

SHARP®

MODEL: MX-2300N
MX-2700N

System Settings Guide

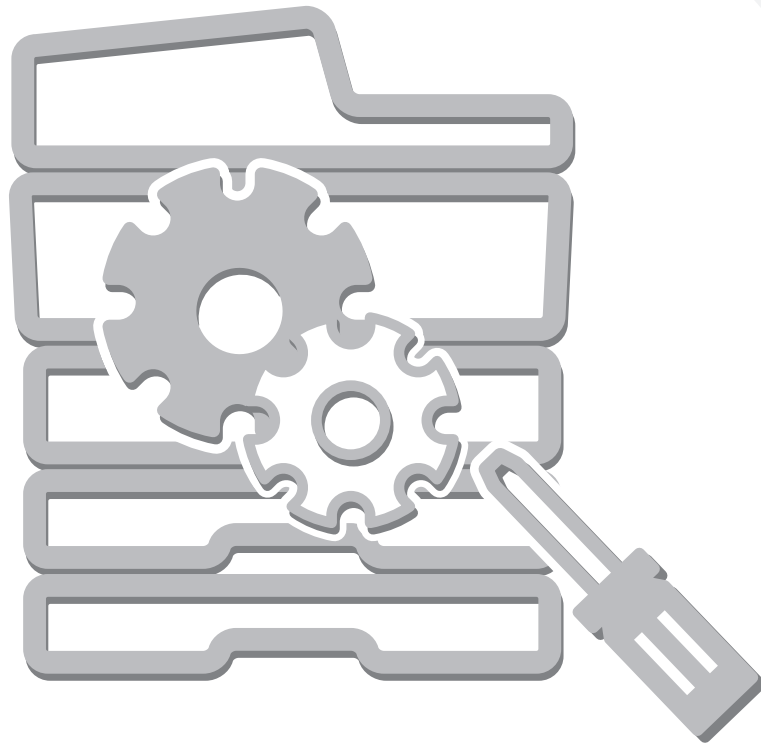


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About This Manual

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a right tray and stand/2 x 500 sheet paper drawer are installed.

To further explain certain functions and uses, some explanations assume that additional peripheral devices are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Manuals Provided with the Machine

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install the software and configure settings to use the machine as a printer or scanner.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Troubleshooting	This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.
Facsimile Quick Reference Guide	This manual explains the basic procedures for using the fax function of the machine, and provides an overview of the features of the fax function, troubleshooting procedures, and specifications. For detailed information on using the fax function and the system settings for fax, see the "Facsimile Guide" in PDF format.




Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the printer function.
Facsimile Guide	This manual provides detailed explanations of the procedures for using the fax function and the "System Settings" that are related to fax.
Scanner Guide	This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
System Settings Guide (This manual)	This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation where there is a risk of machine damage or failure.
	This provides a supplemental explanation of a function or procedure.
	This explains how to cancel or correct an operation.

System Settings

The system settings are used to configure a variety of parameters to suit the aims and the needs of your workplace. The system settings are also used to display or print out the current settings and status of the machine. The system settings allow you to make the machine easier to use.

The system settings consist of settings for use by general users, and settings that can only be configured by an administrator of the machine. These two groups of settings are distinguished in this manual as follows.

System Settings (General)	System Settings (Administrator) *Login Required
<p>System settings that can be configured by general users (including the administrator). For example, the following settings can be configured.</p> <ul style="list-style-type: none"> • Date and time settings • Paper tray settings (paper size and paper type) • Storing destinations for the fax and scanner functions. • Settings related to the printer function • Storing, editing, and deleting folders for the document filing function. • Displaying the number of pages printed, scanned, and faxed. <p>For more information, see "1. SYSTEM SETTINGS (GENERAL)" (page 5).</p>	<p>System settings that can be configured by the administrator. To configure these settings, login as an administrator is required. For example, the following settings can be configured.</p> <ul style="list-style-type: none"> • Storing users of the machine. • Energy save settings • Settings related to the operation panel • Settings for peripheral devices installed on the machine. • Settings related to the copy function • Network connection settings • Transmission/reception settings for faxes and scanned images • Advanced settings for the document filing function <p>For more information, see "2. SYSTEM SETTINGS (ADMINISTRATOR)" (page 61).</p>
Settings for general users	Settings for administrators



• Administrator password

To maintain security, the administrator of the machine should promptly change the password after the machine is purchased. (For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.) To change the password, see "[Change Administrator Password](#)" (page 123) in the system settings (administrator).

*To ensure a high level of security, change the password at regular intervals.

- The above groupings of "General" and "Administrator" are used as a convenient means of clarifying the functions of the settings. These groupings do not appear in the touch panel.
- For information on system settings for fax, see "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.
- The Web pages can also be used to configure the system settings. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.

1

SYSTEM SETTINGS (GENERAL)

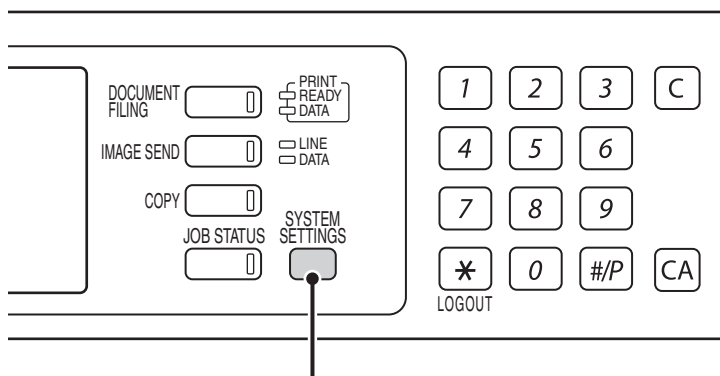
This chapter describes the system settings that can be configured by general users of the machine.

