be printed.

3 Press the <Start> button.

■Job History Report

You can check job results. The data for the latest 200 jobs is printed. Select the type of the report to be printed from [All Jobs], [All Non-printing Jobs], [Mailbox Transfer Jobs], and [All Printing Jobs].
If [All Jobs] is selected, the [Include Children Jobs] check box appears. Clearing this check box lists all the child jobs (such as broadcast-fax and job-flow jobs) on one line. Selecting this check box lists each child job on each line.
You can also have [Job History Report] printed automatically for every 50 jobs.

For information on having reports printed automatically, refer to "Reports" (P.277). Automatically printed reports include job results of all jobs types.

■Activity Report

You can check whether fax transmissions or receptions completed successfully. The activity results are organized by remote terminal names or by whether they are transmissions or receptions.

The following activities are not included in [Activity Report].
- Redialed transmissions and pollings.
- When a document is deleted while it is waiting to be transmitted or to be redialed.
- When the power is shut off, or when a system error occurs during an activity.

You can also have the [Activity Report] printed automatically for every 100 activities.
For how to configure, refer to "Reports" (P.277).

■Error History Report

You can print the information on the errors that occurred on the machine. The latest 50 errors are printed.

■**Stored Documents List**

A list of the uncompleted jobs (documents of which transmissions/receptions are incomplete, or those that are stored for polling) stored in mailboxes are printed.

Copy Mode Settings

1 Select [Copy Mode Settings].

> **Note** • To display the [Copy Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Copy Mode Settings].
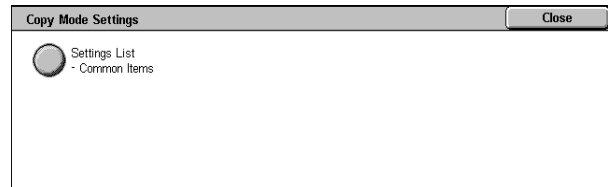
2 Select [Settings List - Common Items].

3 Press the <Start> button.

■**Settings List - Common Items**

You can check the hardware configuration, network information, and print and copy settings of the machine.

> **Note** • The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

Print Mode Settings

1 Select [Print Mode Settings].

> **Note** • To display the [Print Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Print Mode Settings].
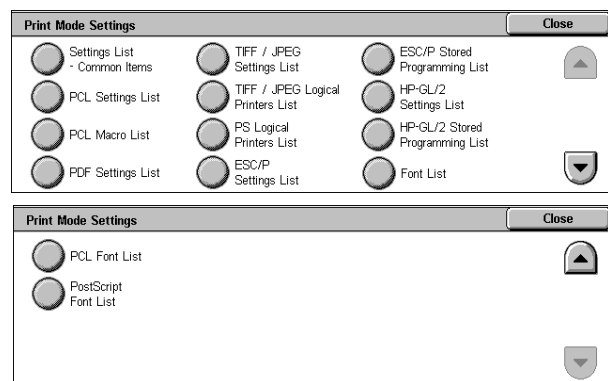
2 Select the list to be printed.

3 Press the <Start> button.

> **Note** • The items displayed vary depending on the options installed.

■**Settings List - Common Items**

Allows you to check the hardware configuration, network information, and print and copy settings of the machine.

> **Note** • The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

■**PDF Settings List**

Prints the settings configured in the PDF printer mode.

■**TIFF / JPEG Settings List**

Prints the settings configured in the TIFF printer mode.

■**TIFF / JPEG Logical Printers List**

Prints the list of logical printers created in the TIFF and JPEG printer mode.

TIFF and JPEG logical printers are configured on CentreWare Internet Services. For more information, refer to the online help of CentreWare Internet Services.

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■ESC/P Settings List

Prints the settings configured in the ESC/P-K emulation mode.

■ESC/P Stored Programming List

Prints the stored programming settings configured in the ESC/P-K emulation mode.

■ESC/P User Defined List

Prints the information on forms, logos, and patterns that can be used in the ESC/P-K emulation mode.

■Fonts List

Prints the list of fonts available on the machine.

Note • Printed information depends on the installed options.

■PS Logical Printers List

Prints the list of logical printers created in PostScript.

PostScript logical printers are configured on CentreWare Internet Services. For more information, refer to the online help of CentreWare Internet Services.

■PostScript Fonts List

Prints the fonts available in PostScript.

■HP-GL/2 Settings List

Prints the settings for the HP-GL, HP-GL/2 and HP-RTL emulation modes.

■HP-GL/2 Stored Programming List

Prints the stored programming settings for the HP-GL, HP-GL/2, and HP-RTL emulation modes.

■PCL Settings List

Prints the settings for the PCL virtual printer.

■PCL Macro List

Prints the list of forms registered for PCL.

■PCL Fonts List

Prints the fonts available in PCL.

Scan Mode Settings

1 Select [Scan Mode Settings].

Note • To display the [Scan Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Scan Mode Settings].
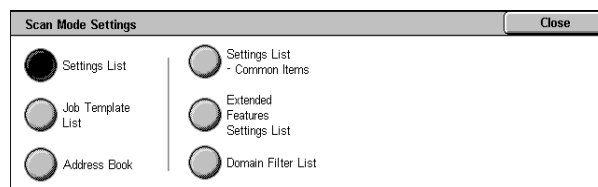
2 Select the list to be printed.

3 Press the <Start> button.

■**Settings List**

You can print the [Settings List - Common Items], [Extended Features Settings List], and [Domain Filter List]. Select the list to be printed, then press the <Start> button.

■**Settings List - Common Items**

You can check the hardware configuration, network information, and print and copy settings of the machine.

Note • The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

■**Extended Features Settings List**

You can check the settings configured for the scan and fax features.

Note • The content of [Extended Features Settings List] is identical whether it is printed from [Scan Mode Settings] or [Fax Mode Settings].

■**Domain Filter List**

You can check the permitted domains registered for domain filtering.

■**Job Template List**

You can print the settings for the server where the job templates, which are created using scan service setting tools, are stored.

■**Address Book**

You can check the settings for the address numbers and relay stations.

When you specify a range of address numbers, the list of settings for the specified address numbers (3 pages) and relay stations (1 page) will be printed. Each page contains the settings information on 50 address numbers.

If you select [Address Book], the screen for specifying a range of address numbers is displayed. Select a range of numbers, and press the <Start> button.
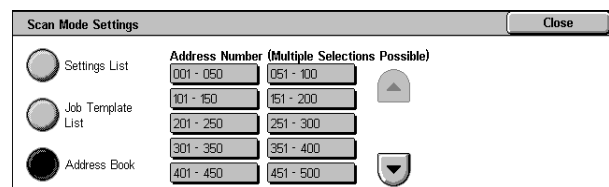
Fax Mode Settings

1 Select [Fax Mode Settings].

Note • To display the [Fax Mode Settings] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Fax Mode Settings].

2 Select the list to be printed.

3 Press the <Start> button.

■**Settings List - Common Items**

You can check the hardware configuration, network information, and print and copy settings of the machine.

Note • The content of [Settings List] is identical whether it is printed from [Copy Mode Settings], [Print Mode Settings], [Scan Mode Settings], or [Fax Mode Settings].

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■**Extended Features Settings List**

You can check the settings configured for the fax and scan features.

Note • The content of [Extended Features Settings List] is identical whether it is printed from [Scan Mode Settings] or [Fax Mode Settings].

■**Box Selector List**

You can check the settings for the mailbox sorting feature.

■**Domain Filter List**

You can check the permitted domains registered for domain filtering.

■**Address Book**

You can check the settings for the address numbers, Group Send, and relay stations.

When you specify a range of address numbers, the list of settings for the specified address numbers (3 pages) and relay stations (1 page) will be printed. Each page contains the settings information on 50 address numbers.

If you select [Address Book], the screen for specifying a range of address numbers is displayed. Select a range of numbers, and press the <Start> button.

Fax Mode Settings		Close
Settings List	Address Number (Multiple Selections Possible)	
Address Book	001 - 050 051 - 100	
	101 - 150 151 - 200	Group Send
Comments List	201 - 250 251 - 300	
Billing Data List	301 - 350 351 - 400	Select All (001 - 999)
	401 - 450 451 - 500	

• Group Send

You can print the list of settings for Group Send only.

• Select All

You can print the list of settings for all address numbers, Group Send, and relay stations.

■**Comment List**

You can check the registered comments to be used on cover notes.

■**Billing Data List**

You can check the status of the billing data.

Note • [Billing Data List] appears when [Fax] for the Auditron Administration feature is set to [On].

If you select [Billing Data List], the following screen for specifying a range of address numbers is displayed. Select a range of numbers, and press the <Start> button.

Fax Mode Settings		Close
Settings List	Address Number (Multiple Selections Possible)	
Address Book	001 - 100 101 - 200	
Comments List	201 - 300 301 - 400	
	401 - 500 501 - 600	
Billing Data List	601 - 700 701 - 800	Select All (001 - 999)
	801 - 900 901 - 999	

• Select All

You can print the list of all billing data.

Mailbox List

Prints the list of mailbox settings and the procedure for saving documents to mailboxes.

Note • [Mailbox List] appears when [User Mode] is selected in the System Administration mode.

1 Select [Mailbox List].

> **Note** • To display the [Mailbox List] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Mailbox List].
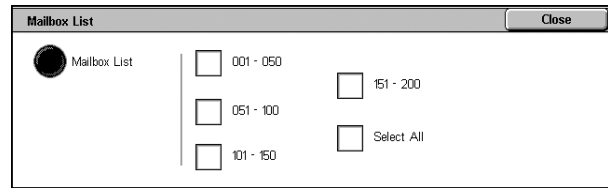
2 Select a range of mailbox numbers to be printed.

3 Press the <Start> button.

Job Counter Report

Prints the counter report for each feature.

> **Note** • [Job Counter Report] appears when [User Mode] is selected in the System Administration mode.

1 Select [Job Counter Report].

> **Note** • To display the [Job Counter Report] screen, select the <Machine Status> button, and then select [Billing Meter/Print Report] > [Print Report/List] > [Job Counter Report].

2 Select [Job Counter Report].

3 Press the <Start> button.

Auditron Administration

You can print an auditron report by user. Note that the content on the screen differs depending on whether the Auditron Administration feature is enabled.

> **Note** • [Auditron Administration] appears when [User Mode] is selected in the System Administration mode.

When the Auditron Administration feature of each service is set to [Off]

When the Auditron Administration feature of each service is set to [Off], the following screen appears, allowing you to print a printer meter report.

For information on enabling the Auditron Administration feature for each service, refer to "Auditron Mode" (P.347).

1 Select [Auditron Administration].

> **Note** • To display the [Auditron Administration] screen, select the <Machine Status> button, and then select [Billing Meter/ Print Report] > [Print Report/ List] > [Auditron Administration].
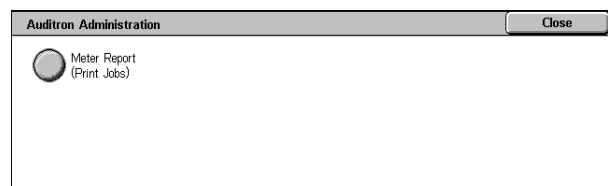
2 Select [Meter Report (Print Jobs)].

3 Press the <Start> button.

■ Meter Report (Print Jobs)

You can check the total printed pages and the total sheets used for each client (job owner). [Meter Report (Print Jobs)] counts pages from the time at which the data has been initialized.

When the Auditron Administration feature is set to [On]

When the Auditron Administration feature is set to [On], the following screen appears. The auditron report for each user organized by each service can be printed for the services of which the Auditron Administration feature is set to [On].

For information on enabling the Auditron Administration feature for each service, refer to "Auditron Mode" (P.347).

1 Select [Auditron Administration].

   Note • To display the [Auditron Administration] screen, select the <Machine Status> button, and then select [Billing Meter/ Print Report] > [Print Report/ List] > [Auditron Administration].

2 Select the auditron report to be printed.

3 Select a range of user numbers.

   Note • Selecting [Select All] selects all users.

4 Press the <Start> button.

■**Auditron Report (Print Jobs)**

You can check the total printed pages and the total sheets used for each client (job owner).

[Auditron Report (Print Jobs)] counts pages from the time at which the data has been initialized.

   Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

■**Auditron Report (Copy Jobs)**

You can check the total number of pages copied on the machine. If the maximum limit is set for the number of pages that can be copied, you can also view the limit value. [Auditron Report (Copy Jobs)] counts pages from the time at which the data has been initialized.

   Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

■**Auditron Report (Fax Jobs)**

You can check the number of fax transmissions and receptions and the number of pages transmitted for each user.

   Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

■**Auditron Report (Scan Jobs)**

You can check the total number of pages scanned on the machine. If the maximum limit is set for the number of pages that can be scanned, you can also view the limit value. [Auditron Report (Scan Jobs)] counts pages from the time at which the data has been initialized.

   Note • [No.] displayed on the report is the No. (User Administration Number) registered for the Login Setup/Auditron Administration feature.

Automatically Printed Reports/Lists

Some reports/lists relating to the fax and scan service can only be printed automatically. This section describes reports/lists that can be printed automatically.

Transmission Report - Undelivered

- Fax/iFax Jobs

Printed when a fax or iFax transmission has failed. A reduced image of the scanned data and its transmission result are printed.

Set whether to print out the Transmission Report - Undelivered automatically from the system administrator mode.

For information on specifying whether or not to have the report printed automatically, refer to "Transmission Report - Undelivered" (P.277).

- Scan Jobs

Printed when a transmission of transferring the scanned data to the computer on the network, or sending the scanned data by e-mail has failed. A reduced image of the scanned data and its transmission result are printed.

Set whether to print out the Transmission Report - Undelivered automatically from the system administrator mode.

For information on specifying whether or not to have the report printed automatically, refer to "Transmission Report" (P.307).

Transmission Report

- Fax/iFax Jobs

Printed when a fax or iFax transmission succeeded. A reduced image of the scanned data and its transmission result are printed.

You can specify whether or not to have the Transmission Report printed when sending the document.

For information on how to automatically print out the transmission report, refer to "Report / Read Receipts (Confirming Transmission Results)" (P.138).

You can also have the report printed automatically every time when you send a document. For more information, refer to "Transmission Report" (P.307).

- Scan Jobs

Printed when a transmission of transferring the scanned data to the computer on the network, or sending the scanned data by e-mail has succeeded. A reduced image of the scanned data and its transmission result are printed.

Set whether to print out the Transmission Report - Undelivered automatically from the system administrator mode.

For information on how to automatically print out the transmission report, refer to "Scan File Transfer Report" (P.278).

Mailbox Report

You can confirm that a document is stored in a mailbox.

For information on specifying whether or not to have the report printed automatically, refer to "Mailbox Report" (P.277).

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Broadcast Report

You can check the result of a broadcast transmission. The recipients and transmission result/status are recorded.

If this report is set to be printed automatically, it is printed each time when a broadcast transmission is complete.

For information on specifying whether or not to have the report printed automatically, refer to "Broadcast/Multi-Poll Report" (P.277).

Multi-poll Report

You can check the result of a multi-poll communication (polling from multiple recipients). The remote terminal name and transmission result/status are recorded.

If this report is set to be printed automatically, it is printed each time when a multi-poll transmission is complete.

For information on specifying whether or not to have the report printed automatically, refer to "Broadcast/Multi-Poll Report" (P.277).

Relay Broadcast Report

You can check the result of a relay broadcast transmission.

If this report is set to be printed automatically, it is printed each time when a relay broadcast transmission is complete.

For information on specifying whether or not to have the report printed automatically, refer to "Relay Broadcast Report" (P.277).

Power Off Report

You can check the stored documents that are accidentally deleted because of the power being switched off, such as when an electrical power failure occurs. This report is printed automatically when the machine is turned back on.

All the documents that are listed on this report are the received documents (including polling documents) that are not yet printed, and the stored documents in the mailbox (including polling documents that are set to be distributed to the designated mailboxes).

Job Flow Error Report

You can check the errors caused in the job flow. The date and time when the error occurred and the error codes are recorded.

For information on specifying whether or not to have the report printed automatically, refer to "Job Flow Error Report" (P.278).

Fax Server Report

This report is output after image data scanned by the machine is sent to a Server Fax server via a network. It contains the scanned document image and the transmission result. To have the report printed, enter the System Administration mode.

For information on specifying whether or not to have the report printed automatically, refer to "Fax Server Report" (P.278)

Supplies

You can check the status of consumables on the [Supplies] screen. The status of consumables is shown as "OK", "Replace Soon (Order Now)", or "Replace Now". For toner, the amount is shown in percentage (0 to 100%).

The following describes the procedure for checking the status of consumables.

For information on replacing consumables, refer to "Maintenance" (P.405).

1 Press the <Machine Status> button.

2 Select the [Supplies] tab.

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

On the [Supplies] screen, you can check the following items.

> **Note** • The items displayed vary depending on the options installed.
> • Staple Cartridge is displayed when one of the following options is installed: B-Finisher, C-Finisher, and C-Finisher with Booklet Maker.
> • Hole Punch Container is displayed when one of the following options is installed: C-Finisher and C-Finisher with Booklet Maker.
> • Booklet Staple Cartridge is displayed when C-Finisher is installed.

- Toner Cartridge
- Drum Cartridge
- Staple Cartridge
- Booklet Staple Cartridge [R2]
- Booklet Staple Cartridge [R3]
- Hole Punch Container [R4]

> **Important** • If using a partly consumed toner cartridge (such as a toner cartridge removed from another ApeosPort-II 5010/4000/3000, DocuCentre-II 5010/4000 unit), the status shown may not match the actual remaining amount. When replacing toner cartridges, we recommend you use new ones.

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Faults

This section describes how to check the information of errors that occurred on the machine.

The error history report shows the latest 50 errors. The items displayed include the date and time, error code, and error category.

The following describes how to print the error history report.

1 Press the <Machine Status> button.

2 Select the [Faults] tab.

3 Select [Error History Report].

4 Press the <Start> button.
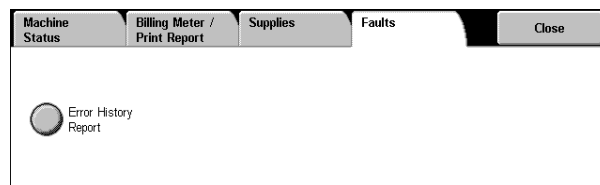
Note • You can also access the [Error History Report] from the [Job Status/Activity Report] on the [Billing Meter/Print Report] screen.

  • If [Print Report Button] under [Reports] is set to [Disabled], the [Error History Report] button does not appear on the screen. For information on [Reports], refer to "Reports" (P.277).

13 Authentication and Auditron Administration

The machine has the Authentication feature that allows you to restrict the use of features and the Auditron Administration feature that allows you to keep track of how often each feature was used.

This chapter is intended for system administrators, and explains the features whose set values can be changed and their setting procedures.

Important • The Remote Access feature is available on the ApeosPort models only.

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Overview of Authentication

This section is an overview of the Authentication feature used with the machine.

Users Controlled by Authentication

The following explains the types of users controlled with the Authentication feature.

Users are classified into the following four categories. The machine restricts user operations according to the categories.

- System Administrators
- Authenticated Users
- Unauthenticated Users
- General Users

System Administrators

These are users who can register and change system settings.

A system administrator uses a specific user ID called System Administrator ID.

To enter the System Administration mode, type the System Administrator ID into the user ID entry field on the authentication screen.

Authenticated Users

These are users who are registered on the machine.

When using a restricted service, an authenticated user is prompted to type the user ID and passcode on the authentication screen.

Unauthenticated Users

These are users who are not registered with the machine.

An unauthenticated user cannot use restricted services.

General Users

These are users who are not permitted to use the machine in the authentication mode.

Types of Authentication

Authentication is carried out using a user ID registered on the machine or a user ID registered on a remote accounting server.

The following four different authentication methods are offered according to the registration condition of user information.

■**Local machine authentication**

Local machine authentication uses the user information registered on the machine to manage authentication.

The print or fax data sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's fax driver with that registered on the machine.

For information on configuring drivers, refer to the online help provided for each driver.

■Network authentication

Network authentication uses the user information managed on a remote service to manage authentication.

User information managed on the remote service is sent to be registered on the machine. When the user information on the remote service is updated, the updated information must be sent from the remote service to the machine.

Network Authentication allows an unified management of user information for multiple devices.

Remote services supported by the machine include ApeosWare EasyAdmin.

■Remote authentication

Remote authentication uses a remote authentication server. User information is not required to be registered on the machine.

Important • When registering user information on a remote authentication server, use up to 32 characters for a user ID and up to 128 characters for a password. Note, however, that up to 32 characters are allowed for an SMB authentication password.

■Xerox Standard Accounting

Authentication is carried out using the user information and account information pre-registered on the machine. The print and fax data sent directly from a computer can be received on the machine after being authenticated by cross-checking the pre-registered authentication information on the client's fax driver with the one registered on the machine. For information on the print driver or fax driver, refer to the online help of each driver. For information on the user information settings or account information settings, refer to the online help of CentreWare Internet Services.

Important • When setting the user information or account information for another ApeosPort-II 5010/4000/3000, DocuCentre-II 5010/4000, it is recommended to use the Cloning feature of the CentreWare Internet Services. For more information, refer to the online help of CentreWare Internet Services.

Features Controlled by Authentication

This section describes the features that are controlled by using the Authentication feature.

The controlled features are different depending on how the machine is used.

The machine can be used in the following two conditions.

• Local Access

• Remote Access

For information on the mailbox and job flow sheet restrictions that are applied when the Authentication feature is enabled, refer to "Authentication for Job Flow Sheets and Mailboxes" (P.390).

Local Access

Local access refers to direct operation from the machine's control panel.

The following features are controlled by local access.

■Copy

Copy operations are restricted.

When a copy operation is registered in a stored program, the use of the stored program is also restricted.

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■**Fax**

Fax and iFax operations are restricted.

When a fax or iFax operation is registered in a stored program, the use of the stored program is also restricted.

■**Scan**

The E-mail, Scan to Mailbox, and Scan to PC features are restricted.

When the E-mail, Scan to Mailbox, or Scan to PC service is registered in a stored program, the use of the stored program is also restricted.

■**Mailbox**

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print service, authentication is required for the mailbox operations when the Authentication feature is used on the machine.

■**Job Flow Sheet**

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print service, authentication is required for the job flow sheet operations when the Authentication feature is used on the machine.

■**Print**

Printing operations for documents stored on the machine are restricted.

The printing operations include Charge Print and Private Charge Print.

Remote Access

Remote access refers to remote operation by accessing the machine using CentreWare Internet Services or EasyOperator/EasyAdmin through a network.

The following features are controlled by remote access.

■**Print**

Print instructions from a computer are restricted.

To use the Authentication feature, authentication information such as a user ID and passcode must be set on the print driver.

Print data that was sent to the machine and failed authentication is either stored on the machine or deleted, according to the Charge Print settings.

Note • Print operations are not restricted when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access].

■**Direct Fax**

When the Authentication feature is used for the fax service, the use of the Direct Fax feature from a computer is restricted.

To use the Authentication feature, authentication information such as a user ID and passcode must be set on the driver.

Note • The Direct Fax feature is not restricted when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access].

■**CentreWare Internet Services**

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print service, authentication is required to access the machine with a web browser when the Authentication feature is used on the machine.

Note • Only the system administrators are authenticated when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access]. CentreWare Internet Services is not available for general users.

■**EasyOperator/EasyAdmin**

Even if the Login Setup/Auditron Administration feature is not used for the copy, fax, scan, or print services, authentication is required to access the machine when the Authentication feature is used on the machine.

Note • Only the system administrators are authenticated when [Login/Setup Auditron Mode] under [System Settings] is set to [Remote Access]. EasyOperator/EasyAdmin is not available for general users.

Authentication and Auditron Administration

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Authentication for Job Flow Sheets and Mailboxes

This section describes job flow sheet and mailbox restrictions that are applied when the Authentication feature is enabled.

Job Flow Sheet Types

The following four types of job flow sheets are available for the machine.

Important • You can create job flow sheets for mailbox operations on the machine. Job flow sheets for scanner operations can be created on a network-connected computer using software such as EasyOperator.

• The job flow sheets created on a network-connected computer cannot be edited or copied on the machine.

■General Shared Job Flow Sheet

This is a job flow sheet created on the [Job Flow Sheets] screen by a general user when the Authentication feature is disabled.

When the Authentication feature is disabled, this type of job flow sheet can be shared and its settings can be changed by any machine user.

When the Authentication feature is enabled, this type of job flow sheet can only be handled by a system administrator.

■Mailbox Job Flow Sheet

This is a job flow sheet created by a general user or system administrator on the [Mailbox] or [Send from Mailbox] screen when the Authentication feature is disabled.

The owner of the job flow sheet is the "mailbox" it was created from. For example, the owner of a job flow sheet created in Mailbox 001 will be "Mailbox 001", and the job flow sheet can be used only in Mailbox 001.

Any users who have access to the mailbox upon the job flow sheet creation can use the job flow and change its settings.

This job flow sheet can be used by any machine users when the Authentication feature is disabled. When the Authentication feature is enabled, this job flow sheet can be handled only by a system administrator.

■Administrator Shared Job Flow Sheet

This is a job flow sheet created by a system administrator.

When the Authentication feature is disabled, any machine users can use this type of job flow sheet.

When the Authentication feature is enabled, any machine's authenticated user can use the job flow sheet.

Only a system administrator, however, can change its settings.

To create a job flow sheet shared by system administrators, you need to select the <Log In/Out> button and operate the machine as a system administrator.

■Personal Job Flow Sheet

This is a job flow sheet created by an authenticated user when the Authentication feature is enabled.

When the Authentication feature is enabled, this type of job flow sheet is available for the authenticated user who created the job flow sheet and for the system administrator.

When the Authentication feature is disabled, this job flow sheet can be handled only by the system administrator.

The available operations for job flow sheets are different depending on whether the Authentication feature is enabled or disabled.

When the Authentication Feature is not Enabled

When the Authentication feature is not enabled, the relations between users and job flows are as follows.

The available job flow sheet operations are different between the job flow sheets created on the [Mailbox] screen under [Setup Menu] or the [Send from Mailbox] screen and those created on the [Job Flow Sheets] screen under [Setup Menu].

■[Mailbox] under [Setup Menu]/[Send from Mailbox]

The following table describes the operations that can be performed on the [Mailbox] screen under [Setup Menu] or on the [Send from Mailbox] screen.

Job Flow operation	General Users				System Administrators			
	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal
Create/Register	-	O	-	-	-	-	O	-
Display	O	O	O	-	O	O	O	O
Edit	O	O	-	-	O	O	O	O
Copy *	O	O	O	-	O	O	O	O
Delete	O	O	-	-	O	O	O	O
Select/Run	O	O	O	-	O	O	O	O
Link to mailbox	O	O	O	-	O	O	O	O

*The owner of a copied job flow sheet is the user who made the copy.

Important • A job flow sheet created on the [Mailbox] screen under [Setup Menu] or on the [Send from Mailbox] screen can be edited, copied, deleted, or selected/run only from the mailbox where the job flow sheet was created. The applicable users are all users who can use the mailboxes.

• If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

■[Job Flow Sheets] under [Setup Menu]

The following table describes the operations that can be performed on the [Job Flow Sheets] screen under [Setup Menu].

Job Flow operation	General Users				System Administrators			
	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal
Create/Register	O	-	-	-	-	-	O	-
Display	O	-	O	-	O	O	O	O
Edit	O	-	-	-	O	O	O	O
Copy *	O	-	O	-	O	O	O	O
Delete	O	-	-	-	O	O	O	O
Select/Run	O	-	O	-	O	O	O	O

*The owner of a copied job flow sheet is the user who made the copy.

When the Authentication Feature is Enabled

When the Authentication feature is enabled, the relations between users and job flows are as follows.

The same operations can be permitted on the [Mailbox] and [Job Flow Sheets] screens.

For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.346).

■ When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access]

Important • If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot handle job flow sheets.

Job flow operation	Unauthenticated Users (General Users)				Authenticated Users					System Administrators			
	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal (owner)	Personal (Non-owner)	General shared	Mailbox	Admin shared	Personal
Create/ Register	-	-	-	-	-	-	-	O	-	-	-	O	-
Display	-	-	-	-	-	-	O	O	-	O	O	O	O
Edit	-	-	-	-	-	-	-	O	-	O	O	O	O
Copy *	-	-	-	-	-	-	O	O	-	O	O	O	O
Delete	-	-	-	-	-	-	-	O	-	O	O	O	O
Select/ Run	-	-	-	-	-	-	O	O	-	O	O	O	O
Link to Mailbox	-	-	-	-	-	-	O	O	-	O	O	O	O

*The owner of a copied job flow sheet is the user who made the copy.

■ When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

Job flow operation	Unauthenticated Users (General Users)				Authenticated Users					System Administrators			
	General shared	Mailbox	Admin shared	Personal	General shared	Mailbox	Admin shared	Personal (owner)	Personal (Non-owner)	General shared	Mailbox	Admin shared	Personal
Create/ Register	-	-	-	-	O	-	-	-	-	-	-	O	-
Display	-	-	-	-	O	-	O	-	-	O	O	O	O
Edit	-	-	-	-	O	-	-	-	-	O	O	O	O
Copy *	-	-	-	-	O	-	O	-	-	O	O	O	O
Delete	-	-	-	-	O	-	-	-	-	O	O	O	O
Select/ Run	-	-	-	-	O	-	O	-	-	O	O	O	O
Link to Mailbox	-	-	-	-	O	-	O	-	-	O	O	O	O

*The owner of a copied job flow sheet is the user who made the copy.

Types of Mailboxes

The following three types of mailboxes can be used with the machine.

■**General Shared Mailbox**

This is a mailbox created by a general user when the Authentication feature is not enabled.

When the Authentication feature is not enabled, this mailbox is shared and its settings can be changed by any user.

When the Authentication feature is enabled, this mailbox can only be handled by a system administrator.

■**Administrator Shared Mailbox**

This is a mailbox created by a system administrator.

When the Authentication feature is not enabled, this mailbox can be shared by all users. When the Authentication feature is enabled, this mailbox can be shared by all authenticated users.

Only a system administrator, however, can change the settings.

To create a administrator shared mailbox, you need to press the <Log In/Out> button and operate the machine as a system administrator.

■**Personal Mailbox**

This is a mailbox created by an authenticated user when the Authentication feature is enabled.

Only the authenticated user who created it can use it.

When the Authentication feature is not enabled, this mailbox can only be handled by a system administrator.

The ways you can use mailboxes differ depending on whether the Authentication feature is enabled.

When the Authentication Feature is not Enabled

When the Authentication feature is not enabled, the relations between users and mailboxes are as follows.

Mailbox operation		General Users			System Administrators		
		General shared	Admin shared	Personal	General shared	Admin shared	Personal
Create/Register		O	-	-	-	O	-
Display		O	O	-	O	O	O
Delete		O	-	-	O	O	O
Change Settings		O	-	-	O	O	O
Display Document		O	O	-	O	O	O
Delete Document		O	O	-	O	O	O
Register Document *		O	O	-	O	O	O
Output Document *		O	O	-	O	O	O
Job Flow Sheet	Display	O	O	-	O	O	O
	Link	O	-	-	O	O	O
	Auto Start	O	O	-	O	O	O
	Manual Run	O	O	-	O	O	O

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* The following operations are not authenticated:
- Fax to Mailbox
- iFax to Mailbox
- Document retrieval using a scan driver or Mailbox Viewer2.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

When the Authentication Feature is Enabled

When the Authentication feature is enabled, the relations between users and mailboxes are as follows.

For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.346).

■When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access]

Important • If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot handle mailboxes.

Mailbox operation	Unauthenticated Users (General Users)			Authenticated Users				System Administrators		
	General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non-owner)	General shared	Admin shared	Personal
Create/Register	-	-	-	-	-	O	-	-	O	-
Display	-	O*2	-	-	O	O	-	O	O	O
Delete	-	-	-	-	-	O	-	O	O	O
Change Settings	-	-	-	-	-	O	-	O	O	O
Display Document	-	O*2	-	-	O	O	-	O	O	O
Delete Document	-	O*2	-	-	O	O	-	O	O	O
Register Document *1	-	O*2	-	-	O	O	-	O	O	O
Output Document *1	-	O*2	-	-	O	O	-	O	O	O
Job Flow Sheet — Display	-	-*3	-	-	O	O	-	O	O	O
Job Flow Sheet — Link	-	-	-	-	-	O	-	O	O	O
Job Flow Sheet — Auto Start	-	-*3	-	-	O	O	-	O	O	O
Job Flow Sheet — Manual Run	-	-*3	-	-	O	O	-	O	O	O

*1 The following operations are not authenticated:
- Fax to Mailbox
- iFax to Mailbox
- Document retrieval using a scan driver or Mailbox Viewer2.
*2 Available only when the mailbox operations are permitted in the Authentication feature settings of the System Administration mode.
*3 You can perform display, auto run and manual run operations for job flow sheets linked to mailboxes.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

■When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]

Mailbox operation		Unauthenticated Users (General Users)			Authenticated Users				System Administrators		
		General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non-owner)	General shared	Admin shared	Personal
Create/Register		-	-	-	O	-	-	-	-	O	-
Display		-	O*2	-	O	O	-	-	O	O	O
Delete		-	-	-	O	-	-	-	O	O	O
Change Settings		-	-	-	O	-	-	-	O	O	O
Display Document		-	O*2	-	O	O	-	-	O	O	O
Delete Document		-	O*2	-	O	O	-	-	O	O	O
Register Document *1		-	O*2	-	O	O	-	-	O	O	O
Output Document *1		-	O*2	-	O	O	-	-	O	O	O
Job Flow Sheet	Display	-	-*3	-	O	O	-	-	O	O	O
	Link	-	-	-	O	-	-	-	O	O	O
	Auto Start	-	-*3	-	O	O	-	-	O	O	O
	Manual Run	-	-*3	-	O	O	-	-	O	O	O

*1 The following operations are not authenticated:
 - Fax to Mailbox
 - iFax to Mailbox
 - Document retrieval using a scan driver or Mailbox Viewer2.
*2 Available only when the mailbox operations are permitted in the Authentication feature settings of the System Administration mode.
*3 You can perform display, auto run and manual run operations for job flow sheets linked to mailboxes.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

Linking Job Flow Sheets to Mailboxes

The ways to link job flow sheets to mailboxes differ depending on whether the Authentication feature is enabled.

Important • If job flow sheets, which are no longer available for use due to a change in the authentication status, are linked to mailboxes, they cannot be edited or copied, but still can be used. If you cancel the links, however, the job flow sheets will no longer be displayed and will be unavailable.

When the Authentication Feature is not Enabled

When the Authentication feature is not enabled, the relations between users and mailboxes are as follows.

Job Flow \ Mailbox	General Users			System Administrators		
	General shared	Admin shared	Personal	General shared	Admin shared	Personal
Mailbox	O	-	-	O	O	O

Job Flow \ Mailbox	General Users			System Administrators		
	General shared	Admin shared	Personal	General shared	Admin shared	Personal
General shared	O	-	-	O	O	O
Admin shared	O	-	-	O	O	O
Personal	-	-	-	O	O	O

When the Authentication Feature is Enabled

When the Authentication feature is enabled, the relations between users and mailboxes are as follows.

For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.346).

■**When [Local Machine Access] or [Xerox Standard Accounting] is selected, when [Check User Details] is set to [On] in [Network Access], or when authenticated as a user other than a guest user in [Remote Access]**

Important • If authenticated as a guest user in [Remote Access], you are treated as an unauthenticated user (general user) and cannot handle job flow sheets or mailboxes.

Job Flow \ Mailbox	Unauthenticated Users (General Users)			Authenticated Users				System Administrators		
	General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non-owner)	General shared	Admin shared	Personal
General shared	-	-	-	-	-	-	-	O	O	O
Admin shared	-	-	-	-	-	O	-	O	O	O
Personal (Owner)	-	-	-	-	-	O	-	O	O	O
Personal (Non-owner)	-	-	-	-	-	-	-	O	O	O

■**When [Check User Details] under [Network Access] is set to [Off (Keep logon records)]**

Job Flow \ Mailbox	Unauthenticated Users (General Users)			Authenticated Users				System Administrators		
	General shared	Admin shared	Personal	General shared	Admin shared	Personal (owner)	Personal (Non-owner)	General shared	Admin shared	Personal
General shared	-	-	-	O	-	-	-	O	O	O
Admin shared	-	-	-	O	-	-	-	O	O	O
Personal (Owner)	-	-	-	-	-	-	-	O	O	O
Personal (Non-owner)	-	-	-	-	-	-	-	O	O	O

Overview of Auditron Administration

This section describes an overview of the Auditron Administration feature that can be used with the machine.

Authentication and Auditron Administration

The Auditron Administration feature, which works in conjunction with the Authentication feature, is classified into the following four types:

■Using Machine Authentication

Auditron administration is carried out based on the authenticated user information pre-registered on the machine, using a variety of counters automatically created for each user.

For information on configuring print and fax drivers, refer to the online help provided for each driver.

■Using Network Authentication

Auditron administration is carried out based on user information managed by a remote service.

User information managed by the remote service is sent to be registered on the machine. When the user information on the remote service is updated, the updated information must be sent from the remote service to the machine.

Network Authentication allows an unified management of user information for multiple devices.

Remote services supported by the machine includes ApeosWare EasyAdmin (optional).

■Using Remote Authentication

Remote authentication is carried out based on the user information managed on a remote authentication server, such as ApeosWare Accounting Service (optional).

User information is not required to be registered on the machine.

Important • When registering user information on the remote authentication server, use up to 32 characters for a User ID and up to 128 characters for a password. Note, however, that up to 32 characters are allowed for an SMB authentication password.

■Using Xerox Standard Accounting

Auditron administration is carried out based on the user information and account information pre-registered on the machine. Auditron administration uses each counter created automatically for individual users. Auditron reports are created in CSV format using CentreWare Internet Services. For information on the print driver or fax driver settings, refer to the online help of each driver. For information on the user information settings, account information settings, and how to create a report, refer to CentreWare Internet Services.

Important • When setting the user information or account information for another ApeosPort-II 5010/4000/3000 DocuCentre-II 5010/4000, it is recommended to use the Cloning feature of CentreWare Internet Services.

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Manageable Features and Services

This section describes features and services that can be managed with the Auditron Administration feature.

The features and corresponding services that can be managed vary depending on the type of authentication: local machine authentication, network authentication, remote authentication, or remote authentication.

For information on the Authentication feature, refer to "Login Setup/Auditron Mode" (P.346).

- Local Machine Access
- Network Access
- Remote Access
- Xerox Standard Accounting

◼Local Machine Access

The features and services that can be managed in Local Machine Access are as follows.

Corresponding Service	Authentica-tion [1]	Restrictions on Use		Per-user Usage Count
	User ID	Feature restrictions [2]	Account Limit [3]	
Copy	O	O	O	O
Print	O	O	O	O
Charge Print, Private Charge Print	O	O	O	O
Scan Service	O	O	O	O
Fax, iFax	O	O	-	O
Direct Fax	O	O	-	O
Report/List	-	-	-	-

[1] This column shows whether authentication is required for each service. "O" indicates that authentication is required.

[2] You can select features available for each user. For more information, refer to "Account Limit" (P.340).

[3] This feature stops further machine operation if the number of pages has reached the specified maximum number. For more information, refer to "Account Limit" (P.340).

◼Network Access

When the network authentication is used, the Auditron Administration information can be managed with ApeosWare Accounting Service.

For features supported by ApeosWare Accounting Service, refer to the documentation provided with it.

The features and services that can be managed on the machine are as follows.

Corresponding Service	Authentica-tion [1]	Restrictions on Use		Per-user Usage Count
	User ID	Feature restrictions [2]	Account Limit [3]	
Copy	O	O	-	-
Print	O	O	-	-

| Corresponding Service | Authentica-tion [1] | Restrictions on Use | | Per-user Usage Count |
	User ID	Feature restrictions [2]	Account Limit [3]	
Charge Print, Private Charge Print	O	O	-	-
Scan Service	O	O	-	-
Fax, iFax	O	-	-	-
Direct Fax	O	-	-	-
Report/List	-	-	-	-

*1　This column shows whether authentication is required for each service. "O" indicates that authentication is required.
*2　You can select features available for each user. The settings can be made with the remote service.
*3　This feature stops further machine operation if the number of pages has reached the specified maximum number. The settings can be made with the remote service.

Note　• Authentication is not performed when [System Settings] > [Login/Setup Auditron Mode] > [Network Access] > [Check User Details] is set to [Off (Keep logon records)].

For information on [Network Access], refer to "Network Access" (P.346).

■Remote Access

When the remote authentication is used, the auditron administration information can be managed with ApeosWare Accounting Service.

For features supported by ApeosWare Accounting Service, refer to the documentation provided with it.

The features and services that can be managed on the machine are as follows.

| Corresponding Service | Authentica-tion [1] | Restrictions on Use | | Per-user Usage Count |
	User ID	Feature restrictions [2]	Account Limit	
Copy	O	-	-	-
Print	-[3]	-	-	-
Charge Print, Private Charge Print	O			-
Scan Service	O	-	-	-
Fax, iFax	O	-	-	-
Direct Fax	-[4]	-	-	-
Report/List	-	-	-	-

*1　This column shows whether authentication is required for each service. "O" indicates that authentication is required.
*2　If ApeosWare Authentication Agent (optional) is used as an authentication system, you can select features to restrict. For information on ApeosWare Authentication Agent, refer to the documentation provided with it.
*3　Under Remote Access, the Print feature cannot be restricted. To restrict print operations, use the Charge Print or Private Charge Print feature.
*4　Under Remote Access, you cannot place restrictions on the Direct Fax service, but can disable the Direct Fax service itself. Refer to "Sending Fax" (P.239), "System Settings Menu List" (P.257).

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■Xerox Standard Accounting

The features and services that can be managed in Xerox Standard Accounting are as follows.

Corresponding Service	Authentication [1]	Restrictions on Use		Per-user Usage Count
	User ID	Feature restrictions [2]	Account Limit [3]	
Copy	O	O	O	O
Print	O	O	O	O
Charge Print, Private Charge Print	O	O	O	O
Scan Service	O	O	O	O
Fax, iFax	O	O	-	O
Direct Fax	O	O	-	O
Report/List	-	-	-	-

[1] This column shows whether authentication is required for each service. "O" indicates that authentication is required.

[2] You can select features available for each user. For more information, refer to the CentreWare Internet Services online help.

[3] This feature stops further machine operation if the number of pages has reached the specified maximum number. For more information, refer to the CentreWare Internet Services online help.

Jobs that can be Managed for Each Service

The types of jobs you can manage using the Auditron Administration feature vary for print, scan, and fax services.

This section describes the items that can be managed for the jobs of each service.

■Print

The items you can manage for print jobs using the Auditron Administration feature are as follows.

Services (Jobs)		Authentication	Users for which Auditron are Collected	Managed Items
Normal Print	Machine's print driver	Required	Authenticated user	Pages/sheets
	Other than machine's print driver	-[2]	Unregistered user	Pages/sheets
Secure Print	Store Documents	Required	-	-
	Print Documents	Not required[1]	Authenticated user	Pages/sheets
Sample Print	Sample Print Store Documents in Mailboxes/Print Documents	Required	Authenticated user	Pages/sheets
	Sample Print Print Mailbox-stored Documents	Not required[1]	Authenticated user	Pages/sheets

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Services (Jobs)		Authent-ication	Users for which Auditron are Collected	Managed Items
Mailbox Print	Store Documents	Required	-	-
	Print Documents	Required/ Not required[4]	Authenticated user	Pages/sheets
Delayed Print	Store Documents	Required	-	-
	Print Documents	Not required[1]	Authenticated user	Pages/sheets
Charge Print	Store Documents	Not required	-	-
	Print Documents	Required	Authenticated user	Pages/sheets
Private Charge Print	Store Documents	Required/ Not required[3]	-	-
	Print Documents	Required	Authenticated user	Pages/sheets
E-mail Printing		-[2]	Unauthenticated user	Pages/sheets

*1 Authentication is unnecessary upon printing because each print job has been authenticated when received by the machine.
*2 You can print only when [Non-Account Print] is set to [Enable] on CentreWare Internet Services.
*3 Depends on the "Receive Control" (P.343) settings in the System Administration mode.
*4 Depends on the "Mailbox Access" (P.347) settings in System Administration mode.

■**Fax**

The items you can manage for fax jobs using the Auditron Administration feature are as follows.

Services (Jobs)		Authenti-cation	Users for which Auditron are Collected	Managed Items
Fax Send	Automatic Transmission	Required	Authenticated user	Transmissions/pages, charging units
	Manual Transmission (Call in, Call out)	Required	Authenticated user	Transmissions/pages, charging units
Fax reception/ printing	Automatic Reception/ Printing	Not required	Fax reception	Receptions/pages, charging units, printed pages/sheets
	Manual Reception/Printing (Calling in, Calling out)	Required	Fax reception	Receptions/pages, charging units, printed pages/sheets
Fax to Mailbox	Automatic Reception to Mailbox	Not required	Fax reception	Receptions/pages, charging units
	Reception/ Printing of Mailbox-received Fax	Required[1]	Authenticated user	Pages/number of sheets

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Services (Jobs)		Authenti-cation	Users for which Auditron are Collected	Managed Items
Fax Polling	Storing Documents for Polling (Mailboxes, Polling Mailboxes)	Required[*1]	-	-
	Automatic Transmission (to Mailbox)	Not required	Unregistered user	Transmissions/pages
	Automatic Reception/ Printing	Required	Authenticated user	Polls/pages, charging units, printed pages/sheets
	Polling Document Printing (Mailboxes, Polling Mailboxes)	Required[*1]	Authenticated user	Pages/number of sheets
Fax Relay Broadcast	Reception of Relayed Documents	Not required	Fax reception	Receptions/pages, charging units
	Relay Broadcasting, Printing	Not required	Relay Broadcast	Transmissions/pages, charging units, printed pages/sheets
Direct Fax transmission		Required	Authenticated user	Transmissions/pages, charging units
Send as iFax		Required	Authenticated user	transmissions/pages
iFax Reception/ Printing	Automatic Reception/ Printing	Not required	iFax Received	Receptions/pages, printed pages/ sheets
	Automatic Reception to Mailbox	Not required	iFax Received	Receptions/pages
	Reception/ Printing of Mailbox-received Fax	Required[*1]	Authenticated user	Pages/number of sheets
iFax Received Fax Forward-ing	Relayed iFax Reception	Not required	iFax Received	Receptions/pages
	Automatic Transmission (Forwarding)	Not required	iFax reception/fax forwarding	Transmissions/pages, charging units

*1   In the System Administration mode, when you select [Off] for [Login During Printing] under [System Settings] > [Login Setup/Auditron Administration] > [Login Setup/Auditron Mode] > [Mailbox Access], authentication is not required to access mailboxes shared by system administrators, and the machine will print the job as unauthenticated.

- Restriction on Using the Login Setup/Auditron Administration Feature on Fax Jobs: Note the followings when using the Login Setup/Auditron Administration feature on fax jobs.
  - Sending documents from different user accounts to the same destination is not counted as a batch send.
  - The number of charging units is calculated using the machine's built-in timer. Therefore, the communication charges calculated from the number of charging units may slightly differ from the charges invoiced by the telecommunications company.
  - When fax-received pages are split for printing, the number of pages counted will be those received, not those printed.
  - The number of charging units is not computed for the following communications. When dialing a fax number using the numeric keypad or the on-hook/off-hook

feature.
When using an address number in which the billing data is not registered.
When a phone conversation took place, including the one before a transmission.

■**Scan Service**

The items you can manage for scan jobs using the Auditron Administration feature are as follows.

Corresponding Service	Authenti-cation	Users for which Auditron are Collected	Managed Items
E-mail	Required	Authenticated user	Scanned pages, mail transmission pages
Scan to Mailbox	Required	Authenticated user	Scanned pages, stored pages
Scan to PC	Required	Authenticated user	Scanned pages, file transfer pages
Network Scanning	Required	Authenticated user	Scanned pages, file transfer pages

14 Maintenance

This chapter describes how to replace consumables, clean the machine, and print a report/list.

Replacing Consumables

The machine is provided with the following consumables and periodical replacement parts. We recommend the use of the following consumables as they have been manufactured to meet the specifications of the machine.

Type of Consumables/ Periodical Replacement Parts	Product Code	Quantity/Box
Toner cartridge	CT200719	1 unit/box
Drum cartridge	CT350413	1 unit/box
Staple cartridge (B-Finisher)	CWAA0455	5,000 staples × 3 sets/box
Staple cartridge (C-Finisher)	CWAA0540	5,000 staples × 3 sets/box
Staple cartridge (C-Finisher with Booklet Maker)	CWAA0501	5,000 staples × 4 sets/box
Stamp Replace Kit	F451	-

Note • We recommend that you always have spare consumables/periodical replacement parts available.

⚠ 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 the drum and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

• When replacing the drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

• If toner spills onto your skin or clothing, wash it off with soap and water.
If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.
If you inhale toner particles, move to a fresh air location and rinse your mouth with water.
If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

■ **Handling consumables/periodical replacement parts**

• Do not store boxes for consumables/periodical replacement parts upright.

- Do not unpack consumables/periodical replacement parts before use. Avoid storing consumables/periodical replacement parts in the following locations:
  - In extreme temperature and humidity
  - Near heat-generating devices
  - In direct sunlight
  - In dusty locations

- Use consumables only as directed on their packages.

- We recommend always having spare consumables available.

- When calling our Customer Support Center to order consumables/periodic replacement parts, have the product codes ready.

- Use of consumables/periodic replacement parts not recommended by Fuji Xerox can impair machine quality and performance. Use only consumables/periodic replacement parts recommended by Fuji Xerox.

■**Checking the status of consumables**

The status of consumables can be checked on the [Supplies] screen.

For information about consumables, refer to "Supplies" (P.383)

Replacing the Toner Cartridge

The machine comes with a toner cartridge. The machine will display the following messages before the toner cartridge is empty. Follow the messages and replace the toner cartridge as necessary.

Message	Page yield after the message is displayed[1]	Solution
Please order a new Toner Cartridge.	Approx. 1,000 pages	The toner cartridge does not need to be replaced yet. Get a spare of the displayed toner cartridge.
Toner Cartridge needs to be replaced.	-	Replace the toner cartridge with a new one.

*1 The page yield after each message is displayed is for when A4 LEF paper is used. The number of pages that you can copy or print is an estimate and varies depending on the conditions such as the print contents, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and the machine usage environment.

Important • When replacing the toner cartridge, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.

• The use of toner cartridges not recommended by Fuji Xerox may impair quality and performance. Use only toner cartridges recommended by Fuji Xerox.

• When the remaining amount of toner becomes small, the machine may stop during printing and display a message. If this happens, replace the toner cartridge to continue copying or printing.

• Replace toner cartridges while the machine is on.

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1 Make sure that the machine has stopped, and then open the front cover.
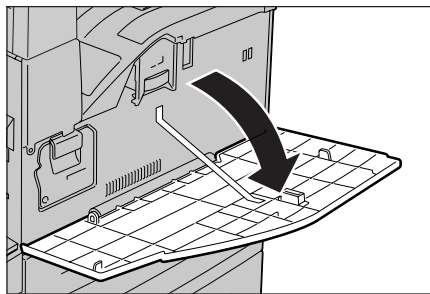
2 Hold the bottom of the toner cartridge and slide it out of the machine.
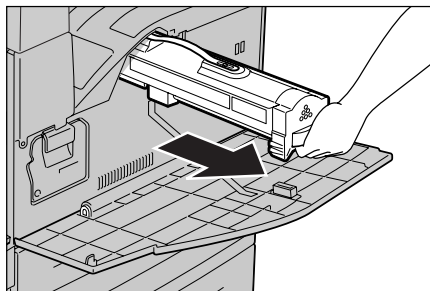
3 Hold the toner cartridge by its handle and pull it out slowly.

> **Important** • Pull out the toner cartridge gently. Otherwise, toner may fly out of the cartridge.
> • Return used toner cartridges to our Customer Support Center.
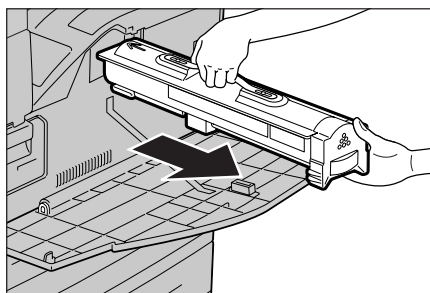
4 Remove the new toner cartridge out of the box and shake it from side to side before removing it out of the bag.

5 Hold the toner cartridge by its handle and slide it into the machine until it comes to a stop.

> **Note** • Be sure to insert the toner cartridge into the machine until it clicks into place.
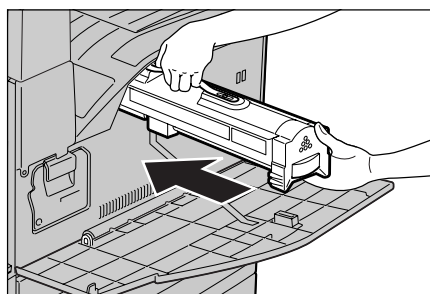
6 Close the front cover.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

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Replacing the Drum Cartridge (for customers having a spot maintenance contract)

The machine comes with a drum cartridge. The machine will sound alarms and display the following messages before the drum cartridge reaches the end of its life. Follow the messages to order and replace with a new drum cartridge. The machine will stop when the drum cartridge ends its life.

Message	Page yield after the message is displayed[1]	Solution
Please order a Drum Cartridge.	ApeosPort-II 5010/ DocuCentre-II 5010: 5,600 pages Apeos Port-II 4000/ DocuCentre-II 4000: 4,500 pages ApeosPort-II 3000: 3,700 pages	The drum cartridge does not need to be replaced yet. Get a spare of the displayed drum cartridge.
Drum Cartridge needs to be replaced.	-	Replace the drum cartridge with a new one.

[1] Based on the following conditions: (1) 1-sided copying (not printing), (2) average number of pages copied at one time: 6 pages (ApeosPort-II 5010/DocuCentre-II 5010) / 4 pages (ApeosPort-II 4000/ DocuCentre-II 4000) / 3 pages (ApeosPort-II 3000), (3) paper size: A4 LEF, (4) paper tray: Tray 1, (5) output tray: Center Output Tray. The values are for reference only and will be affected also by other machine-usage conditions, such as how often the machine is turned on and off. Note that the page yield may be half or less of these values under some conditions.

Important • The use of drum cartridges not recommended by Fuji Xerox may impair quality and performance. Use only drum cartridges recommended by Fuji Xerox.

Note • Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum cartridge. Doing so may result in unsatisfactory printing.

• Used drum cartridges require proper disposal. Return all used toner cartridges to our Customer Support Center.

• Replace the drum cartridge while the machine is switched on. If you switch the machine off, all information stored to the machine's memory will be erased.

1 Make sure that the machine has stopped, and open the front cover.
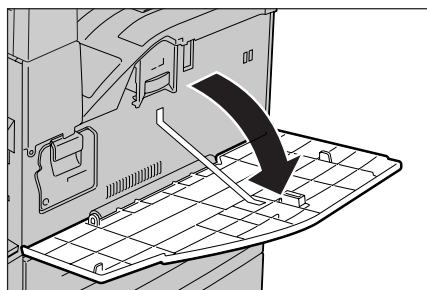
2 Open the Tray 5 (Bypass).

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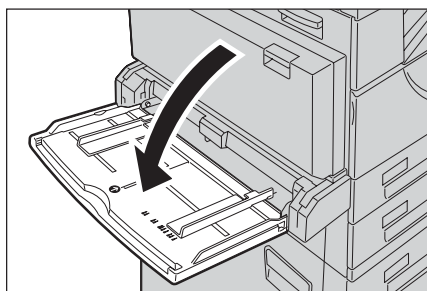
3 Unlock the Cover A by lifting up the release lever on the upper right of the Cover A, and then open the Cover A.
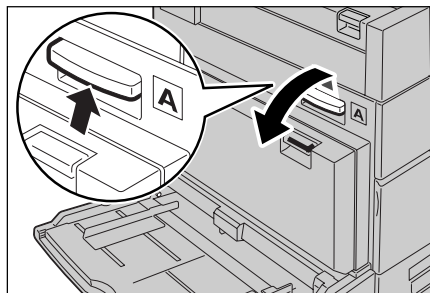
4 Lift up the release lever of the drum cartridge, and slide the drum cartridge out until you can lift the handle on top of the drum cartridge.
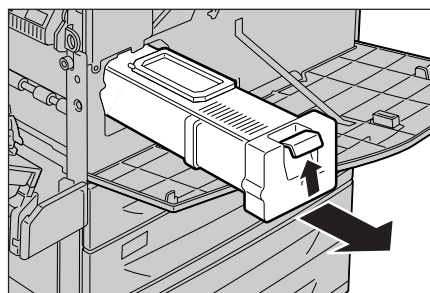
5 Hold the handle and remove the cartridge from the machine.

> **Important** • Be sure to hold the drum cartridge by its handle when removing it out of the machine. If you do not hold it by its handle, it might fall out of the machine and soil the floor.
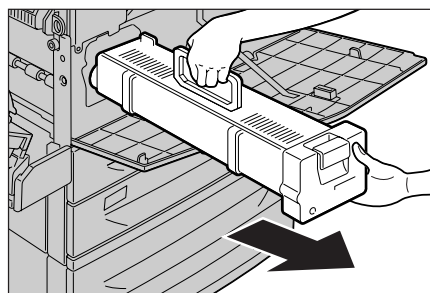
6 Remove the new drum cartridge from the box.

> **Important** • Do not place the new drum cartridge in an upright position.
> • Return used drum cartridges to our Customer Support Center.
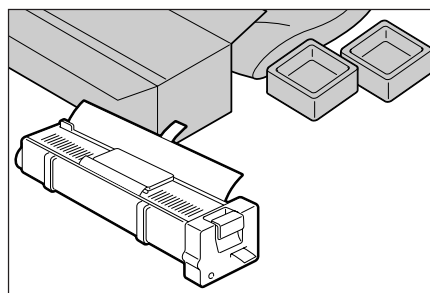
7 Place the drum cartridge on a flat surface. Undo the sealing tape as shown, and carefully pull it out to remove the protective sheet out of the cartridge.

> **Important** • Be sure to pull the protective sheet out straight and horizontally. If it is pulled out upward, it may tear before it is completely out of the cartridge.
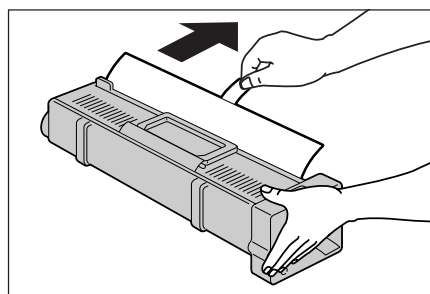
> • After pulling out the protective sheet, do not shake the drum cartridge or handle it roughly.

8 Hold the drum cartridge by its handle and slide it into the machine until it comes to a stop.

> **Note** • Be sure it is slid all the way into the machine.
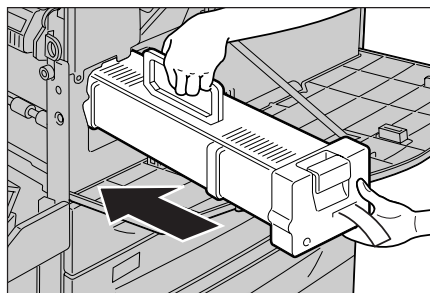
9 Pull out the cartridge tape straight toward you and horizontally without tearing.

> **Important** • Be sure to pull the tape out straight and horizontally. If the tape is pulled out upward, it may tear before it is completely out of the cartridge.
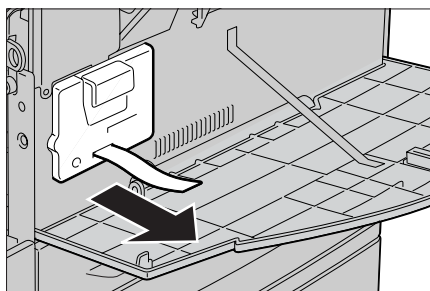
10 Push the drum cartridge again so that it is correctly placed.
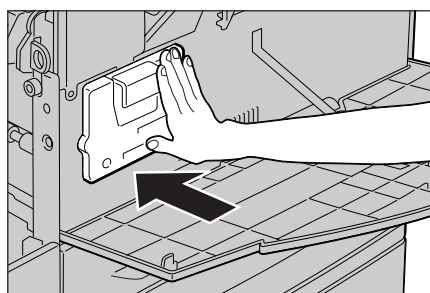
11 Close the Cover A tightly.
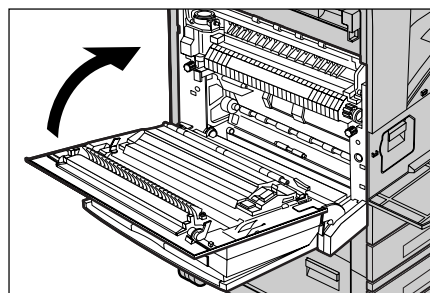
12 Close the Tray 5 (Bypass).

13 Close the front cover.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Replacing the Staple Cartridge (For B-Finisher)

When the B-Finisher (optional) is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

> **Important** • The use of staple cartridges not recommended by Fuji Xerox may impair quality and performance. Use only staple cartridges recommended by Fuji Xerox.

> **Note** • To order a new staple cartridge, contact our Customer Support Center.

1 Make sure that the machine has stopped, and open the front cover of the finisher.
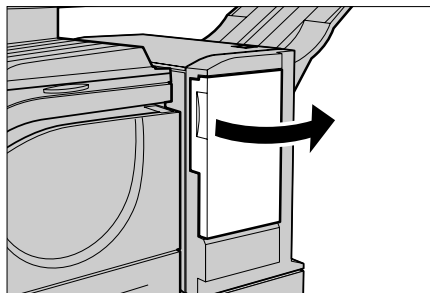
2 Grip the lever as shown in the figure to pull out the staple cartridge to the right, towards you.
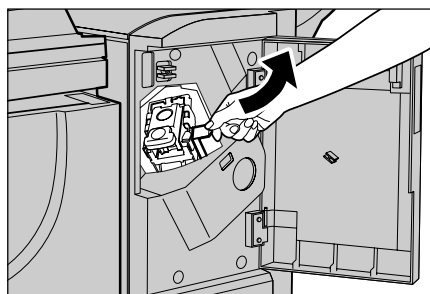
3 Move up the staple cartridge to take it out of the machine.

4 Press in both sides of the staple cartridge holder marked "PUSH".
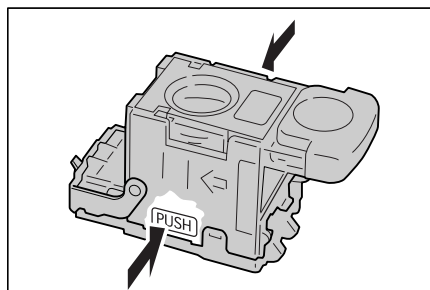
The staple cartridge rises up and becomes removable.

Important • If there are still staples inside the staple case, the case will not rise up.
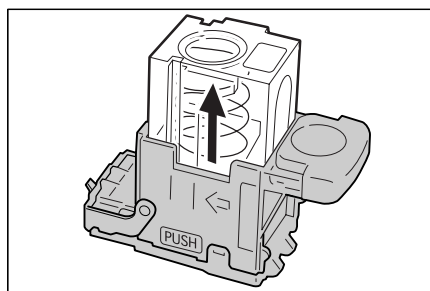
5   Insert your fingertip into the round section on the holder and remove the staple cartridge.
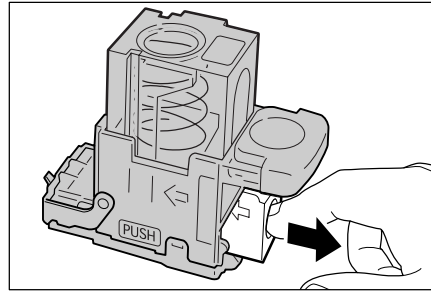
6   Push a new staple cartridge into the holder.
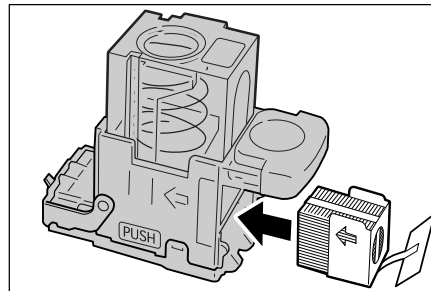
7   Push the top of the staple cartridge holder down as shown.
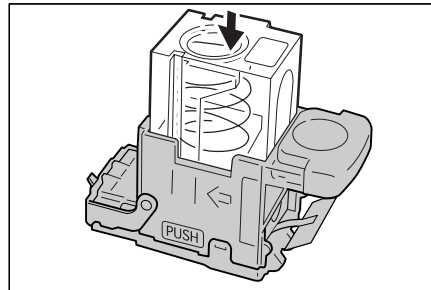
8   Remove the tab from the new staple cartridge as shown.
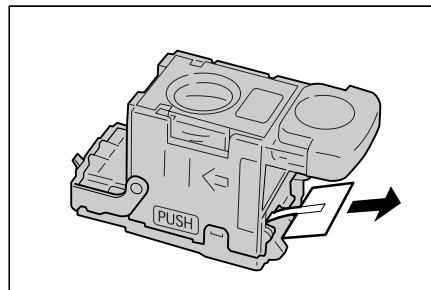
9   Insert the staple cartridge into the machine until you hear it click into place.

10   Close the front cover of the finisher.

   Note   • If you do not completely close the front cover, the machine will display a message and not resume operation.

Replacing the Staple Cartridge (For C-Finisher or C-Finisher with Booklet Maker)

When the C-Finisher (optional) is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When the message appears, load a new staple case into the staple cartridge.

This section explains how to replace the staple cartridge attached with the C-Finisher with Booklet Maker. Use the same procedure for the C-Finisher.

Important • The use of staple cartridges not recommended by Fuji Xerox may impair quality and performance. Use only staple cartridges recommended by Fuji Xerox.

Note • To order a new staple cartridge, contact our Customer Support Center.

1 Make sure that the machine has stopped, and open the front cover of the finisher.
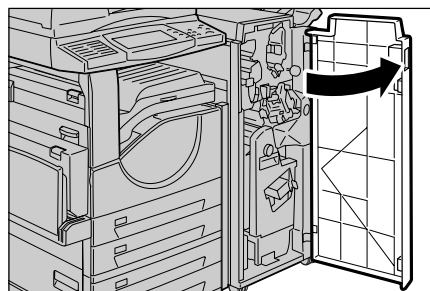
2 Grip the lever R1 of the staple cartridge holder, and pull out the holder to the right, towards you.
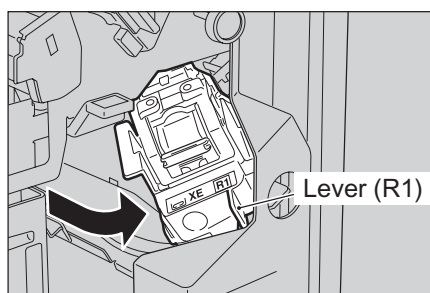
Lever (R1)

3 Take out the staple cartridge holder by gripping the orange lever.

Note • The staple cartridge is firmly inserted. When taking the staple cartridge out of the machine, strongly pull it out.

Orange lever
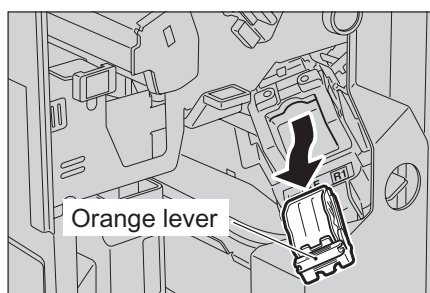
4 Pick the empty staple case with your fingers (1), and then remove the case from the cartridge (2) as shown in the figure.

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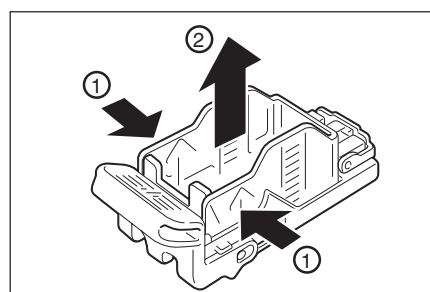
5 Prepare a new staple case. Insert the front of the staple case into the staple cartridge (1), and push the rear of the case to set (2).
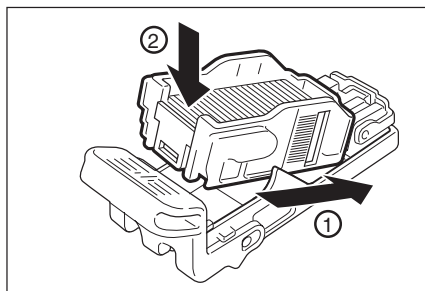
6 Hold the orange lever to push the staple cartridge into the machine until you hear it click into place.

Orange lever
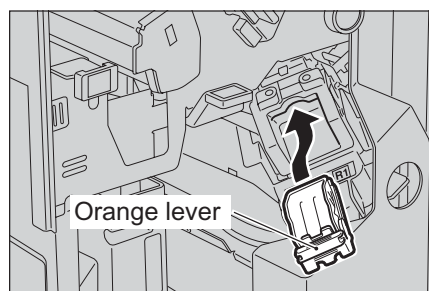
7 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Replacing the Staple Cartridge for Booklet (When a C-Finisher with Booklet Maker is Installed)

When the C-Finisher with Booklet Maker (optional) is installed and it is time to replace the booklet staple cartridge, a message appears on the display. When the message appears, load a new staple case into the staple cartridge.

> **Important** • The use of staple cartridges not recommended by Fuji Xerox may impair quality and performance. Use only staple cartridges recommended by Fuji Xerox.

> **Note** • To order a new staple cartridge, contact our Customer Support Center.

1 Make sure that the machine has stopped, and open the front cover of the finisher.
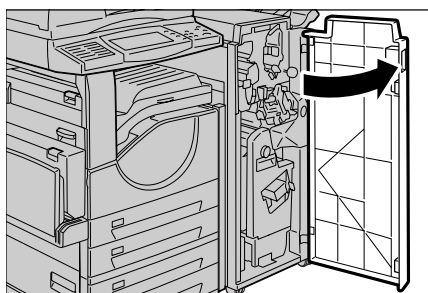
2 While pressing the levers R2 and R3 to the right, pull out the unit.
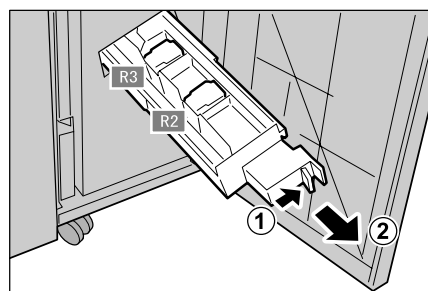
3 Hold the left and right tabs on the booklet staple cartridge to pull the cartridge out.
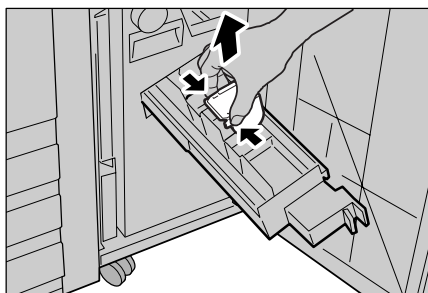
4 Hold the left and right tabs of a new booklet staple cartridge to insert the cartridge into the machine, and gently push the cartridge until you hear it click into place.
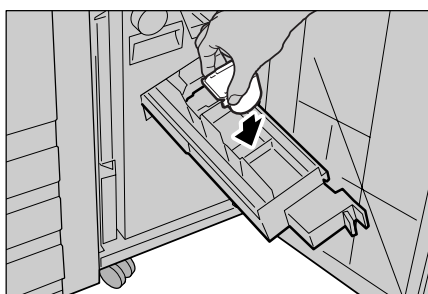
5 Return the unit to its original position.
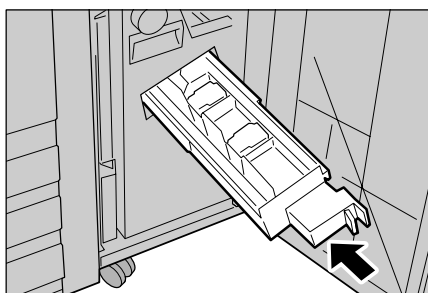
6 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Emptying the Hole Punch Container (When C-Finisher or C-Finisher with Booklet Maker is Installed)

When the C-Finisher (optional) or C-Finisher with Booklet Maker (optional) is installed and the hole punch container becomes full, a message appears on the touch screen. Discard the scraps following the message.

When you take the hole punch container out of the machine, make sure to empty it completely. If it is reinstalled with some scraps remaining, it may become full before the message appears again, and this can cause machine breakdown.

> **Important** • While emptying the hole punch container, make sure that the machine is switched on. If not switched on, the machine will not recognize that the hole punch container has been emptied.

1 Make sure that the machine has stopped, and open the front cover of the finisher.
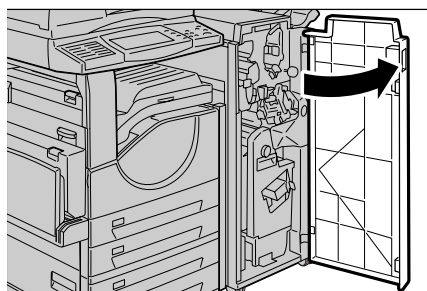
2 Pull out the hole punch container towards you.
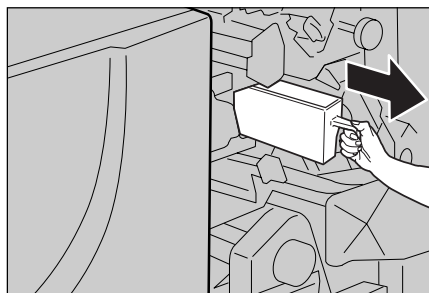
3 Discard all the scraps.
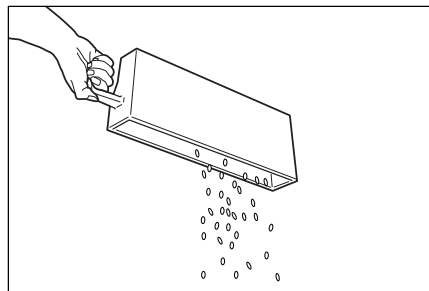
4 Insert the empty hole punch container into its original position until it comes to a stop.
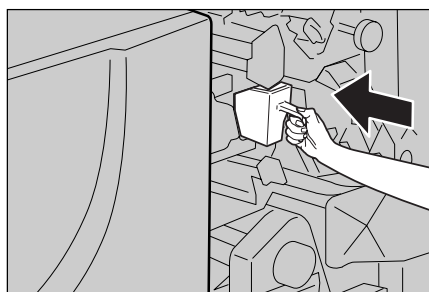
5 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Replacing the Stamp Cartridge

If your machine offers the Fax service and is installed with optional Stamp Kit, replace the stamp cartridge when stamp impressions start to fade.

> **Important** • Do not touch the ink pad of the stamp cartridge. If it comes into contact with your skin, wash immediately.
>
> • Problems caused by using consumables other than what is recommended by us are not covered by the maintenance service contract.
>
> • Before using consumables, carefully read the instructions and precautions on the packaging.

> **Note** • We recommend having spare consumables ready.

1 Pull up the knob on the left cover of the document feeder, and open the document feeder cover completely.
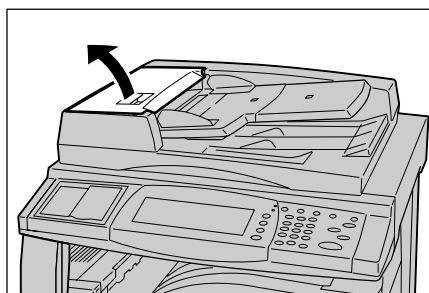
2 Pull up the green lever to open the inner cover.
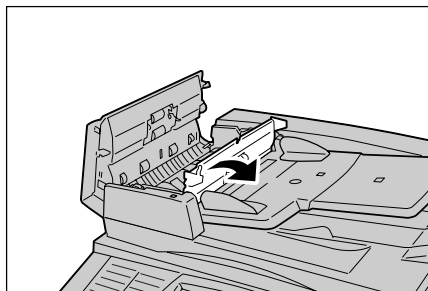
3 Stick the supplied pin into the old stamp cartridge, and pull it straight out of the machine.

> **Note** • If only the sponge part of the stamp cartridge is removed, make sure to remove the bottom part of it also.
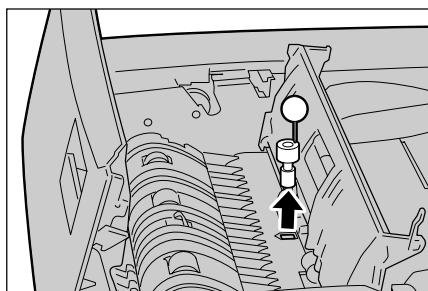
4 Insert the new stamp cartridge in the machine.
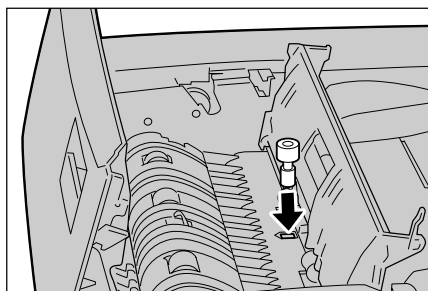
5 Close the inner cover, and then close the document feeder cover until it clicks into place.

Cleaning the Machine

The following describes how to clean the machine.

The cleaning instructions will be explained individually for various parts of the machine: the machine exterior, document cover/document glass, film/constant velocity transport glass, and document feeder roller.

> ⚠ **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, or it may catch fire and cause explosion.

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

Cleaning the Exterior

The following describes how to clean the exterior of the machine.

Important • Always switch the power off and unplug the power cord before cleaning any part of the machine. Cleaning the machine with the power on may cause an electric shock.

• Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the machine as they might discolor, deform, or crack covers.

• Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.

1 Wipe the exterior with a firmly wrung soft cloth moistened with water.

Important • Do not use cleaning agents other than water or neutral detergent.

Note • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.
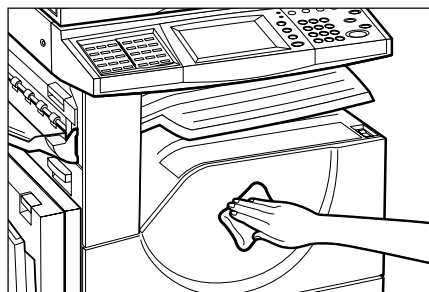
2 Wipe off any excess water with a soft cloth.

Cleaning the Document Cover and Document Glass

If the document cover and document glass are dirty, streaks or smears may appear on copies and the machine may not properly detect document sizes.

To ensure clean copies at all times, clean the document cover and the document roller about once a month.

Important • Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.

• Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.

1 Wipe the document cover with a soft cloth moistened with water to remove any dirt and then wipe it with a soft, dry cloth.

> **Important** • Do not use cleaning agents other than water or neutral detergent.
>
> **Note** • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.
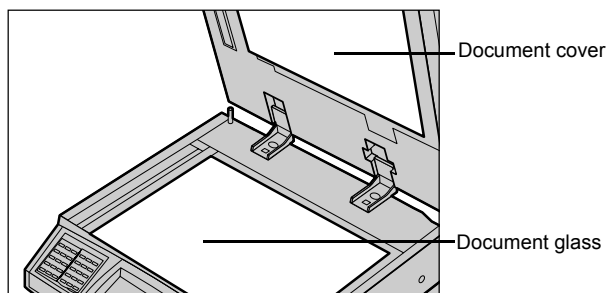
2 Wipe the document glass with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

> **Important** • Do not use cleaning agents other than water or neutral detergent.
>
> **Note** • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.

Cleaning the Film and Constant Velocity Transport Glass

If the machine is equipped with a document feeder, and its film and constant velocity transport glass are dirty, streaks or smears may appear on copies and the machine may not properly detect document sizes.

To ensure clean copies at all times, clean the film and constant velocity transport glass about once a month.

> **Important** • Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
>
> • Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying.

1 Wipe the film with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

> **Important** • Do not press the film with an excessive force as it can be easily damaged.
>
> • Do not use cleaning agents other than water or neutral detergent.
>
> **Note** • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.
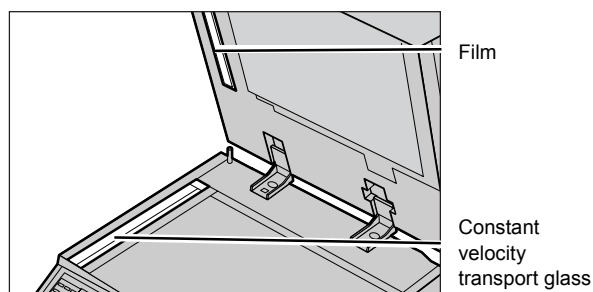
2 Wipe the constant velocity transport glass with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

> **Important** • Do not use cleaning agents other than water or neutral detergent.
>
> **Note** • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.

Cleaning the Document Feeder Roller

If the machine is equipped with a document feeder and if the document feeder roller is dirty, streaks or smears may appear on copies and paper jams may occur.

To ensure clean copies at all times, clean the document feeder roller about once a month.

Important • Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.

• Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or printing.

1 Pull up the knob on the left cover of the document feeder, and open the document feeder cover completely.

Note • When you fully open the cover, it enters a fixed position. Open the cover gently.
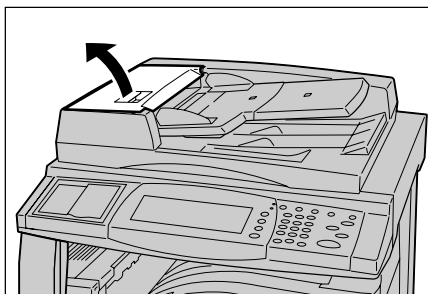
2 While turning the roller, gently clean it with a soft cloth moistened with water.

Important • Do not use cleaning agents other than water or neutral detergent.

• Use a cloth firmly wrung to prevent water drops from falling into the machine. If water gets into the machine, it may cause machine malfunction.
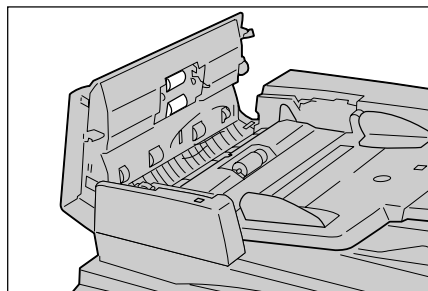
Note • If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.

3 Close the left cover of the document feeder until it clicks into place.

Maintenance

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Printing a Report/List

This section describes how to print a report/ list.

Note • The items displayed vary depending on the optional features installed.
• When the <Job in Memory> indicator is lit, you can confirm the documents stored to memory in the [Stored Documents List].

For information about report/list types, refer to "Print Report/List" (P.374).

1 Press the <Machine Status> button.
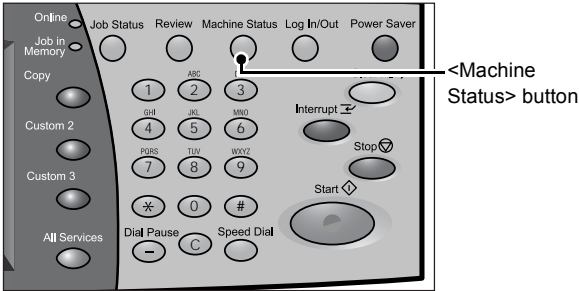
<Machine Status> button

2 Select the [Billing Meter/Print Report] tab.

3 Select [Print Report/List].

Note • If [Print Report Button] under [Reports] is set to [Disabled], the [Print Report/List] button appears only in [User Mode] of the System Administration mode. For information on [Reports], refer to "Reports" (P.277).

• If printing [Billing Data List] or [Fax Auditron Administration Report], insert a card to the machine before instructing to print.
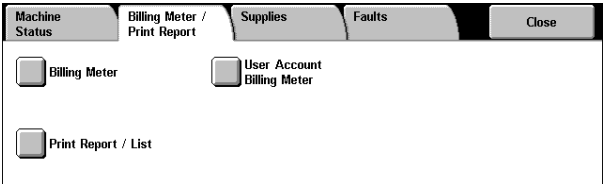
4 Select a report or list you want to print and press the <Start> button.
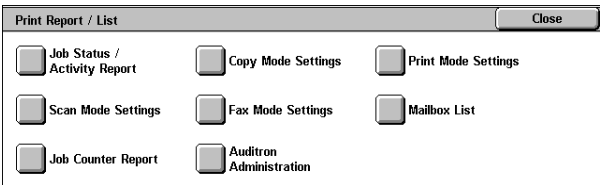
15 Problem Solving

This chapter describes problems that may occur with the machine and their solutions.

Troubleshooting

This section describes troubles that may occur with the machine and their solutions.

Follow the troubleshooting procedure below to solve the problems.

The machine is not powered on.			
No		Yes	

Cause	Is the <Reset> button or power switch off on the machine?
Action	Turn the <Reset> button and power switch on. Refer to "Power On / Off" (P.40).

No

Cause	Is the power cord plugged into the power outlet?
Action	Turn the power switch off, and then firmly plug the power cord into the connector and power outlet. Then turn the power switch on. Refer to "Power On / Off" (P.40).

No

Cause	Is the power cord disconnected from the machine?
Action	Turn the power switch off, and then firmly plug the power cord into the connector and power outlet. Then turn the power switch on. Refer to "Power On / Off" (P.40).

No

Cause	Does the AC outlet supply power properly?
Action	Connect another appliance to the outlet to verify the power supply.

The touch screen is too dark.			
No		Yes	

Cause	Is the <Power Saver> button on?
Action	The machine is in the Power Saver mode. Press the <Power Saver> button on the control panel to exit the Power Saver mode. Refer to "Power Saver Mode" (P.43).

No

Cause	Is the screen contrast low?
Action	Adjust the screen contrast by using the contrast adjustment dial. Refer to "Control Panel" (P.46).

A message is displayed.			
No		Yes	

Cause	Has a paper or document jam occurred?
Action	For information on paper jams, refer to "Paper Jams" (P.507). For information on document jams, refer to "Document Jams" (P.528).

No

Cause	Is an error code displayed?
Action	Refer to "Error Code" (P.452).

The machine does not work properly.		
	Yes	

Action	Refer to "Machine Trouble" (P.426).

No

The image quality is poor.			
No		Yes	

Action	Refer to "Image Quality Trouble" (P.431).

Trouble during copying			Action	Refer to "Trouble during Copying" (P.436).
No	Yes			
Trouble during printing			Action	Refer to "Trouble during Printing" (P.440).
No	Yes			
Trouble during faxing			Action	Refer to "Trouble during Faxing" (P.443).
No	Yes			
Trouble during scanning			Action	Refer to "Trouble during Scanning" (P.447).
	Yes			

If the machine does not recover even after following the above procedure, contact our Customer Support Center.

Problem Solving

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Machine Trouble

Before you determine that the machine is defective, check the machine status again.

Symptom	Cause	Remedy
The machine is not powered on.	Is the <Reset> button or power switch off on the machine?	Turn the <Reset> button and power switch on. Refer to "Power On / Off" (P.40).
	Is the power cord plugged into the power outlet?	Turn the power switch off, and then firmly plug the power cord into the connector and power outlet. Then turn the power switch on.
	Is the power cord disconnected from the machine?	Refer to "Power On / Off" (P.40).
	Does the AC outlet supply power properly?	Connect another appliance to the outlet to verify the power supply.
The touch screen is too dark.	Is the <Power Saver> button on?	The machine is in the Power Saver mode. Press the <Power Saver> button on the control panel to exit the Power Saver mode. Refer to "Power Saver Mode" (P.43).
	Is the screen contrast low?	Adjust the screen contrast by using the contrast adjustment dial. Refer to "Control Panel" (P.46).
Unable to print, or unable to copy.	Is a message displayed on the touch screen?	Follow the instructions displayed to solve the problem.
	When a parallel interface cable is used to connect between the machine and the computer, bi-directional communication is not available for the computer.	The bi-directional communication is set to "Enabled" by factory default on the machine. You can print if the computer supports the bi-directional communication. If the computer does not support it, change this setting to "Disabled" on the machine's control panel. Refer to the Network Administrator Guide for details.
	Is the memory capacity insufficient?	Perform one of the following: set [Print Mode] to [Normal], set [Page Print Mode] to [On], reduce the number of open ports to increase the print page buffer size, or install Extension System Memory (256MB) to increase the memory size. Refer to "Allocate Memory" (P.297). **Note** • When memory capacity is insufficient, the port status is automatically set to [Stop] and the machine restarts.
	Is the print mode [Off-line]?	Press the <Machine Status> button to check the [Print Mode] on the [Machine Status] screen. If [Print Mode] is set to [Off-line], select [On-line].

Symptom	Cause	Remedy
The <Online> indicator does not light even though you instructed the machine to print.	Is the interface cable connected?	Turn the power switch off, unplug the power cord from the power outlet, and check the interface cable connection. Refer to the Network Administrator Guide for details.
	Is the computer's environment correctly set?	Check the computer environment such as print driver settings.
	Is the required interface correctly set?	Check the status of the interface port. Refer to the Network Administrator Guide for details.
Paper is not fed from the Tray 5 (Bypass).	Is the specified size of paper loaded in the tray?	Follow the instructions displayed to load the correct size of paper, and try again. Refer to "Loading Paper in the Tray 5 (Bypass)" (P.246).
"Printing" appears even though you did not instruct the machine to print. (With the parallel interface used)	Did you power the client computer on after powering the machine on?	Press the <Job Status> button to cancel printing. **Note** • Before powering the machine on, make sure that the computer power has been on. Refer to "Checking Current/Pending Jobs" (P.351).
Unsatisfactory print quality.	A probable cause is an image defect.	Remedy the problem referring to "Image Quality Trouble". Refer to "Image Quality Trouble" (P.431).
Unable to print text correctly. (Text is garbled.)	Non-standard fonts are used for printing.	Check the application or print driver settings. If PostScript (optional) is being used, attach HDD Extension Kit (optional) to download the required fonts.
The <Online> indicator lights or blinks, but the machine does not start printing.	Data remains in machine memory.	Cancel printing, or delete the remaining data. Refer to "Checking Current/Pending Jobs" (P.351).
Unable to insert or remove a paper tray.	Did you open a cover or turn the power switch off during printing?	Do not forcibly insert or remove the paper tray. Turn the power switch off. In a few seconds, turn the power switch on. When the machine is ready to receive data, insert or remove the paper tray.

Problem Solving

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Symptom	Cause	Remedy
Unable to copy with the specified size.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.419).
	Is the document a transparent type such as a transparency film?	Place the document on the document glass, and then place a white sheet over the document.
	Is the document in the correct position?	Load the document correctly. Refer to "Step 1 Loading Documents" (P.54).
	Is the document loaded correctly?	
	Are the document guides on the document feeder in the correct positions?	Adjust the document guide positions. Refer to "Step 1 Loading Documents" (P.54).
	Is the document folded?	Unfold and correctly place the document. Refer to "Step 1 Loading Documents" (P.54).
	Is the document a non-standard size?	Specify the document size. Refer to "Original Size (Specifying the Scan Size for the Document)" (P.72).

Symptom	Cause	Remedy
Paper is often jammed or wrinkled.	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper in the Trays 1 to 4" (P.245).
	Is the paper tray inserted correctly?	Firmly push in the paper tray as far as possible to insert it correctly. Refer to "Loading Paper in the Trays 1 to 4" (P.245).
	Is the paper damp?	Replace the paper with new one. Refer to "Loading Paper" (P.245).
	Is the paper curled?	Turn over the paper in the tray, or replace the paper with new one. Refer to "Loading Paper" (P.245).
	Are the paper and paper tray settings correct?	Correctly load the paper into the paper tray. Refer to "Paper Tray Settings" (P.272).
	Are there any torn pieces of paper remaining or is there a foreign object in the machine?	Open the door of the machine or slide out the paper tray to remove the torn pieces or the foreign object. Refer to "Paper Jams" (P.507), or "Loading Paper" (P.245).
	Is non-standard paper loaded in the tray?	Replace with paper that meets machine specifications. Refer to "Paper Types" (P.242), or "Loading Paper" (P.245).
	Is paper exceeding the maximum fill line in the tray?	Load paper in the paper tray so that it does not exceed the maximum fill line. Refer to "Loading Paper in the Trays 1 to 4" (P.245).
	Are the paper guides set correctly?	Load the paper correctly, and align the paper guides with the paper gently. Refer to "Loading Paper" (P.245), or "Changing the Paper Sizes for the Trays" (P.248).
	Is the image nearly the same size as the paper?	Increase the edge erase widths. For more information, refer to "Edge Erase (Erasing Edges and Margin Shadows in the Document)" (P.67) when you make copies, or to the print driver's online help when you print data.
	Is the paper finely cut out?	Some types of paper may not be cut out finely. Load the paper after fanning it well.
A document is not fed into the document feeder.	Is the document small?	The minimum size of the document that can be loaded on the document feeder is A5. Refer to "Step 1 Loading Documents" (P.54).

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Symptom	Cause	Remedy
An error message appears after paper is loaded in the Tray 5 (Bypass) and the <Start> button is pressed.	Check the positions of the paper guides of the Tray 5 (Bypass).	Adjust the paper guides to the correct positions. Refer to "Loading Paper in the Tray 5 (Bypass)" (P.246).
Documents are often jammed.	Are the suitable types of documents used?	Correctly load documents suitable for the document feeder. Refer to "Step 1 Loading Documents" (P.54).
	Are you trying to copy irregular shaped documents, business cards, transparencies, or thin documents?	
	Are you trying to copy documents with sticky labels, paper clips or adhesive tape?	Remove sticky labels, paper clips or adhesive tape from the document before copying.
	Are the document guides in the correct positions?	Adjust the document guide positions. Refer to "Step 1 Loading Documents" (P.54).
	Is a piece of torn paper remaining in the document feeder?	Open the document feeder cover and check inside. Refer to "Document Jams" (P.528).
	Is the [Mixed Sized Originals] setting set to [On] when you copy originals of different sizes?	Set [Mixed Sized Originals] to [On]. Refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.73).
	Is an A5 document loaded in landscape orientation (▭) on the document feeder when the Mixed Sized Originals feature is in use?	Load the A5 document in portrait orientation (▯).
A corner of the document is folded.	Is the document curled?	Flatten out the curl and load the document again.
Stapler Faults	-	Refer to "Stapler Faults" (P.530).

Image Quality Trouble
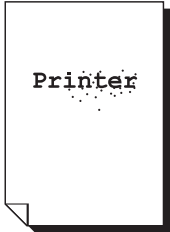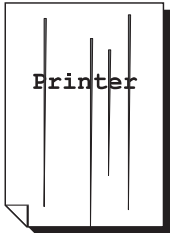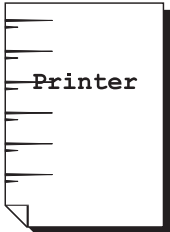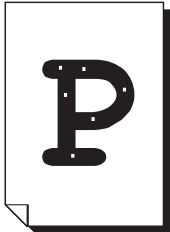
If the image quality of printed documents is poor, identify the similar symptom in the following table to prescribe the remedy.
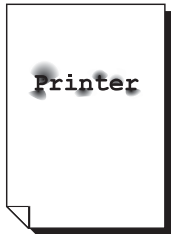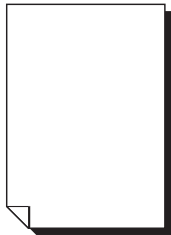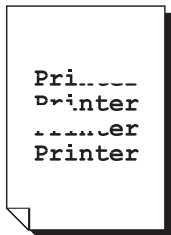
If the image quality is not improved even after prescribed the relevant remedy, contact our Customer Support Center.

Symptom	Cause	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.419).
	Is the document a transparent type such as a transparency film?	If the document is transparent, dirt on the document cover will be copied. Place a white sheet of paper over the original document when copying.
	Is the document colored, rough, or a blueprint?	Adjust the copy density or image quality. Refer to "Original Type (Selecting the Document Type)" (P.68), or "Image Options (Adjusting Copy Density / Sharpness of images)" (P.69).
	Is the document glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied and shown as dirt. Place a transparency film under the document when copying.
The copy has black lines.	Is the document glass on the document feeder dirty?	Clean the document glass. Refer to "Cleaning the Film and Constant Velocity Transport Glass" (P.420).
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density. Refer to "Image Options (Adjusting Copy Density / Sharpness of images)" (P.69).
The copy is too light.	Is the document faint?	
	Is the copy density set to [Lighten]?	
The copy is slightly misaligned.	Are the paper edges aligned and the leading edge flush with the tray corners?	Align the paper edges, and adjust them with the tray's front corners to reload the paper. Refer to "Loading Paper" (P.245).

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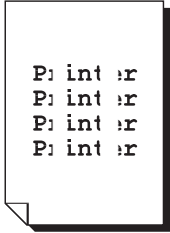
Symptom	Cause	Remedy
The copy is misaligned or skewed.	Is the document loaded correctly?	Load the document correctly. Refer to "Step 1 Loading Documents" (P.54).
	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper in the Trays 1 to 4" (P.245).
	Are the paper guides of the Tray 5 (Bypass) correctly aligned with the paper?	Load the paper correctly. Refer to "Loading Paper in the Tray 5 (Bypass)" (P.246).
	Are the document guides on the document feeder in the correct positions?	Load the document correctly, and align the document guides with the document sides. Refer to "Step 1 Loading Documents" (P.54).
	Is the paper tray inserted correctly?	Firmly push in the tray as far as possible to insert it properly. Refer to "Loading Paper in the Trays 1 to 4" (P.245).
Part of the image is missing on the copy.	Is the paper damp?	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with new one. Refer to "Loading Paper" (P.245).
	Is folded or wrinkled paper included in the tray?	Remove the improper paper or replace whole paper with new one. Refer to "Loading Paper" (P.245).
	Is the document pasted or folded?	There may be a gap between the document glass and the pasted or folded section. Place a stack of white sheets on the document to remove the gap between the document and the document glass.
The copy has a stripe pattern.	Is the enlargement ratio large?	Output may have vertical stripes depending on the ratio. Adjust the ratio to remove the stripes. Refer to "Reduce/Enlarge (Making Enlarged/Reduced Copies)" (P.62).

Symptom	Cause	Remedy
Printing is faint. (smudged, unclear) Printer	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.245).
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Consumables" (P.406).

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Symptom	Cause	Remedy
Black dots are printed.	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).
Black lines are printed.	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).
	The Constant Velocity Transport Glass is dirty.	Clean the Constant Velocity Transport Glass. Refer to "Cleaning the Film and Constant Velocity Transport Glass" (P.420).
Dirt appears at equal intervals.	The paper feeder is dirty.	Print a few pages to remove the dirt.
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).
White dots appear in black filled areas.	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.245).
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).

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Symptom	Cause	Remedy
Printed toner smudges when rubbed with your finger. Toner is not fused. The paper is dirty with toner. Printer	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.245).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.245).
The entire paper area is printed black.	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).
	High-voltage power supply problem may have occurred.	Contact our Customer Support Center.
Nothing is printed.	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper well and load it again. Refer to "Loading Paper" (P.245).
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Consumables" (P.406).
	High-voltage power supply problem may have occurred.	Contact our Customer Support Center.
White areas or white stripes appear. Pri..... Printer ......er Printer	The paper is damp.	Replace the paper with new one. Refer to "Loading Paper" (P.245).
	The paper is unsuitable.	Load suitable paper. Refer to "Loading Paper" (P.245).

Symptom	Cause	Remedy
The output is entirely faint. Printer Printer Printer Printer Printer	When the Tray 5 (Bypass) is used, the size and type of the loaded paper are different from the settings on the print driver.	Load correct paper into the Tray 5 (Bypass). Refer to "Loading Paper in the Tray 5 (Bypass)" (P.246).
	Two or more sheets may be fed at once.	Fan the paper well and load it again. Refer to "Loading Paper" (P.245).
Paper becomes wrinkled. Text is blurred. Printer Printer Printer Printer	The paper is unsuitable.	Replace the paper with new one. Refer to "Loading Paper" (P.245).
	Paper has been added to the loaded paper.	
	The paper is damp.	
White patches appear vertically. P⌐int ⌐r P⌐int ⌐r P⌐int ⌐r P⌐int ⌐r	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Refer to "Replacing Consumables" (P.406).
Text or images are printed at an angle. Printer	The paper guides in the paper tray are not set in the correct positions.	Adjust the horizontal and vertical paper guides to the correct positions. Refer to "Loading Paper in the Trays 1 to 4" (P.245).

Problem Solving

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Trouble during Copying

This section describes how to solve copy problems.

Unable to Copy

Follow the procedure below if you cannot copy documents.

The document is not correctly fed from the document feeder.	→	Cause	The document is too small.
		Action	The minimum size of the document that can be loaded on the document feeder is A5. Refer to "Step 1 Loading Documents" (P.54).

	Cause	The document type is unsuitable.
	Action	The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents with tags, paper clips, or tape. Refer to "Step 1 Loading Documents" (P.54).

	Cause	The document guides are in incorrect positions.
	Action	Adjust the document guides to the document. Refer to "Step 1 Loading Documents" (P.54).

	Cause	Part of a document is remaining in the document feeder.
	Action	Open the document feeder cover, and remove the piece. Refer to "Document Jams" (P.528).

	Cause	Documents of different sizes are loaded.
	Action	When loading documents of different sizes, be sure to specify [Mixed Sized Originals]. Otherwise, a paper jam will result. Refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.73).

The Copy Result is Not What was Expected

Follow the procedure below if the copy result is not what was expected.

The copy is dirty.	→	Cause	The document glass or the document cover is dirty.
No		Action	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.419).

	Cause	The document is a transparent type such as a transparency film.
	Action	If the document is transparent, dirt on the document cover may be copied. Place a white sheet of paper over the original document when copying.

No	Cause	The document is colored, rough, or a blueprint.
	Action	The paper's background color is copied. Adjust the copy density or image quality, or specify for [Background Suppression].

	Cause	The document is glossy printing paper.
	Action	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied and reproduced as dirt. Place a transparency film under the document when copying.

The copy is too dark or light.

No

	Cause	The copy density is set to [Darken] or [Lighten].
	Action	Adjust the copy density. Refer to "Image Options (Adjusting Copy Density / Sharpness of images)" (P.69).

	Cause	The original document density is too light.
	Action	Adjust the copy density. Refer to "Image Options (Adjusting Copy Density / Sharpness of images)" (P.69).

	Cause	The setting for [Original Type] is inappropriate for the document.
	Action	Copy black text. If it is too light, select [Text] for [Original Type]. Refer to "Original Type (Selecting the Document Type)" (P.68).

The copy is slightly misaligned.

No

	Cause	Paper is misaligned in the tray.
	Action	Align the paper edges, and adjust them with the tray's front corners to reload the paper. Refer to "Loading Paper" (P.245).

Part of the image is missing on the copy.

No

	Cause	The paper is damp.
	Action	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with new one. Refer to "Loading Paper" (P.245).

	Cause	Folded or wrinkled paper is included in the paper tray.
	Action	Remove the improper paper or replace whole paper with new one. Refer to "Loading Paper" (P.245).

	Cause	The document is pasted or folded.
	Action	The folded or pasted part of the document may not touch the document glass. Place a stack of white sheets on the document to remove a gap.

The copy has a stripe pattern.

No

	Cause	The document enlargement ratio is too large.
	Action	Output may have stripes depending on the enlargement ratio. Adjust the ratio to remove the stripes. Refer to "Reduce/Enlarge (Making Enlarged/Reduced Copies)" (P.62).

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The copy is misaligned or skewed.	→	Cause	The document is not loaded correctly.
		Action	Load the document correctly. Refer to "Step 1 Loading Documents" (P.54).

No

	Cause	The document guides on the document feeder are not in the correct positions.
	Action	Load the document correctly, and align the document guides with the document. Refer to "Step 1 Loading Documents" (P.54).

	Cause	The paper tray is not inserted correctly.
	Action	Firmly push in the tray as far as possible to set it properly. Refer to "Loading Paper in the Trays 1 to 4" (P.245).

	Cause	The paper guides in the Tray 5 (Bypass) are not in the correct positions.
	Action	Load the paper correctly, and align the paper guides with the paper. Refer to "Loading Paper in the Tray 5 (Bypass)" (P.246).

Unable to copy with the specified size.	→	Cause	The document glass or the document cover is dirty.
		Action	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.419).

No

	Cause	The document is a transparent type such as a transparency film.
	Action	Place a white sheet of paper over the original document when copying.

	Cause	The document is misaligned.
	Action	Load the document correctly. Refer to "Step 1 Loading Documents" (P.54).

	Cause	The document guides on the document feeder are not in the correct positions.
	Action	Load the document correctly, and align the document guides with the document. Refer to "Step 1 Loading Documents" (P.54).

	Cause	The document is a non-standard size.
	Action	Specify the document size. Refer to "Original Size (Specifying the Scan Size for the Document)" (P.72).

	Cause	The document is folded.
	Action	Unfold and correctly place the document. Refer to "Step 1 Loading Documents" (P.54).

The document edges are missing on the copy.	Cause	The document is larger than the printable area.
	Action	Adjust [Reduce/Enlarge] to make the copy smaller.

No

Documents are not stapled.	Cause	The finisher is not attached.
	Action	A finisher is needed to perform stapling. Attach the finisher, or change the print option setting to cancel stapling.

Cause	The number of pages to staple exceeds 50.
Action	A maximum of 50 pages can be stapled. Reduce the number of pages to 50 or less.

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Trouble during Printing

This section describes how to solve print problems.

Unable to Print

Follow the procedure below if you cannot print a document.

Data remains in the printer icon.		

No

Cause	The machine is not powered on.
Action	Turn the machine's power switch on.

Cause	The network cable is disconnected from the computer.
Action	Connect the network cable to the computer.

Cause	The network cable is disconnected from the machine.
Action	Connect the network cable to the machine. Refer to the Network Administrator Guide for details.

Cause	The print mode is off on the machine.
Action	Press the <Machine Status> button to check the [Print Mode] on the [Machine Status] screen. If [Print Mode] is set to [Off-line], select [On-line].

Cause	An error occurred with the machine.
Action	Check the error details.

Cause	The IP address or SMB network path is not correctly set.
Action	Set the correct IP address or SMB network path. Refer to the Network Administrator Guide for details.

Cause	The network between the computer and machine is abnormal.
Action	Check with your network administrator.

Cause	The port is not enabled.
Action	Enable the port. Refer to the Network Administrator Guide for details.

Cause	The hard disk space of the machine is insufficient.
Action	Delete unnecessary data to increase free space.

Cause	The machine is connected to multiple computers.
Action	Wait for a while, and then try printing again.

The data has been sent to the machine.		

Cause	Out of paper.
Action	Supply paper to the machine.

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Cause	No paper for the specified paper size.
Action	Set the specified size paper. Refer to "Loading Paper in the Trays 1 to 4" (P.245) or "Loading Paper in the Tray 5 (Bypass)" (P.246).

Cause	Printing is interrupted by a copy operation.
Action	Cancel the interrupting operation.

Cause	An error occurred on the machine.
Action	Check the error details.

The Print Result is Not What was Expected

Follow the procedure below if the print result is not what was expected.

Documents are not stapled.		Cause	The finisher is not attached.
No		Action	A finisher is needed to perform stapling. Attach the finisher, or change the print option setting to cancel stapling.

Cause	The number of pages to staple exceeds 50.
Action	A maximum of 50 pages can be stapled. Reduce the number of printed pages to 50 or less.

The 2-sided printing is not available.		Cause	The Duplex Kit is not attached.
No		Action	The Duplex Kit is needed for 2-sided printing. Attach the Duplex Kit, or cancel stapling from the print option settings.

Cause	The print page buffer is insufficient.
Action	Add memory.

The document is printed with a different paper size.		Cause	The document size is different from the paper size in the specified tray.
No		Action	Change the paper in the tray, or change the print option to specify a tray that contains the correct size paper.

The document edges are missing on the output.		Cause	The image is larger than the printable area.
No		Action	Expand the printable area, or reduce the document print area.

The font differs from the font specified on the computer.		Cause	The font replacement is set on the print driver.
No		Action	Check the font replacement table.

Cause	The font is non-standard for this machine.
Action	Check the application or print driver settings. If the Adobe PostScript 3 Kit is being used, download the required fonts.

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The printing is not offset.		Cause	The machine does not have the offset feature.
No		Action	For offset output, the Exit Kit (Exit2+OCT2) or the finisher must be attached.

Printing is slow.		Cause	[High Resolution] has been selected for [Print Mode].
No		Action	When image data, such as a photo, is printed with the high image quality, the print speed becomes slow. Select [Normal] for [Print Mode].

The print option settings do not take effect.		Cause	The print driver used is for another model.
No		Action	Install the print driver for this model.

	Cause	The required optional kit is not attached on the machine.
	Action	Check the options attached on the machine, and set the configuration again.

Image edges are missing.		Cause	The image is larger than the printable area.
		Action	Expand the printable area, or reduce the document print area.

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Trouble during Faxing

This section describes how to solve fax problems.

Note • The fax features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Sending Problems

Follow the procedure below if you cannot send a fax.

A Transmission Report - Undelivered is output.		
	Cause	The fax was not sent due to an error.
No	Action	Check the Transmission Results in the Transmission Report - Undelivered. If an error code is displayed, refer to "Error Code" (P.452) to solve the problem.

The phone line has a problem.		
	Cause	The phone line is not connected correctly.
No	Action	The machine equips some connectors to connect phone lines to. The communication is disabled unless the phone line is connected to a correct connector. When the cable connection is correct, the on-hook feature allows you to call through general lines.

Cause	The phone dialing method is not available.
Action	Specify the same dialing method as the subscribed one (Tone/10pps) for the machine.

Cause	An error occurred with the phone line.
Action	Use a telephone near the machine to check whether to be able to make a phone call. If the phone call is disabled, the problem is the phone line, not the machine.

Cause	The destination machine is abnormal.
Action	The data cannot be sent if the recipient's machine condition is one of the following: the power is off, the receiving mode is "manual", and the G3 reception mode is not supported. Call the recipient to check the machine condition.

The receiving operation is incorrect.		
	Cause	An incorrect fax number is used.
No	Action	Check the fax number and try sending again.

Cause	The number is not for fax.
Action	If no peep sound is heard from the receiver when you call the number, the number is not for fax.

Cause	The Login Setup/Auditron Administration feature is used and the fax is sent directly from the computer.

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No		Action	When the Login Setup/Auditron Administration feature is used and you send a fax directly from the computer, you must set the user ID and passcode registered on the machine to the fax driver.
			For details on the Login Setup/Auditron Administration feature, refer to "Login Setup/Auditron Administration" (P.339). For details on how to directly send a fax from the computer, refer to "CentreWare Internet Services" (P.226) and "Sending Fax" (P.239).

The image quality is poor.	Cause	The document glass is dirty.
	Action	Clean the document glass.
		Refer to "Cleaning the Film and Constant Velocity Transport Glass" (P.420).

	Cause	The fax density is improper.
	Action	Adjust the fax density.
		Refer to "Lighten/Darken (Adjusting Fax Density)" (P.129).

	Cause	The destination machine has a problem.
	Action	Check it to the sender.
		Note • Image quality may be affected by a problem of the sender's machine, as well as a problem of this machine.

Receiving Problems

Follow the procedure below if you cannot receive a fax.

The phone line has a problem.	Cause	The phone line is not connected correctly.
No	Action	The machine equips some connectors to connect phone lines to. The communication is disabled unless the phone line is connected to a correct connector. When the cable connection is correct, the on-hook feature allows you to call through general lines.

	Cause	An error occurred with the phone line.
	Action	Use a telephone near the machine to check whether to be able to make a phone call. If the phone call is disabled, the problem is the phone line, not the machine.

The receiving operation is incorrect.	Cause	The machine is powered off.
No	Action	The machine does not receive a fax while powered off. Turn the machine's power switch on.

	Cause	No paper is set.
	Action	Set paper on the machine to receive faxes.

	Cause	Paper is jammed.
	Action	Follow the instructions displayed to remove the jammed paper.

No

Cause	The machine is in the system administration mode.
Action	The machine does not receive a fax in the system administration mode. Exit the system administration mode.

Cause	A password has been set.
Action	When a password has been set, the machine accepts only fax data or polling with the password in F code communication.

Cause	The receiving mode is set to manual.
Action	Receive the fax manually, or set the receiving mode to Auto. Refer to "Fax Receiving Mode" (P.371).

Cause	The sending mode is manual.
Action	To use FAX Information Service, set the receiving mode to manual on the on-hook screen to enter an information code, and press the <Start> button.

Cause	The document is not correctly loaded on the sender's machine.
Action	Check it to the sender. **Note** • Image quality may be affected by a problem of the sender's machine, as well as a problem of this machine.

The image quality is poor.

No

Cause	The drum cartridge is damaged.
Action	Copy a document. If the image quality is poor, replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge (for customers having a spot maintenance contract)" (P.409).

Cause	The document glass on the sender's machine is dirty.
Action	Check it to the sender. **Note** • Image quality may be affected by a problem of the sender's machine, as well as a problem of this machine.

Cause	The resolution setting on the sender 's machine is too low.
Action	Check it to the sender. **Note** • Image quality may be affected by a problem of the sender's machine, as well as a problem of this machine.

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The received one-page document is split into multiple pages.	→	Cause	When scanned on the sender's machine, the document was enlarged for some reason.
No		Action	This machine can process such a document using the Auto% Receiving feature and a border limit value for page split. According to the setting combination, the received document is printed as follows.

Auto Reduce on Receipt ⟋ Page Split Border Limit	Auto Reduce on Receipt ON	Auto Reduce on Receipt OFF
Equal to, or less than border limit	Automatically reduces in size and prints on one page.	Prints only the area of the standard size.
More than border limit	Prints by splitting with the same ratio.	

Refer to "Border Limit" (P.310), or "Auto Reduce On Receipt" (P.310).

The mailbox selector feature is set, however, the received document is printed, and cannot be stored in the mailbox.	→	Cause	The unregistered mailbox is specified on the mailbox selector feature.
		Action	When using the mailbox selector feature, specify the registered mailbox. If the unregistered mailbox is selected, the received document cannot be stored in the mailbox, and will be automatically printed. For information on how to register the mailbox, refer to "Mailbox" (P.322). For information on the mailbox selector, refer to "File Destination/Output Destination" (P.312).

Trouble during Scanning

This chapter describes how to solve scanning problems.

Note • Scan features are not available for some models. An optional package is necessary. For more information, contact our Customer Support Center.

Unable to Scan with the Machine

Follow the procedure below if you cannot scan with the machine.

The document is not fed from the document feeder.		
	Cause	The document is too small.
	Action	The minimum size of the document that can be loaded on the document feeder is A5.
		Refer to "Step 1 Loading Documents" (P.172).

	Cause	The document type is unsuitable.
	Action	The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents with tags, paper clips, or tape.
		Refer to "Step 1 Loading Documents" (P.172).

	Cause	The document guides are in incorrect positions.
	Action	Adjust the document guides to the document.
		Refer to "Step 1 Loading Documents" (P.172).

	Cause	Part of a document is remaining in the document feeder.
	Action	Open the document feeder cover, and remove the piece.
		Refer to "Document Jams" (P.528).

	Cause	Documents of different sizes are loaded.
	Action	When loading documents of different sizes, be sure to specify [Mixed Sized Originals]. Otherwise, a paper jam will result.
		Refer to "Mixed Sized Originals (Scanning Different Size Documents Simultaneously)" (P.199).

Unable to Import Scanned Documents to the Computer

Follow the procedure below if you cannot import scanned documents to the computer.

Unable to find the scanner.		
	Cause	The machine is not powered on.
No	Action	Turn the machine's power switch on.

	Cause	The network cable is disconnected from the computer.
	Action	Connect the network cable to the computer.

	Cause	The network cable is disconnected from the machine.
	Action	Connect the network cable to the machine.
		Refer to the Network Administrator Guide for details.

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No

Cause	The Salutation port is not enabled on the machine.
Action	Enable the Salutation port. Refer to the Network Administrator Guide for details.

Cause	The network between the computer and machine is abnormal.
Action	Check with your network administrator.

Unable to open a mailbox.

No

Cause	The mailbox is unregistered.
Action	Register the mailbox. Refer to "Mailbox" (P.322).

Cause	The mailbox passcode has been forgotten.
Action	The passcode cannot be verified. Ask the system administrator for setting the passcode to [Off], and then set the passcode again. Refer to "Mailbox" (P.322).

Unable to import data from the scanner due to a TWAIN transmission error.

No

Cause	The scan driver is not installed.
Action	Install the scan driver.

Operation halts during scanning.

No

Cause	The file size is too large.
Action	Lower the resolution, and import again. Refer to "File Format (Selecting a File Format for Output Data)" (P.192).

A Transmission Report - Undelivered is output.

Cause	Unable to transmit due to the error.
Action	Check the [Transmission Results] in the Transmission Report - Undelivered. If the error code is listed, refer to "Error Code" (P.452).

Unable to Send a Scanned Document over the Network (FTP/SMB)

Follow the procedure below if you cannot send a scanned document over the network.

A Transmission Report - Undelivered is output.

Cause	Unable to transmit due to the error.
Action	Check the [Transmission Results] in the Transmission Report - Undelivered. If the error code is listed, refer to "Error Code" (P.452).

No

Unable to send data over the network.

Cause	The server is not correctly specified.
Action	Correctly specify the server.

Cause	The save destination is not correctly specified.
Action	Correctly specify the save destination.

Cause	When using SMB, the shared name is not correctly specified.
Action	Correctly specify the shared name.

Cause	When using SMB (UNC Format), the save destination is not correctly specified.
Action	Correctly specify the save destination.

Cause	The login name is not entered correctly.
Action	Correctly enter the login name.

Cause	The password is not correctly entered.
Action	Correctly enter the password.

Unable to Send E-mail

Follow the procedure below if you cannot send a scanned document using the e-mail feature.

A Transmission Report - Undelivered is output.
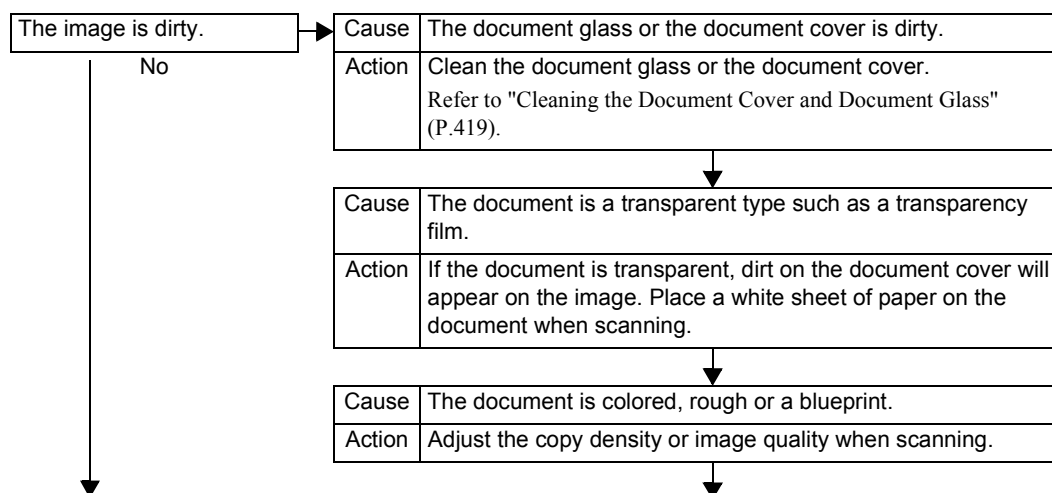
Cause	Unable to transmit due to the error.
Action	Check the [Transmission Results] in the Transmission Report - Undelivered. If the error code is listed, refer to "Error Code" (P.452).

No

Unable to send e-mail.

Cause	The mail address is incorrect.
Action	Enter the correct mail address.

Cause	The data size exceeded the maximum e-mail size.
Action	Change the maximum e-mail size, or lower the resolution. Refer to "Maximum E-mail Size" (P.316), or "Scan Resolution (Specifying a Scanning Resolution)" (P.197).

The Image is not What was Expected

Follow the procedure below if the image is not what was expected.

The image is dirty.

Cause	The document glass or the document cover is dirty.
Action	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.419).

No

Cause	The document is a transparent type such as a transparency film.
Action	If the document is transparent, dirt on the document cover will appear on the image. Place a white sheet of paper on the document when scanning.

Cause	The document is colored, rough or a blueprint.
Action	Adjust the copy density or image quality when scanning.

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No	Cause	Glossy printing paper is scanned.
	Action	Glossy printing paper easily sticks to the document glass, and shadows are sometimes scanned and reproduced as dirt. Place a transparency such as a transparent film under the document when scanning.

The image is too dark, or too light.	Cause	The scan density is set to [Darken], or to [Lighten].
No	Action	Adjust the scan density. Refer to "Image Options (Adjusting Scan Density and Image Sharpness)" (P.196).

	Cause	The setting for [Original Type] is inappropriate for the document.
	Action	Select an image quality type appropriate for the document. Refer to "Original Type (Selecting the Document Type)" (P.192).

Part of the image is missing.	Cause	The document is pasted or folded.
No	Action	There may be a gap between the document glass and the pasted or folded section. Place a stack of white sheets on the document to remove the gap.

The image is not the desired size.	Cause	The document glass or the document cover is dirty.
No	Action	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and Document Glass" (P.419).

	Cause	The document is a transparent type such as a transparency film.
	Action	Place a white sheet of paper on the document when scanning.

	Cause	The document is misaligned.
	Action	Load the document correctly. Refer to "Step 1 Loading Documents" (P.172).

	Cause	The document guides on the document feeder are not in the correct positions.
	Action	Load the document correctly, and align the document guides with the document. Refer to "Step 1 Loading Documents" (P.172).

	Cause	The document is a non-standard size.
	Action	Specify the document size. Refer to "Original Size (Specifying a Scan Size)" (P.199).

	Cause	The document is folded.
	Action	Unfold and correctly place the document. Refer to "Step 1 Loading Documents" (P.172).

The image is coarse.	→	Cause	The resolution is too low.
		Action	Set the resolution higher.
			Refer to "Scan Resolution (Specifying a Scanning Resolution)" (P.197).

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Error Code

This section explains error codes.

If an error caused printing to end abnormally, or a malfunction occurred in the machine, then an error message code (∗∗∗-∗∗∗) is displayed.
Error codes for fax are written also in job status/activity reports and unsent reports.

For information on job status/activity reports and transmission reports (undelivered), refer to "Activity Report" (P.374) and "Report / Read Receipts (Confirming Transmission Results)" (P.138) respectively.

Refer to the following table for error codes to rectify problems.

Important • If an error code is displayed, any print data remaining on the machine and information stored in the machine's memory is not warranted.

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Errors are classified into the following categories.

C: Copy

P: Print

F: Fax

S: Scan

M: Mail

O: Others

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
002-770				O		O	[Cause] Unable to process the job template due to insufficient hard disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
003-701	O			O			[Cause] A digital code is embedded in the document to restrict duplication. [Remedy] Use a document that no digital code is embedded in.
003-750	O						[Cause] Unable to store any documents using the 2-Sided Book Copy feature. [Remedy] Check the 2-Sided Book Copy settings. Refer to "2 Sided Book Copy (Making 2 Sided Copies of Facing Pages)" (P.71).
003-751	O			O			[Cause] Unable to process, because the specified document area is too small. [Remedy] Increase the resolution or scan area.
003-752				O			[Cause] The mixed sized document was to be scanned at 600 dpi with 2 Sided. [Remedy] Set [Scan Resolution] to [400dpi] or lower, and try again.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
003-753				O			[Cause] The selected resolution was too high for scanning mixed size documents using the 2-sided feature. [Remedy] Set [Scan Resolution] to [200dpi], and try again.
003-756			O				[Cause] The fax document is all blank. [Remedy] Check whether or not the document is blank or the document is correctly loaded.
003-757				O			[Cause] The mixed sized document was to be scanned with high resolution using the 2-sided feature. [Remedy] Set [Scan Resolution] to [300dpi] or lower, and try again.
003-760			O	O			[Cause] An incompatible combination of features are specified as document scan conditions. [Remedy] Check the selected options.
003-761	O	O					[Cause] The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat. [Remedy] Change the paper size for the tray, or change the [Paper Type Priority] settings.
003-764	O						[Cause] The document has only one page even though [Form Overlay] has been selected. [Remedy] Load both the form document and the document to be overlaid.
003-780			O				[Cause] Failed to compress the scanned document. [Remedy] Reduce the resolution or the ratio for [Reduce/Enlarge] to decrease the data size, or split the data to send it separately.
003-795	O						[Cause] When enlarging/reducing a scanned document to the specified paper size, the reduction/enlargement ratio value is out of allowed range. [Remedy] Take one of the following actions: • Manually enter a reduction/enlargement ratio. • Change the paper size.
003-970			O				Refer to 003-976.
005-275 **005-280** **005-283** **005-284** **005-285** **005-286**						O	[Cause] An error occurred in the document feeder. [Remedy] Turn the machine off and on. Contact our Customer Support Center.
012-241 **012-242** **012-244**						O	[Cause] Finisher malfunction [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
012-246						O	Cause] The Booklet Maker is not fully inserted in the C-Finisher with Booklet Maker. [Remedy] Fully insert the Booklet Maker, and turn the machine off and back on.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
012-252 **012-253**						O	[Cause] Finisher malfunction [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
012-254						O	[Cause] The sensor was activated because paper output to the finisher was removed before the finisher tray lowered and completely stopped in position. Or, there is a foreign object under the finisher tray. [Remedy] If there is any foreign object under the finisher tray, remove it and then turn the machine off and on. If the error persists, contact our Customer Support Center.
012-260 **012-263** **012-267** **012-282** **012-283** **012-284** **012-291** **012-293** **012-294** **012-295** **012-296**						O	[Cause] Finisher malfunction [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
016-210 **016-211** **016-213** **016-214** **016-217** **016-219** **016-229** **016-230**						O	[Cause] Software error [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
016-231						O	[Cause] Image Expansion Kit may be broken, or may not be installed correctly. [Remedy] Turn the machine off and on. If the error persists, contact our Customer Support Center.
016-450						O	[Cause] A computer with the same host name may exist on the network. [Remedy] Take one of the following actions: 1) Check whether a computer with the same host name exists on the network. If it does, change the host name of either the machine or the other computer. 2) If you cannot check it, change the host name of the machine. For information on how to set the host name, refer to "Machine's E-mail Address/Host Name" (P.295).

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-454						O	[Cause] Unable to retrieve the IP address from DNS. [Remedy] Check the DNS configuration and IP address retrieve setting. Refer to the Network Administrator Guide for details.
016-455						O	[Cause] Connection to the SNTP server was timed out. [Remedy] Check the network cable connection and the IP address of the SNTP server. Refer to the Network Administrator Guide for details.
016-456						O	[Cause] Received from the SNTP server a message saying that it was not synchronized with the standard time source. [Remedy] Check if the SNTP server functions normally. Refer to the Network Administrator Guide for details.
016-503				O			[Cause] Unable to resolve the SMTP server name when sending e-mail. [Remedy] Check on the CentreWare Internet Services if the SMTP server settings are correct. Also, check the DNS server settings.
016-504				O			[Cause] Unable to resolve the POP3 server name when sending e-mail. [Remedy] Check on CentreWare Internet Services if the POP3 server settings are correct. Also, check the DNS server settings.
016-505				O			[Cause] Unable to login to the POP3 server when sending e-mail. [Remedy] Check on CentreWare Internet Services if the user name and password used in the POP3 server are correct.
016-513			O				[Cause] A timeout occurred while the machine was waiting for a response from the SMTP server. [Remedy] The server or network may be overloaded. Wait for a while, and try again. If the error persists, consult your network administrator.
016-522			O				[Cause] LDAP server SSL authentication error. Unable to get an SSL client certificate. [Remedy] The LDAP server is requesting an SSL client certificate. Set an SSL client certificate on the machine.
016-523			O				[Cause] LDAP server SSL authentication error. The server certificate data is incorrect. [Remedy] The machine cannot trust the SSL certificate of the LDAP server. Register the root certificate for the LDAP server's SSL certificate to the machine.
016-524			O				[Cause] LDAP server SSL authentication error. The server certificate will expire soon. [Remedy] Change the SSL certificate of the LDAP server to a valid one. This error can be cleared if you select [Off] for [LDAP - SSL/TLS Communication] under [SSL/TLS Settings] on the machine; however, note that selecting this option will not ensure the validity of the LDAP server.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Problem Solving

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-525				O			[Cause] LDAP server SSL authentication error. The server certificate has expired. [Remedy] Change the SSL certificate of the LDAP server to a valid one. This error can be cleared if you select [Off] for [LDAP - SSL/TLS Communication] under [SSL/TLS Settings] on the machine; however, note that selecting this option will not ensure the validity of the LDAP server.
016-526				O			[Cause] LDAP server SSL authentication error. The server name does not match the certificate. [Remedy] Set the same LDAP server address to the machine and to the SSL certificate of the LDAP server. This error can be cleared if you select [Off] for [LDAP - SSL/TLS Communication] under [SSL/TLS Settings] on the machine; however, note that selecting this option will not ensure the validity of the LDAP server.
016-527				O			[Cause] LDAP server SSL authentication error. This is an SSL authentication internal error. [Remedy] Software has a problem. Contact our Customer Support Center.
016-533						O	[Cause] Kerberos server authentication protocol error [Remedy] The time difference between the machine and the Kerberos server exceeded the clock skew limit value set on the Kerberos server. Check if the clocks on the machine and Kerberos server are correctly set. Also Check the settings of the summer time and the time zone as well on the machine and Kerberos server.
016-534						O	[Cause] Kerberos server authentication protocol error [Remedy] The realm set on the machine does not exist on the Kerberos server, or the Kerberos server address set on the machine is invalid for connection. Check if the realm name and the server address have been correctly set on the machine. For connection to Windows 2000 or Windows 2003 Server, specify the realm name in uppercase.
016-539						O	[Cause] Kerberos server authentication protocol error [Remedy] An error occurred on the software. Contact our Customer Support Center.
016-546						O	[Cause] A general user tried to obtain the information of another user. [Remedy] Contact our Customer Support Center.
016-574				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the host or server name of the FTP server could not be resolved. [Remedy] Check the connection to the DNS server. Check if the FTP server name is registered correctly on the DNS server.
016-575				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the DNS server address was not registered. [Remedy] Specify the correct DNS server address. Or, specify the destination FTP server using its IP address.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Problem Solving

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-576				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because it could not connect to the FTP server. [Remedy] Ensure that both the destination FTP server and the machine are available for network communications, by checking the following: •The IP address of the server is set correctly. •The network cables are plugged in securely.
016-577				O			[Cause] Unable to connect to the FTP service of the destination server. [Remedy]Take one of the following actions: •Check if the FTP service of the server is activated. •Check if the FTP port number of the server is correctly registered on the machine.
016-578				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature due to unsuccessful login to the FTP server. [Remedy] Check if the login name (user name) and password are correct.
016-579				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the scanned image could not be saved in the FTP server after connection. [Remedy] Check if the FTP server's save location is correct.
016-580				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the file or folder name on the FTP server could not be retrieved after connection. [Remedy] Check the access privilege to the FTP server.
016-581				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the suffix of the file or folder name exceeded the limit after connection. [Remedy] Change the file name, or change the destination folder on the FTP server. Or, move or delete files from the destination folder.
016-582				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because file creation was not successful on the FTP server after connection. [Remedy] Take one of the following actions: •Check if the specified file name can be used in the save location. •Check if enough space is available in the save location.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Problem Solving

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Error Code	Category						Cause and Remedy
	C	**P**	**F**	**S**	**M**	**O**	
016-583				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because lock folder creation was not successful on the FTP server after connection. [Remedy] Take one of the following actions: •If any lock directory (.LCK) exists in the forwarding destination, delete it manually, then try executing the job again. •Check if the specified folder name can be used in the save location. •Check if the same folder name exists in the save location. •Check if enough space is available in the save location.
016-584				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because folder creation was not successful on the FTP server after connection. [Remedy] Take one of the following actions: •Check if the specified folder name can be used in the save location. •Check if the same folder name exists in the save location. •Check if enough space is available in the save location.
016-585				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because file deletion was not successful on the FTP server after connection. [Remedy] Check the access privilege to the FTP server.
016-586				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because lock folder deletion was not successful on the FTP server after connection. [Remedy] Take one of the following actions: •Check the access privilege to the FTP server. •If any lock directory (.LCK) exists in the forwarding destination, delete it manually, then retry executing the job.
016-587				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because folder deletion was not successful on the FTP server after connection. [Remedy] Check the access privilege to the FTP server.
016-588				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the data could not be written in the FTP server after connection. [Remedy] Check if enough space is available in the save location.
016-589				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the data could not be read from the FTP server after connection. [Remedy] Check the access privilege to the FTP server.
016-590				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the file could not be saved in the FTP server; [File Name Conflict] may be set to [Cancel Job]. [Remedy] Set [File Name Conflict] to any item other than [Cancel Job].

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-591				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because the filing policy was invalid. [Remedy] When [File Name Conflict] is set to [Change Name and Save], make sure the file format is not Multiple-Page.
016-592				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because access to the NEXTNAME.DAT file was not successful after connection to the FTP server. [Remedy] When [File Name Conflict] is set to [Change Name and Save], check the NEXTNAME.DAT file is correct.
016-593				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because an internal error occurred after connection to the FTP server. [Remedy] Try again. If the error persists, contact our Customer Support Center.
016-594 **016-595** **016-596**				O			[Cause] The machine failed to transfer data using [FTP] of the [Scan to PC] feature because a network error occurred. [Remedy] Try again. If the error persists, contact our Customer Support Center.
016-597				O			[Cause] The transfer processing using [FTP] of the [Scan to PC] feature was cancelled after connection to the FTP server, because the same file or folder name existed. [Remedy] Make sure that the multiple machines are not accessing the same folder on the server, then try again. If the error persists, contact our Customer Support Center.
016-700		O					[Cause] The job was suspended because the number of the digits for the Security Print or Charge Print passcode set on the print driver was less than the value specified in [Min. Passcode Length for Stored Job] on the machine. [Remedy] On the print driver, set the passcode string equal to or longer than the value specified in [Min. Passcode Length for Stored Job].
016-702		O					[Cause] Unable to process print data due to insufficient print page buffer. [Remedy] Take one of the following actions: •Set [Print Mode] to [Normal]. •Set [Page Print Mode] to [On]. •Increase the print page buffer size. •Add on memory. For information about the Print Mode and the Page Print Mode, refer to the print driver's online help. For information about memory, refer to "Allocate Memory" (P.297).

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	

016-703		O				O	[Cause] The hard disk has not been installed or the machine received e-mail which specified an invalid mailbox number.
							[Remedy] For error upon fax or iFax transmission:
							    Contact our Customer Support Center.
							    For error upon e-mail/fax/iFax reception:
							    Take one of the following actions:
							    •Register the specified mailbox number, and request the sender to send the e-mail/fax/iFax again.
							    •Request the sender to send to an available mailbox.
							    If the problem persists, contact our Customer Support Center.
							    For error upon using the Delayed Print feature:
							    Check if the hard disk has been installed on the machine. If the Delayed Print feature is disabled with the hard disk installed, contact our Customer Support Center. If the hard disk is not installed, set [Hard Disk] to [Off] on the [Printer] tab of the print driver. A HDD Extension Kit is required for the Delayed Print feature.

016-704						O	[Cause] The mailbox is full, and hard disk capacity is insufficient. [Remedy] Remove unnecessary documents from the mailbox, and save the document. Refer to "Printing/Deleting Documents in the Mailbox" (P.210).

016-705		O		O			[Cause] One of the following may be the cause:
							    1) You have specified the mailbox registry for the scanned document to the machine. However, optional Scanner Kit is not installed.
							    2) You have not used the print driver for this machine.
							    3) The machine received a Secure Print, Mailbox Print, Charge Print, or Private Print job with no HDD Extension Kit installed.
							[Remedy] For 1), press the <All Services> button, and check if [Scan to PC] is displayed. If [Scan to PC] is displayed, then check if the scanned document can be stored in a mailbox. If unable to store in the mailbox, install optional Scanner Kit.
							    For 2), use the print driver appropriate for this machine.
							    For 3), Check if the HDD Extension Kit is installed on the machine.
							    - If the HDD Extension Kit is not installed and you do not need to use the feature, select [off] under [Hard Disk] on the [Printer] tab of the print driver.
							    - If the HDD Extension Kit is not installed and you need to use the feature, install the HDD Extension Kit.
							    - If the HDD Extension Kit is installed and you need to use the feature, select [on] under [Hard Disk] on the [Printer] tab of the print driver.
							    If the error persists even after following the listed solutions, contact our Customer Support Center.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-706		O					[Cause] The hard disk space is insufficient because Secure Print users exceeded the allowed number. [Remedy] Remove unnecessary documents from the machine, and delete unnecessary Secure Print users. For information about Secure Print, refer to "Secure Print" (P.356). For information about mailboxes, refer to "Printing/Deleting Documents in the Mailbox" (P.210).
016-707		O					[Cause] Unable to print with the Sample Print feature because a HDD Extension Kit is unattached or defective. [Remedy] A HDD Extension Kit is required for the Sample Print feature. If the HDD Extension Kit is defective, contact our Customer Support Center.
016-708	O						[Cause] Unable to annotate due to insufficient hard disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-710		O					[Cause] Unable to register the Delayed Print document because HDD Extension Kit is unattached. [Remedy] HDD Extension Kit is required to use the Delayed Print feature.
016-711			O			O	Refer to 016-985.
016-712				O			Refer to 003-751.
016-713						O	[Cause] The input passcode does not agree with the passcode set to the mailbox. [Remedy] Input the correct passcode.
016-714						O	[Cause] The specified mailbox does not exist. {Remedy] Create a new mailbox or specify an existing mailbox.
016-716		O					[Cause] Unable to spool TIFF file due to insufficient hard disk space. [Remedy] Remove unnecessary documents and users from the machine, and then attach the hard disk. For information on attaching the hard disk, contact our Customer Support Center. Refer to "Printing/Deleting Documents in the Mailbox" (P.210).
016-717			O				[Cause] Unable to create a "transmission report (undelivered)" or "transmission report" because transmission result information required for creating the report is not stored in the machine's memory. [Remedy] Take one of the following actions: •Execute the jobs for large size iFax documents (about 2GB) by splitting each document to minimize memory or HDD usage. •If the large number of scan or iFax documents are being processed, wait to execute a new job until the jobs are completed. •After the job that you want to check in a report is completed, do not execute 200 or more jobs to have the job recorded on a report.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	**P**	**F**	**S**	**M**	**O**	
016-718		O					[Cause] Unable to process the PCL print data due to insufficient memory. [Remedy] Reduce the resolution, or cancel 2-sided printing or N up, and then print again.
016-719		O					[Cause] Unable to process the PCL print data due to insufficient print page buffer. [Remedy] Increase the size of the print page buffer.
016-720		O					[Cause] An invalid command is included in PCL print data. [Remedy] Check the print data and try to print again.
016-721		O				O	[Cause] An error occurred during print processing. Probable causes are as follows: 　1. Printing was instructed by [automatic tray selection] when [Paper Type Priority] is set to [Automatic Tray switching Off] for all paper in the [Common Settings]. 　2. ESC/P-K command error [Remedy] For Cause 1: When printing by automatic tray selection, set one of the paper types to a setting other than [Automatic Tray switching Off] in [Paper Type Priority]. 　For Cause 2:Check the print data. Refer to "Paper Type Priority" (P.273).
016-722		O					[Cause] The specified staple position or the specified paper size is not supported in the finisher. [Remedy] Check the staple position and the paper size, and try to print again.
016-723		O					[Cause] The specified punch position or the specified paper size is not supported in the finisher. [Remedy] Check the punch position and the paper size, and try to print again.
016-724		O					[Cause] The specified staple and punch position combination is unsupported. [Remedy] Specify the staple and punch positions to be on the same side, and try to print again.
016-725			O				[Cause] A scanned document stored in a mailbox was to be sent by fax using the Job Flow feature, but the mailbox document could not be converted to fax data. [Remedy] Do not use the Job Flow feature. Simply scan the document through the machine's [Fax] screen to send it by fax.
016-726		O					[Cause] Unable to automatically select a printer language even though the print mode is set to [Auto]. Probable causes are as follows: 　1. PostScript data was sent with no Adobe PostScript 3 Kit (optional) installed. 　2. The PDF file was sent directly to the machine using LPR with Adobe PostScript 3 Kit installed and no HDD Extension Kit installed. [Remedy] For Cause 1:An Adobe PostScript 3 Kit must be installed. 　For Cause 2:A HDD Extension Kit must be installed.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	**P**	**F**	**S**	**M**	**O**	
016-727		O					[Cause] A job was cancelled without storing a document into a mailbox because the document was determined as 0 page. [Remedy] The document could not be stored into the mailbox because the machine determined the print document as 0 page. Disable [Skip Blank Pages] on the Print Options setting, or add text to the document if the document is blank.
016-728		O					[Cause] An unsupported tag is included in the TIFF file. [Remedy] Check the print data. Refer to "Layout Adjustment" (P.197).
016-729		O					[Cause] Unable to print because the number of colors or the resolution of the TIFF file is out of allowed range. [Remedy] Change the number of colors/resolution for the TIFF file, and try again. Refer to "Layout Adjustment" (P.197).
016-731		O					[Cause] Unable to print TIFF data because it was interrupted. [Remedy] Retry printing.
016-732		O					[Cause] The form specified by the emulation has not been registered at the host side. [Remedy] Resend the form data.
016-733				O	O		[Cause] 1. Unable to obtain the IP address (the string after "@" in the destination e-mail address) when sending e-mail. 2. Unable to resolve the Internet address (the string after "@") by the DNS server when sending e-mail. [Remedy] For Cause 1: Check the e-mail address. For Cause 2: Check the DNS server address.
016-735				O		O	[Cause] Attempted to print [Job Template List] while updating the job template. [Remedy] Retry printing after waiting for a while.
016-746		O					[Cause] An unsupported feature is included in the received PDF. [Remedy] Print using a print driver.
016-747	O						[Cause] The memory became insufficient when using both the [Repeat Image] and [Annotation] features simultaneously. [Remedy] Take one of the following actions: •Use the bigger annotation image size. •Use less [Repeat Image]. •Increase memory.
016-748	O	O	O			O	[Cause] Unable to print due to insufficient hard disk space. [Remedy] Reduce the number of print pages by dividing up the print data or printing one copy at a time when making multiple copies.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	**P**	**F**	**S**	**M**	**O**	
016-749		O					[Cause] For a print job: 1. The print language received from the print driver is unsupported by this machine. 2. A PDF file was to be printed on the PDF-unsupported model using ContentsBridge. For printing of a document received by iFax : 3. The print language received from the print driver is unsupported by this machine. [Remedy] For Cause 1: Use the machine's print driver for printing. If the problem persists, contact our Customer Support Center. **Note**•An optional package is necessary for some print languages such as PostScript. For more information, contact our Customer Support Center. For Cause 2: Do not use ContentsBridge to print a PDF file. For Cause 3: Request the sender to send iFax using a print language supported by this machine.
016-750		O					[Cause] The machine received a PDF and a printing job ticket from an application that allows to directly send PDF (such as "ContentsBridge 5.0"), but the printing job ticket data had a grammar or print instruction unsupported by this machine. [Remedy] Check if you are correctly using the application (such as "ContentsBridge 5.0") and if the print instruction was correct. If your application usage and print instruction are correct, check with the application manufacturer for operations of the application. If the problem persists, have a printer settings list, a job history report, and the print data with the printing job ticket ready, and contact our Customer Support Center.
016-751		O					[Cause] 1. During the PDF Bridge processing, one of the following occurred: a syntax or parameter error occurred; an undefined command was used; and a PDF file was damaged. 2. When [Print Processing Mode] for the PDF Direct Print feature has been set to [PS]: Cause 1 or insufficient memory. [Remedy] For Cause 1: Use the print driver to print the document. For Cause 2: Take one of the following actions: •Use the print driver to print the document. •Expand the PostScript memory. For information on the memory, refer to "Allocate Memory" (P.297).
016-752		O					[Cause] Unable to process for PDF Bridge due to insufficient memory space. [Remedy] Change the [Print Mode] setting from [High Image Quality] to [Normal], or from [Normal] to [High Speed]. Or, add memory.
016-753		O					[Cause] The entered password does not agree with that of the PDF file. [Remedy] Set the correct password on ContentsBridge.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-755		O					[Cause] Attempted to process a print protected PDF file. [Remedy] Cancel the print protection using Adobe Reader, and try to print again.
016-756						O	[Cause] No permissions to use the service. [Remedy] Check with your System Administrator.
016-757						O	[Cause] The password is incorrect. [Remedy] Enter the correct password.
016-758	O	O	O	O			[Cause] No permissions to use the service. [Remedy] Check with your Auditron Administrator.
016-759	O	O		O			[Cause] The number of pages reached the maximum number of pages for this service. [Remedy] Check with your Auditron Administrator.
016-760		O					[Cause] An error occurred during processing with Adobe PostScript 3 Kit (optional). [Remedy] Take one of the following actions: •Set [Print Mode] to [Normal]. •Expand PostScript memory. For information about [Print Mode], refer to the print driver's online help. For information about memory, refer to "Allocate Memory" (P.297).
016-761		O					[Cause] An error occurred during image processing. [Remedy] Set [Print Mode] to [Normal] and try again. If the problem persists, set [Page Print Mode] to [On].
016-762		O					[Cause] The specified print language is not installed on the machine. [Remedy] In [Specify Print Mode] under [Port Settings], specify another print language.
016-763					O		[Cause] Connection error to the POP server [Remedy] Check if the IP address of the POP server is correctly set on the machine.
016-764					O		[Cause] Unable to connect to the SMTP server. [Remedy] Contact the SMTP server administrator.
016-765					O		[Cause] Unable to send the e-mail because the hard disk on the SMTP server is full. [Remedy] Contact the SMTP server administrator.
016-766					O		[Cause] An error occurred on the SMTP server. [Remedy] Contact the SMTP server administrator.
016-767					O		[Cause] Unable to send the e-mail due to an incorrect address. [Remedy] Check the address, and try again.
016-768					O		[Cause] Unable to connect to the SMTP server due to the machine's incorrect mail address. [Remedy] Check the machine's mail address.
016-769					O		[Cause] The SMTP server does not support confirmation of mail distribution (DSN). [Remedy] Send e-mail without setting confirmation of mail distribution (DSN).

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-770			O				[Cause] Direct Fax is disabled. [Remedy] Check the system administrator if Direct Fax is available. If it is available, contact our Customer Support Center.
016-774			O	O		O	[Cause] Unable to process compression conversion due to insufficient hard disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-775			O	O		O	[Cause] Unable to process image conversion due to insufficient hard disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-776			O	O		O	[Cause] An error occurred during image conversion processing. [Remedy] For error upon forwarding with Scan to Mailbox or iFax: The image conversion processing for the data may be finished partially. Get each converted page from the mailbox using CentreWare Internet Services. Refer to "CentreWare Internet Services" (P.226). For error after instructing encryption or signature using certificate: Take one of the following actions: •Check if the certificate is valid. •Set the correct date and time on the machine.
016-777						O	[Cause] A hard disk error occurred during image processing. [Remedy] The hard disk may be defective. For replacing the hard disk, contact our Customer Support Center.
016-778				O			[Cause] The scanned image conversion processing was interrupted, due to insufficient disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
016-779				O			[Cause] An error occurred during scanned image conversion processing. [Remedy] Retry scanning. If using large-size paper such as A3 with [Scan Resolution] set to 600 dpi, specify [Scan Resolution] to 400 dpi or less in [Scan Options]. If the error persists, contact our Customer Support Center.
016-780				O			[Cause] A hard disk error occurred during scanned image conversion processing. [Remedy] The hard disk may be defective. For replacing the hard disk, contact our Customer Support Center.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
016-781				O			[Cause]　Unable to connect to the SMTP server. •Unable to establish a connection between the machine and the server. •The ASCII characters are not used for the host name specified on the machine, though the connection between the machine and the server has been established. [Remedy] Take one of the following actions: •Make sure the network cables are plugged in securely. •Enter the host name using ASCII characters in [System Settings] > [Network Settings] > [Machine E-mail Address and Host Name].
016-786				O		O	[Cause]　When using the scanning feature, the machine could not write the file to the hard disk. [Remedy] Take one of the following actions: •Turn the machine off and on. •Load paper on the paper tray if needed. •If the error occurs when sending an e-mail, take one of the following solutions: 　- Lower the resolution. 　- Reduce the size. 　- Reduce the number of pages, and divide the job into several e-mails to send.
016-788						O	[Cause]　Failed to retrieve a file from the Web browser. [Remedy] Take one of the following actions, and try again. •Reload the browser page. •Restart the browser. •Turn the machine off and on.
016-792						O	[Cause]　Failed to get the job history report specified in [Job Counter Report]. [Remedy] The specified job history does not exist.
016-793						O	[Cause]　Free space is insufficient on the hard disk. [Remedy] Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.
016-798		O					[Cause]　Unable to print the document because a HDD Extension Kit is unattached. [Remedy] Attach a HDD Extension Kit, and print again.
016-799		O					[Cause]　An invalid print parameter is included. [Remedy] Check the print data and options, and print again.
018-502				O			[Cause]　During the transfer using [SMB] of the [Scan to PC] feature, the login to the server was failed because the computers permitted to log in were limited. [Remedy] Check the property information for the specified user, and check if the server sets the login limit for computers.

*　If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-505						O	[Cause] If an error occurred during SMB authentication, the probable causes are as follows: •Authentication failed because of the incorrect user name or incorrect password. •The time does not match on the SMB server and the machine. (This may occur when Windows Server 2003 is used.) •When the destination computer is Macintosh, the specified user has not been registered as a user who is permitted to use Windows Sharing. If an error occurred during data transfer via SMB, the probable causes are as follows: •Login to the SMB server failed while transferring the scanned image, due to the incorrect user name or incorrect password. •The time does not match on the SMB server and the machine. (This may occur when Windows Server 2003 is used.) •When the destination computer is Macintosh, the specified user has not been registered as a user who is permitted to use Windows Sharing. [Remedy] Take one of the following actions, and try again: •Check the user name and password with the network administrator. •When using Windows Server 2003, make sure to match the time set on the SMB server and the machine. •When the destination computer is Macintosh, specify a user who is permitted to use Windows Sharing. **Important** • The password cannot be retrieved. If you have forgotten the password, reset the password. •To reset the password: •1) Select [Start] > [Programs] > [Administrative Tools] > [Active Directory Users and Computers] on the Active Directory domain controller where the user information is set. •2) Display the user information by selecting [Domains] > [Users] from the left side frame of the [Active Directory Users and Computers] window. •3) Right-click the appropriate user from the right side frame of the [Active Directory Users and Computers] window, then select [Reset Password].
018-543				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, logging in to the SMB server failed because one of the following problems occurred on the shared name of the SMB server. •The specified shared name does not exist on the server. •Unavailable characters are used in the specified shared name. •Macintosh computers does not have access rights to the shared name. [Remedy] Confirm the specified shared name, and set the name correctly.

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Problem Solving

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-547				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, the number of users logged into the SMB server has exceeded the limit. [Remedy] Take one of the following actions, and try again: •Check how many users can access to the shared folder. •Check whether the number of login users has exceeded the limit.
018-596				O			[Cause] An error occurred during LDAP server authentication. [Remedy] Try again. If the problem persists, contact our Customer Support Center.
018-701				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "1" (operations error) for Address Book query. [Remedy] Check if [LDAP Server / Directory Service] under [Remote Authentication Server / Directory Service] has been set correctly. Or, the server may have a problem. Check with your network administrator.
018-702				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "2" (protocol error) for Address Book query. [Remedy] Have the network administrator check the LDAP server settings, and try again.
018-703				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "3" (timelimit exceeded) for Address Book query. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.
018-704				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "4" (sizelimit exceeded) for Address Book query. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.
018-705				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "5" (compare false) for Address Book query. [Remedy] The result may be different from the specified content. Have the network administrator check the LDAP server status.
018-706				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "6" (compare true) for Address Book query. [Remedy] The desired result has been achieved. No problem occurred.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-707				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "7" (strong authentication not supported) for Address Book query. [Remedy] The LDAP server does not support the specified authentication method. Change the authentication method. Check with your system administrator for another method.
018-708				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "8" (strong authentication required) for Address Book query. [Remedy] Check if the authentication settings are correct. Check with your system administrator to consolidate the authentication, and try again.
018-710				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "10" (referral) for Address Book query. [Remedy] No registered items were found in the specified retrieval range. Have the network administrator check the authentication settings.
018-711				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "11" (admin limit exceeded) for Address Book query. [Remedy] Have the network administrator check the operational status of the server.
018-712				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "12" (unavailable extension) for Address Book query. [Remedy] Have the network administrator check the operational status of the server.
018-713				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "13" (confidentiality required) for Address Book query. [Remedy] Have the network administrator check the operational status of the server.
018-714				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "14" (SASL bind in progress) for Address Book query. [Remedy] Retry after waiting for a while. If the problem persists, check with your network administrator.
018-716				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "16" (no such attribute) for Address Book query. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-717				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "17" (undefined type) for Address Book query. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-718				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "18" (inappropriate matching) for Address Book query. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-719				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "19" (constraint violation) for Address Book query. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-720				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "20" (attribute exists) for Address Book query. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-721				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "21" (invalid syntax) for Address Book query. [Remedy] The LDAP server has an Attribute problem. Have the network administrator check the LDAP server status.
018-732				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "32" (no such object) for Address Book query. [Remedy] The target e-mail address does not exist. Check the e-mail address you entered and the e-mail address registered on the LDAP server.
018-733				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "33" (incorrect alias) for Address Book query. [Remedy] The LDAP server has a Name problem. Have the network administrator check the LDAP server status.
018-734				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "34" (invalid DN syntax) for Address Book query. [Remedy] The LDAP server has a Name problem. Check the user name and password to cancel an incorrect password. If the problem persists, have the network administrator check the authentication settings and status of the LDAP server.
018-735				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "35" (object is leaf) for Address Book query. [Remedy] The LDAP server has a Name problem. Have the network administrator check the LDAP server status.
018-736				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "36" (alias dereferencing problem) for Address Book query. [Remedy] The LDAP server has a Name problem. Have the network administrator check the LDAP server status.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-748				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "48" (inappropriate authentication) for Address Book query. [Remedy] The LDAP server has a security problem. Have the network administrator check the authentication settings on the LDAP server.
018-749				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "49" (invalid credentials) for Address Book query. The address search was performed with an incorrect authentication user name and password. [Remedy] The LDAP server has a security problem. Check the authentication user name and password to cancel an incorrect login name. If the problem persists, have the network administrator check the authentication settings on the LDAP server.
018-750				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "50" (insufficient access) for Address Book query. [Remedy] The LDAP server has a security problem. Have the network administrator check the access rights for the LDAP server.
018-751				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "51" (busy) for Address Book query. [Remedy] The service has a problem. Retry after waiting for a while. If the problem persists, check with your network administrator.
018-752				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "52" (unavailable) for Address Book query. [Remedy] The service has a problem. Retry after waiting for a while. If the problem persists, check with your network administrator.
018-753				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "53" (unwilling to perform) for Address Book query. [Remedy] The service has a problem. Retry after waiting for a while. If the problem persists, check with your network administrator.
018-754				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "54" (loop detected) for Address Book query. [Remedy] The service has a problem. Have the network administrator check the operational status of the service on the LDAP server.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-764				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "64" (naming violation) for Address Book query. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-765				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "65" (object class violation) for Address Book query. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-766				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "66" (not allowed on nonleaf) for Address Book query. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-767				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "67" (not allowed on RDN) for Address Book query. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-768				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "68" (already exists) for Address Book query. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-769				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "69" (no object class modifications) for Address Book query. [Remedy] The LDAP server has an Update problem. Have the network administrator check the LDAP server status.
018-770				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "70" (results too large) for Address Book query. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.
018-771				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "71" (affecting multiple DSAs) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-780				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "80" (unknown error) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-781				O			[Cause] LDAP server protocol error caused by the Address Book operation. Connection to the server cannot be established for Address Book query. [Remedy] Take one of the following actions: •Check the network cable connection. •If the network cable connection has no problem, check the active status of the target server. •Check if the server name has been correctly set for [LDAP Server / Directory Service] under [Remote Authentication Server / Directory Service].
018-782				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "82" (program error or SASL authentication error) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-783				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "83" (encoding error) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-784				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "84" (decoding error) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-785				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "85" (timeout) for Address Book query. [Remedy] Change the search conditions/start position to narrow the range of search area, and try again. If the problem persists, check with your network administrator.
018-786				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "86" (unknown authentication method) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-787				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "87" (search filter error) for Address Book query. [Remedy] Check the search conditions set on Address Book. If the problem persists, check with your network administrator.
018-788				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "88" (user cancelled operation) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
018-789				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "89" (incorrect parameter) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-790				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "90" (no memory) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-791				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "91" (server connection error) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-792				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "92" (unsupported feature) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-793				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "93" (no results returned) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-794				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "94" (no more results) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-795				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "95" (results remaining) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-796				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "96" (client loop detected) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.
018-797				O			[Cause] LDAP server protocol error caused by the Address Book operation. The server returned RFC2251 Result Message No "97" (referral limit exceeded) for Address Book query. [Remedy] Have the network administrator check the LDAP server status.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
024-742		O					[Cause] Booklet printing was specified for [Print Options], but the number of print pages for the job exceeded the maximum number for booklet creation. [Remedy] Change the [Print Options] setting to split the pages appropriately to create separate volumes, or to cancel the booklet setting.
024-746		O					[Cause] The specified paper type is not compatible with the specified paper size, paper tray, output tray, or 2-sided printing. [Remedy] Check the print data.
024-747		O					[Cause] Incompatible print parameters are used. The combination of the specified features such as Document Size, Paper Size, Paper Tray, 2 sided print, and Output Tray is incompatible. [Remedy] Check the print data, and try to print again.
024-748		O					[Cause] The number of digits specified in [Number of Digits] of the [Page Number] screen does not match the value specified in [Start Number] of the [Page Number - Print On] screen. [Remedy] Set [Number of Digits] to [Auto Assign] or a value appropriate for the value specified in [Start Number].
024-775		O					Refer to 024-742.
024-984	O	O					[Cause] The staple cartridge for booklet is not correctly attached. [Remedy] Replace the staple cartridge with a new one. For information on how to replace the staple cartridge for booklet, refer to "Replacing the Staple Cartridge for Booklet (When a C-Finisher with Booklet Maker is Installed)" (P.415).
026-700				O			[Cause] By Address Book operation, the machine received an unsupported protocol from the LDAP server. [Remedy] Try again. If the problem persists, contact our Customer Support Center.
026-701				O			[Cause] The number of queries to Address Book exceeded the machine's processing capability. [Remedy] Wait for a while and try again. If the number of queries to Address Book is only one, the machine's software may be defective. Contact our Customer Support Center.
026-702				O			[Cause] The number of access from the LDAP server to the machine exceeded the machine's processing capability. [Remedy] Wait for a while and try again. If the problem persists, contact our Customer Support Center.
027-452						O	[Cause] The IP address already exists. [Remedy] Change the IP address. Refer to the Network Administrator Guide for details.
027-500					O	O	[Cause] Unable to resolve the SMTP server name when returning e-mail. [Remedy] Check on the CentreWare Internet Services if the SMTP server settings are correct.

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Error Code	Category						Cause and Remedy
	C	**P**	**F**	**S**	**M**	**O**	
027-501					O	O	[Cause] Unable to resolve the POP3 server name when using the POP3 protocol. [Remedy] Check on CentreWare Internet Services if the POP3 server settings are correct.
027-502					O	O	[Cause] Failed to login to the POP3 server when using the POP3 protocol. [Remedy] Check on CentreWare Internet Services if the user name and password used in the POP3 server are correct.
027-503					O	O	[Cause] An error occurred in the POP server. [Remedy] Try again. If the error persists, contact our Customer Support Center.
027-504					O	O	[Cause] An error occurred in the SMTP server. [Remedy] Try again. If the error persists, contact our Customer Support Center.
027-513				O			[Cause] The machine failed to transfer data using [SMB] of the [Scan to PC] feature because access to the SMB server was not permitted. When the server is Macintosh, a folder with the same name as the specified file name may exist on the server. [Remedy] Change the settings so that a file or a folder can be read and written at the save location. When the server is Macintosh, change the folder name on the server, or the file name to be transferred.
027-514				O			[Cause] The machine failed to transfer data using [SMB] of the [Scan to PC] feature because the machine could not resolve the host name or the server name of the SMB server when accessing the DNS. [Remedy] Check the connection to the DNS. Check if the forwarding destination SMB server name has been registered on the DNS.
027-515				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, accessing the DNS failed because the DNS server was not set correctly. [Remedy] Set the DNS server address. Or, specify the destination SMB server address using its IP address.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	

027-516				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, the SMB server could not be found.
							[Remedy] Take one of the following actions, and try again:
							•Check the following to see if the destination SMB server and the machine are set up properly for network communications:
							  - Check the network cables are plugged in securely.
							  - Check the TCP/IP settings.
							  - Check communications of port 137 (UDP), port 138 (UDP), port 139 (TCP).
							•Check the following to see if the computer correctly works as an SMB server.
							  - Check if the file sharing service for Microsoft Network is activated.
							  - Check if [NetBIOS over TCP/IP] for TCP/IP is activated.
							  - Check if the file sharing service (using communication through port 137 (UDP), port 138 (UDP), and port 139 (TCP)) are authorized for the Firewall settings.
							•For communications which exceed the subnet, check the WINS server settings, and check if the server address can be resolved correctly.
							•For Windows NT 4.0 Server/Workstation, use the following steps to see if the NetBIOS interface device is activated on the destination SMB server:
							1. Select [Start] > [Settings] > [Control Panel].
							2. Display [Services], then select [Messenger] service.
							3. Select [Startup] > [Auto] > [OK], then select [Close].
							4. Select [Devices] in the [Control Panel], then select [NetBIOS Interface].
							5. Select [Startup] > [Auto] or [Manual] > [OK], then select [Close].
							6. Reboot the computer.

027-518				O			[Cause] The machine failed to transfer data using [SMB] of the [Scan to PC] feature because the specified password was incorrect. When the server is Macintosh, the specified user may not have been registered as a user who are permitted to use Windows Sharing. [Remedy] Check the password for the shared folder. When the server is Macintosh, specify a user who is permitted to use Windows Sharing.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-519				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, an error occurred because the save location or file name specified for the scanned image had a problem. •The specified save location does not exist on the server. •Unavailable characters are used in the save location or the file name. •Because the specified save location has the Distributed File System (DFS) settings, it is linked to other shared folders. [Remedy] Take one of the following actions: •Check if the save location is correct. •Check if the specified file name is available on the SMB server. •Use the following steps to check with the system administrator for the Distributed File System (DFS) settings: 1. Select [Start] > [Programs] > [Administrative Tools] > [Distributed File System]. 2. Select the specified save location from the left side frame of the [Distributed File System] window, and then check the target information displayed on the right side frame of the window. 3. Specify the SMB server, shared name, and save location based on the information you checked in step 2.
027-520				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, the file name or folder name could not be retrieved. [Remedy] Check the access privilege to the SMB server.
027-521				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, the suffix of the file name or folder name exceeded the limit on the SMB server. [Remedy] Change the file name or destination folder on the SMB server. Or, move or delete the files from the destination folder.
027-522				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, the scanned image file could not be created on the SMB server due to one of the following reasons: •The specified file name has already been used on the server. •The specified file name has already been used. •The specified file name exists as a directory. •Unavailable characters are used in the file name. [Remedy] Take one of the following actions: •Check if the specified file name can be used in the save location. •Check whether or not the specified file name has been used by another user. •Check whether or not the specified file name has been used for another file or folder.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-523				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, a lock folder could not be created on the SMB server due to the following reason: •The specified lock folder already exists. [Remedy] Take one of the following actions: •If any lock directory (.LCK) exists in the forwarding destination, manually delete it, and then try again. •Check if the same name is being used for another folder.
027-524				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, a folder could not be created on the SMB server because the same folder already exists. [Remedy] Check if the specified name is being used for another file or folder on the SMB server.
027-525				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, a file could not be deleted from the SMB server due to one of the following reasons: •The file does not exist. •The file is opened. •The specified file name is being used as a directory. [Remedy] Check whether or not the file is not being used by another user at the specified save location.
027-526				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, a lock folder could not be deleted from the SMB server due to one of the following reasons: •The file does not exist. •The directory is not empty. •The specified directory name does not exist. [Remedy] If any lock directory (.LCK) exists in the forwarding destination, manually delete it, and then try again.
027-527				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, a folder could not be deleted from the SMB server due to one of the following reasons: •The file does not exist. •The directory is not empty. •The specified directory name does not exist. [Remedy] Check whether or not the file is not being used by another user at the specified save location.
027-528				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, no space is available at the save location on the SMB server. [Remedy] Check if the save location has free space.
027-529				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, an unexpected error has occurred on the SMB server, or an unexpected internal error has occurred on the machine. [Remedy] Log in to the server from another computer using the same user name, to see if a file can be written into the same save location on the server. If the error persists, it may be an internal error. Contact our Customer Support Center.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-530				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, a file could not be saved because [Cancel Job] had been selected for [File Name Conflict]. [Remedy] Select any option other than [Cancel Job] for [File Name Conflict].
027-531				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, an error occurred because the filing policy was invalid. [Remedy] When selecting [Change Name and Save] in [File Name Conflict], make sure that the file format is not Multi-Page.
027-532				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, an error occurred when accessing to the NEXTNAME.DAT file. [Remedy] If [Change Name and Save] has been selected for [File Name Conflict], check if the NEXTNAME.DAT file is correct.
027-533				O			[Cause] During the transfer using [SMB] of the [Scan to PC] feature, an internal error occurred. [Remedy] Try executing the same operation. If the error persists, contact our Customer Support Center.
027-543				O			[Cause] The SMB server (NetBIOS) name is invalid. [Remedy] Check if the server name of the SMB server is correct.
027-547						O	[Cause] SMB protocol error. An invalid character was detected in the specified domain name. [Remedy] If the error occurred during SMB authentication: Check with the network administrator for the domain name, then re-configure correctly. Also, check if the domain name set on the machine is correct, using the following procedure: 1. Enter the System Administration mode, and select [System Settings] > [System Settings] > [Network Settings] > [Remote Authentication Server / Directory Service] > [SMB Server Settings]. 2. Select the SMB server to check the domain name. If the error occurred during the transfer via SMB of [Scan to PC]: Check the domain name which has been specified when entering login name with the network administrator. To check the domain name on the server, take the following actions: 1. Select [Start] > [Programs] > [Administrative Tools] > [Active Directory Domains and Trusts]. 2. From the left side frame of the [Active Directory Domains and Trusts] window, select [Active Directory Domains and Trusts]. Right-click [Domains] to select [Properties]. 3. Select the [General] tab in the domain properties window, and check the domain name (prior to Windows 2000).

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	**P**	**F**	**S**	**M**	**O**	
027-548						O	[Cause] SMB protocol error. An invalid character was detected in the specified user name. [Remedy] The user name on the server needs to be set without using unauthorized characters by the network administrator. To check the user name on the server, take the following actions: 1. Select [Start] > [Programs] > [Administrative Tools] > [Active Directory Users and Computers] on the Active Directory domain controller where the user information is set. 2. Select [Active Directory Users and Computers] > [Server] > [Domains] > [Users] from the left side frame of the [Active Directory Users and Computers] window, to display the user information. 3. Select the [Account] tab in the [User Properties] window, check the user name of [User Log On Name (Prior to Windows 2000)].
027-549						O	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.
027-564						O	[Cause] SMB protocol error. The SMB server was not found. [Remedy] Check if the connection between the authentication server and the machine has been established via a network. For example, check the following points: •Network cable connection •TCP/IP settings •Connection via Port 137 (UDP)/Port 138 (UDP)/Port 139 (TCP)
027-565						O	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.
027-566						O	[Cause] SMB protocol error. SMB (TCP/IP) is not active. [Remedy] Check on CentreWare Internet Services that SMB (TCP/IP) is active on the [Port Status] screen of the [Properties] tab.
027-569				O			[Cause] The SMB (TCP/IP) port is not activated. [Remedy] Select [Properties] on CenreWare Internet Service, and check if the SMB(TCP/IP) is activated on the [Port Status] screen.
027-572 **027-573** **027-574** **027-576** **027-578**						O	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.
027-584						O	[Cause] SMB protocol error. The SMB server is in shared security mode. [Remedy] The SMB server may be on Windows 95, Windows 98, or Windows Me OS. Set the SMB server on an OS other than Windows 95, Windows 98, or Windows Me OS.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-585				O		O	[Cause] SMB protocol error. Login disabled period. [Remedy] Check with the system administrator for the login-permitted period.
027-586				O		O	[Cause] SMB protocol error. The password has expired. [Remedy] Obtain a valid password from the system administrator.
027-587				O		O	[Cause] SMB protocol error. The password must be changed. [Remedy] Log in to Windows, and change the password. Ask the system administrator for changing the setting so that you do not need to change the login password next time.
027-588				O		O	[Cause] SMB protocol error. The user is invalid. [Remedy] Ask the system administrator for validating the user.
027-589				O		O	[Cause] SMB protocol error. The user was locked out. [Remedy] Ask the system administrator for canceling the lockout status.
027-590				O		O	[Cause] SMB protocol error. The user account has expired. [Remedy] Obtain a valid user account from the system administrator. Or, ask the system administrator to extend the account expiration date.
027-591				O		O	[Cause] SMB protocol error. Users are restricted. A blank password is invalid. [Remedy] Set the password for the user.
027-599				O		O	[Cause] SMB protocol error [Remedy] Try again. If the problem persists, contact our Customer Support Center.
027-702				O	O		[Cause] A certificate for addresses does not exist. [Remedy] Register a certificate to the machine.
027-703				O	O		[Cause] The certificate for addresses has expired. [Remedy] Register a valid certificate to the machine.
027-704				O	O		[Cause] The CA certificate for the specified Address Book does not exist. [Remedy] Check the path to the recipient's certificate, and register the required CA certificate to the machine.
027-705					O		[Cause] The certificate for addresses has been revoked. [Remedy] Specify a valid certificate.
027-706					O		[Cause] Unable to find the S/MIME certificate associated with the machine's e-mail address when sending e-mail. [Remedy] Import the S/MIME certificate corresponding to the mail address to the machine.
027-707					O		[Cause] The S/MIME certificate associated with the machine's e-mail address has expired. [Remedy] Import a new S/MIME certificate to the machine.
027-708					O		[Cause] The S/MIME certificate associated with the machine's e-mail address is not reliable. [Remedy] Import a reliable S/MIME certificate to the machine.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-709						O	[Cause] The S/MIME certificate associated with the machine's e-mail address has been discarded. [Remedy] Import a new S/MIME certificate to the machine.
027-710						O	[Cause] No S/MIME certificate is attached to the received e-mail. [Remedy] Ask the sender to send the e-mail with an S/MIME certificate.
027-711						O	[Cause] No S/MIME certificate was obtained from the received e-mail. [Remedy] Import the sender's S/MIME certificate to the machine, or attach an S/MIME certificate to S/MIME signature mail sent from the sender.
027-712						O	[Cause] The received S/MIME certificate has expired, or is an unreliable certificate. [Remedy] Ask the sender to send the e-mail with a valid S/MIME certificate.
027-713						O	[Cause] The received e-mail has been discarded because it might be altered on its transmission route. [Remedy] Tell the sender about it, and ask to send the e-mail again.
027-714						O	[Cause] The received e-mail has been discarded because the address in its From field was not the same as the mail address in the S/MIME signature mail. [Remedy] Tell the sender that the mail addresses are not identical, and ask to send the e-mail again.
027-715						O	[Cause] The received S/MIME certificate has not been registered on the machine, or has not been set to use on the machine. [Remedy] Import the sender's S/MIME certificate to the machine, or change settings to use the S/MIME certificate on the machine when the S/MIME certificate has already been registered.
027-716						O	[Cause] The received S/MIME certificate has been discarded because the certificate was unreliable. [Remedy] Ask the sender to send the e-mail with a reliable S/MIME certificate.
027-720						O	[Cause] Unable to find the server of an application interface destination. [Remedy] Check the DNS server address. Or, check whether or not the computer that the application (ApeosWare Flow Service) is installed on has been registered on the DNS server.
027-721						O	[Cause] An application interface destination does not exist. [Remedy] Check whether the application linked (ApeosWare Flow Service) operates correctly.
027-722						O	[Cause] The jobs was timed out during connection with an application interface destination. [Remedy] Try to process the job flow again.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-723						O	[Cause] Authentication at the application interface destination (ApeosWare Flow Service) failed. [Remedy] Check the user name and password that is used when creating a job flow.
027-724				O			[Cause] An application interface destination (ApeosWare Flow Service) could not be accessed. [Remedy] Check whether ApeosWare Flow Service operates correctly. When it is operating correctly, check the log.
027-725						O	[Cause] A job operation failed using an application interface. [Remedy] Check whether the application linked (ApeosWare Flow Service) operates correctly. When it is operating correctly, check the log. When it is not operating, check the network environments.
027-726				O			[Cause] The status of the application interface destination (ApeosWare Flow Service) is unknown. [Remedy] Check whether ApeosWare Flow Service operates correctly. When it is operating correctly, check the log.
027-727						O	[Cause] A parameter is illegal during an application interface. [Remedy] Try to process the job flow again.
027-728						O	[Cause] The number of files that are to be sent to external services exceeded the maximum number. [Remedy] Reduce the number of files, and send them again.
027-730						O	[Cause] The number of the document pages attached to the SMTP mail is more than the maximum number of pages allowed for the Split Send feature. [Remedy] Reduce the number of the document pages, and try again.
027-737				O		O	[Cause] An error occurred while reading data from the job template pool server. [Remedy] Check to see whether you have privileges for the directory which stores the job template.
027-739				O		O	[Cause] Unable to find the specified job template server. [Remedy] Check the path name of the job template server.
027-740				O		O	[Cause] Unable to login to the job template pool server. [Remedy] Check the login user name and password.
027-741				O		O	[Cause] Unable to connect to the job template pool server. [Remedy] Ask the network administrator to check the network and server environments.
027-742				O		O	[Cause] Unable to store job template due to insufficient hard disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
027-743				O		O	[Cause] The specified job template pool server is incorrect. [Remedy] Check the settings of the job template server.
027-744				O		O	[Cause] The domain name of the job template server has a problem. [Remedy] Make sure that the DNS server connection and the domain name have been registered to the DNS server.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-745				O		O	[Cause] The address of the DNS server has not been registered on the machine. [Remedy] Either register the address of the DNS server on the machine, or set the address of the job template server with its IP address.
027-746				O		O	[Cause] The protocol settings on the job template pool server are incorrect. [Remedy] Set up the correct port.
027-750						O	[Cause] Attempted to give a fax/print/iFax command to the scan document. [Remedy] Fax/print/iFax features are unavailable for scan documents. Set the job flow correctly.
027-751						O	[Cause] An error occurred during job flow processing. [Remedy] Check the settings of the job flow.
027-752						O	[Cause] A mandatory entry field is blank in the job flow. [Remedy] Take one of the following actions: •Link mailboxes only to job flows that do not have mandatory entry fields. •Set the default values to the mandatory fields of the job flow.
027-753						O	[Cause] 1) Attempted to execute the service while the port necessary for the job flow is either deactivated or disabled. 2) Attempted to execute a job flow to send e-mail using the encryption or digital signature feature while S/MIME communication is disabled. [Remedy] For Cause 1) Have your System Administrator check the port status. For Cause 2)Enable S/MIME communication, or modify the job flow so that e-mail is sent by not using the encryption or digital signature feature.
027-754				O			[Cause] The setting contents for [DocuWorks Signature] or [PDF Signature] on the job flow are not appropriate. [Remedy] Check the DocuWorks and PDF signatures for both the system data settings (machine's current settings) and the executed job flow settings. If these settings are not the same, change either of them.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-761						O	[Cause] An on-demand print job was sent to the machine using the remote access feature, but the time interval of receiving the print job and starting the print processing exceeded the time limit specified on the machine. [Remedy] When multiple documents are to be printed, reduce the number of documents, and then try again. If the error persists, go to the system administration mode, and then select [System Settings] > [System Settings] > [Common Settings] > [Machine Clock/Timers] > [On-Demand Print Duration], and specify a larger value or "0". Note • When on-demand printing is performed using the remote access feature, the print processing time has a limit. If many documents are to be printed or if print processing takes time, therefore, a timeout may occur before all the data are received. To clear this problem, change the time limit value according to the document volume and type. If the error persists, contact our Customer Support Center.
027-772						O	[Cause] An error occurred during communication with the SMTP server. [Remedy] Use ASCII characters to modify the host name that has been specified under [System Settings] > [Network Settings] > [Machine's E-mail Address/Host Name]. If the error persists, check with your network administrator whether the SMTP server supports the HELO command.
027-773						O	[Cause] An error occurred during communication with the SMTP server. [Remedy] Wait for a while, and try again.
027-774						O	[Cause] The specified e-mail address contains unsupported characters. [Remedy] Specify the e-mail address using ASCII characters.
027-775						O	[Cause] Too many destination addresses have been specified. [Remedy] Reduce the number of destination addresses. If the error persists, check with your network administrator whether the SMTP server supports the EHLO command.
027-776						O	[Cause] An error occurred during communication with the SMTP server. [Remedy] Use ASCII characters to modify the host name that has been specified under [System Settings] > [Network Settings] > [Machine's E-mail Address/Host Name]. If the error persists, check with your network administrator whether the SMTP server supports the EHLO command.
027-777						O	[Cause] The destination SMTP server does not support SMTP-AUTH. [Remedy] Set [E-mail Send Authentication] to [Off] under [System Settings] > [Network Settings] > [Outgoing/Incoming E-mail Settings] > [SMTP Server Settings].

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
027-778						O	[Cause] The destination SMTP server does not support the SMTP-AUTH system. [Remedy] Check with your network administrator about the authentication type supported by the SMTP server. The machine supports the following authentication types: PLAIN (plain text) authentication, LOGIN (BASE64) authentication, and CRAM-MD5 (challenge-response).
027-779						O	[Cause] Failed to authenticate the SMTP server. [Remedy] Check the login name and password set to SMTP-AUTH.
027-796		O			O	O	[Cause] The received e-mail was discarded because it had no attached documents. (The machine is set to print attached documents only.) [Remedy] To also print the mail body or header information, change settings in the Properties screen of CentreWare Internet Services. Refer to "E-mail Printing" (P.231).
027-797					O	O	[Cause] The output destination of the received e-mail is invalid. [Remedy] Specify a correct output destination, and send the e-mail again.
033-363			O				[Cause] An error occurred during fax transmission. [Remedy] Contact our Customer Support Center.
033-710			O				[Cause] The document to be sent by polling was deleted. [Remedy] Store the document again.
033-712			O				[Cause] Unable to process due to insufficient memory. [Remedy] Remove unnecessary data.
033-713			O				[Cause] An error occurred during fax transmission. [Remedy] Contact our Customer Support Center.
033-716			O				[Cause] The mailbox specified from the sender's machine does not exist. [Remedy] Register the mailbox. Refer to "Mailbox" (P.322).
033-717			O				[Cause] The mailbox passcode specified from the sender's machine is incorrect. Or, the machine password is incorrect. [Remedy] Notify the correct information to the sender's machine.
033-718			O				[Cause] Fax or polling documents do not exist in the mailbox specified from the sender's machine. [Remedy] Store fax or polling documents into the mailbox as necessary.
033-719			O				[Cause] The document may be deleted by turning off and on the machine. [Remedy] Retry sending.
033-721			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
033-722			O				[Cause] The document is jammed, or the document pages are over the limit. [Remedy] Remove the jammed paper or reduce the document pages, and retry sending.
033-724			O				[Cause] The reception was interrupted because the image volume exceeded the upper limit. [Remedy] Attach a HDD Extension Kit or Extension System Memory (256MB) to increase the maximum volume of image data.
033-725			O				[Cause] The hard disk is full. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
033-726			O				[Cause] The received document was printed with the single sided printing, because the 2-sided printing is not available for a mixed sized document. [Remedy] No operation is necessary.
033-727			O				[Cause] The received page was printed without being rotated, because its data volume was too large to change the orientation automatically. [Remedy] No operation is necessary.
033-728			O				[Cause] The Auto Print formatting of the received fax document was interrupted by a manual print operation. [Remedy] No operation is necessary. The machine will automatically start the Auto Print job after manual printing.
033-730			O				[Cause] An error occurred during fax communication. [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center.
033-731			O				[Cause] The print job for the received fax document was interrupted. [Remedy] The Auto Print processing of the received fax document was interrupted by a manual print operation. No operation is necessary.
033-733			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-734			O				[Cause] The print job of the received fax document was interrupted by a report job. [Remedy] No operation is necessary.
033-735			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-736			O				[Cause] The forwarding job was interrupted because the data volume exceeded the upper limit. [Remedy] No operation is necessary.
033-737			O				[Cause] An error occurred during fax transmission. [Remedy] Try again.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
033-738			O				[Cause] Received abnormal JBIG data. [Remedy] No operation is necessary.
033-740			O				[Cause] The print job for the received fax document was interrupted. [Remedy] No operation is necessary.
033-741			O				[Cause] An error occurred during fax transmission. [Remedy] Try again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-742			O				[Cause] An error occurred during fax transmission. This error may occur if the remaining capacity of the machine's memory is 10% or less and Manual Send is used. [Remedy] When this error was caused by Manual Send, connect the line after storing the document. If the error is still not cleared, remove unnecessary data from the hard disk to increase free disk space, and retry again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-743 **033-744** **033-745** **033-746**			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-747			O				[Cause] The job is in pending status. [Remedy] No operation is necessary.
033-749			O				[Cause] The machine will automatically resume and print out. [Remedy] No operation is necessary.
033-750			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
033-755			O				[Cause] A fax document was to be printed, but the print job was canceled because the fax feature did not work. If multiple documents stored in mailboxes are to be printed, and one of them is a fax document, the fax document and the documents to be printed subsequently will not be printed out. [Remedy] Take one of the following actions: •Turn the machine off and then back on. •Check if the phone cable connection is secured. •Print an Error History Report to obtain the fax-related error code (133-xxx, 134-xxx), and then solve the problem. If the error persists, contact our Customer Support Center.
034-211 **034-212**			O				[Cause] An error occurred on the fax control system. [Remedy] Contact our Customer Support Center.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
034-500			O				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again.
034-501			O				[Cause] Unable to communicate because the specified telephone line does not exist. [Remedy] Check the telephone line, and try again.
034-505			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-506			O				[Cause] The destination machine does not have the remote copy feature (for printing the multiple sets of a received document). [Remedy] Check if the destination machine has the remote copy feature.

034-507			O				[Cause] The specified password is not identical with the ID number of the destination machine.
							[Remedy] Check the password and the phone number.
							  The destination machine may be set not to send its ID number. Check the setting of the destination machine.
							  This error code also appears when polling is rejected.

034-508 **034-509** **034-510**			O				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-511			O				[Cause] A document for relay broadcasting cannot be transmitted. [Remedy] Select [Address Book] to print an address list, and check if the relay station is correctly registered. If the registered address is incorrect, modify it. Check also the contents of the address number registered at the relay station. For information on Relay Broadcast, refer to "Relay Broadcast (Transmitting Documents Through a Relay Station)" (P.158) For information on Remote Relay Broadcast, refer to "Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)" (P.162).
034-512			O				[Cause] An infinite loop was detected on the remote relay broadcast. [Remedy] Check the abbreviated number of the relay broadcast. Check also the abbreviated number registered in the relay station. For information on Remote Relay Broadcast, refer to "Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)" (P.162).
034-515			O				[Cause] The destination machine has a problem. [Remedy] Check the conditions of the destination machine.
034-519			O				[Cause] The number of destinations specified for the broadcast transmission exceeded the upper limit. [Remedy] Wait until the waiting jobs decrease, or reduce the number of destinations, and try again.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
034-520			O				[Cause] The number of waiting jobs exceeded the upper limit. [Remedy] Wait until the waiting jobs decrease, and try again.
034-521			O				[Cause] An error occurred while faxing. [Remedy] Turn off and on the machine. If the error persists, contact our Customer Support Center.
034-522			O				[Cause] There is no line available for the manual communication. [Remedy] Wait until the job in communication is completed, and try again.
034-523			O				[Cause] Unable to accept jobs. [Remedy] Retry after waiting for a while.
034-527			O				Refer to 034-521.
034-528			O				[Cause] Manual communication is not available during dialing. [Remedy] Try again after the dialing.
034-529			O				[Cause] Paper with the same size as the received document is not loaded on the machine. [Remedy] Check the following: •Check the sizes of paper loaded on the machine. •Check if the paper trays are correctly inserted.
034-530			O				[Cause] Operation time out [Remedy] Operate within a specified time.
034-700 **034-701**			O				Refer to 034-521.
034-702			O				[Cause] Unable to transmit because the number is not registered in Address Number. [Remedy] Check if the number registered in Address Number is correct, and try again.
034-703 **034-704** **034-705** **034-706**			O				[Cause] The phone cable is not correctly connected. [Remedy] Check the phone cable connection, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-707 **034-708** **034-709** **034-710** **034-711** **034-712** **034-713** **034-714** **034-715** **034-716** **034-717** **034-718** **034-719** **034-720**			O				Refer to 034-508.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
034-721			O				Refer to 034-521.
034-722			O				Refer to 034-508.
034-723			O				Refer to 034-521.
034-724 **034-725** **034-726**			O				Refer to 034-508.
034-727			O				Refer to 034-521.
034-728			O				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If the error persists, contact our Customer Support Center.
034-730 **034-731** **034-732**			O				Refer to 034-508.
034-734			O				Refer to 034-521.
034-738 **034-739**			O				[Cause] The phone cable is not correctly connected. [Remedy] Check the phone cable connection, and send the fax again. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
034-740 **034-741** **034-742** **034-743** **034-744** **034-745**			O				Refer to 034-508.
034-752			O				[Cause] The destination machine is busy. [Remedy] Retry after waiting for a while.
034-753			O				[Cause] The destination machine does not respond. [Remedy] Check the phone number, and try again.
034-754			O				[Cause] The destination machine does not respond. [Remedy] Check if the destination machine is ready to receive a fax, and try again.
034-755			O				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If the problem persists, contact your telephone company.
034-756			O				[Cause] The destination machine does not respond. [Remedy] Check the phone number, and try again. If the problem persists, send to another machine at the recipient's site.
034-757			O				Refer to 034-729.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
034-758 034-759 034-760 034-761 034-762 034-763 034-764 034-765			O				[Cause] Unable to communicate due to an incorrect phone number. [Remedy]Check the phone number, and try again.
034-766 034-767			O				Refer to 034-508.
034-768 034-769 034-770 034-771 034-772			O				[Cause] Communication error [Remedy] When this error was caused by a sending operation, try again.
034-773 034-774			O				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again.
034-775 034-776 034-777 034-778 034-779 034-780 034-781 034-782 034-783			O				[Cause] An error occurred during fax transmission. [Remedy] Check the settings and the phone number, and send the fax again.
034-784			O				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again. If DP (dial pulse) is used for G3, check that "∗" and "#" are not included in the phone number.
034-785 034-786 034-787 034-788 034-789			O				Refer to 034-508.
034-790 034-791 034-792 034-793 034-794 034-795			O				[Cause] Is the telephone line (modular jack) correctly connected? [Remedy] Check the telephone line connection, and try again.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is
printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
034-796			O				[Cause] Unable to communicate due to an incorrect phone number. [Remedy] Check the phone number, and try again.
034-797 **034-798** **034-799**			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the error persists, contact our Customer Support Center.
035-700			O				[Cause] An error occurred during fax transmission. [Remedy] Try to send the fax again. If the problem persists, contact our Customer Support Center.
035-701 **035-702** **035-703**			O				[Cause] The communication was interrupted on the destination machine. This error is not due to this machine. [Remedy] Call the destination to check the condition of the destination machine, and try again.
035-704			O				[Cause] The fax was sent using a feature (such as Polling), but the destination machine does not have the feature. [Remedy] Make a phone call to the recipient to check the destination machine features.
035-705			O				[Cause] The destination machine may have a problem. [Remedy] Call the destination to check the condition of the machine, and try again.
035-706			O				[Cause] The destination machine has a problem, or the fax number is incorrect. [Remedy] Call the destination to check the condition of the machine and the fax number, and then try again.
035-707			O				[Cause] The received document has an incorrect or no password. [Remedy] No operation is necessary. This error is just to notify that the machine received such a document.
035-708 **035-709** **035-710** **035-711**			O				[Cause] The destination machine may have a problem. [Remedy] Call the destination to check the condition of the machine, and try again.
035-712			O				[Cause] The destination machine may have a problem. [Remedy] Check on the destination machine if any document is jammed. When you requested polling, check also on the destination machine if the target document have been correctly placed.
035-713			O				[Cause] The destination machine may have a problem. [Remedy] Call the destination to check the condition of the machine, and try again.
035-714			O				[Cause] Unable to communicate due to an incorrect fax number or mailbox number. [Remedy]Check the fax number and mailbox number, and try again.
035-715			O				[Cause] Unable to communicate due to an incorrect fax number, mailbox number, or mailbox passcode. [Remedy] Check the fax number, mailbox number, and mailbox passcode, and then try again.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
035-716 **035-717** **035-718** **035-719**			O				[Cause]　Communication error [Remedy] Ask the sender to try again.
035-720			O				[Cause]　An communication error occurred. [Remedy] For error during fax transmission: Check if the fax number is correct and if the destination machine has the specified feature, and then try again. For error during fax reception: Ask the sender to try again.
035-721 **035-722**			O				[Cause]　Communication error [Remedy] Ask the sender to try again.
035-723 **035-724**			O				[Cause]　Communication error [Remedy] For sending error, check the destination phone number, check also if the destination machine has the feature you specified, and then try again. For receiving error, ask the sender to try again.
035-725			O				[Cause]　Unable to communicate because the fax number is incorrect or the destination machine does not have the specified feature. [Remedy]Check if the fax number is correct and the destination machine has the specified feature, and then try again.
035-726			O				[Cause]　Communication error [Remedy] For sending error, check the destination phone number, check also if the destination machine has the feature you specified, and then try again. For receiving error, ask the sender to try again.
035-727 **035-728** **035-729**			O				[Cause]　Communication error [Remedy] Ask the sender to try again.
035-730 **035-731** **035-732** **035-733** **035-734** **035-735** **035-736** **035-737** **035-738** **035-739** **035-740** **035-741** **035-742**			O				[Cause]　Communication error [Remedy] For sending error, check the destination phone number, check also if the destination machine has the feature you specified, and then try again. For receiving error, ask the sender to try again.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
035-743 **035-744** **035-745**			O				[Cause] Unable to communicate. The phone number is incorrect or the destination machine does not have the feature you specified. [Remedy] Check the destination phone number, check also if the destination machine has the feature you specified, and then try again.
035-746			O				[Cause] The fax network does not respond. This may be caused by the following. Check them and then send the fax again. [Remedy] Is the telephone line correctly connected? You may not have a fax network contract, or the fax network may have a problem. When connecting the machine to the fax network, enter two pauses after "161" and "162", then dial the telephone number.
035-747 **035-748**			O				[Cause] The dialing or transmission was interrupted by the <Stop> button. [Remedy] No action is necessary.
035-749			O				[Cause] The number was re-dialed the specified number of times, but the destination machine did not respond. [Remedy] Ask the recipient if the telephone line and telephone switchboard for the destination machine are defective.
035-750			O				Refer to 034-508.
035-751 **035-752**			O				[Cause] The dialing or transmission was interrupted by the <Stop> button. [Remedy] No action is necessary.
035-753			O				[Cause] Memory became insufficient when attempting to receive more than 999 pages of fax document. [Remedy] Ask the sender to reduce the number of pages at one transmission.
035-754 **035-755** **035-756** **035-757** **035-758** **035-759** **035-760** **035-761** **035-762** **036-500** **036-501** **036-502** **036-503** **036-504** **036-505** **036-506** **036-507**			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the error persists, contact our Customer Support Center.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
036-508			O				Refer to 034-508.
036-509							
036-510							
036-511							
036-512							
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036-540							
036-541							
036-542							
036-700							
036-701							
036-702							
036-703							
036-704							
036-705							
036-706							
036-707							
036-708							
036-709							
036-710							
036-711							

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	**P**	**F**	**S**	**M**	**O**	
036-712			O				Refer to 034-508.
036-713							
036-714							
036-715							
036-716							
036-717							
036-718							
036-719							
036-720							
036-721							
036-722							
036-723							
036-724							
036-725							
036-726							
036-727							
036-728							
036-729							
036-730							
036-731							
036-732							
036-733							
036-734							
036-735							
036-736							
036-737							
036-738							
036-739							
036-740							
036-741							
036-742							
036-743							
036-744							
036-745							
036-746							
036-747							
036-748							
036-749							
036-750							
036-751							
036-752							
036-753							
036-754							
036-755							
036-756							
036-757							
036-758							

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
036-759 036-760 036-761 036-762 036-763 036-764 036-765 036-766 036-767 036-768 036-769 036-770 036-771 036-772 036-773 036-774 036-775 036-776 036-777			O				Refer to 034-508.
036-778 036-779			O				[Cause]　The communication was interrupted on the destination machine. [Remedy] Ask the sender to try again.
036-780 036-781 036-782 036-783 036-784 036-785			O				Refer to 034-508.
036-786 036-787			O				[Cause]　Unable to communicate due to an incorrect password. [Remedy]Enter the correct password, and try again. If the problem persists, contact our Customer Support Center.
036-788 036-789			O				[Cause]　The machine sent a polling request, but the destination machine does not have target documents. [Remedy] Call the destination to check the condition, and try again.
036-790 036-791			O				[Cause]　Unable to communicate due to incorrect operation. [Remedy] Refer to this User Guide to operate the machine correctly.
036-792 036-793			O				Refer to 034-508.
036-795			O				[Cause]　The destination machine does not have the remote copy feature (for printing the multiple sets of a received document). [Remedy] Check if the destination machine has the remote copy feature.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
036-796			O				[Cause] The document was faxed with normal transmission, because the destination machine does not have the remote copy feature (for printing the multiple sets of a received document). [Remedy] No operation is necessary.
036-797 **036-798** **036-799**			O				Refer to 034-508.
041-210 **041-211**						O	[Cause] An error occurred in a paper tray unit. [Remedy] Power-cycle the machine. If the error persists, contract our Customer Support Center.
047-211 **047-212**						O	[Cause] An output tray is defective. [Remedy] Power-cycle the machine. If the error persists, contract our Customer Support Center.
047-213						O	[Cause] The finisher is defective. [Remedy] Power-cycle the machine. If the error persists, contract our Customer Support Center.
047-214						O	[Cause] The Duplex Module is defective. [Remedy] Power-cycle the machine. If the error persists, contract our Customer Support Center.
047-215						O	[Cause] An output tray is defective. [Remedy] Power-cycle the machine. If the error persists, contract our Customer Support Center.
047-216						O	[Cause] The finisher is defective. [Remedy] Power-cycle the machine. If the error persists, contract our Customer Support Center.
047-218						O	[Cause] An error occurred in a paper tray unit. [Remedy] Power-cycle the machine. If the error persists, contract our Customer Support Center.
062-210						O	[Cause] Document feeder malfunction [Remedy] Contact our Customer Support Center.
062-211						O	[Cause] An error occurred in the document feeder. [Remedy] Contact our Customer Support Center.
062-220						O	Refer to 062-210.
062-277						O	[Cause] A communication error occurred between the document scan unit and the document feeder. [Remedy] Contact our Customer Support Center.
062-278						O	[Cause] An error occurred in the document feeder. [Remedy] Contact our Customer Support Center.
062-790						O	[Cause] The scanned document is copy-protected. [Remedy] Check documents you can copy.
063-210 **063-220** **063-230** **063-240**						O	Refer to 062-211.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
065-210 **065-211** **065-212** **065-213**						O	[Cause]　An error occurred with the machine. [Remedy] Contact our Customer Support Center.
065-215 **065-216**						O	[Cause]　An error occurred with the document feeder. [Remedy] Power-cycle the machine. If the problem persists, contact our Customer Support Center.
065-219 **065-220**						O	[Cause]　The document feeder is defective. [Remedy] Contact our Customer Support Center.
071-210 **071-211**						O	[Cause]　Tray 1 malfunction [Remedy] Contact our Customer Support Center. Trays other than the Tray 1 can be used.
072-210 **072-211**						O	[Cause]　Tray 2 malfunction [Remedy] Contact our Customer Support Center. Trays other than the Tray 2 can be used.
073-210 **073-211**						O	[Cause]　Tray 3 malfunction [Remedy] Contact our Customer Support Center. Trays other than the Tray 3 can be used.
074-210 **074-211**						O	[Cause]　Tray 4 malfunction [Remedy] Contact our Customer Support Center. Trays other than the Tray 4 can be used.
077-211						O	[Cause]　A different type of paper tray is attached. [Remedy] Contact our Customer Support Center.
077-213						O	[Cause]　A different type of Duplex Kit is attached. [Remedy] Contact our Customer Support Center.
112-700						O	[Cause]　The finisher's hole punch container is full. [Remedy] Empty the hole punch container. For more information, refer to "Emptying the Hole Punch Container (When C-Finisher or C-Finisher with Booklet Maker is Installed)" (P.416).
116-324		O					[Cause]　An error occurred on the machine. [Remedy] Turn off the machine once, then hold down both the <Start> and <Stop> buttons simultaneously for 6 seconds when turning the machine back on. This will delete the print data which caused the error.
116-701	O	O					[Cause]　Unable to use the 2-sided printing feature due to insufficient memory. [Remedy] Add memory.
116-702		O					[Cause]　A print job was processed using a substitute font. [Remedy] Check the print data.
116-703		O					[Cause]　An error occurred during PostScript (optional) processing. [Remedy] Either check the print data, or click [Spool Settings] on the [Details] tab in the print driver to set bi-directional communication to off.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
116-710		O					[Cause] A probable cause is that the correct document size could not be judged as the receive data exceeded the HP-GL/2 spool size. [Remedy] Increase the size assigned to HP-GL/2 auto-layout memory.
116-713						O	[Cause] The job was divided to be printed due to insufficient disk space. [Remedy] Remove unnecessary data from the hard disk to increase free disk space.
116-714		O					[Cause] An HP-GL/2 (optional) command error occurred. [Remedy] Check the print data.
116-720		O					[Cause] An error occurred during print processing due to insufficient memory. [Remedy] Stop unnecessary ports or remove unnecessary data from the hard disk, to increase free disk space.
116-740		O					[Cause] Numerical value operation error occurred as a value exceeding the value limit of the printer was used in the print data. [Remedy] Check the print data.
116-747		O					[Cause] The paper margin value is too large for the HP-GL/2 effective coordinate area. [Remedy] Decrease the paper margin value, and try again.
116-748		O					[Cause] There is no plot data in the HP-GL/2 print data. [Remedy] Check the print data.
116-749		O					[Cause] The job was cancelled because the specified font does not exist. [Remedy] Install the font, or set the font replacement on the print driver.
116-752		O					[Cause] The descriptions of the PDF printing job ticket have a problem. [Remedy] Try again. If the problem persists, contact our Customer Support Center.
116-771 **116-772** **116-773** **116-774** **116-775** **116-776** **116-777** **116-778**			O				[Cause] The data was automatically modified because it included an invalid parameter. [Remedy] The printed image may be incomplete. Check if the image has no problem, or ask the sender to send the data again. When using the iFax forwarding feature, check the data sent to the e-mail recipient.
116-780					O	O	[Cause] There is a problem with the document attached to the received e-mail. [Remedy] Check the attached document.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
116-790		O					[Cause] 1. If the operator cancelled printing a document that was received using the Fax to Mailbox or iFax to Mailbox feature: The first set of the document is not stapled. 2. For a cause other than Cause 1: All the sets of the document are not stapled. [Remedy] For Cause 1. Manually staple the first set of the document. Or, do not cancel printing a document that is received using the Fax to Mailbox or iFax to Mailbox feature. For Cause 2. Check if the staple position has been correctly specified, and try printing again.
123-400		O					[Cause] Machine malfunction [Remedy] Turn the machine off and on. If the problem persists, contact our Customer Support Center.
124-701						O	[Cause] The output destination was changed to the center tray due to the malfunction of the specified Side Tray. [Remedy] Contact our Customer Support Center. Any trays other than the defective output tray can be used.
124-702						O	[Cause] The output destination was changed to the center tray due to the malfunction of the specified Finisher tray. [Remedy] Contact our Customer Support Center. Any trays other than the defective output tray can be used.
124-704						O	[Cause] The output destination was changed to the center tray due to the malfunction of the specified output tray. [Remedy] Contact our Customer Support Center. Any trays other than the defective output tray can be used.
124-705	O						[Cause] The punch setting was cancelled. [Remedy] Check the punch position, and try again.
124-709	O						[Cause] The document exceeded the maximum number of pages that can be stapled. [Remedy] Reduce the number of pages, or cancel the stapling setting, then try to print again.
133-210 **133-211** **133-212** **133-213** **133-214** **133-215** **133-216** **133-217** **133-218** **133-219** **133-220** **133-221** **133-222** **133-223** **133-224**			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

Error Code	Category						Cause and Remedy
	C	P	F	S	M	O	
133-226			O				[Cause] An unsupported country code was specified. [Remedy] Contact our Customer Support Center.
133-280 **133-281** **133-282** **133-283**			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.
133-700	O						[Cause] The staple setting was cancelled. [Remedy] Check the staple position, and try again.
133-710			O				[Cause] When printing the received fax document, the paper loaded on the bypass tray was used for printing because the specified tray could not be used. [Remedy] Take one of the following actions: • Load the printable paper for printing the received fax document: A3SEF, A4LEF, B4SEF, B5LEF, A4SEF, A5SEF, B5SEF, 8.5x11"SEF, 8.5x13"SEF, 8.5x14"SEF, 11x17"SEF, 8.5x11" LEF, 5.5x8.5" SEF. •Use the printable paper type for printing the received fax document: plain paper, recycled paper, side 2 paper, user-defined custom paper. •Check the settings by selecting [System Settings] > [Fax Mode Settings] > [Fax Control] > [Receiving Paper Size]. 1. Select [Receiving Paper Size] > [Tray Mode] to add the tray to be used for printing the received fax documents. 2. Set up so that specified tray in [Tray Mode] can be used for printing the received fax documents. If the error persists, contact our Customer Support Center.
134-210 **134-211**			O				[Cause] An error occurred during fax transmission. [Remedy] Turn the machine off and on. If the machine conditions are not improved by performing the relevant remedy, contact our Customer Support Center.

* If the error persists after following the listed solution, contact our Customer Support Center. The contact number is printed on the label or card attached on the machine.

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Other Errors

Remedies are described for situations in which the following messages are displayed.

Error Message	Category						Cause and Remedy
	C	P	F	S	M	O	
A fault has occurred. Switch off the machine. (xxx-yyy)	O	O	O	O	O	O	[Cause] An error occurred. [Remedy] Turn off the power, wait until the touch screen goes dark, and then turn on power again. If the message persists, record the displayed contents for [(xxx-yyy)]. Switch off the machine immediately, wait for the touch screen to go dark, and contact our Customer Support Center.
Completed with an error. (xxx-yyy)	O	O	O	O	O	O	[Cause] An error occurred. [Remedy] Retry the same procedure after waiting for a period.
A fault has occurred. The machine has rebooted. Select [Close]. If the problem persists, call for service. (xxx-yyy)	O	O	O	O	O	O	[Cause] An auto-recoverable internal error occurred, and the machine restarted automatically. [Remedy] Select the [Close] button. The machine is operating normally now. If the error persists, call our Call Center.

Paper Jams

If paper is jammed inside the machine, the machine stops and an alarm sounds. The machine also display messages on the touch screen. Follow the instructions to remove the jammed paper.

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, make sure that you remove all the torn pieces.

If a paper jam message is displayed again after you have cleared the paper jam, paper is probably jammed at another location. Clear this by following the message.

When you have finished clearing the paper jam, printing is automatically resumed from the state before the paper jam occurred.
If a paper jam occurred during copying, press the <Start> button. Copying is then resumed from the state before the paper jam occurred.

⚠ **CAUTION**

Do not attempt to remove a paper jammed deeply inside the product, particularly a paper wrapped around a fuser or a heat roller. Otherwise, it may cause injuries or burns. Switch off the product promptly and contact your local Fuji Xerox representative.

This section describes how to clear paper jams at the following locations.
Refer to each section.

Important • If a paper jam occurs and you pull out a paper tray without identifying the paper jam locaion, paper may be torn and remain inside the machine. This may cause machine malfunctions. Identify where the paper jam occurred first.

• If a piece of paper remains inside the machine, a paper jam message will not disappear from the touch screen.

• Clear paper jams while the machine is on. If the power is turned off, all data stored in the machine's memory will be erased.

• Do not touch components inside the machine. This may cause print defects.

Paper Jams in Top Left Cover A

The following describes how to clear paper jams in Top Left Cover A.

Use green lever A1 or A2 to clear the paper jams in Top Left Cover A. Follow the instructions displayed and remove the jammed paper.

The following sections separately explain how to use green levers A1 and A2 for clearing paper jams.

When using green lever A1

1 Open Tray 5 (Bypass).
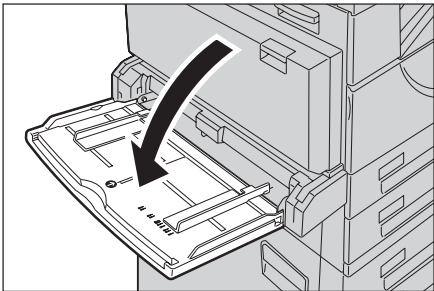
2 If the Side Tray (optional) is attached, remove paper from the Side Tray.

> **Note** • If opened with the paper loaded on the Side Tray, Cover A will not be easily folded up when closed.
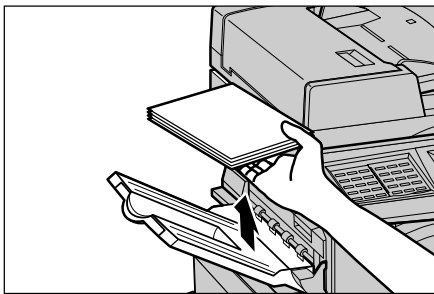
3 Lift up the lever on the upper right side of Cover A, and open Cover A.
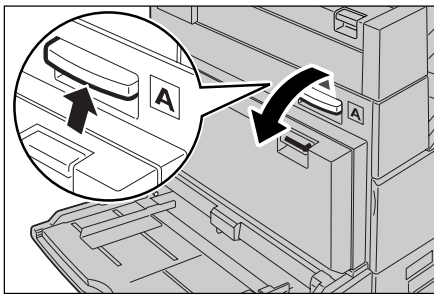
4 If the jammed paper does not reach the Fuser Unit, remove it. Then proceed to Step 7.
If the jammed paper reaches the Fuser Unit, proceed to Step 5.
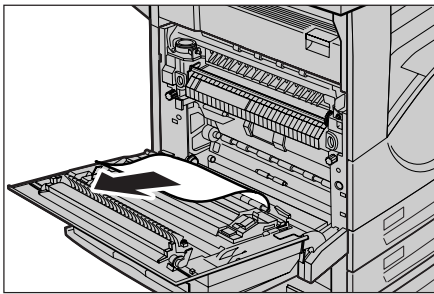
5 Push down green lever A1 in the direction of the arrow several times to eject the paper upward.
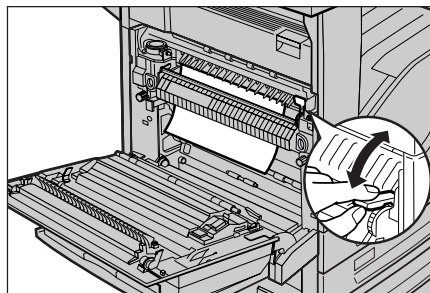
6 Remove the paper in the direction of the arrow.

> **Note** • If the paper is torn, check for any torn pieces inside the machine.
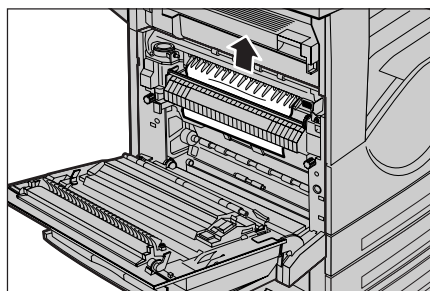
7 Push the center section of Cover A, and firmly close Cover A.

8 Close Tray 5 (Bypass).

When using green lever A2

1 Open Tray 5 (Bypass).
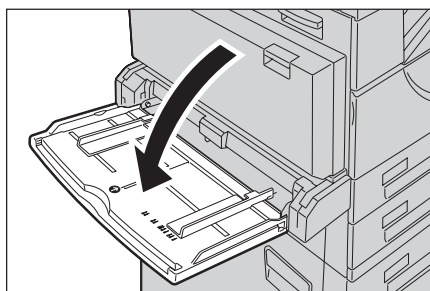
2 If the Side Tray (optional) is attached, remove paper from the Side Tray.

> **Note** • If opened with the paper loaded on the Side Tray, Cover A will not be easily folded up when closed.
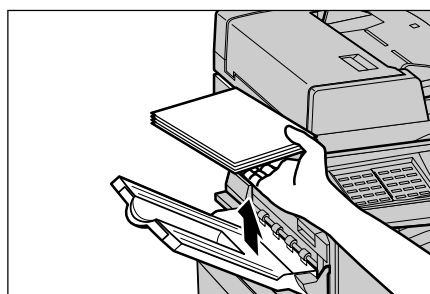
3 Lift up the lever on the upper right side of Cover A, and open Cover A.
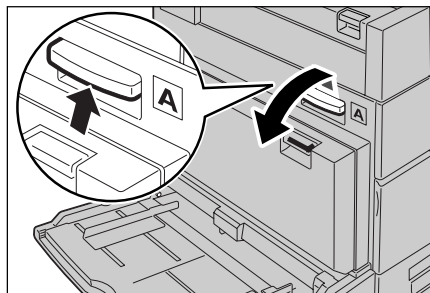
4 If paper is jammed at the Fuser Unit, push down green lever A2 in the direction of the arrow to open the Fuser Unit cover.
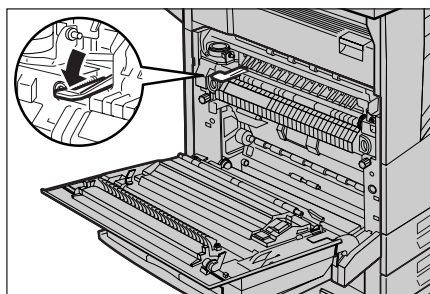
5 If paper is jammed inside the Fuser Unit, gently remove the paper while holding down green lever A2.

> **Note** • If the paper is torn, check for any torn pieces inside the machine.
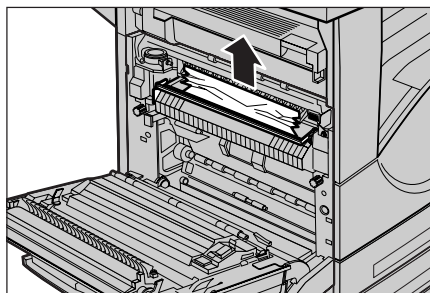
6 Push the center section of Cover A, and firmly close Cover A.

7 Close Tray 5 (Bypass).

Problem Solving

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Paper Jam in Bottom Left Cover B

The following describes how to clear paper jams in Bottom Left Cover B.

1 Lift up the lever on the right side of Cover B, and open Cover B.
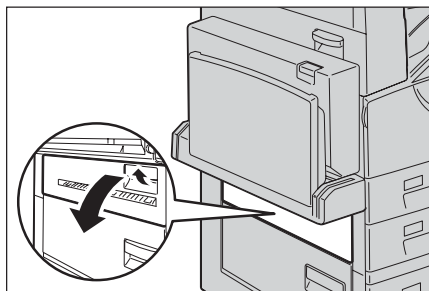
2 Remove the jammed paper.

> **Note** • If paper is jammed at the upper position, it may be invisible. Check inside thoroughly.
>
> • If paper is torn, check for any torn pieces of paper inside the machine.
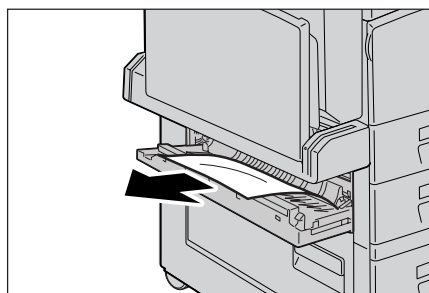
3 Press the center section of Cover B, and firmly close Cover B.

> **Note** • Be sure to press the center section of the cover.

Problem Solving

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Paper Jams in Bottom Left Cover C

The following describes how to clear paper jams in Bottom Left Cover C.

1 Lift up the lever on the right side of Cover C, and open Cover C.
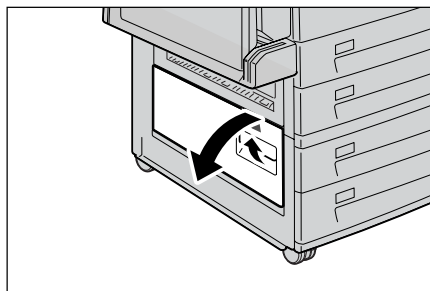
2 Remove the jammed paper.

> **Note** • If paper is jammed at the upper position, it may be invisible. Check inside thoroughly.
> • If paper is torn, check for any torn pieces of paper inside the machine.
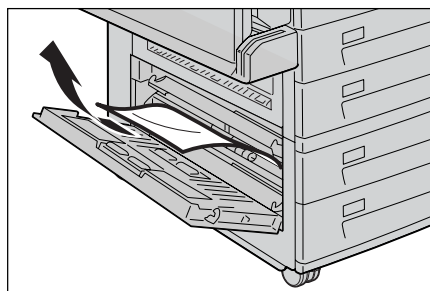
3 Press the center section of Cover C, and firmly close Cover C.

> **Note** • Be sure to press the center section of the cover.

Paper Jams in Top Cover E

The following describes how to clear paper jams in Top Cover E.

1 Open Tray 5 (Bypass).
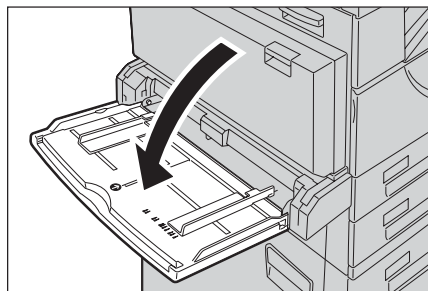
2 When the Side Tray is installed, remove paper from the Side Tray.

> **Note** • If opened with the paper loaded on the Side Tray, Cover A will not be easily folded up when closed.
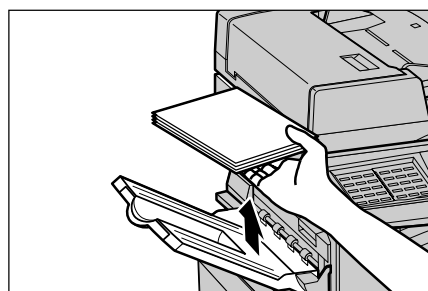
3 Lift up the lever on the upper right side of Cover A, and open Cover A.
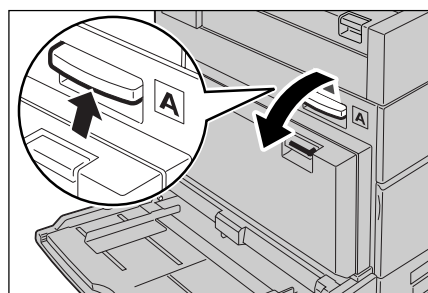
4 Lift up the handle to open Top Cover E.
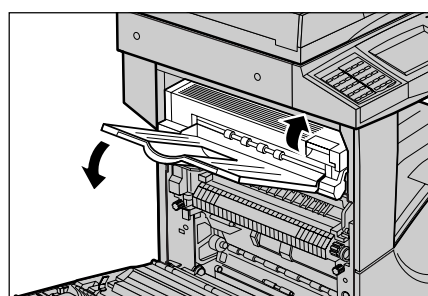
5 Remove the jammed paper.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
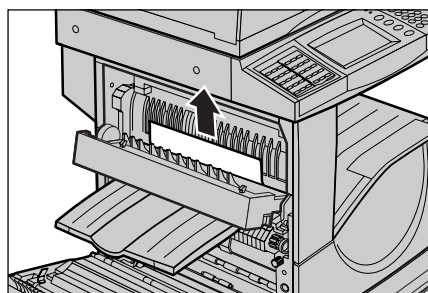
6 Close Top Cover E.

7 Press the center section of Cover A, and firmly close Cover A.

Problem Solving

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8 Close Tray 5 (Bypass).

Paper Jams in the Duplex Kit

The following describes how to clear paper jams in the Duplex Kit.

1 Open Tray 5 (Bypass).
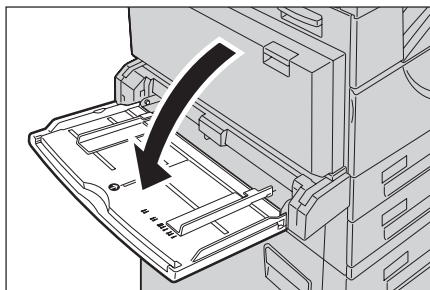
2 Lift up the lever on the upper right side of Cover D, and unlock the cover.
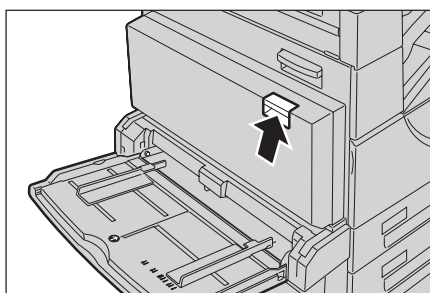
3 Open Cover D.
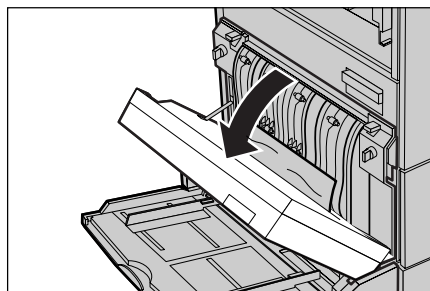
4 Remove the jammed paper.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
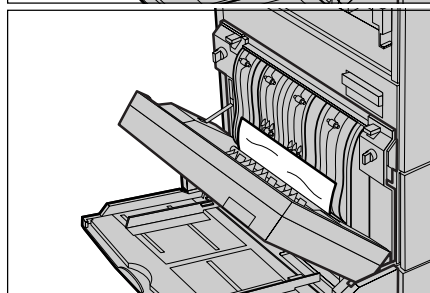
5 Close Cover D.

6 Close Tray 5 (Bypass).

Paper Jams in Trays 1 to 4

The following describes how to clear paper jams in Trays 1 and 2, and Trays 3 and 4 (optional).

Refer to "Paper Jams in the Tandem Tray Module" (P.515) for clearing paper jams in the Tandem Tray.

1 Pull out the tray where the paper jam occurred.

> **Important** • Paper may torn and remain inside the machine if you pull out a tray without identifying the paper jam location. This may cause machine malfunction. Identify where the paper jam occurred first.
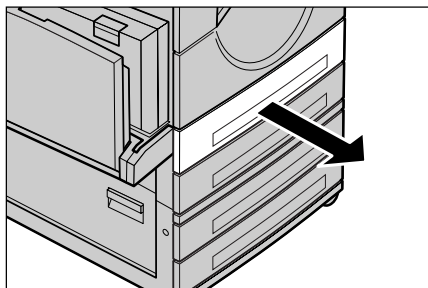
2 Remove the jammed paper.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
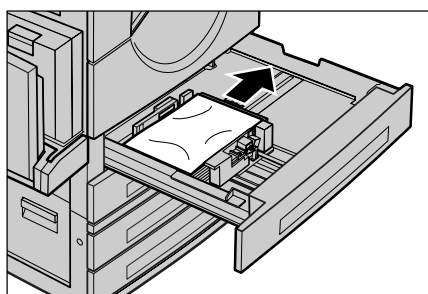
3 Push the tray in gently until it comes to a stop.

Paper Jams in the Tandem Tray Module

This section describes how to clear paper jams in the optional Tandem Tray Module.

The following explains how to remove jammed paper from the locations below.

Paper Jams in Tray 3

1 Pull out Tray 3.

2 Remove the jammed paper.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.

3 Push the tray in gently until it comes to a stop.
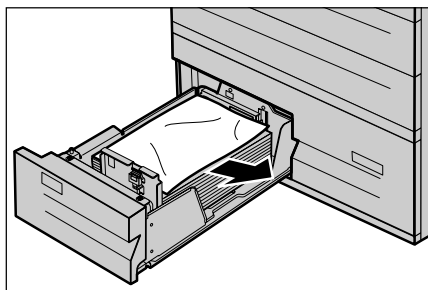
Paper Jams in Tray 4

1 Pull out Tray 4.

2 Remove the jammed paper.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
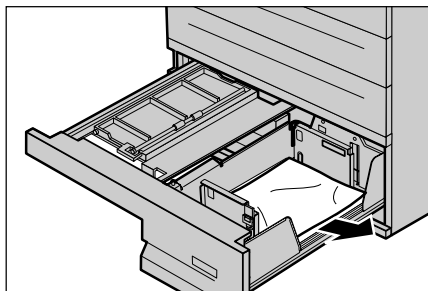
3 If paper is jammed underneath the inner cover, open the cover and remove the paper.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
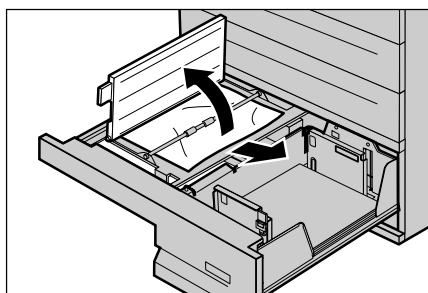
4 Push the tray in gently until it comes to a stop.

Paper Jams in Tray 5 (Bypass)

The following describes how to clear paper jams in Tray 5 (Bypass).

1 Check the feed slot of Tray 5 (Bypass) to remove the jammed paper.

> **Important** • When two or more sheets of paper are loaded, remove all the sheets from the tray.
>
> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
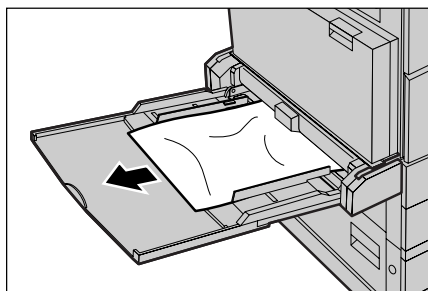
2 Fan the paper you removed making sure that all four corners are neatly aligned.

3 Insert the paper into the tray with the printing side facing down until its leading edge lightly comes up against the feed slot.

Problem Solving

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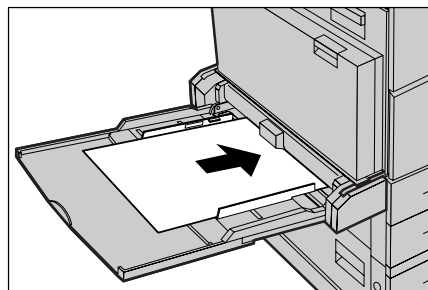
Paper Jams in the B-Finisher

The following describes how to clear paper jams in the optional B-Finisher.

Paper Jams under the Top Cover of the B-Finisher

1 Press the button on the top cover of the finisher.
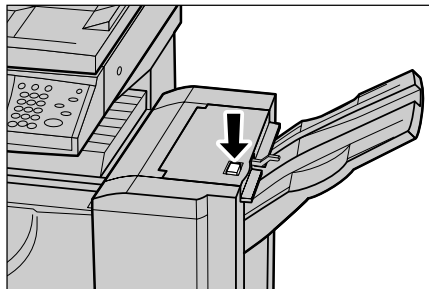
2 The top cover opens.
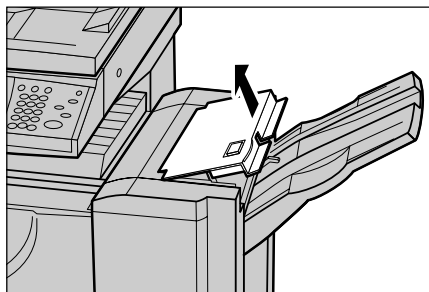
3 Remove the jammed paper.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
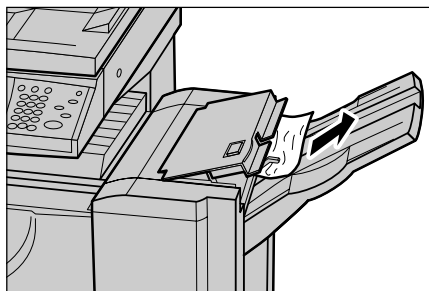
4 Close the top cover.

Paper Jams under Top Cover F of the Finisher Transport

1 Open Top Cover F on the finisher transport.

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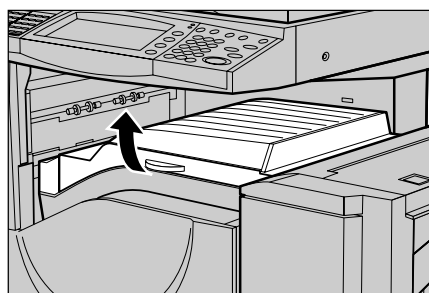
2 Remove the jammed paper under the upper cover of the finisher transport.

Note • If paper is torn, check for any torn pieces of paper inside the machine.
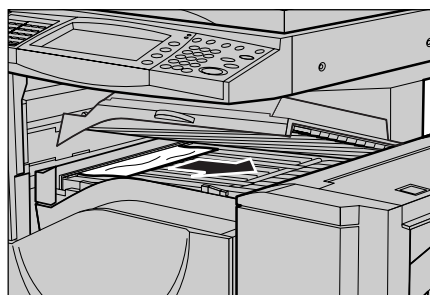
3 Close Top Cover F of the finisher transport.

Paper Jams in the C-Finisher / C-Finisher with Booklet Maker

This section explains how to remove jammed paper from the C-Finisher with Booklet Maker. Use the same procedures for the C-Finisher.

Paper Jams in the Center Tray

1 If paper is jammed at the exit of the center output tray, gently remove the paper in the right direction.
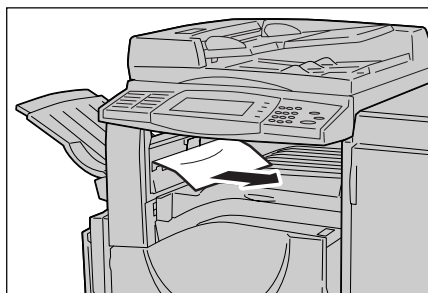
2 Open the top cover of the finisher transport, and then close it.
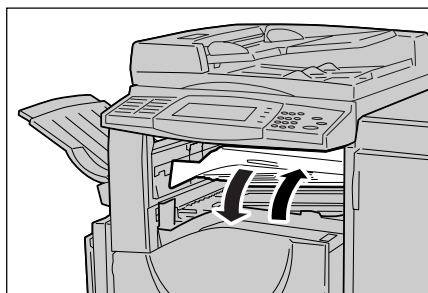
Paper Jams in the Finisher Transport

1 Open the top cover of the finisher transport.
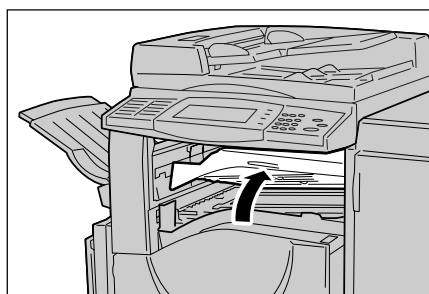
2 If the jammed paper is under the top cover, remove it and then proceed to Step 4.
If the jammed paper is visible at the right side, proceed to Step 3.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
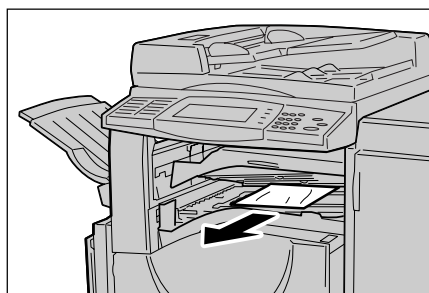
3 Gently remove the paper to the left.

> **Note** • If paper is torn, check for any torn pieces of paper inside the machine.
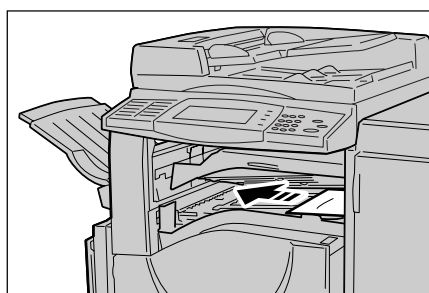
4 Close the top cover of the finisher transport.

Paper Jams at 2a in the Finisher

1 If the edge of the jammed paper comes out from the exit of the output tray, gently pull out the paper to remove.
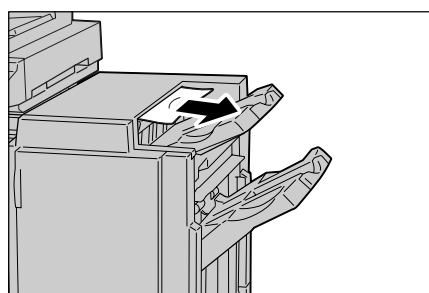
2 Open the front cover of the finisher.
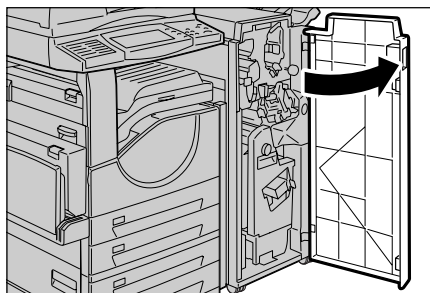
3 Move Lever 2a to the right.
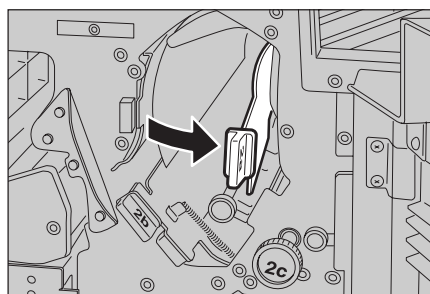
4 Remove the jammed paper.
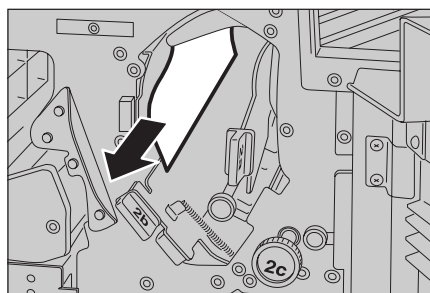
5 Return Lever 2a to its original position.

6 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Paper Jams at 2a in the Finisher (Using Wheel 2c)

1 If the edge of the jammed paper comes out from the exit of the output tray, gently pull out the paper to remove.
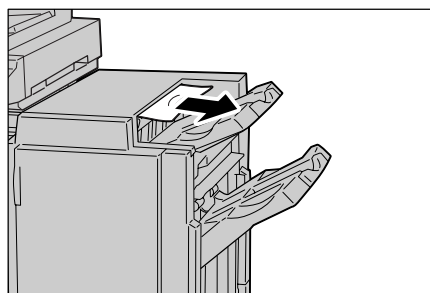
2 Open the front cover of the finisher.
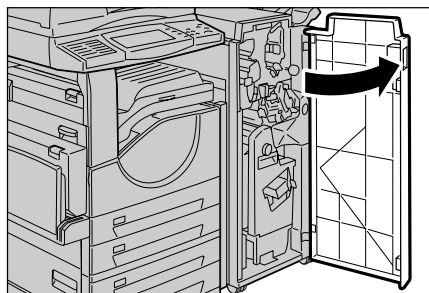
3 Move Lever 2a to the right.
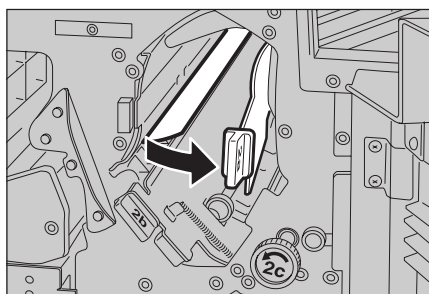
4 Turn Wheel 2c in the direction of the arrow to eject the jammed paper.

Jammed paper
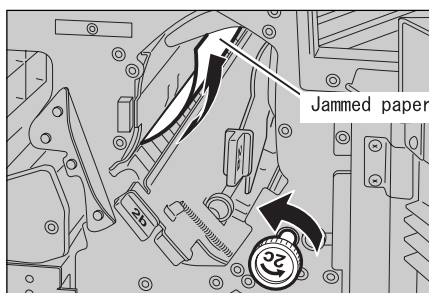
5 Gently remove the paper.
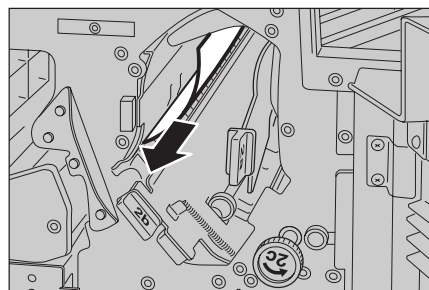
6 Return Lever 2a to its original position.

7 Close the front cover of the finisher.

Note • If you do not completely close the front cover, the machine will display a message and not resume operation.

Paper Jams at 2b in the Finisher

1 Open the front cover of the finisher.
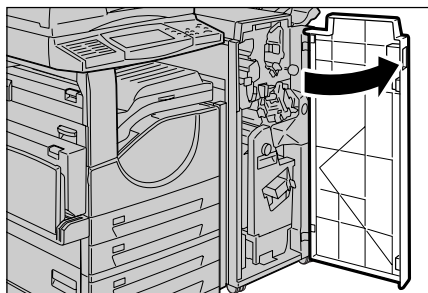
2 Move Lever 2b to the right, and then remove the jammed paper.
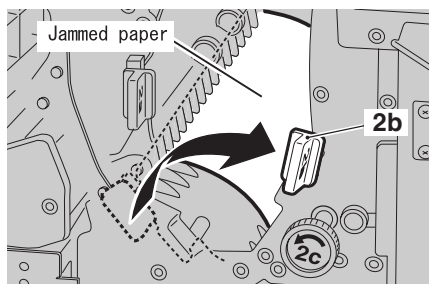
3 Return Lever 2b to its original position.

4 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Paper Jams at 2b in the Finisher (Using Wheel 2c)

1 Open the front cover of the finisher.
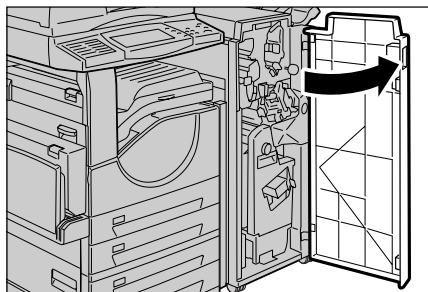
2 Move Lever 2b to the right.
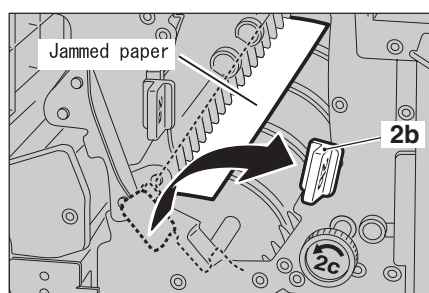
3 Turn Wheel 2c in the direction of the arrow to eject the jammed paper.
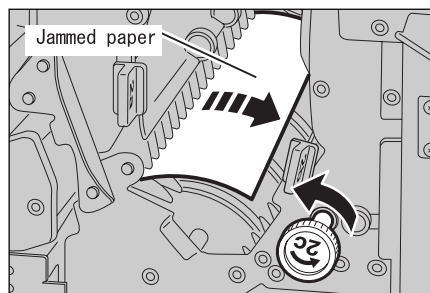
4 Gently remove the paper.
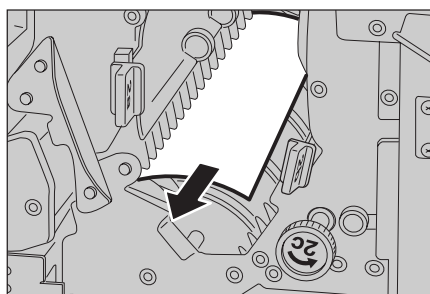
5 Return Lever 2b to its original position.

6 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Paper Jams at 3 in the Finisher

1 Open the front cover of the finisher.
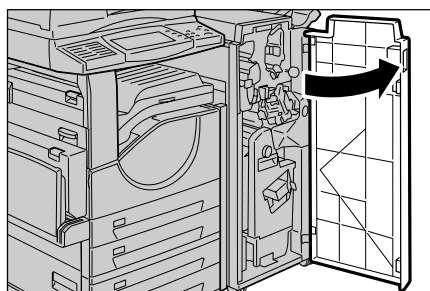
2 Pull down Lever 3.
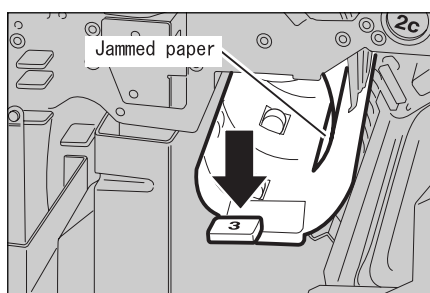
3 Remove the jammed paper.
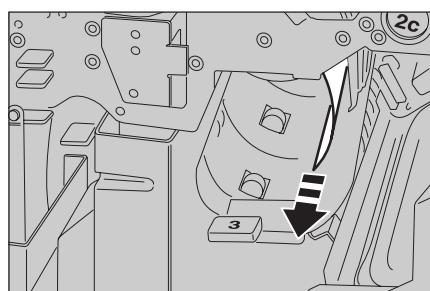
4 Return Lever 3 to its original position.

5 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Paper Jams at 5 in the Finisher

1 Open finisher's Exit Cover 5 upward.
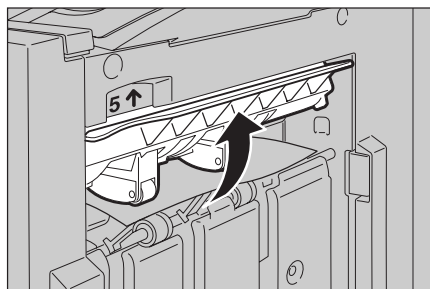
2 Gently remove the jammed paper to the right.
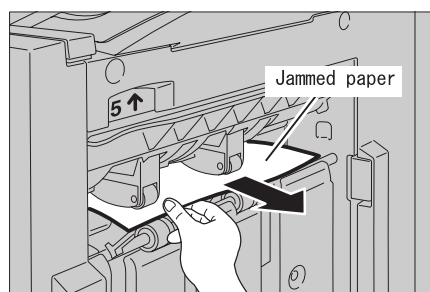
3 Return Exit Cover 5 to its original position.

Paper Jams at 4a in the Finisher (For C-Finisher with Booklet Maker)

1 Open the front cover of the finisher.
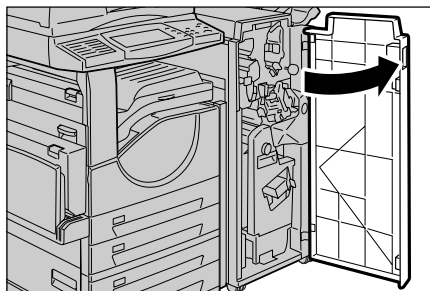
2 Pull out Unit 4.
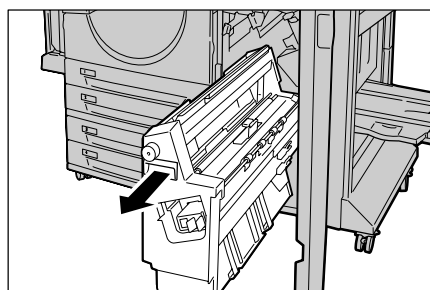
3 Turn Wheel 4a to the left to remove all the jammed paper.
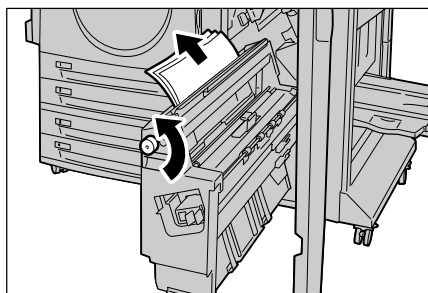
4 Return Unit 4 to its original position.

5 Close the front cover of the finisher.

> (**Note**) • If you do not completely close the front cover, the machine will display a message and not resume operation.

Paper Jams at 4b in the Finisher (For C-Finisher with Booklet Maker)

1 Open the front cover of the finisher.
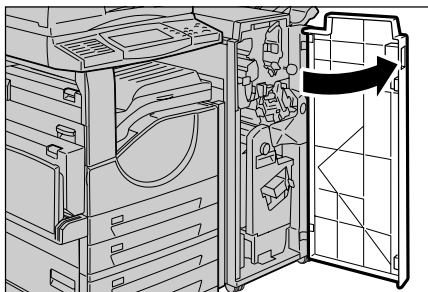
2 Move Lever 4b to the left.
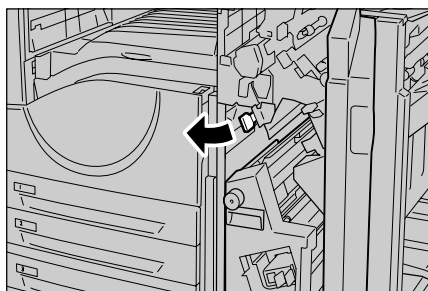
3 Remove the jammed paper if there is.
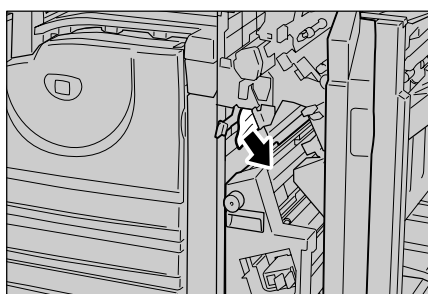
4 Pull out Unit 4.
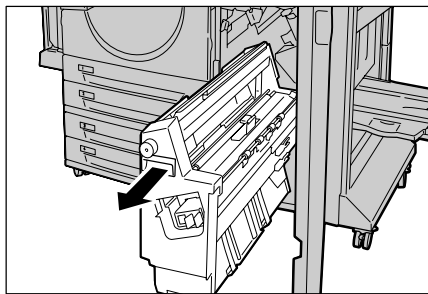
5 Remove all the jammed paper from the upper left side and inside of the unit.
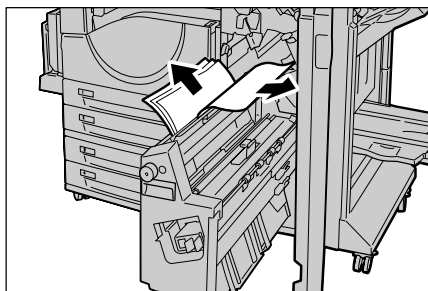
6 Return Unit 4 to its original position.

7 Return Lever 4b to its original position.

8 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

Paper Jams in the Booklet Tray (For C-Finisher with Booklet Maker)

1 Open the front cover of the finisher.
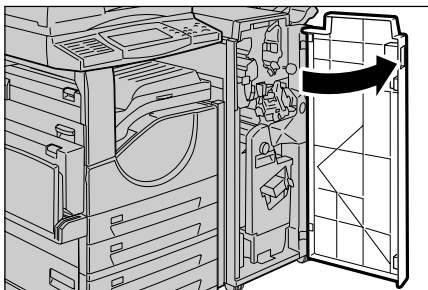
2 Turn Wheel 4a to the right to eject the paper to the booklet tray.
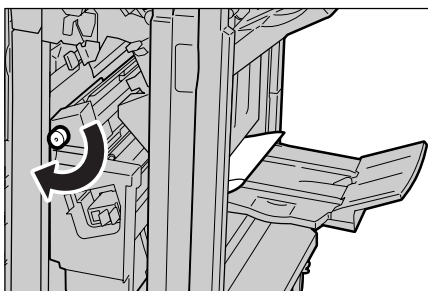
3 Remove the jammed paper.
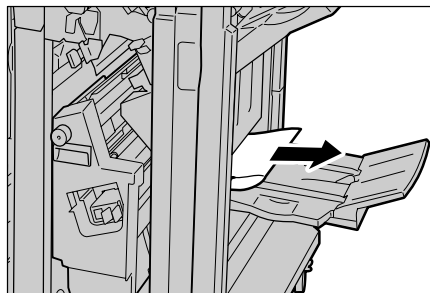
4 Close the front cover of the finisher.

Note	• If you do not completely close the front cover, the machine will display a message and not resume operation.

Document Jams

If a document is jammed in the document feeder, the machine stops and displays messages on the screen. Clear the document jam following the instructions, and then load the document again on the document feeder.

1 Hold the front handle on the left cover of the document feeder, to open the left cover until it comes to a stop.

> **Note** • When you fully open the cover, it enters a fixed position. Open the cover gently.
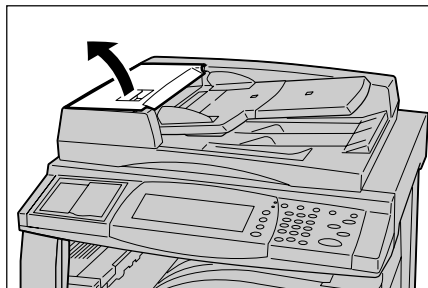
2 If the document is not caught in the entry of the document feeder, remove the document.

3 If the massage on the screen instructs you to turn the wheel, turn the green wheel to eject the document upward.

> **Important** • If the document is caught, do not pull it out forcibly. The document could be damaged.
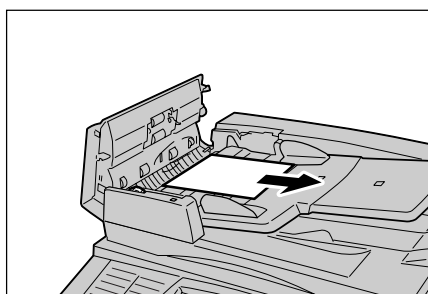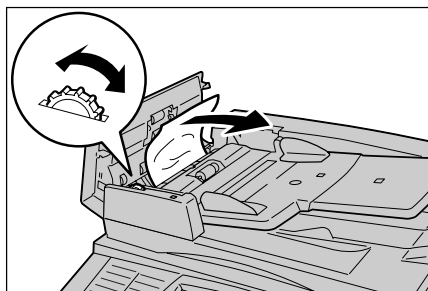
4 If the message on the screen instructs you to open the inner cover, lift up the lever with the green label attached, and open the inner cover.

5 Turn the green wheel to eject the document upward.

> **Important** • If the document is caught, do not pull it out forcibly. The document could be damaged.
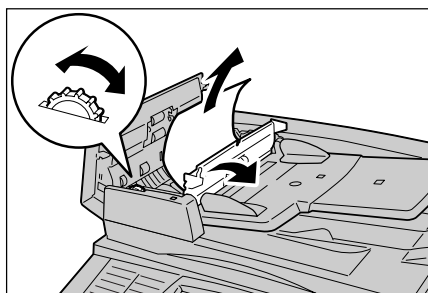
6 Close the inner cover, and then close the left cover until you hear it click into place.

7 If the document cannot be found, move up the document feeder gently, and remove the document if it is there. Then close the document feeder.

8 If the document is not found in step 7, move up the document feeder tray and remove the document.

9 Gently return the document feeder tray to its original position.
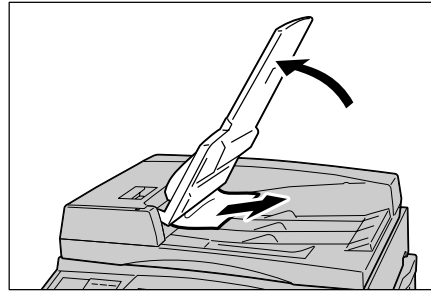
10 Make sure that the document is not torn, wrinkled or folded, and load the document again following the instructions displayed on the touch screen.

> **Note** • After removing the jammed document, reload the entire document including the pages already scanned. The machine will automatically skip the scanned pages and start scanning unscanned pages.
>
> • Torn, wrinkled or folded documents may cause document jams and damage. To copy such documents, directly place them on the document glass.

Problem Solving

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Stapler Faults

The following describes stapler troubles that may occur when the finisher (optional) is installed.

Follow the procedures on the following pages if copies are not stapled or staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions.

Unstapled

Bent staple
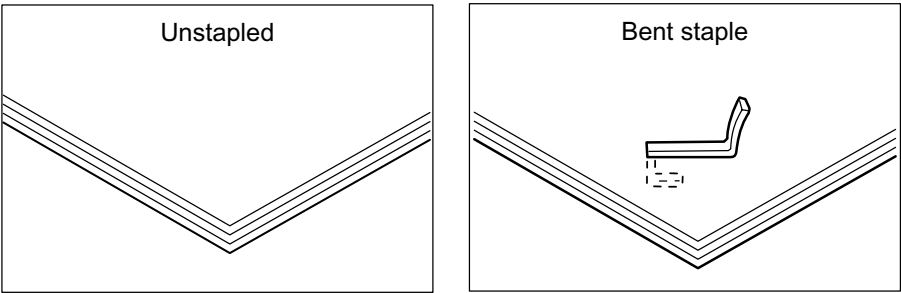
If copies are stapled as shown in the figures below, contact our Customer Support Center.

One side of staple rising up

Staple bent in reverse direction

Flattened staple

Entire staple rising up

Staple rising up with center pressed in
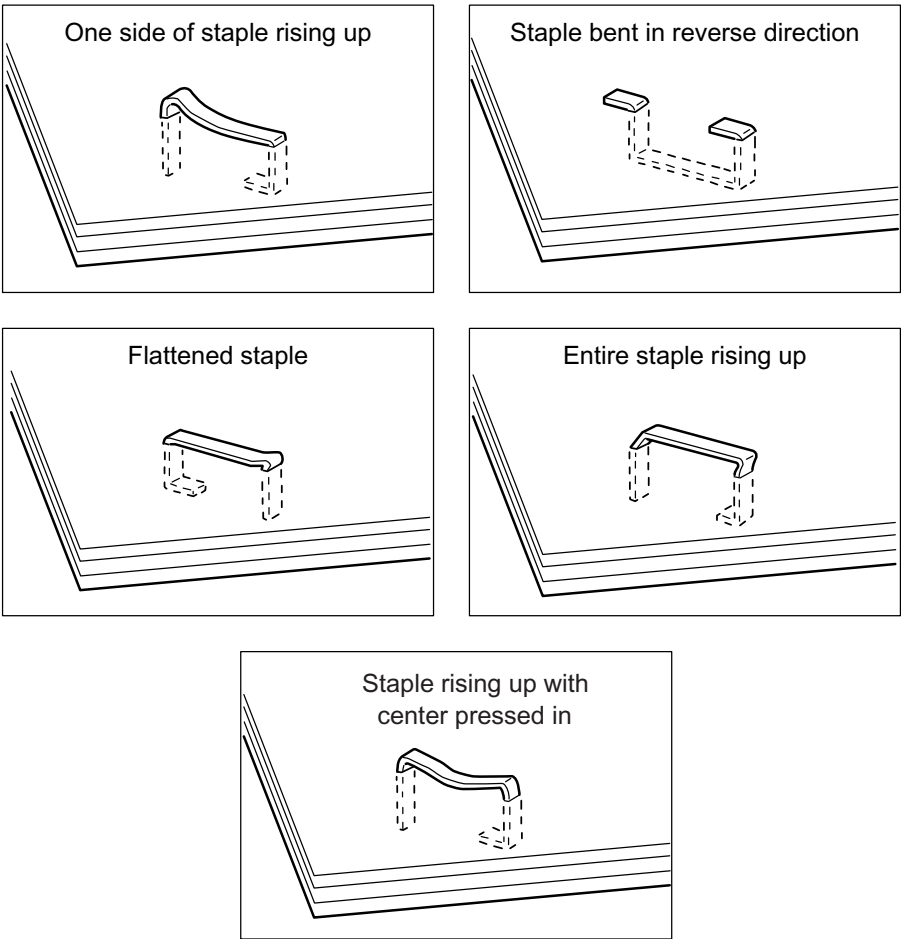
Staple Jams in the Staple Cartridge (For B-Finisher)

The following describes how to clear staple jams in the B-Finisher (optional).

> ⚠ **CAUTION**
> Be careful in removing jammed staples.

1 Make sure that the machine has stopped, and open the front cover of the finisher.
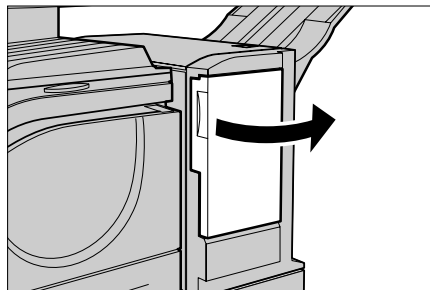
2 Grip the lever as shown in the figure to pull out the staple cartridge to the right, towards you.
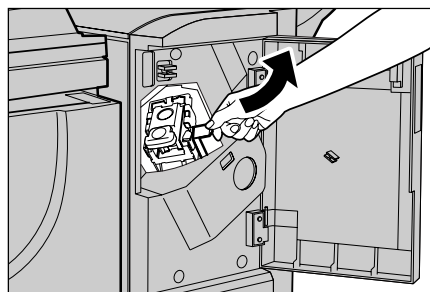
3 Move up the staple cartridge, and take it out of the machine.
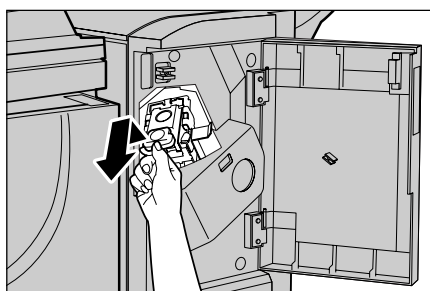
4 After removing the staple cartridge, check inside of the finisher for any remaining staples.
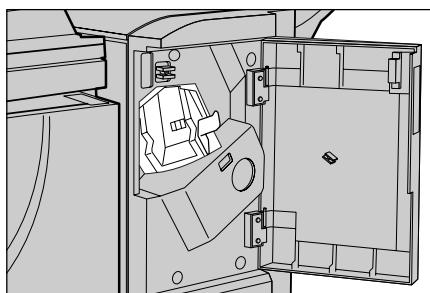
5 Pull up the metal part of the staple cartridge as shown in the figure.
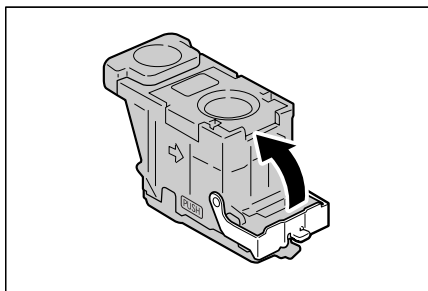
6 Remove the entire staple sheet including the bent staples.

> **Important** • Be sure to remove the entire staple sheet. Do not remove the bent staples only.
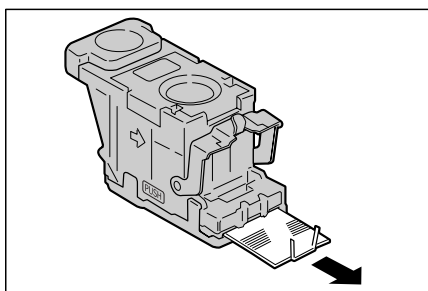
7 Pull down the front lever on the staple cartridge until you hear it click into place.
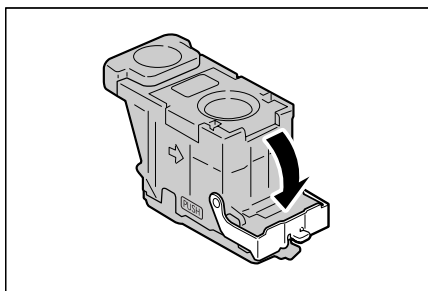
8 Return the staple cartridge to its original position, and pull the lever down until you hear it click into place.
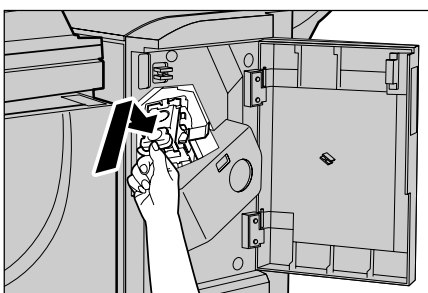
9 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

If you cannot remove jammed staples even after you use the above procedure, contact our Customer Support Center.

Staple Jams in the Staple Cartridge (For C-Finisher or C-Finisher with Booklet Maker)

This section explains how to remove jammed staples from C-Finisher with Booklet Maker (optional). Use the same procedure for C-Finisher (optional).

1 Make sure that the machine has stopped, and open the front cover of the finisher.
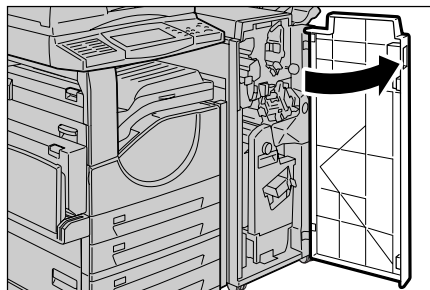
2 Grip Lever R1 of the staple cartridge holder, and pull out the holder to the right, towards you.
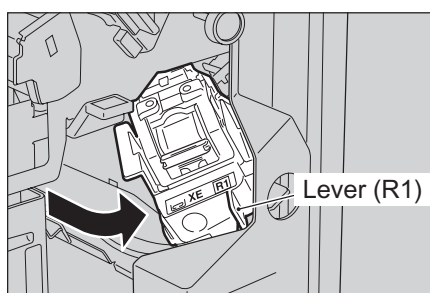
Lever (R1)

3 Take out the staple cartridge holder by gripping the orange lever.

> **Note** • The staple cartridge is firmly inserted. When taking the staple cartridge out of the machine, strongly pull it out.

Orange lever
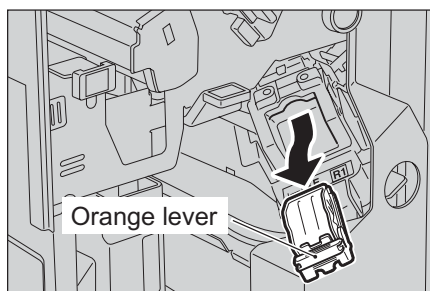
4 After removing the staple cartridge, check the inside of the finisher for any remaining staples.

5 Pull up the metal part of the staple cartridge as shown in the figure.

Problem Solving

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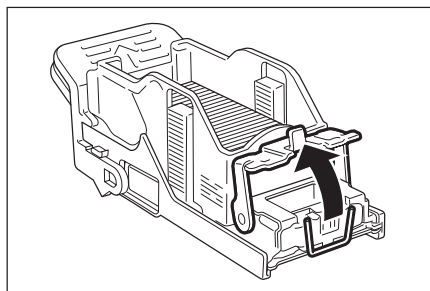
6 Remove the jammed staples (1), and return the metal part pulled up in step 5 to its original position (2).
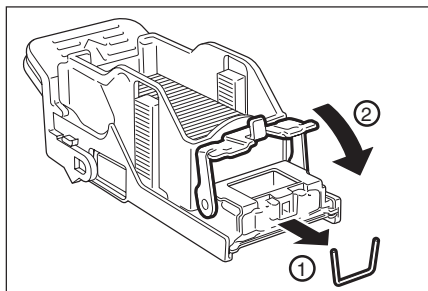
7 Hold the orange lever to push the staple cartridge into the machine until you hear it click into place.

Orange lever
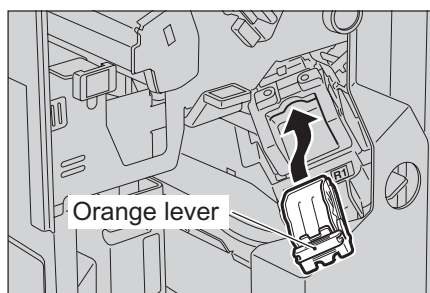
8 Close the front cover of the finisher.

Note • If you do not completely close the front cover, the machine will display a message and not resume operation.

If you cannot remove jammed staples even after you use the above procedure, contact our Customer Support Center.

Staple Jams in the Booklet Staple Cartridge (For C-Finisher with Booklet Maker)

The following describes how to clear staple jams in the booklet staple cartridge for C-Finisher with Booklet Maker (optional).

1 Make sure that the machine has stopped, and open the front cover of the finisher.
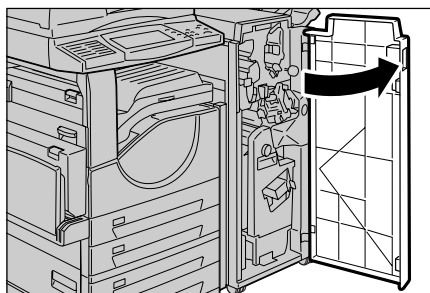
2 While pressing Lever R2 and Lever R3 to the right, pull out the unit.
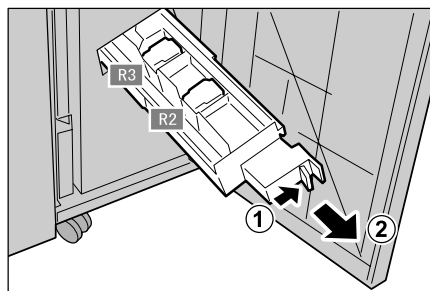
3 Hold the booklet staple cartridge by its left and right tabs, and then lift the cartridge to remove.
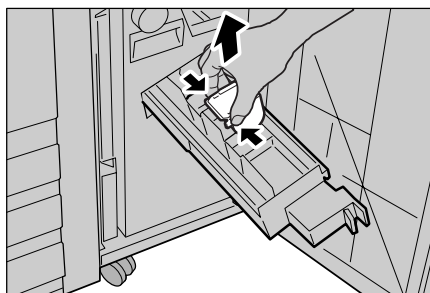
4 Remove the jammed staples as shown in the figure.
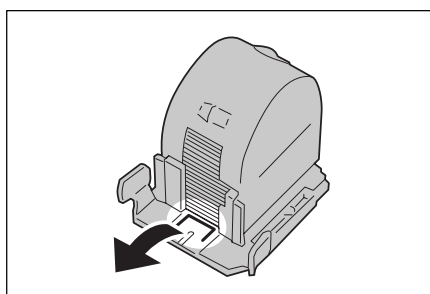
5 Holding the booklet staple cartridge by its left and right tabs, return the cartridge to its original position, and then gently push the cartridge in until you hear it click into place.
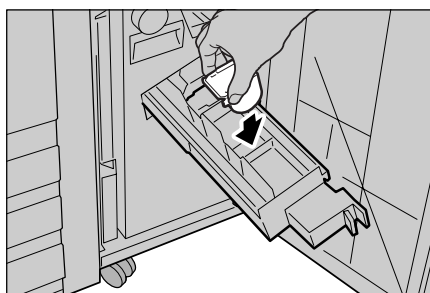
6 Return the unit to its original position.
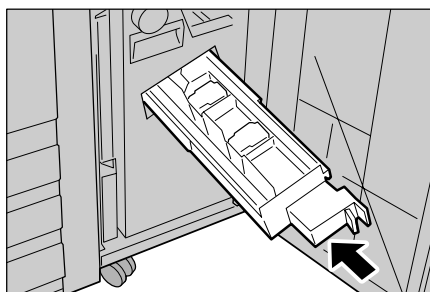
7 Close the front cover of the finisher.

> **Note** • If you do not completely close the front cover, the machine will display a message and not resume operation.

If you cannot remove jammed staples even after you use the above procedure, contact our Customer Support Center.

16 Appendix

This chapter contains information on the machine specifications, notes and restrictions, optional components, and printer emulation languages.

Appendix

16

Specifications

This section lists the main specifications of the machine. Note that the specifications and the appearance of the product may change without prior notice.

◼Copy Feature Specifications

Type	Console
Memory	Standard RAM: 128 MB (Copier model, shared memory) 256 MB (Copier/printer model, shared memory) 512 MB (ApeosPort copier/printer model, shared memory) Expandable using optional 256 MB memory (DocuCentre only). Only one optional memory can be added.
Scan resolution	600 x 600 dpi
Output resolution	600 x 600 dpi
Gradation	256 levels
Warm-up time	30 seconds or less (at 20 °C room temperature) **Important** • The value may vary depending on the machine configuration.
Copy document	The maximum size is 297 x 432 mm (A3, 11 x 17") for both sheets and books.

Copy (sheet) size	[Trays 1 - 4]
	  Maximum： A3 (297 x 420 mm), Tabloid (11 x 17")
	  Minimum： A5 (148 x 210 mm)
	[Bypass tray]
	  Maximum： A3 (297 x 420mm), Tabloid (11 x 17")
	  Minimum： Postcard (100 x 148 mm), Envelope (120 x 235 mm)
	  Non-standard size:X direction 99 to 432 mm, Y direction 89 to 297 mm
	  (When copying both sides of non-standard size paper, specify the size within the range from 127 to 432 mm for the X direction and from 89 to 297 mm for the Y direction.
	  Image loss width:Top edge, 4 mm or less; bottom edge, 4 mm or less; left and right edges, 4 mm or less
	
	Important • If the X (width) of non-standard size paper is less than 140 mm, documents may not be printed properly.

Copy paper	Paper Tray 1 ： 60 - 105g/m^2 Paper Trays 2 to 4 : 60 - 216g/m^2 Paper Tray 5 (Bypass):60 - 216g/m^2 **Important** • The use of paper recommended by Fuji Xerox is suggested. Copying may not be performed correctly depending on the conditions.
First copy output time **Important** • The values may vary depending on the machine configuration.	3.2 seconds (A4 ↲)

Magnification	Size-for-Size 1:1 ± 0.8% Preset % 1:0.500, 1:0.707, 1:0.816, 1:0.866, 1:1.154, 1:1.225, 1:1.414 Variable % 1:1:0.25-1:4.00 (1% increments)
Continuous copy speed **Important** • The speed may be reduced due to image quality adjustment.	\<ApeosPort-II 5010/DocuCentre-II 5010\> • Paper Tray 1 - 4 : Continuous 1-sided copy/same magnification A4◻/B5◻/A5: 55 sheets/minute A4/B5/B4 : 33 sheets/minute A3 : 28 sheets/minute • Paper Tray 1 - 4 : Continuous 2-sided copy/same magnification A4◻/B5◻/A5: 50 sheets/minute A4/B5 : 33 sheets/minute B4 : 20 sheets/minute A3 : 18 sheets/minute * When paper is fed from Tray 5 (Bypass) and the paper size is set to [Auto Size Detect], the printing speed for the first page will be slower. \<ApeosPort-II 4000/DocuCentre-II 4000\> • Paper Tray 1 - 4 : Continuous 1-sided copy/same magnification A4◻/B5◻/A5: 45 sheets/minute A4/B5 : 32 sheets/minute B4 : 29 sheets/minute A3 : 24 sheets/minute • Paper Tray 1 - 4 :Continuous 2-sided copy/same magnification A4◻/B5◻/A5: 45 sheets/minute A4/B5 : 32 sheets/minute B4 : 18 sheets/minute A3 : 16 sheets/minute * When paper is fed from Tray 5 (Bypass) and the paper size is set to [Auto Size Detect], the printing speed for the first page will be slower.
Continuous copy speed **Important** • The speed may be reduced due to image quality adjustment.	\<ApeosPort-II 3000\> • Paper Tray 1 - 4 : Continuous 1-sided copy/same magnification A4◻/B5◻/A5: 35 sheets/minute A4/B5 : 27 sheets/minute B4 : 22 sheets/minute A3 : 19 sheets/minute • Paper Tray 1 - 4 : Continuous 2-sided copy/same magnification A4◻/B5◻/A5: 35 sheets/minute A4/B5 : 27 sheets/minute B4 : 14 sheets/minute A3 : 13 sheets/minute * When paper is fed from Tray 5 (Bypass) and the paper size is set to [Auto Size Detect], the printing speed for the first page will be slower.

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Paper feed method/
Capacity
	[4-tray model]
	   500 sheets × 4 trays + 100 sheets (Bypass tray)
	   Maximum paper feed capacity: 2,100 sheets
	[Tandem tray model]
	   500 sheets × 2 trays (Trays 1 and 2) + 800 sheets (Tray 3) +
	   1,200 sheets (Tray 4) + 100 sheets (Bypass tray)
	   Maximum paper feed capacity: 3,100 sheets
	
	Important • The above values are based on when Xerox P paper (64 g/m^2) is used.
	        • The bypass tray capacity for 80 g/m^2 paper is 95 sheets.

Continuous copy pages	999 images **Note** • The machine may pause temporarily to perform image stabilization.

Output tray capacity	Exit 2 Tray (optional) *1: Approx. 250 sheets (A4)
	Center output tray *2:
	     When Exit 2 Tray (optional) is installed:
	     Approx. 250 sheets (A4)
	     When B-Finisher (optional) is installed:
	     Approx. 250 sheets (A4)
	     When the above two options are not installed:
	     Approx. 500 sheets (A4)
	Side Tray (optional): Approx. 100 sheets (A4)
	
	*1When Exit 2 Tray is installed, [Exit 2 tray] is displayed as [Center output tray-upper].
	
	*2When Exit 2 Tray is installed, [Center output tray] is displayed as [Center output tray-lower].
	
	Important • When using Xerox P paper

Power source	110 - 120 V AC & 220 - 240 V AC

Power consumption	Maximum power consumption
	               : 1.50 KVA (@110 VAC)
	               : 1.44 KVA (@120 VAC)
	               : 1.76 KVA (@220 VAC)
	               : 1.92 KVA (@240 VAC)
	Sleep mode
	\<DocuCentre-II 5010/4000> (Copier-only model)
	               : 1.3 W (@110 VAC)
	               : 1.8 W (@220 VAC)
	\<DocuCentre-II 5010/4000> (Copier/printer model)
	               : 3.8 W (@110 VAC)
	               : 4.4 W (@200 VAC)
	\<ApeosPort-II 5010/4000/3000>
	               : 5.6 W (@110 VAC)
	               : 6.4 W (@200 VAC)

Dimensions	\<DocuCentre-II 5010/4000>
	   Width 640 x Depth 652 x Height 832 mm (without optional tray module)
	\<ApeosPort-II 5010/4000/3000>
	   Width 640 x Depth 678 x Height 1112 mm (with optional tray module)

Weight
(Paper, optional units, and consumables (toner and drum cartridges) are not included.)
	\<DocuCentre-II 5010/4000>
	   73.0 kg
	\<ApeosPort-II 5010/4000/3000>
	   75.0 kg

Minimum Space Requirements	<DocuCentre-II 5010/4000>
	  Width 976 x Depth 652 mm (when the bypass tray is extended completely)
	<ApeosPort -II 5010/4000/3000>
	  Width 976 x Depth 678 mm (when the bypass tray is extended completely)

■Print Feature Specifications

Type	Built-in
Continuous printing speed	Same as the main unit

Resolution	Output resolution: 600 x 600 dpi
	                        : 1,200 x 1,200 dpi
	Data processing resolution:600 x 600 dpi
	                        : 1,200 x 1,200 dpi

Page description language	Standard : PCL6, PCL5 Option : Adobe PostScript 3
Supported protocols	Parallel : Compatible, Nibble, ECP Ethernet : TCP/IP (SMB, LPD, Port9100, IPP), NetBEUI (SMB), IPX/SPX (NetWare) (optional), EtherTalk (optional)[*] **Important** • EtherTalk is supported by Mac OS 7.5.3 - 9.2.2, and Mac OS X 10.2.x/10.3.9/10.4 -10.4.9

Supported operating systems	PCL6 : Microsoft® Windows® 2000,
	                 Microsoft® Windows® XP,
	                 Microsoft® Windows Server® 2003
	                 Microsoft® Windows Vista™
	PostScript : Microsoft® Windows® 2000,
	                 Microsoft® Windows® XP,
	                 Microsoft® Windows Server® 2003
	                 Microsoft® Windows Vista™
	                 Mac OS 7.5.3 - Mac OS 9.2.2 English
	                 Mac OS X 10.2.x/10.3.9/10.4 - 10.4.9 English
	
	Note • For information about the latest supported OS's, contact our Customer Support Center.

Built-in fonts	PCL : European 81 type faces, symbol 35 sets PostScript (optional):European 136 type faces
Emulation	TIFF, FX PDF, HPGL, HPGL2/RTL, ESC/P-K, KS/KSSM , KS5895
Memory capacity	256 MB (Maximum 512 MB)
Interface	Standard : Ethernet (100BASE-TX/10BASE-T), USB 2.0[*] Bi-directional parallel (IEEE1284 compliant) **Important** • USB 2.0 is supported by Windows 2000/XP, Windows Server 2003, Windows Vista, Mac OS 8.6 - Mac OS 9.2.2, and Mac OS X 10.2.x/10.3.3 - 10.4.3.

■Scan Feature Specifications

Type	Monochrome scanner
Scan size	The maximum size is 297 × 432 mm (A3, 11 × 17") for both sheets and books.
Scan resolution	600 × 600dpi, 400 × 400dpi, 300 × 300dpi, 200 × 200dpi
Scan gradation	Monochrome binary

Appendix

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Scanning speed	ApeosPort-II 5010/DocuCentre-II 5010: 55 dpm (55 ppm) ApeosPort-II 4000/DocuCentre-II 4000: 52 dpm (45 ppm) ApeosPort-II 3000: 52 dpm (35 ppm) **Note** • The values are for when A4 LEF, ITUT-T No. 1 Chart, 200/ 300/400/600 dpi, and Scan to Mailbox are used.
Interface	Ethernet 10BASE-T/100BASE-TX

Scan to Mailbox	Supported protocols:TCP/IP (Salutation, HTTP)
	Output format[*1]: TIFF, PDF[*2], DocuWorks[*2]
	Driver : TWAIN (Salutation)
	Driver supported OS:
	          Microsoft® Windows® 2000,
	          Microsoft® Windows® XP,
	          Microsoft® Windows Server® 2003
	          Microsoft® Windows Vista™
	
	*1 When the driver is used, the output format depends on the
	     application for the driver.
	
	*2 Supported only when documents are received using CentreWare
	     Internet Services.
	
	Note • For information about the latest supported OS's, contact our
	           Customer Support Center.

Scan to PC	Supported protocol: TCP/IP(SMB, FTP)
	Supported OS :
	SMB: Microsoft® Windows® 2000
	          Microsoft® Windows® XP
	          Microsoft® Windows Server® 2003
	          Microsoft® Windows Vista™
	          Mac OS X 10.2.x/10.3.x/10.4.x
	FTP: Microsoft® Windows® 2000
	          Microsoft® Windows® NT 4.0
	          Microsoft® Windows® XP
	          Microsoft® Windows Server® 2003
	          Microsoft® Windows Vista™
	          Mac OS X 10.1.5/10.2.x/10.3.8/10.3.9/10.4.3
	            English
	          NetWare® 5.11/5.12
	
	Note • For information about the latest supported OS's, contact our
	           Customer Support Center.
	Output format : TIFF (Compression type: MH, MMR),
	                 DocuWorks documents, PDF

Send as E-mail	Supported protocols:TCP/IP (SMTP) Output format : TIFF (Compression type: MH, MMR), DocuWorks documents, PDF

■Fax Feature Specifications

Memory	Standard: 8 MB
Sending document size	Maximum: A3 (297 mm x 420 mm), 11x17" (297 mm x 432 mm), Long document (Maximum 600 mm)
Recording paper size	Maximum: A3, 11 x 17" (297 mm x 432 mm) Minimum: A5
Transmission time	2 seconds[*1]
Communication Mode	ITU-T G3

Scanning density	Standard	:	8 × 3.85 lines/mm 200 × 100 dpi (7.9 × 3.9 dots/mm)
	Fine	:	8 × 7.70 lines/mm 200 × 200d pi (7.9 × 7.9 dots/mm)
	Superfine (400dpi):400×400 dpi (15.7 × 15.7 dots/mm)		
	Superfine (600dpi):600×600 dpi (23.6 × 23.6 dots/mm)		
Encoding method	MH / MR / MMR / JBIG		
Communication speed	G3: 33.6/31.2/28.8/26.4/24.0/21.6/19.2/16.8/14.4/12.0/9.6/7.2/ 4.8/2.4kbps		
Applicable line	PSTN, PBX (G3 maximum 3 lines)		

*1 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.

■Direct Fax Feature Specifications

Sending document size	A3, B4, A4
Communication speed	Same as the fax feature
Resolution	Standard : 200 × 100 dpi (7.9 × 3.9 dots/mm) Fine : 200 × 200 dpi (7.9 × 7.9 dots/mm) Super-fine : 400 × 400 dpi (15.7 × 15.7 dots/mm) 600 × 600 dpi (23.6 × 23.6 dots/mm)
Applicable line	Same as the fax feature
Supported operating systems	Microsoft® Windows® 2000*, Microsoft® Windows® XP*, Microsoft® Windows Server® 2003 Microsoft® Windows Vista™ * Also supported by the PostScript driver. **Note** • For information about the latest supported OS's, contact our Customer Support Center.

■Internet Fax Feature Specifications

Sending document size	A3, B4, A4
Scanning density	Same as the fax feature
Output format	Format : TIFF-FX Compression method:MH, MMR, JBIG
Profile	TIFF-S, TIFF-F, TIFF-J
Supported protocols	Transmission: SMTP, Reception: SMTP, POP3

■Document Feeder Specifications

Document feeder type	Duplex automatic document feeder
Document size/type	Maximum: 297 × 432mm (A3, 11 × 17"), 297 × 600 mm* Minimum : 139.7 × 210mm (A5, 5.5 × 8.5") * When using the fax feature. Only one set is available for a long document of more than 432 mm. The paper type of the document is 60 - 128 g/m². 38 - 128 g/m² (2-sided: 50 - 128g/m²)

Number of originals held	75 sheets
	Important • When using Xerox P paper
Original changing speed	52 sheets/minute (A4⊐ 1-sided) 26.4 sheets/minute (A4⊐ 2-sided)

■B-Finisher Specifications

Tray type	Finisher tray × 1: Collated (offset stacking available)/ Uncollated (offset stacking available)
Paper size/Supported paper	Maximum: A3, 11 × 17", Minimum: B5⊐ 64 - 105g/m^2
Tray capacity	A4: 1,000 sheets, B4 or larger: 500 sheets, Mixed stack*: 300 sheets * Larger size paper is stacked on top of smaller size paper. **Important** • When using Xerox P paper
Staple	Maximum stapled sheets:50 sheets (64 g/m^2 or less) Paper size : Maximum A3, 11x17" / Minimum B5⊐ Stapling position: 1 place (front/back, angled stapling), 2 places (parallel stapling) **Important** • When using Xerox P paper
Dimensions/Weight	Width 567 x Depth 584 x Height 940 mm, 30 kg
Space requirements (when connected to the main unit)	<DocuCentre-II 5010/4000> Width 1,538 x Depth 668 mm (main unit + B-Finisher) <ApeosPort-II 5010/4000/3000> Width 1,538 x Depth 678 mm (main unit + B-Finisher)

■C-Finisher Specifications

Tray type	Output tray × 1 : Collated/Uncollated Finisher tray × 1: Collated (offset stacking available)/ Uncollated (offset stacking available)
Paper size/Supported paper	Output tray Maximum: A3, 11x17", Minimum: B5⊐, 56-216g/m^2 Finisher tray Maximum: A3, 11x17", Minimum: B5⊐, 56-216g/m^2 **Important** • Transparencies and labels are not supported.

Tray capacity	Output tray 500 sheets
	Finisher tray (For paper not stapled)
	                Width: 216 mm or smaller: 3,000 sheets
	                Width: larger than 216 mm: 1,500 sheets
	                Mixed stack*: 300 sheets
	Finisher tray (For paper stapled)
	                Width: 216 mm or smaller: 200 sets or 3,000 sheets
	                Width: larger than 216 mm: 100 sets or 1,500 sheets
	                Mixed stack*: 70 sets or 200 sheets
	* Based on when larger size paper is stacked on paper.
	
	Important • When using Xerox P paper

Staple	Maximum stapled sheets:50 sheets (90 g/m^2 or less)
	Paper size : Maximum: A3, 11 × 17", Minimum:
	                  B5⊐
	Stapling position : 1 place (front/back, angled stapling),
	                  2 places (parallel stapling)
	
	Important • When using Xerox P paper

Punching	Supported paper size : A3, 11 × 17", A4, A4⬚, 8.5 × 11", 8.5 × 11"⬚, B4, B5⬚ Number of punching holes: 2, 3 (optional), or 4 Paper type) : 56 to 169g/m^2 **Important** • When using Xerox P paper
Dimensions/Weight	Width 675.0 × Depth 643.0 × Height 1010.0 mm, 50 kg Width 775.0 × Depth 643.0 × Height 1058.0 mm, 50 kg (When the extension tray is extended)

Space requirements (when connected to the main unit)	\<DocuCentre-II 4000/3000\>
	  Width 1,747.0 × Depth 672.0 mm (main unit + C-Finisher, when the extension tray is extended)
	\<ApeorPort-II 5010/4000/3000\>
	  Width 1,747.0 x Depth 678.0 mm (main unit + C-Finisher, when the extension tray is extended)

■C-Finisher with Booklet Maker Specifications

Tray type	Output tray × 1 : Collated/Uncollated Finisher tray × 1: Collated (offset stacking available)/ Uncollated (offset stacking available) Booklet tray × 1
Paper size/Supported paper	Output tray Maximum: A3, 11x17", Minimum: B5⬚, 56-216 g/m^2 Finisher tray Maximum: A3, 11x17", Minimum: B5⬚, 56-216 g/m^2 Booklet tray Maximum: A3, 11x17", Minimum: A4 64-90 g/m^2 **Important** • Transparencies and labels are not supported.

Tray capacity	Output tray 500 sheets
	Finisher tray (For paper not stapled)
	             Width: 216 mm or smaller: 1,500 sheets
	             Width: larger than 216 mm: 1,500 sheets
	             Mixed stack*: 300 sheets
	Finisher tray (For paper stapled)
	             Width: 216 mm or smaller: 200 sets or 1,500 sheets
	             Width: larger than 216 mm: 100 sets or 1,500 sheets
	             Mixed stack*: 70 sets or 200 sheets
	Booklet tray 15 sheets x 15 sets
	
	* Based on when larger size paper is stacked on paper.
	
	Important • When using Xerox P paper

Staple	Maximum stapled sheets: 50 sheets (90 g/m^2 or less) Paper size : Maximum: A3, 11×17", Minimum: B5⬚ Stapling position : 1 place (front/back, angled stapling), 2 places (parallel stapling) **Important** • When using Xerox P paper
Punching	Supported paper size : A3, 11×17", A4, A4⬚, 8.5x11", 8.5x11"⬚, B4, B5⬚ Number of punching holes: 2, 3 (optional), or 4 Paper type) : 56 to 169 g/m^2 **Important** • When using Xerox P paper

Center binding/folding	Maximum number of sheets: 15 sheets (90 g/m^2 or less),
	                      5 sheets (center folding)
	Paper size : Maximum: A3, 11×17",
	                      Minimum: A4
	Paper type : 60-105 g/m^2
	
	Important • When using Xerox P paper

Dimensions/Weight	Width 824.0 × Depth 643.0 × Height 1,010.0mm, 81 kg Width 829.0 × Depth 643.0 × Height 1,058.0mm, 81 kg (When the extension tray is extended)
Space requirements (when connected to the main unit)	<DocuCentre-II 4000/3000> Width 1,805 x Depth 672 mm (Main unit + C-Finisher, when Bypass Tray is fully extended) <ApeosPort-II 5010/4000/3000> Width 1,805 x Depth 678 mm (Main unit + C-Finisher, when Bypass Tray is fully extended)

Appendix

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Printable Area

The area on paper that can be printed is as follows.

Standard Printable Area

The standard printable area is an area on paper excluding the 4 mm margins on all four edges of paper. The actual printable area, however, may vary depending on the printer (plotter) control language.

Extended Printable Area

With the extended printable area setting, the printable area can be extended to 297x432 mm at a maximum. The un-printable area, however, may vary depending on the size of paper.

Note • To extend the print area, change the PCL print driver setting, or the [Print Area] setting on the touch screen.

For the setting method on the print driver, refer to the online help provided for the print driver. For more about the setting on the control panel, refer to "Print Area" (P.300).

Appendix

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ESC/P-K Emulation

This section explains how to use ESC/P-K emulation.

Emulation

The following describes the printer language emulations available on this machine.

Print data follows certain rules (grammars). These rules (grammars) are called printer languages.

This machine supports two types of printer languages: a page description language, which is used to create images on a page-by-page basis, and an emulation, which is used to obtain the print results similar to that of other printers. To "emulate" means to imitate the print results of other printers.

Emulation Mode

When printing data written in a language other than the page description language supported by this machine, switch this machine to the emulation mode. The relationships between the emulation mode and the printer to be emulated are as follows.

Emulation Mode	Printer to be Emulated
ESC/P-K emulation mode (ESC/P-K mode)	VP-1000

Host Interfaces and Emulation

Different host interfaces support different printer languages. The host interfaces that support printer languages are as follows.
- Parallel port
- NetWare port
- lpd port
- SMB port
- IPP port
- Port 9100 port

Switching between Printer Languages

The machine provides a multi-emulation feature that allows to switch between different printer languages.

There are three methods of switching between printer languages.

■Switching by Commands

Commands for switching between printer languages are provided. Upon receipt of a command, the machine switches to the relevant printer language.

■Automatic Switching

The machine analyzes the data received by a host interface, and automatically identifies the printer language to be used. It then switches to the identified printer language.

■Interface-dependent

You can set a printer language for each host interface using the control panel. The machine switches to a printer language corresponding to the host interface that received data.

Fonts

This section explains the fonts used for emulation.

Available fonts

Available fonts are the followings:
- Roman
- Sans serif

User-defined Characters

On this machine, you can use user-defined characters. User-defined characters can be stored only in memory. Therefore, they are erased when the machine is switched off. When the HDD Extension Kit (optional) is added to the machine, user-defined characters can be stored on the hard disk, and are not erased even when the machine is switched off. The volume of user-defined characters that can be stored on the hard disk drive is the same as the volume when stored in memory.

The total capacity of memory for storing user-defined characters and other user-defined data can be set on the control panel. This value is retained after the machine is switched off.

User-defined characters are registered as bitmap fonts, and cannot be shared among different printer languages.

Font Caching

To ensure high-speed printing, outline fonts of up to a certain size are cached. Outline fonts are converted into bitmap data temporarily and then printed. To minimize this processing time, the processed bitmap data is saved in the memory. This process is called font caching.

The saved bit map data is deleted upon power-off or system reset.

Output Feature

This section describes the machine's output feature.

Outputting a Pending Print Job

The jobs received by the printer can be prioritized over other jobs.

For information on how to give priority to the jobs received by the printer, refer to "Printing Pending Jobs" (P.363).

Appendix

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ESC/P-K Emulation Print Features

Multiple-Up

The multiple-up feature reduces the size of multiple-sheet documents and prints them on a single sheet of paper.

The multiple-up feature can be used in the ESC/P-K emulation mode. In the ESC/P-K mode, 2 Up can be used.

Form Overlay

In the ESC/P-K mode, you can register an original form to the printer, and overprint it on a printed output.

A form to be overprinted can be specified on the control panel.

Barcodes

In the ESC/P-K mode, you can use barcodes. The barcodes that can be used are as follows.
- JAN code
- CODE39
- CODABAR
- Industrial 2 of 5
- Industrial 2 of 5
- Interleaved 2 of 5

Forms

You can use ESC/P-K to register forms on the machine. Up to 64 forms can be registered.

ESC/P-K Emulation Settings

The following tables show the basic and extended settings that can be configured on the ESC/P-K emulation mode menu.

Basic Settings

Setting Item	Item Number	Value
Paper tray	3	Sets the paper tray to be used for printing. [0] : Auto [1] (Default) : Tray 1 [2] : Tray 2 [3] : Tray 3 [4] : Tray 4 [5] : Tray 5 (Bypass) If printing from Tray 5 (Bypass), instruct printing and then operate the machine to start printing. To cancel the setting, change the setting for "Tray 5 Confirmation". **Important** •When Tray 1, 2, 3, or 4 is selected, the size of paper loaded in the tray becomes the output paper size, and thus [Paper Size] cannot be set. **Note** •When [Auto] is selected, and if the paper of the same size is loaded in the same orientation in multiple trays, paper will be supplied in the order of Tray 1 → Tray 2 → Tray 3→ Tray 4. If paper of the same size is loaded in multiple trays but in different orientations, the paper loaded in the landscape orientation is given priority.

Setting Item	Item Number	Value
Document size	1	Sets the client-created document size. [99] (Default) : Paper [100] : Continuous form paper (10 x 12") [101] : Continuous form paper (10 x 11") [102] : Continuous form paper (15 x 12") [103] : Continuous form paper (15 x 11") [3] : A3 [4] : A4 [5] : A5 [14] : B4 [15] : B5 [21] : 8.5 x 14" [22] : 8.5 x 13" [23] : 8.5 x 11" [24] : 11 x 17" [0] : Postcard The number of characters printed is: 80 characters/72 rows for continuous form paper (10 x 12"), 80 characters/66 rows for continuous form paper (10 x 11"), 136 characters/72 rows for continuous form paper (15 x 12"), and 136 characters/66 rows for continuous form paper (15 x 11"). **Note** •When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set. •When [Preset%] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the machine automatically calculates the magnification based on [Original Size] and [Paper Size]. If the magnification, however, is not within 45-210%, the original will not be reduced/enlarged, and will be printed in a scale of 100%. When [2 Up] is selected, the machine automatically calculates the magnification based on [Original Size] and 1/2 of [Paper Size]. •The orientation set here is that of the original. It is not affected by the orientation of paper loaded in the paper trays.
Orientation	19	Sets the orientation of paper. [0] (Default) : Portrait [1] : Landscape
Paper size	2	Sets the size of paper to be printed. This setting can be made only when [Paper Tray] is set to [Auto] or [Tray 5 (Bypass)]. This setting can be made only for cut sheets. [3] : A3 [4] : A4 [5] : A5 [14] : B4 [15] : B5 [21] : 8.5 x 14" [22] : 8.5 x 13" [23] : 8.5 x 11" [24] : 11 x 17" [0] : Postcard **Important** •If [Paper Tray] is set to Tray 1, 2, 3, or 4, [Paper Size] cannot be set. **Note** •If [Preset%] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the machine automatically calculates the magnification based on [Original Size] and [Paper Size]. If the magnification, however, is not within 45-210%, the original will not be reduced/enlarged, and will be printed in a scale of 100%. When [2 Up] is selected, the machine automatically calculates the magnification based on [Original Size] and 1/2 of [Paper Size].

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Extended Settings

Setting Item	Item Number	Value
Paper position	20	Sets the paper position. [0] (Default)　　: Without cut sheet feeder (left) [1]　　　　　　　: With cut sheet feeder (center) **Note**　•When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set.
Output quantity	8	Sets the number of copies to be printed. [1 to 250] (Default: 1): 1-250 copies **Important**•When the output quantity is specified by a client, the copies of that set of number will be printed. After printing, the number set on the control panel will be changed to that number. However, the number of copies specified from NetWare or lpd port will not change the number set on the control panel.
Reduce/enlarge	54 (Reduce/ enlarge mode)	Sets the print magnification. [0] (Default)　　: Preset % [1]　　　　　　　: Variable % [2]　　　　　　　: Fit to Cut Sheet [Preset %] is a magnification calculated automatically based on [Original Size] and [Paper Size], and reduces/enlarges the printable area of the original to fit to the printable area of the output paper. Therefore, if the size of the original and that of the output paper are the same, the magnification will be 100%. Also, if [2 Up] is selected, the original will be reduced to the size where two pages fit into one sheet of paper. [Variable %] is a magnification set in [Variable %] under [Reduce/ Enlarge]. A reference point for scaling (reducing/enlarging) is the upper left corner of the printable area. This reference point applies to all text, images, and graphics. [Fit to Cut Sheet] prints the entire cut sheet area to the printable area of the output paper. It is a magnification calculated automatically based on [Original Size] and [Paper Size], and reduces/enlarges the whole original (including the area outside of the printable area) to fit to the printable area of the output paper.
	17 (Variable %/ vertical magnification)	Sets the magnification for the vertical or horizontal direction. [45 to 210] (Default:100):45-210% **Note**　•When a continuous form paper is selected for [Original Size], both [Preset %] and [Fit to Cut Sheet] produce the same print result.
	18 (Variable %/ horizontal magnification)	
2 Up mode	21	Sets whether to print in 2 Up or page by page. 2 Up is a feature that prints two pages onto one sheet of paper. Depending on the paper orientation, the two pages are printed side by side, or one above the other. [0] (Default)　　: Off [1]　　　　　　　: Reverse [2]　　　　　　　: Forward **Important**•When [Landscape] is selected for [Original Size], [Forward] or [Reverse] produce the same print result.

Setting Item	Item Number	Value
Output destination	9	Sets the output tray where the output will be delivered. [0] (Default) : Center Output Tray [1] : Side Tray (optional) [2] : Center Output Tray - Lower (optional) [80] : Finisher Tray (optional)
Tray 5 confirmation	67	Prints from Tray 5 (Bypass), after instructing to print and then operating the machine to start printing. [0] (Default) : Off [1] : On
Grid lines	22	Sets the method for printing 2-byte grid lines. The options are as follows. [0] (Default) : Image [1] : Font
2 Sided printing	12	Sets the 2-sided printing. [0] (Default) : Off [1] : Head to Head [2] : Head to Toe Important •When [Postcard] is selected for [Paper Size], [Head to Head] and [Head to Toe] cannot be selected. Note •This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
Font	14 (alphanumeric font)	Sets the font for 1-byte characters (ANK). [0] (Default) : Roman [1] : Sanserif Important •Since this feature selects the default value, its setting will not be affected when an extended command is received.
Print control	51 (Blank sheet output)	Sets whether to print blank pages if included in the original. [0] (Default) : Off [1] : On Note •Even when [Off] is selected, blank pages will be printed if they are spaces created with user-defined characters or images in white color. •If [Off] is selected, and if 2 Up or 2-sided printing is specified, blank pages will not be printed.
	52 (Character print area)	Extends the position of the right margin. [0] (Default) : Standard [1] : Extended Important•If the character print area is changed from [Extended] to [Standard], the left and right margins will be initialized to the default values. • When the position of the right margin is set here, that position will be the right edge of the character print area.
	53 (Image enhancement)	Sets whether or not to enable the Image Enhancement feature. Image Enhancement makes border between black and white smooth, with rough edges reduced, giving the appearance of higher resolution. [0] : Off [1] (Default) : On

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Setting Item	Item Number	Value
ESCP switch	55 (Text quality)	Sets the Text Quality mode to high quality or draft. [0] (Default)　　　 : High Quality [1]　　　　　　 : Draft **Important**•Since the [Text Quality], [Reduced Characters], [Character Code Table], [Page Length], and [1-inch Perforation Skip] features select the default values, their settings will not be affected when the an extended command is received. **Note**　　•When the setting is changed, only the state of the setting changes, not the actual printing quality. 　　•This setting affect the Text Quality selection commands.
	56 (Reduced characters)	Reduces the size of 1-byte alphanumeric characters when printing. Sets whether to reduce their sizes or to print them in a scale of 100%. [0] (Default)　　　 : Off [1]　　　　　　　 : On
	58 (1 Page length)	Sets the length of a page (printable area) to 11 inches or 12 inches. [0] (Default) : 11 inches [1]　　　　 : 12 inches
	59 (1-Inch perforation skip)	Sets whether or not to leave a 1-inch space between pages. [0] (Default)　　 : Off [1]　　　　　 : On **Important**•This is only effective when CSF under [Paper Position] is set to [Off].
	60 (Paper feed position)	Sets the position to start printing to 8.5 mm or 22 mm below the top edge of paper. [0] (Default)　　 : 8.5 mm [1]　　　　　 : 22 mm
	61 (CR feature)	Sets the action to be performed when a CR command is received. [0] (Default)　　 : Carriage return [1]　　　　　　 : Carriage return and linefeed
Position adjustment	15 (Vertical position adjustment)	Adjusts the printing position vertically or horizontally, and changes the positions of the margins. [0] (Default)　　 : Off [1-500]　　　　 : -250 to +250 mm
	16 (Horizontal position adjustment)	**Important**•Data outside the printable area will not be printed even when the printing position is adjusted. In addition, data moved outside the printable area due to the adjustment of the printing position will not be printed.
Escape sequence	62 (Escape sequence)	**Note**　　•The syntax of an extended command starts with an escape sequence, then the data identifying the command, and followed by parameters if any. The escape sequence is the first two bytes of an extended command (an ESC, which is a hexadecimal 1BH, plus the semicolon (3BH) followed by it). This setting specifies whether or not to enable the escape sequence you specified. When enabled, an extended command can be controlled using a text code. The default setting is "Disabled". [0] (Default)　　 : Disabled [1]　　　　　　 : Enabled
	63 (Escape sequence character)	To control an extended command with a text code, an escape sequence (the first two bytes) of the extended command must be specified. Enter two characters using the keyboard displayed on the screen. (Default: &%)

Setting Item	Item Number	Value
Form overlay	64	Constantly performs Form Overlay by selecting a form name (No. 01-64) registered on the machine. [0] (Default) : Off [1-64] : No. 1 - No. 64 **Important** •Since this setting selects the default value, it is not affected when an extended commend is received. •Once a form name is selected, it will remain displayed even if the form is deleted. When a form name is selected using the up and down arrow keys, it will not be displayed. In this case, the setting is set to "Off".
Stapling	66	Sets the stapling position. [0] (Default) : Off [1] : Top left [2] : Top Double [3] : Top Right [4] : Left Double [5] : Right Double [6] : Bottom Left [7] : Bottom Double [8] : Bottom Right
Bypass Tray - Wait User	67	Sets whether to suspend the print processing when feeding paper from Bypass Tray. The processing is resumed by a user operation on the machine.
Hole punching	69	Sets the hole-punching position. [0] (Default) : Off [1] : Top [2] : Bottom [3] : Left [4] : Right
Number of holes	70	Sets the number of punch holes. [0] (Default) : 2 holes [1] : 3 holes [2] : 4 holes
Binary character strings	72	Sets the specified character strings when entering commands in hexadecimal format. [0] (Default) : Off [1] : &$%$ [2] : $?!#
0 Style	73	Sets the typeface for "0". [0] (Default) : 0 [1] : $\emptyset$
Number of sets	74	Sets which value to use as the number of print sets. [0] : Protocol [1] : Panel [2] (Default) : Command

Appendix 16

Magnification Table

Preset %

Document Size	Paper Size	A3	A4	A5	B4	B5	11x17"	8.5x14"	8.5x13"	8.5x11"	Postcard
A3	Long edge	100	70	49	86	60	103	84	78	66	100
	Short edge	100	70	48	86	60	94	72	72	72	100
A4	Long edge	143	100	70	123	86	147	120	112	94	48
	Short edge	143	100	69	123	86	135	103	103	103	45
A5	Long edge	204	143	100	177	123	210	172	160	135	69
	Short edge	207	145	100	178	124	195	149	149	149	65
B4	Long edge	116	81	57	100	70	119	98	90	76	100
	Short edge	116	81	56	100	70	109	83	83	83	100
B5	Long edge	164	116	81	143	100	171	140	130	109	56
	Short edge	164	116	81	143	100	156	120	120	120	53
11 x 17"	Long edge	97	68	48	84	59	100	82	76	64	100
	Short edge	106	74	51	92	64	100	77	77	77	100
8.5 x 14"	Long edge	119	83	58	102	72	122	100	93	78	100
	Short edge	139	97	67	120	84	131	100	100	100	100
8.5 x 13"	Long edge	128	90	63	111	77	132	108	100	84	100
	Short edge	139	97	67	120	84	131	100	100	100	100
8.5 x 11"	Long edge	152	106	74	131	92	156	128	119	100	100
	Short edge	139	97	67	120	84	131	100	100	100	100
Postcard	Long edge	100	100	145	100	178	100	100	100	100	100
	Short edge	100	100	153	100	190	100	100	100	100	100
15 x 1"	Long edge	119	83	58	103	72	122	100	93	78	100
	Short edge	103	72	50	89	62	97	74	74	74	100
15 x 2"	Long edge	119	83	58	103	72	122	100	93	78	100
	Short edge	95	66	46	81	57	89	68	68	68	100
10 x 11"	Long edge	147	103	72	127	89	151	124	115	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 12"	Long edge	135	95	66	117	81	139	114	105	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45

Unit: %

Note • If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

Preset % (2-Up Printing)

Document Size	Paper Size	A3/2	A4/2	A5/2	B4/2	B5/2	11x17" /2	8.5x14" /2	8.5x13" /2	8.5x11" /2	Postcard /2
A3	Long edge	70	49	100	60	100	66	50	50	50	100
	Short edge	70	48	100	60	100	72	59	54	45	100
A4	Long edge	100	70	48	86	60	94	72	72	72	100
	Short edge	100	69	48	86	59	103	84	78	65	100
A5	Long edge	143	100	69	123	86	135	103	103	103	45
	Short edge	145	100	69	124	86	149	121	112	94	47
B4	Long edge	81	57	100	70	49	76	58	58	58	100
	Short edge	81	56	100	70	48	83	68	63	53	100
B5	Long edge	116	81	56	100	70	109	83	83	83	100
	Short edge	116	80	55	100	69	120	98	90	76	100
11 x 17"	Long edge	68	48	100	59	100	64	49	49	49	100
	Short edge	74	51	100	64	100	77	62	58	48	100
8.5 x 14"	Long edge	83	58	100	72	50	78	60	60	60	100
	Short edge	97	67	100	84	57	100	82	75	63	100
8.5 x 13"	Long edge	90	63	100	77	54	84	64	64	64	100
	Short edge	97	67	100	84	57	100	82	75	63	100
8.5 x 11"	Long edge	106	74	51	92	64	100	77	77	77	100
	Short edge	97	67	46	84	57	100	82	75	63	100
Postcard	Long edge	100	145	100	178	124	100	149	149	149	65
	Short edge	100	153	105	190	131	100	185	172	144	71
15 x 11"	Long edge	83	58	100	72	100	78	60	60	60	100
	Short edge	72	50	100	62	100	74	60	56	47	100
15 x 12"	Long edge	83	58	100	72	100	78	60	60	100	100
	Short edge	66	46	100	57	100	68	55	51	100	100
10 x 11"	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 12"	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100

Unit: %

Note • If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

Fit to Cut Sheet

Document Size	Paper Size	A3	A4	A5	B4	B5	11x17"	8.5x14"	8.5x13"	8.5x11"	Postcard
A3	Long edge	98	69	48	85	59	101	83	77	64	100
	Short edge	97	68	47	84	58	91	70	70	70	100
A4	Long edge	138	97	68	120	84	142	117	108	91	100
	Short edge	137	96	66	118	82	129	99	99	99	100
A5	Long edge	196	137	96	169	118	201	165	153	129	66
	Short edge	195	136	94	168	117	183	140	140	140	62
B4	Long edge	113	79	55	98	68	116	95	88	74	100
	Short edge	112	78	54	97	67	105	81	81	81	100
B5	Long edge	160	112	78	138	97	165	135	125	105	54
	Short edge	158	110	76	136	95	149	114	114	114	50
11 x 17"	Long edge	95	67	47	82	57	98	80	74	63	100
	Short edge	103	72	50	89	62	97	74	74	74	100
8.5 x 14"	Long edge	116	81	57	100	70	119	98	90	76	100
	Short edge	133	93	64	115	80	125	96	96	96	100
8.5 x 13"	Long edge	125	87	61	108	75	128	105	97	82	100
	Short edge	133	93	64	115	80	125	96	96	96	100
8.5 x 11"	Long edge	147	103	72	127	89	151	124	115	97	100
	Short edge	133	93	64	115	80	125	96	96	96	100
Postcard	Long edge	100	195	136	100	168	100	100	100	183	94
	Short edge	100	201	139	100	173	100	100	100	207	91
15 x 11"	Long edge	135	95	66	117	81	139	105	114	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45
15 x 12"	Long edge	135	95	66	117	81	139	105	114	89	46
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 11"	Long edge	147	103	72	127	89	151	115	124	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45
10 x 12"	Long edge	147	103	72	127	89	151	124	115	97	50
	Short edge	142	99	68	122	85	133	102	102	102	45

Unit: %

Note • If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

Fit to Cut Sheet (When 2 Up is specified)

Document Size	Paper Size	A3/2	A4/2	A5/2	B4/2	B5/2	11x17" /2	8.5x14" /2	8.5x13" /2	8.5x11" /2	Postcard /2
A3	Long edge	69	48	100	59	100	64	49	49	100	100
	Short edge	68	47	100	58	100	70	57	53	100	100
A4	Long edge	97	68	47	84	58	91	70	70	70	100
	Short edge	96	66	46	82	57	99	80	74	62	100
A5	Long edge	137	96	66	118	82	129	99	99	99	100
	Short edge	136	84	65	117	80	140	114	106	88	100
B4	Long edge	79	55	100	68	48	74	57	57	57	100
	Short edge	78	54	100	67	46	81	66	61	51	100
B5	Long edge	112	78	54	97	67	105	81	81	81	100
	Short edge	110	76	53	95	65	114	93	86	72	100
11 x 17"	Long edge	67	47	100	57	100	63	48	48	48	100
	Short edge	72	50	100	62	100	74	60	56	47	100
8.5 x 14"	Long edge	81	47	100	70	49	76	58	58	58	100
	Short edge	93	50	100	80	55	96	78	72	61	100
8.5 x 13"	Long edge	87	61	100	75	52	82	63	63	63	100
	Short edge	93	64	100	80	55	96	78	72	61	100
8.5 x 11"	Long edge	103	89	100	89	72	97	74	74	74	100
	Short edge	93	80	100	80	55	96	78	72	61	100
Postcard	Long edge	195	136	94	168	117	183	140	140	140	62
	Short edge	201	139	96	173	119	207	169	156	131	65
15 x 11"	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100
15 x 12"	Long edge	95	66	46	81	57	89	68	68	68	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 11"	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100
10 x 12"	Long edge	103	72	50	89	62	97	74	74	74	100
	Short edge	99	68	47	85	59	102	83	77	64	100

Unit: %

Note • If the magnification for either the long edge or short edge is not within the range of 45 - 210%, the magnifications for both the long edge and short edge will be 100%.

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Paper Size and Number of Printable Characters

When the paper feed position is 22 mm

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
A3	113	92	161	63
B4	97	78	139	53
A4	79	63	113	42
B5	68	53	97	35
A5	54	42	79	27
Postcard	35	30	54	19
11 x 17"	106	94	166	58
8.5 x 14"	81	76	136	43
8.5 x 13"	81	70	126	43
8.5 x 11"	81	58	106	43

When the paper feed position is 8.5 mm

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
A3	113	95	161	66
B4	97	82	139	56
A4	79	66	113	45
B5	68	56	97	39
A5	54	45	79	31
Postcard	35	30	54	19
11 x 17"	106	98	166	62
8.5 x 14"	81	80	136	47
8.5 x 13"	81	74	126	47
8.5 x 11"	81	62	106	47

Note
- The values are based on 10-cpi character pitch and 6-lpi line pitch.
- The magnifications for both the long edge and short edge are 100%.
- Some paper sizes are not available for use depending on the hardware configuration.

Fit to Cut Sheet

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
A3	116	99	165	70
B4	101	85	143	60
A4	82	70	116	49
B5	71	60	101	42
A5	58	49	82	34
Postcard	39	34	58	23
11 x 17"	110	102	170	66
8.5 x 14"	85	84	140	51
8.5 x 13"	85	78	130	51
8.5 x 11"	85	66	110	51

Note • The values are based on 10-cpi character pitch and 6-lpi line pitch.
• Some paper sizes are not available for use depending on the hardware configuration.

15-inch Continuous Form Mode (When Aligned at Left in Portrait Orientation)

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
All supported paper sizes	136	66	136	72

Note • The values are based on 10-cpi character pitch and 6-lpi line pitch.

10-inch Continuous Form Mode

Paper Size	Portrait		Landscape	
	Characters	Lines	Characters	Lines
All supported paper sizes	80	66	80	72

Note • The values are based on 10-cpi character pitch and 6-lpi line pitch.

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PDF Direct Print

PDF Direct Print is a feature that prints PDF files by directly using the lpr command instead of a print driver. When this feature is used, the following items will be printed based on the settings on the control panel.

- Output Quantity
- 2 Sided Printing
- Print Mode
- Collate
- Layout
- Paper Size
- Print Processing Mode

Note
- When using the lpr command to print, specify the number of copies to be printed in the lpr command. The copy quantity setting made on the control panel becomes invalid. If the copy quantity is not specified in the lpr command, only one copy is printed.
- When printing a PDF file using the lpr command, the LPD protocol of the machine must be started using the control panel or CentreWare Internet Services.

PDF Direct Print Settings

This section explains the setting items for the PDF Direct Print feature.

The settings configured here are valid when printing PDF files without using "ContentsBridge" provided by Fuji Xerox.

Note
- For information on printing PDF files using ContentsBridge Utility, refer to the manual provided on the driver CD kit CD-ROM.

Setting Item	Item Number	Value
Output Quantity	401	Sets the number of copies to be printed. [1-999] (Default: 1): 1-999 sheets
2 Sided Printing	402	Sets the 2-sided printing option. [0] (Default)　　: 1 Sided [1]　　　　　　　: 2 Sided (Flip on long edge) [2]　　　　　　　: 2 Sided (Flip on short edge) [2 Sided (Flip on long edge)] prints 2-sided in the orientation so that pages can be bound along the long edge. [2 Sided (Flip on short edge)] prints 2-sided in the orientation so that pages can be bound along the short edge. **Note**　• This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.
Print Mode	403	Sets whether to give priority to the print speed or the image quality. [0] (Default)　　: Standard [1]　　　　　　　: High Speed [2]　　　　　　　: Fine The [Standard] setting prints in a standard speed and quality. The [High Speed] setting gives priority to the print speed. The [Fine] quality setting prints in high quality but in a slower speed.
Collate	404	Sets whether to print multiple-sheet documents as collated sets (1, 2, 3...1, 2, 3...). [0] (Default)　　: Off [1]　　　　　　　: On

Setting Item	Item Number	Value
Layout	405	Sets the layout for printing. **Note** • This item can be set when [PDF Bridge] is selected for [Print Processing Mode]. [0] (Default) : Auto % [1] : Booklet [2] : 2-up [3] : 4-up [4] : 100% (size-by-size) The [Auto %] setting automatically calculates the largest magnification possible to fit to the output paper size. It automatically selects A4 or letter size paper based on the size of the original PDF file. The [Booklet] setting prints the images side by side, on both sides of each page, in the correct order to make a booklet. Some documents may not be printed in a booklet fashion depending on the structure of their pages. In such case, they will be printed with the [Auto %] setting. **Note** • If the 2-sided feature is unsupported, documents are printed on one side of paper. • When [A4] is selected for [Paper Size], documents will be printed on A4 size paper. • When [Paper Size] is set to [Auto], documents will be printed on A3 or A4 size paper. The 2-up setting prints two pages onto one sheet of paper. When 2 Up is selected, the paper size is fixed at A4. The 4-up setting prints four pages on each sheet of paper. When 4 Up is selected, the paper size is fixed at A4.
Paper Size	406	Set the size of the paper to be printed. [0] (Default) : Auto [1] : A4 The [Auto] setting automatically determines the paper size, based on the size of a PDF file to be printed and the settings configured for it.
Print Processing Mode	408	Sets the print processing mode when using the PDF Direct Print feature. [0] (Default) : PDF Bridge [1] : PS [PDF Bridge] processes PDF files using the PDF Direct Print feature provided by Fuji Xerox. [PS] processes PDF files using the PostScript feature provided by Adobe. **Note** • This item appears only when the optional Adobe PostScript 3 Kit is installed. • The print results may be different between the [PDF Bridge] and [PS] selections. • When [PS] is selected, the [Layout] setting becomes invalid.

PCL Emulation

The following table shows the emulation parameters and their values for PCL emulation.

For information on how to change parameter values, refer to "Print Mode" (P.369)

Parameter	Item No.	Value
Paper Tray	201	0 (Default): Auto 1: Tray 1 2: Tray 2 3: Tray 3 4: Tray 4 5: Tray 5 (Bypass) Selects the paper tray. When [Auto] is selected, the machine automatically selects the tray that contains the paper whose size is specified on the [Paper Supply] screen.
Auto Size	202	3: A3 4 (Default*): A4 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23 (Default*): 8.5 × 11" 24: 11 × 17" 25: Custom Size 30: 8K Sets the default paper size when the machine is set to select the paper size automatically. Only available when [Paper Tray] is set to [Auto]. * The default value will be either [4] or [23] depending on the region of use.
Bypass Size	203	3: A3 4 (Default*): A4 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23 (Default*): 8.5 × 11" 24: 11 × 17" 25: Custom Size Sets the paper size for the bypass tray. Only available when [Paper Tray] is set to [Tray 5 (Bypass)]. * The default value will be either [4] or [23] depending on the region of use.
Orientation	205	0 (Default): Portrait 1: Landscape Sets the document orientation.

Parameter	Item No.	Value
2 Side Print	206	0 (Default): Off 1: On Sets whether to enable double-sided printing.
Default Font	207	0: CG Times 1: CG Times Italic 2: CG Times Bold 3: CG Times Bold Italic 4: Univers Medium 5: Univers Medium Italic 6: Univers Bold 7: Univers Bold Italic 8: Univers Medium Condensed 9: Univers Medium Condensed Italic 10: Univers Bold Condensed 11: Univers Bold Condensed Italic 12: Antique Olive 13: Antique Olive Italic 14: Antique Olive Bold 15: CG Omega 16: CG Omega Italic 17: CG Omega Bold 18: CG Omega Bold Italic 19: Garamond Antiqua 20: Garamond Kursiv 21: Garamond Halbfett 22: Garamond Kursiv Halbfett 23 (Default): Courier 24: Courier Italic 25: Courier Bold 26: Courier Bold Italic 27: Letter Gothic 28: Letter Gothic Italic 29: Letter Gothic Bold 30: Albertus Medium 31: Albertus Extra Bold 32: Clarendon Condensed 33: Coronet 34: Marigold 35: Arial 36: Arial Italic 37: Arial Bold 38: Arial Bold Italic 39: Times New 40: Times New Italic	41: Times New Bold 42: Times New Bold Italic 43: Symbol 44: Wingdings 45: Line Printer 46: Times Roman 47: Times Italic 48: Times Bold 49: Times Bold Italic 50: Helvetica 51: Helvetica Oblique 52: Helvetica Bold 53: Helvetica Bold Oblique 54: CourierPS 55: CourierPS Oblique 56: CourierPS Bold 57: CourierPS Bold Oblique 58: SymbolPS 59: Palatino Roman 60: Palatino Italic 61: Palatino Bold 62: Palatino Bold Italic 63: ITC Bookman Light 64: ITC Bookman Light Italic 65: ITC Bookman Demi 66: ITC Bookman Demi Italic 67: Helvetica Narrow 68: Helvetica Narrow Oblique 69: Helvetica Narrow Bold 70: Helvetica Narrow Bold Oblique 71: New Century Schoolbook Roman 72: New Century Schoolbook Italic 73: New Century Schoolbook Bold 74: New Century Schoolbook Bold Italic 75: ITC Avant Garde Book 76: ITC Avant Garde Book Oblique 77: ITC Avant Garde Demi 78: ITC Avant Garde Demi Oblique 79: ITC Zapf Chancery Medium Italic 80: ITC Zapf Dingbats

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Parameter	Item No.	Value	
Symbol Set	208	0 (Default): Roman 8 1: ISO 8859-1 Latin 1 2: ISO 8859-2 Latin 2 3: ISO 8859-9 Latin 5 4: ISO 8859-10 Latin 6 5: PC-8 6: PC-8 DN 7: PC-775 8: PC-850 9: PC-852 10: PC-1004 (OS/2) 11: PC Turkish 12: Windows 3.1 Latin 1 13: Windows 3.1 Latin 2 14: Windows 3.1 Latin 5 15: DeskTop 16: PS Text 17: MC Text	18: Microsoft Publishing 19: Math 8 20: PS Math 21: Pi Font 22: Legal 23: ISO 4 United Kingdom 24: ISO 6 ASCII 25: ISO 11 Swedish:names 26: ISO 15 Italian 27: ISO 17 Spanish 28: ISO 21 German 29: ISO 60 Norwegian v1 30: ISO 69 French 31: Windows 3.0 Latin 1 32: Windows Baltic 33: Symbol 34: Wingdings
Font Size	209	400 - 5000 (Default: 1200): Specifies the point size of a font in increments of 25. The value of 100 represents 1 point.	
Font Pitch	210	600 - 2400 (Default: 1000): Specifies the pitch size of a font. The value of 100 represents the pitch size of 1.	
Form Line	211	5 - 128 (Default: 64 or 60*): Specifies the number of lines on a page. * The default value will be [64] if the default value of the item 202/203 is [4]; [60] if the value for 202/203 is [23].	
Print Sets	212	1 - 999 (Default: 1): Specifies the number of print sets.	
Image Enhance	213	0: Off 1 (Default): On Sets whether to enable the enhanced image mode.	
Hex Dump	214	0 (Default): Off 1: On Sets whether to enable hex dump.	
Draft Mode	215	0 (Default): Off 1: On Sets whether to enable the draft mode.	
Binding	217	0 (Default): LEF 1: SEF Specifies which edge of paper is to be bound.	
Line Termination	218	0 (Default): Off 1: Add-LF (Appends an LF to CR) 2: Add-CR (Appends a CR to LF and FF) 3: CR-XX (Appends a CR to LF and FF, and LF to CR)	
Default Custom Paper Size	219 (Short edge) 220 (Long edge)	2100 (Default short-edge value): 210.0 mm 2970 (Default long-edge value): 297.0 mm 0 to 9999: 0 to 999.9 mm Specifies the default custom paper size.	

HP-GL2 Emulation

This section explains how to operate the HP-GL mode menu and the settings that can be made with it.

HP-GL Settings List

Items that can be set using the HP-GL mode menu are explained in two groups: basic settings and advanced settings.

■Basic Settings

Setting Item	Item Number	Value
Document Size	101	99 (Default): Auto 100: Paper 0: A0 1: A1 2: A2 3: A3 4: A4 5: A5 10: B0 11: B1 12: B2 13: B3 14: B4 15: B5 Sets the document size created by a PC client. When Auto (99) is specified, the document size is determined based on the Scaling Mode setting (the item number 160).
Paper Size	102	99: Auto 101 (Default): A Size 3: A3 4: A4 5: A5 14: B4 15: B5 Sets the paper size to be printed. This can be set if the paper tray setting is either "Auto" or "Tray 5 (Manual Feed)". In addition, settings can only be made for cut paper. When Auto (99) is specified, the paper size is determined based on the Scaling Mode setting (the item number 160).
Paper Tray	103	0 (Default): Auto 1: Tray 1 2: Tray 2 3: Tray 3 4: Tray 4 5: Manual Feed Sets the paper tray to be used for printing.
Coordinate Rotation	104	0 (Default): 0 degrees 1: 90 degrees Sets the paper orientation for printing.

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■**Advanced Settings**

Auto Layout	106	0 (Default): ON 1: OFF Selects whether aligning the position of the document and the paper is to be done automatically or not.
Active Palette	107	0 (Default): Command 1: Panel Selects whether to use a pen specified by command or set on the panel.
No. of Prints	108	1 - 250 (Default): 1): 1 - 250 Sets the number of prints to be made.
Output Tray	109	0 (Default): Center Output Tray 1: Side Tray 80: Finisher Tray Sets the output tray.
Two-Sided Printing	110	0 (Default): None 1: Head to head 2: Head to toe Sets the two-sided printing. [None]...Prints one side. [Head to Head]...Place the paper as in the [Paper Orientation], and it prints both sides so that the orientation of the up-sides are aligned for each page when the left side is closed. [Head to Toe]...Place the paper as in the [Paper Orientation], and it prints both sides so that the orientation of the up-sides are aligned for each page when the top side is closed.
Chinese Fonts	111	0: Stroke Specifies 2-byte character fonts, including Chinese characters. The setting cannot be changed for this model.
Alphanumeric Fonts	112	0: Stroke Specifies 1-byte character fonts. The setting cannot be changed for this model.
Vertical Position Adjustment	113	0 (Default): Does not move the hard clip area. 1 to 500: -250 to +250 mm Moves the hard clip area vertically. -1 to -250 mm for setting numbers 1 - 250 +1 to +250 mm for setting numbers 251 - 500
Horizontal Position Adjustment	114	0 (Default): Does not move the hard clip area. 1 to 500: -250 to +250mm Moves the hard clip area horizontally. -1 to -250 mm for setting numbers 1 - 250 +1 to +250 mm for setting numbers 251 - 500

Print Quantity Setup	115	0 (Default): Protocol 1: Panel 2: Command Sets the method for specifying the print quantity.
HP-GL Mode	150	0 (Default): HP-GL 1: HP-GL/2 A graphics language can be selected.
Hard Clip	151	0: Standard 2 (Default): Paper Sets the size for the area where drawings can be made (hard clip area). [Standard]...Hard clip area for A4, A3, letter, and ledger are the same as for the Hewlett Packard HP7550A. Hard clip area for other paper sizes is the same as this M/C printable area. [Paper]...Make the hard clip area the same area as the paper.
Eject Command	152 (SP) 153 (SPO) 154 (NR) 155 (FR) 156 (PG) 157 (AF) 158 (AH)	0 (Default): OFF 1: ON Sets the command that indicates a drawing is finished. When the command specified here is received, drawing is terminated and the paper is ejected. [Off]...Does not process as an eject command. [On]...Processes as an eject command. ON is set as the default for SPO only.
Scaling	159	0: OFF 1 (Default): ON Determines the setting to either enlarge or reduce the document size so that the document size fits the paper size. [OFF]...Prints in the same size without enlargement/reduction, even if the document size and paper size are different. [ON]...Prints while enlarging/reducing the data on document size so that it fits the paper size.
Scaling Mode	160	0 (Default): Paper Size 1: Active Coordinate Area Determines how the document size and the paper size are determined when Document Size (the item number 101) and/or Paper Size (102) is set to Auto (99). [Paper Size]...Make the document size the minimum size that combines the active coordinate area from the active coordinate determining method and the active coordinate obtained by the settings of Origin Position and Paper Margin. [Active Coordinate Area]...Make the document size the area from which the paper margin is subtracted from the active coordinate area obtained by the active coordinate determining method.

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Active Area Determining Command	161	0 (Default): Auto 1: PS 2: IW 3: IP 4: Adapted When auto-scaling is in use, this sets the method for obtaining the active coordinate area. [Auto]...Determines any of the methods listed below: PS, IW, IP, or Adapted. [PS]...Area specified by the first PS command is to be a rectangular area. [IW]...Area specified by the very last IW command is to be a rectangular area. [IP]...Area which combines all the IP commands is to be a rectangular area. [Adapted]...The maximum/minimum coordinates within the areas and coordinates plotted using the drawing command, and the maximum size of characters and line width specified in the page, are used to calculate the rectangular area.
Paper Margin	162	0 to 99 (Default): 0): 0 - 99 mm Sets the paper margin when auto scaling is being used.
Image Enhancement	163	0: OFF 1 (Default): ON Sets whether to artificially increase the resolution of an image and smooth its edges.
Stapling	164	0 (Default): None 1: Top Left 2: Top Double 3: Top Right 4: Left Double 5: Right Double 6: Bottom Left 7: Bottom Double 8: Bottom Right 9: Center Sets the stapling position.
Manual Feed Tray Check Indicator	165	0: None 1 (Default): Yes
Punching	166	0: None 1 (Default): Top 2: Bottom 3: Left 4: Right Sets the punch position.
Number of holes	167	0 (Default): 2 holes 1: 3 holes 2: 4 holes Sets the number of punch holes.

Pen Width (No. 0-No.15)	800-815	0 to 255 (Default): 3): 0 to 25.5 mm Sets the width of the pen (thickness of the line). Width units are 0.1 mm. Can be set in steps of 0.1 mm.
Line End Shape (No. 0-No.15)	850-865	0 (Default): Cut 1: Round 2: Rectangular Sets the line end shape.
Pen Intersects (No. 0-No.15)	900-915	0 (Default): None 1: Intersect 2: Round 3: Cut Sets the process for when pens' lines intersect.
Pen Density (No. 0~No.15)	950-965	0 - 100 (Monochrome) Sets the density.

Hard Clip Area

In the HP-GL mode, the plottable area is determined in line with the paper size, apart from the printable area. This area is called a "hard clip area", and determines the maximum range of pen movement. Accordingly, images cannot be drawn outside the boundary of the hard clip area. This machine allows you to select a hard clip area from the following.

■Standard

Defines the printable area of this machine as the hard clip area.

■Paper

Defines a size that is the same as the paper as the hard clip area. However, the area that allows actual printing is within the printable area.

The hard clip area can be set either via HP-GL emulation mode settings or by the specified hard clip command "& 1".

The following coordinate values present an example of when the origin is set at the lower left (Auto Layout in HP-GL/2) of A3 sheet.

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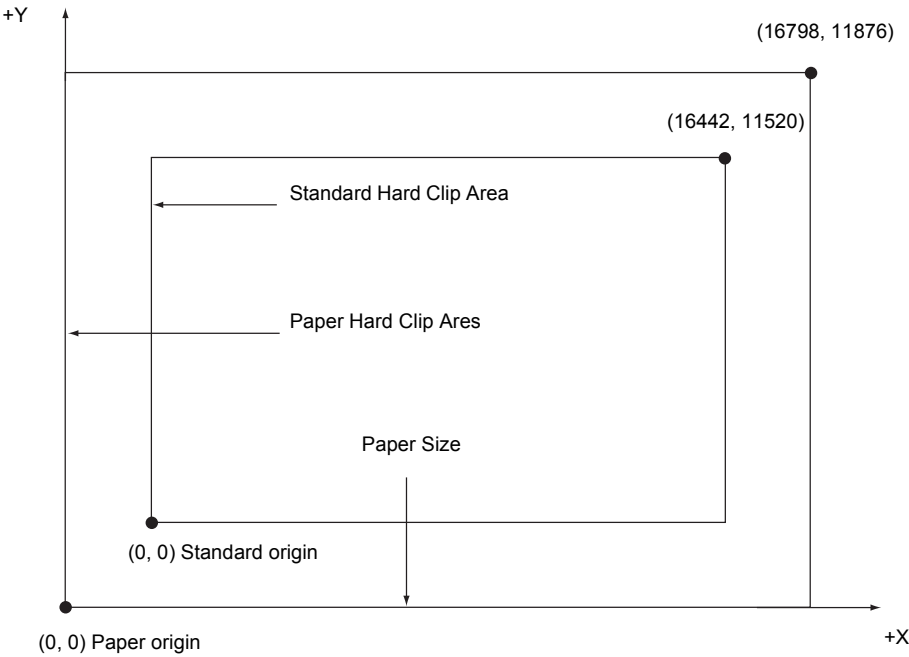
Printable Area

The printable area in the HP-GL mode is as follows.

■Paper Size and Printable Area

Paper size	Paper Length (1/7200 inch)		Coordinate Value (1/7200 inch)							
	X Axis	Y Axis	Margin		Printable Area		Top-right Edge		Margin	
	Width	Height	Bottom-left X	Bottom Left Y	Long Side	Short Side	Top-right X	Top-right Y	XR	YU
A3	119052	84168	1260	1260	116532	81648	117792	82908	1260	1260
A4	84168	59508	1260	1260	81648	56988	82908	58248	1260	1260
A5	59508	41940	1260	1260	56988	39420	58248	40680	1260	1260
B4	103176	72828	1260	1260	100656	70308	101916	71568	1260	1260
B5	72828	51588	1260	1260	70308	49068	71568	71568	1260	1260

Note • The HP-GL emulation supports 5 paper sizes: A3,A5,A4, B4 and B5.

Paper size	Paper Length (1/7200 inch)		Coordinate Value (1/7200 inch)							
	X Axis	Y Axis	Margin		Printable Area		Top-right Edge		Margin	
	Width	Height	Bottom-left X	Bottom Left Y	Long Side	Short Side	Top-right X	Top-right Y	XR	YU
A3	84168	119052	1260	1260	81648	116532	82908	117792	1260	1260
A4	59508	84168	1260	1260	56988	81648	58248	82908	1260	1260
A5	41940	59508	1260	1260	39420	56988	40680	58248	1260	1260
B4	72828	103176	1260	1260	70308	100656	71568	101916	1260	1260
B5	51588	72828	1260	1260	49068	70308	50328	71568	1260	1260

Note   • The HP-GL emulation supports 5 paper sizes: A3,A5,A4, B4 and B5.
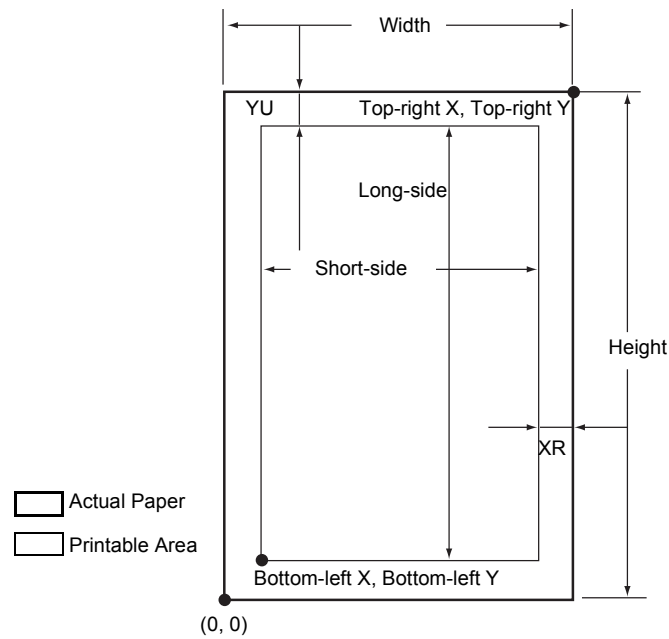
Auto Layout

This section explains Auto Layout.

1. What is Auto Layout?

Auto Layout is a function that evaluates document size based on the HP-GL data entered from the host system and enlarges/reduces it in line with the paper size to be plotted so that the plotted data is laid out in the center of the paper. Using the Auto Scale and Auto Layout functions enable you to print a document in the HP-GL mode without regard for the document size and origin position.

All specification in Auto Layout can be made via the operation panel. The settings cannot be made with advanced commands.

2. Activating the Auto Layout Function

Set the following items with the operation panel to activate the Auto Layout function.

* Set the document size to AUTO. The default value is AUTO.

* Set the Auto Layout to ON for setting the origin position. The default value is ON.

* Set Scaling to ON. The default value is ON.

* Select a method for obtaining the active coordinate area using the area determining mode. The default value is AUTO.

* Set the paper margin using Paper Margin. The default value is 0 mm.

* Set the Scaling Mode. The default value is Paper Size.

3. Details on Setting Items

Details on each item are as follows.

■Document Size

Press the mode button and select AUTO under document size, and it will be possible to set Auto Layout to ON.

■Auto Layout

After pressing the mode button, press the menu button and set Auto Layout to ON. Once you set it to ON, the settings for scaling, area determination mode, paper margins and scaling mode all become active.

■Scaling

Determines the setting to either enlarge or reduce (scaling) the document size so that the document size fits the paper size.

■Area Determination Mode

Based on HP-GL data, the methods for obtaining the active coordinates area are as follows:

Auto

The method for determining the active coordinate area is automatically selected from among PS, IW, IP and Adapted.

In this mode the order of priority is PS, IW, IP, Adapted.

IW

The area specified by the very last IW command in the data becomes the active coordinate area.

If there are no IW commands in the data, the active coordinate area is determined by Adapted.

IP

The area that encompasses all the areas specified by IP commands in the data becomes the active coordinate area.

If there are no IP commands in the data, the active coordinate area is determined by Adapted.

Adapted

The ACA is determined by the following conditions.

* Min/Max position coordinates plotted by drawing commands

* Max font size specified within the page

* Max line width

PS

The area that encompasses all the areas specified by PS commands in the data becomes the active coordinate area.

If there are no PS commands in the data, the active coordinate area is determined by Adapted.

■**Paper Margin**

Set the range from 0 to 99 mm. The default value is 0 mm. To get the active coordinate area, subtract the area set in paper margins from the ACA obtained in the area determination mode.

Paper Margins

Area obtained by area determination mode

Area left when paper margin subtracted from area obtained by area determination mode

Cannot plot as hard clip is exceeded
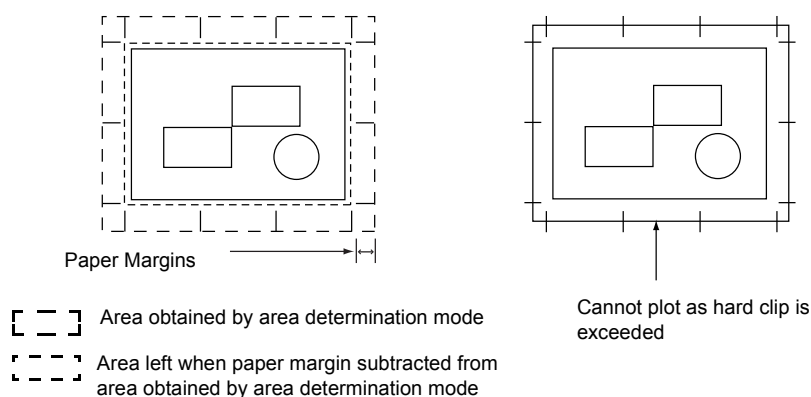
■**Scaling Mode**

Select the mode for determining the document size from the obtained ACA. Also, judge whether it will be portrait or landscape according to the ACA.

If it is an ACA

To get the document size, subtract the area set in paper margins from the area obtained in the area determination mode.

If it is a Paper Size

Set the document size from the obtained ACA and the origin point setting. The document size can be selected from A-size papers (6 sizes: A0, A1, A2, A3, A4 or A5).

4. How to Determine Document Size

The document size is determined by comparing the hard clip area for each paper size, based on the ACA obtained in the scaling mode, paper margins, and area determination mode.

■If the Scaling Mode is a Paper Size

1) Obtain the coordinate area to be active from the HP-GL data entered, in accord with the area determination mode.

2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the ACA obtained in *1*.

3) Subtract the value set in paper margins from the ACA obtained in *2*.

4) The minimum size that includes the ACA obtained in *3* will be the document size.

■If the Scaling Mode is the ACA

1) Obtain the coordinate area to be active from the HP-GL data entered, in accord with the area determination mode.

2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the ACA obtained in *1*.

3) Subtract the value set in paper margins from the ACA obtained in *2*.

4) The ACA obtained in the process up to *3* will be the document size.

■Ex.

If the following data is entered when the scaling mode = paper size, origin position = Auto, paper margin is 10mm, area determination mode = IP:

All pen width settings are 0.1 mm

The following data does not contain a character size specification command and the physical size of the area specified by IP/IW is A3.

```
IN;
IP-8399,-5938, 8399, 5938;
IW-8399,-5938, 8399, 5938;
PU;
SP1;
:
:
SP0;
```

1) As the area determination mode is IP, the ACA is specified as the area -8399,-5938,8399,5938 by an IP command.

```
YYY
```

2) In the example above, as there are no font size specification commands and all the pen widths are 0.1 mm, add the height/2 of the default font size for A3 size paper (75 plotter units) to the ACA obtained in *1*.
The ACA obtained in *2* is -8474,-6013,8474,6013.

3) The value set in paper margins (10 mm = 400 plotter units) is subtracted from the ACA obtained in **2**.
The ACA obtained in **3** is $-8074, -5613, 80740, 5613$.

4) As the ACA obtained in **3** exceeds the A4 size and is smaller than the A3 size, the document size is determined to be A3.

In addition, as the ACA area when the paper margin setting is 0 mm is $8474, -6013, 8474, 6013$, and this exceeds A3, but is A2 or smaller, the document size is determined to be A2.

5. How to Determine Paper Size

If the operation panel settings are as follows, the paper size is determined as below.

Document size: Auto

Paper Tray: Auto

The method for determining the paper size differs according to the paper size and scaling mode settings on the operation panel.

■If the Paper Size Setting is A Sizes

The possibilities for paper size are those that are actually loaded in the trays, from among the three sizes, A3, A4 and A5.

If A-sized papers (A3, A4, A5) are not loaded in the trays, all of the sizes, A3, A4 and A5 become possible sizes; a message is displayed on the operation panel prompting the user to load A-sized paper.

■If the Paper Size Setting is Auto

The possibilities for paper size are those that are actually loaded in the trays, from among the 5 sizes, A3, B4, A4, B5 and A5.

If A3, B4, A4, B5 or A5 paper is not loaded in the trays, all of the sizes become possible sizes; a message is displayed on the operation panel prompting the user to load paper.

■If the Scaling Mode Setting is Paper Size

If the paper size and the document size are the same, select paper that is the same size as the document.

If the document size is larger than any possible paper sizes, select the largest paper.

If the document size is smaller than any possible paper sizes, select the closest paper.

■If the Scaling Mode Setting is ACA

Select the smallest paper size that can contain the ACA.

If the ACA is larger than any possible paper sizes, select the largest paper.

If the ACA is smaller than any possible paper sizes, select the closest paper.

Supplementary Notes

If the document size is set to anything other than Auto, the paper size is the size set on the operation panel.

If the paper tray is set to Auto, the paper size is the size loaded in each tray. However, if paper whose size is not supported is loaded, an error message will be displayed prompting the user to load a supported paper.

6. How to Determine the Scaling Factor

When auto-scaling is being used, although the scaling factor is determined by the document size and paper size, it differs according to the scale mode setting.

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Supplementary Notes

To activate scaling, turn the scaling setting to ON on the operation panel. If it is OFF, it is plotted at the same scale (100%).

■**If the Document Size is Auto and the Scaling Mode is Paper Size**

The hard clip setting is inactive. The hard clip area is always the paper's hard clip area.

If the document size = paper size, it plots at the same scale (100%).

If the document size > paper size, it plots at a reduced scale.

If the document size < paper size, it plots at the same scale (100%).

	A3	**A4**	**A5**	**B4**	**B5**
A0	35	25	100	31	100
A1	50	35	25	43	31
A2	71	50	35	61	43
A3	100	71	50	87	61
A4	100	100	71	100	87
A5	100	100	100	100	100

Unit: %

If the origin position for the plotting position is Layout, the document is laid out in the center. If the origin position is bottom left or center, the origin of the document and the paper are aligned.

■**If the Document Size is Auto and the Scaling Mode is ACA**

The hard clip setting is inactive. The hard clip area is always the advanced hard clip area.

The scaling factor is determined according to the ACA and the paper size. The range for the ACA for each paper size is as follows:

Paper Size	0 Degrees				90 Degrees			
	Min Value		Max Value		Min Value		Max Value	
	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y	P2x - P1x	P2y - P1y
A3	7829	5485	73075	51200	5485	7829	51200	73075
A4	5485	3828	51200	35733	3828	5485	35733	51200
A5	3828	2648	35733	24720	2648	3828	44088	35733
B4	6762	4723	63120	44088	4723	6762	44088	63120
B5	4723	3297	44088	30773	3297	4723	30773	44088

Unit: Plotter Unit

The maximum scaling factor is 210% of the advanced hard clip area for each paper size and the minimum scaling factor is 22.5%.

7. Restrictions When Plotting under Auto Layout

■**If the Printer is Equipped with Hard Disk(s)**

When Auto Layout is used, print data is stored on the hard disk.

■**If the Printer is Not Equipped with Hard Disk(s)**

When Auto Layout is used, print data is stored in layout memory.

The default layout memory is set at 100 KB. Consequently, when print data exceeding 100 KB is received, a printer error occurs.

If this happens, change the Auto Layout memory capacity on the operation panel.

However, the Auto Layout memory capacity max is 5120 KB. So, print data larger than 5120 KB cannot be received.

When using the Auto Layout function, we recommend the printer be equipped with a hard disk.

8. Examples of Combinations of Each Function

The following are examples showing the print results that can be achieved by combining various functions.

■**Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: ON**

Document Size
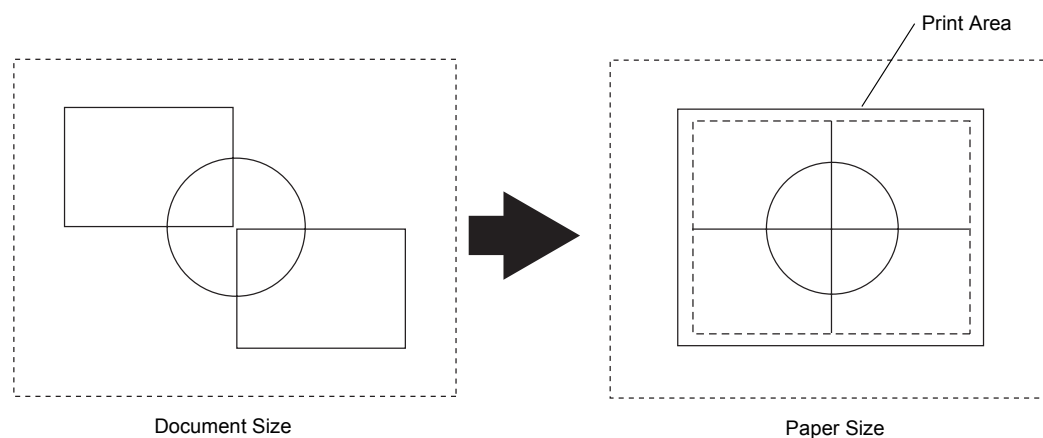
Paper Size

Print Area

■**Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: OFF**

Document Size

Paper Size

Print Area

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■**Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: ON**

Print Area

Active Coordinate Area determined by
entered data

Paper Size

■**Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: OFF**

Print Area

Active Coordinate Area determined by
entered data

Paper Size
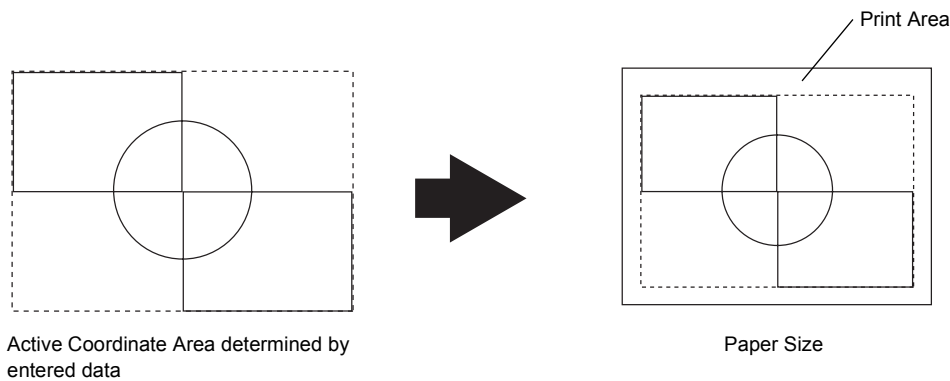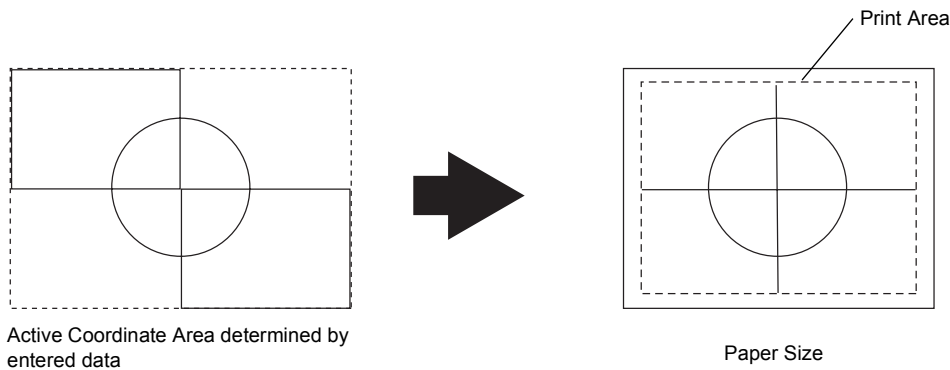
Optional Components

The following are the principal options available. To purchase these options, contact our Customer Support Center.

Product Name	Description
Exit 2 Tray	Allows you to use the center output tray as two separate trays. **Note** •This option cannot be installed when a finisher is installed.
Two Tray Module	Adds two trays that can be used as Trays 3 and 4.
Tandem Tray Module	Adds two high-capacity trays that can be used as Trays 3 and 4.
Stand	A stand for the machine. It allows you to store paper stock inside.
Side Tray	Delivers output face up.
B-Finisher	Staples each set of output sheets.
C-Finisher	Staples or hole-punches output sheets.
C-Finisher with Booklet Maker	Staples or hole-punches output sheets. Also folds output sheets in half and staples them.
HDD Extension Kit	Provides the extended copy features and adds the spool feature.
Extension System Memory (256MB)	Increases the system memory by 256 MB respectively.
Adobe PostScript 3 Kit	Allows you to use the machine as a PostScript printer. Also enables printing from Macintosh.
Printer Kit	If your machine does not have the printer feature, this enables you to use the printer feature on the machine.
Fax Kit	Adds the fax feature (G3 x 1 ch) to the machine.
Internet Fax Kit	Adds the Internet Fax (iFax) feature to the machine.
Stamp Kit	Allows you to stamp each sheet of a document to mark successfully scanned sheets.
Network Accounting Kit	Allows you to keep track of user accounts via an external authentication server.
Data Security Kit	Enhances the security of data written on the hard disk.
Fax Extension Board Kit	Adds extra G3 facsimile lines to the machine.
Additional G3 Port Kit	Adds an additional G3 port to the machine that offers the fax feature.
Scanner Kit	Adds the scan feature to the machine.
Server Fax Kit	Adds the Server Fax feature to the machine.
Copy Management Expansion Kit	Prints dates or serial numbers on all the pages of confidential documents to restrict duplication.
Secure Watermark Kit	Allows you to manage security by embedding information into documents to restrict duplication.
USB 2.0 Kit	Allows you to use USB 2.0 on the machine.
External Access Kit	Allows you to link to a remote application through the control panel.

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Product Name	Description
Image Expansion Kit	Required when the Image Log Control feature is used.
Image View Kit	Previews images stored in mailboxes. You can rotate and enlarge to preview images.

Note • The optional components are subject to change without notice.

• For the latest information, contact our Customer Support Center.

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Notes and Restrictions

This section describes the notes and restrictions to observe when using the machine.

Notes and Restrictions on the Use of the Machine

■HDD Extension Kit (Optional)

- When a HDD Extension Kit is installed, you can specify the hard disk as a storage location for print data received from lpd, SMB, and IPP. The storage location for HP-GL/2 form is also the hard disk, and cannot be changed to other locations.

- The data erased by initializing the hard disk includes the added fonts, each form of HP-GL/2 and ESC/P-K user defined data. Secure Print documents and logs are not erased.

■When the Print Results Differ from the Settings

As in the following cases, insufficient memory for the print page buffer may cause print results to be different from what was expected from the settings. If this happens, we recommend you to increase the memory.

- Printed only on one side when 2-sided printing was specified.

- A job was terminated (If data on a page cannot be written to the print page buffer, the job including that page will be terminated).

■Options

- To use the Secure Print, Private Charge Print, Sample Print, Delayed Print, or Server Fax feature, the optional HDD Extension Kit needs to be installed.

- To use the Print to Mailbox feature, optional Scanner Kit needs to be installed.

- To use the machine as a PostScript printer, the optional Adobe PostScript 3 Kit needs to be installed.

■Installing and Moving the Machine

- When moving the machine to another location, contact our Customer Support Center.

- When the machine is in operation, do not subject it to shock.

- When closing the document cover, be careful not to trap your fingers.

- Do not place any objects near the ventilation opening of the machine's extractor fan.

■Meter Counts for 2-Sided Printing

- When printing 2 sided, depending on the application the machine uses, blank sheets can be inserted automatically to adjust pages. Such blank sheets inserted by the application are also counted by the meter.

■Skip Blank Sheet

- Depending on the document, the machine may not be able to correctly identify blank pages using the Skip Blank Sheet feature. If a blank page has background shadows, the machine may not identify the page as a blank page.

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◼Fax Immediate Reception

- If the machine's memory capacity becomes insufficient to receive fax data, the machine automatically switches into immediate reception mode. In this mode, the machine outputs received documents on a page-by-page basis; each document page is output immediately after the machine finishes receiving it. However, if the machine receives large data, such as an A3 size photo with many halftone levels, the machine may not print it even after the machine finishes receiving it. In that case, press the <Stop> button, or turn the machine off and then on again, to have the machine print the document.

◼Job Counter Report

When you have specified two or more different [Multiple-up] settings using the Build Job feature, the numbers of pages for [2-up] and [Other than 2-up] displayed on Job Counter Reports are calculated according to the latest N-up setting you specified.

Example 1)

When you select [2 sheets → 1 sheet (2-up)] for Document 1 (4 pages) and [No] for Document 2 (2 pages), both Documents 1 and 2 are set to [No] and the number of printed pages is calculated as follows:

- Total pages: 4
- 2 up: 0

Example 2)

When you select [No] for Document 1 (4 pages) and [2 sheets → 1 sheet (2-up)] for Document 2 (2 pages), both Documents 1 and 2 are set to [2 sheets → 1 sheet (2-up)] and the number of printed pages is calculated as follows:

- Total pages: 5
- 2 up: 5

The numbers of pages for 2in1, 4in1, and 8in1 are also calculated in the same way as above on DocuLyzer and ApeosWare Accounting Service.

The meter on the [Billing Meter] screen calculates the number of printed pages correctly regardless of the [Multiple-up] setting.

◼Output Sequence of Jobs

When 130 or more jobs are queued in the machine, their output sequence may not be the same as their processed sequence.

◼Printing in the Spool Mode

When you set [Receive Buffer] to [Memory] or [Hard Disk], the pages for a job is printed in the order specified on the system, but the pages for different jobs may not be printed in correct order in cases such as when you print multiple jobs by specifying one page for each job. In such cases, set [Receive Buffer] to [Off].

◼S/MIME Untrusted E-mail Reception

When [No] has been selected for [Receive Untrusted E-mail] or [Receive Untrusted iFax] under [PKI (Public Key) Settings] → [S/MIME Settings] in the System Administration mode, setting [Read Receipts (MDN)] or [Delivery Receipts (DSN)] to [On] will be invalid and you will not get receipts.

◼Addresses Registered on Job Flows

When an abbreviated number or address registered on Address Book has been used for a job flow creation on the machine, any number of address change on Address Book will not be reflected to the job flow. To send to the changed address, the address registered on the job flow must be directly changed.

Notes and Restrictions in the Interrupt Mode

If you press the <Interrupt> button while running a print job, the machine temporarily stops printing and goes into the interrupt mode.

Important • However, if a scan job is running at the same time, the print job cannot be interrupted.

The jobs that can be/cannot be interrupted are as follows.

Job		Job Instruction from the Control Panel [1]	Job Execution
Copy		Required	O
Print	Printing of a document [2] instructed from a client computer	Required[4]	O
	Printing of a document[3] instructed from [Job Status] > [Stored Documents]	Required	O
Scan	Scan to Mailbox, Scan to PC, E-mail	Required	O
Fax	Fax transmission, Broadcast Send	Required	O
	Store for Poling	Required	O
	Incoming Fax Print	Required[4]	O
	Printing of a document in the Public Mailbox ([Job Status] > [Stored Document] on the control panel)	Required	O
Direct Fax	Direct Fax transmission	Not required	△
iFax	iFax Transmission	Required	O
	iFax reception/printing	Required[4]	O
	iFax reception/iFax reception to mailbox	Not required	△
	Forwarding an incoming iFax to a regular fax machine	Not required	△
	Forwarding an incoming fax to an iFax	Not required	X
Report/List	Automatic printing of a report/list other than a job history report	Not required	X
	Automatic printing of a job history report	Not required	O
	Printing of a report/list instructed from [Billing Meter/Print Report] > [Print Report/List]	Required	O
Mailbox	Automatic forwarding of a stored document, automatic fax/iFax transmission	Not required	X
	Printing of a stored document (Fax Private Polling/Fax to Mailbox) instructed from the control panel	Required	O
	Printing of a stored document (scanned document/print document) instructed from the control panel	Required	X
	Automatic printing of a stored document	Required[4]	O
Job Flow Sheet	Execution of a job flow sheet instructed in [Mailbox] or [Job Flow Sheets] on the touch screen	Required	O

O The job can be executed during the interrupt mode.

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X   The job cannot be executed during the interrupt mode.
△   The job request is accepted, but cannot be executed during the interrupt mode.
*1   The job instruction from the control panel is required/not required to execute the job.
*2   Regular Print, the first set of Sample Print, Delayed Print (auto print)
*3   Security Print, Private Charge Print, Sample Print, Delayed Print, Charge Print
*4   During interruption, any document displayed as a pending job on the [Job Status] screen can be printed by selecting [Promote Job]. When priority printing is instructed during interruption, the next priority printing is disabled until the instructed print job is completed.

Note   • The followings jobs are executed regardless of the interrupt mode.
            - Automatic fax transmission (to mailbox/relay broadcast)
            - Fax reception

Notes and Restrictions on the Use of the iFax Feature

■Notes on E-mail Transmissions

"Doc. Sent" that appears on the communications confirmation screen, activity report, or transmission report indicates that an e-mail has been delivered to the SMTP server, which was configured on the machine for transmitting e-mail. The e-mail, however, may not reach its destination for some problem over the Internet. In such case, the machine will not be notified of such transmission error. After sending an important e-mail, we suggest you to confirm it is received, such as by calling the recipient.

■Feature Combinations when Transmitting an iFax

• [Resolution] on the [General Settings] screen

When [TIFF-S] is selected for [iFax Profile] on the [Transmission Options] screen, [Superfine (400 dpi)] or [Superfine (600 dpi)] cannot be selected.

For information on iFax profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.152).

• [Communication Mode] on the [Transmission Options] screen

The communication mode can be specified only when sending e-mail using the fax gateway feature. For other cases, e-mail is sent via G3 Auto.

For more information on the fax gateway feature, refer to "Sending an iFax to normal fax machines via a relay station" (P.118).

• [Original Size] on the [Layout Adjustment] screen

When [TIFF-S] is selected for [iFax Profile] on the [Transmission Options] screen, iFax is sent in A4 even if a size larger than A4 is specified.

For information on iFax profiles, refer to "iFax Profile (Specifying iFax Profiles)" (P.152).

■iFax Profiles

• When specifying an iFax profile

The iFax profile that can be processed varies depending on the machine that the recipient uses. When specifying an iFax profile, confirm if it can be processed by the recipient's machine.

• When an iFax profile not supported by the recipient's machine is specified

If the iFax profile you specified is not supported by the recipient's machine, the image you sent cannot be displayed or printed on the recipient's machine. Before using an iFax profile, confirm if it can be processed by both your machine and the recipient's machine.

• TIFF files and iFax profiles that can be processed upon iFax reception
    - TIFF file format: TIFF-FX (RFC2301)
    - iFax profile: TIFF-S, TIFF-F, TIFF-J, TIFF-C

If receiving an unsupported iFax profile, the machine may not be able to print the file. If receiving a TIFF-C profile, the machine prints in black-and-white.

- Transmission conditions for broadcast transmission
  - When sending a document via a broadcast transmission, it can be sent to both iFax and regular fax addresses at the same time. To iFax addresses, the document will be sent by e-mail, and to regular fax addresses, the document will be sent by fax.
  - When the transmission conditions are different for each address, set all addresses to the following settings.

    •Transmission mode: G3 Auto

    •iFax profile :　　　TIFF-S

    •Read/send status:　None

∎E-mail Forwarding

If the fax you received is a JBIG-compressed image, and if the iFax profile of the forwarding destination is set to TIFF-F, you can convert the image into MH format when forwarding. When the iFax profile is TIFF-S, the data is forwarded with its size and resolution unchanged.

∎Fax Gateway Feature

This feature can only be used when the e-mail receiving protocol is SMTP on the iFax-compatible machine that faxes are sent to.

If an e-mail was sent by converting it into fax, and if it was not delivered successfully to the recipient, the e-mail that was received originally will be deleted.

∎Restrictions on Paper Selections upon IFax Reception

The machine determines whether a TIFF file attached to an e-mail complies with the content type defined in RFC2301 and RFC3250. If the content type is compliant with RFC2301 and RFC3250, the machine selects an appropriate paper to render the file image as a fax-received image.

Even if the file was received via iFax, if its content type is not compliant with FRC2301 or RFC3250, the machine will not properly select paper for it. For example, an incoming fax that is A4 size may be printed on B4 paper instead.

Such problems may improve depending on the usage. Contact our Customer Support Center for further information.

∎Restrictions on the E-mail Server

Depending on the system environment (such as the restrictions on your e-mail server), large e-mail may not be delivered successfully. If sending a large e-mail by splitting it into pages, check your system environment as well as that of the recipient to ensure it is split small enough to be sent.

If the split pages are still too large to send, reduce their size by lowering their image or transmission resolution.

∎Network Security

We do not guarantee the security of any information disclosed over the network.

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■**Setting the System Environment for E-mail Service**

To send or receive e-mail, the machine must have its system environment set up for the e-mail service. Set up the system environment such as SMTP, POP3, and DNS servers, as required.

■**Notes on Security**

E-mail uses the Internet, which is a network connecting computers worldwide, as its transmission path. Attention must be paid to security in order to avoid your e-mail being read or tampered by third parties as other signals sent over the Internet.

Therefore, for important information, it is recommended to use other transmission methods that guarantee security. In addition, to avoid the receipt of unwanted e-mail, it is recommended not to disclose your e-mail address to third parties unless necessary.

■**Preventing Receipt of Unwanted E-mail**

The machine provides a feature that blocks unwanted e-mail sent from third parties.

This feature rejects e-mail sent from certain addresses by specifying the domains from which e-mail can be received.

For information on restricting domains from which e-mail can be received, refer to "Domain Filter" (P.295).

■**Notes on E-mail Receptions**

A large volume of e-mail may not be printed if the memory capacity is insufficient. In such a case, increase the memory size or ask the sender to lower the resolution.

Notes and Restrictions when Connecting with Internet Service Provider

This section describes notes and restrictions on features relating e-mail that accesses with a Internet service provider (ISP).

The following shows the features relating e-mail.

- Mail scanning

- Mail Notice Service

- iFax

- E-mail Printing

■**Notes and Restrictions on accessing ISP**

The following are the notes and restrictions on connecting the machine to ISP.

- Dial-up connection is not supported. Continuous connection is required.

- Connect the machine under circumstances using IP masquerade. Assigning a global IP address to the machine is not supported.

- Make sure to assign an exclusive e-mail account to the machine for POP receiving. Sharing an e-mail account with other users may cause troubles.

- Make sure to set size limitation for sending e-mail. The applicable e-mail size may vary depending on the ISP used, however, it is recommended you set a small value.

- Continuous connection other than ADSL or cable connection is also supported; however, it burdens the machine when image data is sent or received.

- SMTP receiving is not supported. This machine supports only POP receiving.

- When installing the machine in a circumstance using a mail transfer agent (MTA) in a private segment, set the machine to fit the operation system.

- When received via POP, the fax cannot be sent using the Fax Gateway feature. This is because POP receiving does not forward an iFax document received by e-mail to the fax machine.

- For information about supported ISPs, contact our Customer Support Center.

■**Feature Specifications**

The following shows the features relating to e-mail.

- Transmission specifications

Supported protocol	: SMTP
Port number	: 25 fixed (cannot change port numbers)

Authentication for transmission

SMTP authentication	: supported
POP before SMTP	: Plain and APOP
Waiting time for POP authentication	: cannot change

Encryption communication (SSL)	: not supported

- Receiving specifications

Supported protocol	: POP3
POP3 port number	: 110 fixed (cannot change port numbers)
Authentication method for POP3	: Plain and APOP
E-mail processing after receiving POP3	: delete received e-mail from a server after receiving. Settings to store e-mail on the server is not supported.
Encryption communication (SSL)	: not supported

Note • IMAP4 is not supported.

■**IP address settings**

The machine does not support a global IP address. Make sure to use the machine under circumstances using IP masquerade.

- Operating with fixed address

Register the machine's IP address to a rooter or a server managing IP addresses for control servers.

- Operating with DHCP

No settings are needed. Depending on settings of a rooter and a DHCP server, registration may be needed. Confirm operation rules for the rooter and DHCP server you use. When access is restricted by MAC address, registration to the DHCP server may be required.

■**Settings from the control panel**

Before using mail scanning, set the maximum data size on the control panel for sending e-mail. Refer to the ISP guidelines for the maximum limit. Recommended value is 1 to 2 MB.

In the System Administration mode, select [System Settings] > [System Settings] > [E-mail/Internet Fax Settings] > [E-mail Control] > [Maximum E-mail Size] to configure the setting.

For more information, refer to "Maximum E-mail Size" (P.316).

The following shows adequate image sizes:

- A4 full-color 200dpi with standard compression : around 700 KB
- A4 full-color 200dpi with high compression : around 400 KB
- A4 black-white 200dpi (text document) : around 25 KB
- A4 black-white 200dpi (text & photo document) : around 200 KB

Note • The sizes described above are those for sending e-mail. The actual size may be different.

■Settings from CentreWare Internet Services

For settings to be performed on CentreWare Internet Services, refer to the Network Administrator Guide.

Important • Set [POP3 Server Check Interval] to 10 minutes or longer when connecting ISP.

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Using the Telephone

This section describes how to use an external telephone connected to the machine with the fax feature.

Placing a Call

The following describes how to place a call using the external telephone.

To place a call, there are the following two methods.
- Dialing with the receiver lifted (off-hook dialing)
- Dialing with the receiver resting in the cradle (on-hook dialing)

Off-hook Dialing

The following describes how to place a call with the receiver off-hook.

1 Pick up the receiver of the external telephone.

> **Note** • While the machine is in the Power Saver mode, you cannot place a call using the external telephone. To place a call, press the <Power Saver> button to switch out of the Power Saver mode.
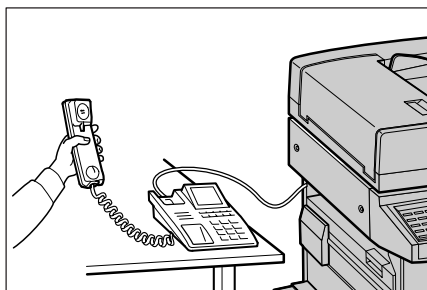
2 Specify the call destination.

- The call destination can be specified using the numeric keypad, address numbers, or one-touch buttons. The address book cannot be used.
- The call destination can be specified also with the keyboard displayed on the screen. Pressing [More Characters] on the screen displays symbols.
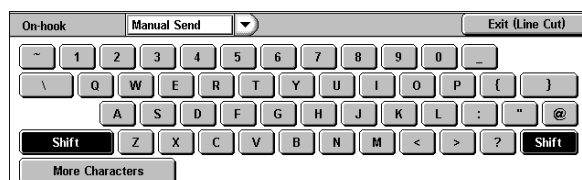
> **Note** • To cut the line, select [Exit (Line Cut)].
>
> • If your telephone line is set to touch-tone, [Tone (:)] does not appear.
>
> • If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].
>
> • Some touch-tone services may not be available even if you set your telephone to send tones.

3 When the call is connected, start speaking.

4 When the call is finished, place the receiver back in the cradle.

> **Important** • Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".

5 Select [Close].

On-hook Dialing

The following describes how to place a call with the receiver on-hook. When placing a call on-hook, we recommend turning the line monitor volume to "Loud".

The volume of the line monitor can be changed in the System Administration mode. For information on how to change the volume, refer to "Line Monitor Volume" (P.270). By factory default, the volume is set to [Normal].

1 On the [All Services] screen, select [Fax/Internet Fax].
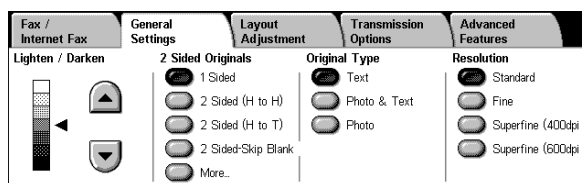
2 Select [On-hook (Manual Send/Receive)] on the [Advanced Features] screen.
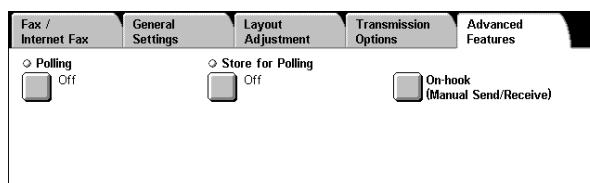
3 Specify the call destination.

- The call destination can be specified using the numeric keypad, address numbers, or one-touch buttons. The address book cannot be used.
- The call destination can be specified also with the keyboard displayed on the screen. Pressing [More Characters] on the screen displays symbols.
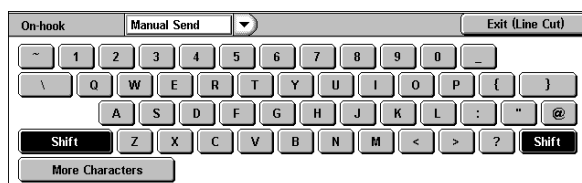
Note
- To cut the line, select [Exit (Line Cut)].
- If your telephone line is set to touch-tone, [Tone (:)] does not appear.
- If you want to send tones (or to use the touch-tone services) while using a pulse line, select [Tone (:)].
- Some touch-tone services may not be available even if you set your telephone to send tones.

4 When the call is connected, lift the receiver and start speaking.
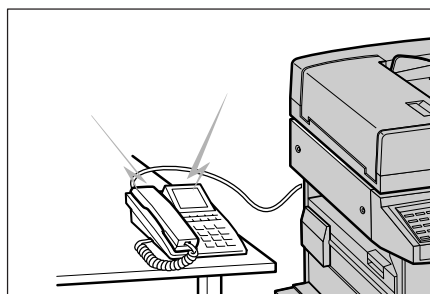
5 After the call is finished, place the receiver back in the cradle.

Important • Make sure that the receiver is placed properly in the cradle. Otherwise, the line will remain "busy".

Simple Operating Procedures

This section lists the procedures that are most frequently asked, particularly those in relation to the system settings.

Press the buttons in the sequence indicated by arrows.

Note • The <Log In/Out> button is described as <Log In/Out>.
• The <Machine Status> button is described as <Machine Status>.
• The default user ID setting is "11111".

Fax Settings

■To change the name (company name) displayed on a recipient's machine

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Fax Mode Settings] → [Local Terminal Information] → [Local Name]

For more information, refer to "Local Name" (P.313).

■To change the name (company name) printed upon transmission

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Fax Mode Settings] → [Local Terminal Information] → [Company Logo]

For more information, refer to "Company Logo" (P.313).

■To have the name (company name) not printed upon transmission

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Fax Mode Settings] → [Fax Defaults] → [Send Header] → [Off]

For more information, refer to "Send Header" (P.307).

■To change the dialing method (tone-dialing/pulse-dialing)

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Fax Mode Settings] → [Local Terminal Information] → [G3 Line 1, 2, 4 - Dial Type]

For more information, refer to "G3 Line 1, 2, 4 - Dial Type" (P.313).

■To change the line type (extension/outside)

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Fax Mode Settings] → [Local Terminal Information] → [G3 Line 1, 2, 4 - Line Type]

For more information, refer to "G3 Line 1, 2, 4 - Line Type" (P.314).

■To register an address number

Log In/Out → Enter the user ID → [System Settings] → [Setup Menu] → [Address Book]

* When [Setup Menu] is being displayed on the [All Services] screen: [Setup Menu] → [Address Book]

For more information, refer to "Address Book" (P.328).

■To print an address numbers list

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →
→ [Fax Mode Settings] → [Address Book]

For more information, refer to "Address Book" (P.378).

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■**To print an activity report to check the transmission results**

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →

→ [Job Status/Activity Report] → [Activity Report]

* When [Activity Report] is being displayed on the [All Services] screen:
  [Activity Report] → [Activity Report]

For more information, refer to "Job Status/Activity Report" (P.374).

■**To have activity reports not printed automatically**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →

→ [Common Settings] → [Reports] → [Activity Report] → [Auto Print Off]

For more information, refer to "Activity Report" (P.277).

■**To change the output destination for incoming faxes**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →

→ [Fax Mode Settings] → [File Destination/Output Destination] →

→ [Output Destination-Line Setup]

For more information, refer to "Output Destination - Line Setup" (P.312).

■**To change the output paper for incoming faxes**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →

→ [Fax Mode Settings] → [Fax Control] → [Receiving Paper Size]

For more information, refer to "Receiving Paper Size" (P.310).

■**To change the volume of the audio tone produced upon fax reception**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →

→ [Common Settings] → [Audio Tones] → [Ringing Volume]

For more information, refer to "Ringing Volume" (P.270).

■**To allow different sizes of original to be loaded by default**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →

→ [Fax Mode Settings] → [Fax Defaults] → [Mixed Sized Originals] → [On]

For more information, refer to "Mixed Sized Originals" (P.307).

Scan Settings

■**To register an e-mail/forwarding PC address**

Log In/Out → Enter the user ID → [System Settings] → [Setup Menu] → [Address Book]

* When [Setup Menu] is being displayed on the [All Services] screen: [Setup Menu] → [Address Book]

For more information, refer to "Address Book" (P.328).

■**To print an address numbers list**

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →

→ [Scan Mode Settings] → [Address Book]

For more information, refer to "Address Book" (P.377).

■**To constantly allow mixed sized originals to be loaded**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →

→ [Scan Mode Settings] → [Scan Defaults] → [Mixed Sized Originals] → [On]

For more information, refer to "Mixed Sized Originals" (P.303).

Copy Settings

■To constantly allow mixed sized originals to be loaded

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Copy Mode Settings] → [Copy Defaults] → [Mixed Sized Originals] → [On]

For more information, refer to "Mixed Sized Originals" (P.289).

Common Settings

■To change the system administrator ID

Log In/Out → Enter the user ID → [System Settings] →
→ [System Administrator Settings] → [System Administrator Login ID]

* The default setting is "11111".

For more information, refer to "System Administrator Login ID" (P.337).

■To change the time for switching to the Power Saver mode

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Machine Clock/Timers] → [Auto Power Saver]

For more information, refer to "Auto Power Saver" (P.269).

■To change the volume of the machine's audio tone

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Audio Tones] → Select a volume

For more information, refer to "Audio Tones" (P.269).

■To check the network settings (such as IP address)

Machine Status → [Billing Meter/Print Report] → [Print Report/List] →
→ [Copy Mode Settings]* → [Settings List - Common Items]

[Copy Mode Settings] will be [Print Mode Settings], [Fax Mode Settings], or [Scan Mode Settings] depending on the situation.

For more information, refer to "Settings List - Common Items" (P.375).

■To print a report/list to check the machine information

Machine Status → [Billing Meter/Print Report] → [Print Report/List] → Select a report

For more information, refer to "Printing a Report/List" (P.422).

■To have a report/list printed (or not printed) automatically

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Reports] → Select a report

For more information, refer to "Reports" (P.277).

■To change features to be displayed on the initial screen

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Screen/Button Settings] → [Screen Default]

For more information, refer to "Screen Default" (P.271).

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■**To customize the screen displayed after auto clear**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Screen/Button Settings] → [Screen After Auto Clear]

For more information, refer to "Screen After Auto Clear" (P.271).

■**To change the feature buttons displayed on the [All Services] screen**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Screen/Button Settings] → [All Services]

For more information, refer to "All Services" (P.271).

■**To change the features assigned to the custom buttons**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Screen/Button Settings] → [Custom Button 1] to [Custom Button 3]

For more information, refer to "Custom Buttons 1 to 3" (P.271).

■**To check the completion of a job**

Job status → [Completed Jobs]

For more information, refer to "Checking Completed Jobs" (P.350).

■**To display only the specified jobs on the Job Status screen (completed jobs)**

Log In/Out → Enter the user ID → [System Settings] → [System Settings] →
→ [Common Settings] → [Screen/Button Settings] → [Job Type on Job Status Screen]

For more information, refer to "Job Type on Job Status Screen" (P.271).

17 Glossary

This chapter contains a list of terms used in this guide.

Glossary

Term	Description
A3	420 × 297 mm paper
A4	297 × 210 mm paper
A5	210 × 148 mm paper
Alias	An alternative name of the machine's e-mail address. For example, when the e-mail address for the machine is ifax@mb1.abc.fujixerox.com, you can use ifax@fuji-xerox.com (alias) to reach the same location.
Auto Center	A feature that automatically moves an image to the center of paper when copying.
Auto Clear	A feature that automatically returns the touch screen to its default display when the machine is inactive for a period of time.
Auto Paper Select	Based on the document loaded and the magnification selected, the machine automatically selects an appropriate paper size.
Auto Tray Switching	When paper runs out during copying, another tray of identical paper size and orientation automatically begins supplying paper.
B4	364 × 257 mm paper
B5	257 × 182 mm paper
Binding Shift	When creating a booklet, this feature adds margins to the center binding area of documents.
Book Scanning	A feature that copies the left and right pages of an unfolded document onto two separate sheets of paper.
Border Limit (Page split threshold value)	One more sheet is used when the length of the transmitted document exceeds the length of paper installed on the receiving terminal. A margin at the bottom of a received document can be eliminated so that the data can be printed on one page. The amount of space that can be removed from the bottom of a document is the border limit. When the border limit value is small, the data is printed on the next page. But when it is large, a larger space can be cut so that data can be printed on one page.
Collate	A feature where each copy set is delivered in the same order the documents were copied.
Communication(s)	A communications network that can offer voice data (telephone), image data (fax), video data (videotex) and PC data (PC communication service) over the same channel. In this guide, it is mostly referred to as transmitting/receiving images as well as speaking with a remote user.
Cut Paper	Standard paper sizes, such as A4 and B5.
Default Screen	A screen displayed on the touch screen immediately after switching the power on, or pressing the <Clear All> button. The screen is also displayed when the Auto Clear feature is used.

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Term	Description
Default Value	A factory default value, or a value set in the System Administration mode.
Dial	In this guide, it refers to entering a recipient's fax number. The method of dialing provided by the machine include: manual dialing using the numeric keypad, speed dialing, one touch dialing, and using the address book, etc.
Dial Tone	A tone generated from the telephone line. It indicates that you are connected to the line.
Dial Type	The dial type of connected line. The machine offers two dial types: Tone and 10PPS.
Document Image	An image of a document scanned by the machine.
DPI	Dots per inch. A unit used to describe printing resolution in terms of the number of dots printed in one inch. Used as a unit to describe resolution.
ECM	Error Correction Mode. A type of G3 transmission. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly. "ECM" described on the [Activity Report] shows that the communication was processed using ECM.
Edge Erase	A feature that erases the top/bottom, left/right or center edge of a document image when copying.
Emulation	This refers to operating the printer to achieve the same print results as when printing with other manufacturers' printers. This mode is called the Emulation Mode.
Error Code	A code is displayed on the control panel or a report when a problem occurs.
F Code	A transmission method defined by Communications and Information Network Association of Japan (CIAJ) for use of T.30∗ sub-addresses standardized by ITU-T. Between the machines with the F code feature, including those manufactured by other companies, various features making use of F Code can be used. (∗: Communication standard) With the Internet Fax (iFax) feature of the machine, you can use F Code to forward fax documents received in mailboxes by e-mail.
F4800	This refers to communicating with a remote terminal outside the country. It is also one of the Transmission Mode selections that reduces transmission speed to enable reliable communications even under poor line conditions.
Fax Gateway	Connects the Internet network to regular telephone lines, enabling e-mail documents to be sent as fax documents to regular fax machines.
Server Fax	A feature that transfers image data received by the machine to a Server Fax server and transfers image data received by a Server Fax server to the machine via a network based on the settings you made. Using this feature enables you to manage multiple machines.

Term	Description
G3	A facsimile communication system standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).
Header	A record of the sender. It is printed on the top edge of a received document.
Image Enhancement	A feature which makes the border between black and white smooth, with rough edges reduced, giving the appearance of a higher resolution.
Image Rotation	This feature rotates a document image by 90 degrees when the document orientation is not the same as the paper supply orientation.
Independent X-Y%	A feature that transforms a document image horizontally or vertically.
Internet	A worldwide communications network that combine miscellaneous networks.
Internet Fax (iFax)	Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet to send or receive e-mail (TIFF attachments).
Job Offset	This feature outputs sheets in alternating offsets to make each set easier to recognize.
Line Monitor	Allows you to audibly monitor a transmission through the speaker after dialing and until you are connected.
Local Device	This term refers to this machine. This is a general term for terminals such as telephones, facsimile machines, personal and computers.
Low Toner Alert Tone	A tone the device sounds when the drum/toner cartridge needs to be replaced.
Machine Ready Tone	A tone produced when the status of the machine changes from standby to ready, such as when the power is switched on.
MIME Type	Multipurpose Internet Mail Extension. A method for determining what kind of data was received by e-mail. A MIME type refers to the type of data.
Multiple-Up	A feature that copies two or four documents onto one sheet of paper.
NV Memory	A non-volatile memory, which stores the settings information of the printer even when the printer is switched off.
Off-hook Dialing	Dialing with the handset off the hook.
On-hook Dialing	Dialing with the handset on the cradle.
Optional accessory	This refers to a product that is sold separately. In addition to the machine's basic configuration, various optional features are available as separately-sold optional accessories. (For more information on optional accessories, contact our Customer Support Center.)
PJL	Printer Job Language. A command language for controlling printers developed by Hewlett Packard.
Polling	A feature that allows you to retrieve a document from a remote machine.

Term	Description
POP3	Post Office Protocol Version 3. One of the commonly used communications protocols used for receiving e-mail. It sets up a private mailbox on a provider's e-mail server, and receives messages when a communication is made. POP3 is for receiving only. SMTP is used for sending e-mail.
Power Saver Feature	A feature that switches the machine status to standby after a period of inactivity. The following power saver features can be set for the machine. Low Power Mode: The power to the fuser unit and motor is lowered when the machine is left unused for a fixed amount of time. The touch screen goes out, and the <Power Saver> button lights. Sleep Mode: Most of the units in the machine are in standby status. The machine consumes the least power.
Print Page Buffer	A location where print data is rendered.
Printable Area	The actual area on paper which can be printed.
Profile	A protocol controlling image resolution, paper size, and other attributes when sending or receiving faxes using Internet Fax (iFax). The profiles that can be used vary with the Internet Fax of the remote terminal. When specifying a profile, check that it can be handled by the other party's iFax-compatible machine.
RAM	Random Access Memory. It is a storage device (memory) where information can be retrieved as well as stored.
Receive Buffer	A space used to temporarily store data sent from a client computer.
Receiving Paper Size	A feature that specifies the output paper size for received fax documents. The specified paper size will be declared to recipients from the sender.
Recipient	The person or terminal you send a document to. "Dialing" indicates the operation of entering a recipient's telephone number. For Internet Fax (iFax), this refers to the recipient's e-mail address.
Remote Terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers.
Resolution	Represents a fineness of detail that can be distinguished on an image. It is usually described in terms of the number of dots per square inch (dpi), and a higher value indicates a higher resolution (finely represented).
ROM	Read Only Memory. It is a storage device (memory) specific for the retrieval of information.
ROS	Raster Output Scanner. It is a device for writing image signals to a drum (light sensitive). A ROS is often referred to as a laser beam scanner.

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Term	Description
Scan	Sensing or reading a paper document and converting the optical image of the document to an electronic image. The machine offers two scanning devices: document glass and document feeder.
Screen	The screen that is displayed on the touch screen. It displays messages and feature buttons.
Select	In this document, "Select" refers to highlighting a feature selection by touching the feature button on the touch screen with your finger.
Send Password	This feature requires to enter an "S" and the ID of a remote terminal after entering its fax number. This prevents transmission errors.
Sender	Originator of a communication. It is used as opposed to "recipient".
Separator	A blank, colored, or copied paper inserted between two copy sets.
Side Tray	A feature that outputs copies to the Side Tray with the copied face up.
SMTP	Simple Mail Transfer Protocol. A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving e-mail.
Start Reservation	In this guide, this refers to loading a document, selecting features, and pressing the <Start> button immediately after switching the power on. Once the machine is warmed up and ready, it will automatically start copying.
Status Display Code	A code that indicates the machine status. When an error occurs on the machine, a status display code appears on the touch screen.
Store	In this guide, it is referred to as scanning an image of a document and saving the image on the machine.
Stored Programming	By registering a series of operations, the machine executes the operations with just one press of [Stored Programming] on the touch screen.
Super G3 (SG3)	A G3 communication system conforming to ITU V.34. This system offers higher transmission speed (33.6 kbps) than the normal G3 mode.
Transmission Interval	The period between transmissions.
Transparency Copy	A feature that copies on transparency films or inserts a sheet of blank or copied paper between transparency films.

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