Accessing the System Settings (General)

When User Authentication is not Enabled

Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel.

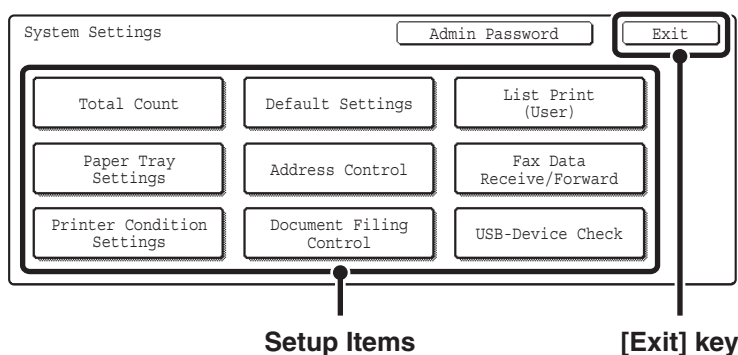
Operation panel



[SYSTEM SETTINGS] key

When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel. Touch the item in this screen that you wish to configure. For detailed explanations of each of the settings, see the following pages of this chapter.

System settings screen (factory default state)



Setup Items

[Exit] key

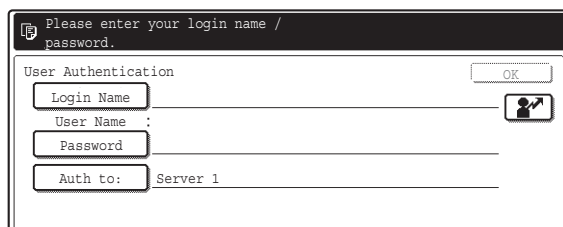


- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- User authentication is initially disabled (factory default setting).

When User Authentication is Enabled

When "[User Authentication Setting](#)" (page 81) is enabled, login is required in the login screen before the machine can be used.

The login screen varies depending on the settings configured in "[Authentication Method Setting](#)" (page 81). If one of the following login screens appears, log in using the user information provided by the administrator of the machine. You can then use the system settings.



Please enter your login name / password.

User Authentication

Login Name

User Name :

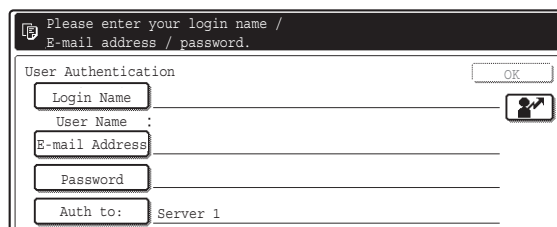
Password

Auth to: Server 1

OK

Touch the [User Icon] key

Login name and password



Please enter your login name / E-mail address / password.

User Authentication

Login Name

User Name :

E-mail Address

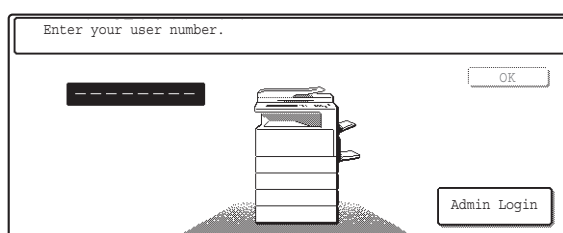
Password

Auth to: Server 1

OK

Touch the [User Icon] key

Login name, password and E-mail address



Enter your user number.

OK

Admin Login

User number

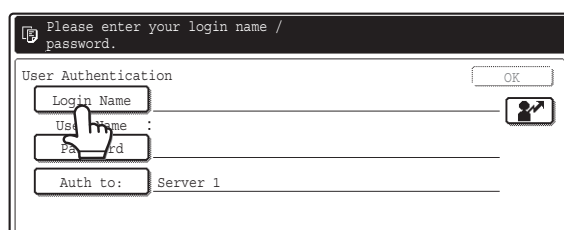


- Check with your administrator for the user information that is required to log in.
- When auto login is enabled, the login screen will not appear.

Login by login name and password

When authentication is by login name/password/E-mail address, your E-mail address must also be entered in the following procedure. Touch the [E-mail Address] key and enter your e-mail address, which is stored on the LDAP server, in same way as you enter the password. When finished, touch the [OK] key. (If you select a user whose E-mail address is stored in the machine, the e-mail address is automatically entered when the user is selected.)

1



Please enter your login name / password.

User Authentication

Login Name

User Name :

Password


Auth to: Server 1

OK

Touch the [User Icon] key

Touch the [Login Name] key.



You can touch the  key and enter a user registration number (see "[User Registration](#)" (page 82)) with the numeric keys to directly select the corresponding user.

2

Select the user.



- You can touch the key and enter a user registration number (see "User Registration" (page 82)) with the numeric keys to directly select the corresponding user.
- To specify a user not stored in the machine directly using the LDAP server, touch the [Direct Entry] key, enter the login name that is stored on the LDAP server, and touch the [OK] key. (When LDAP is enabled.)

3

Enter a password.

- Touch the [Password] key.
- Enter a password on the text entry screen that will appear.

When logging in locally to the machine, enter your password that was stored as explained in "User Registration" (page 82).

If authentication is to the LDAP server, enter your password that is stored on the LDAP server.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



- If a password has not been established, this step is not necessary. Go to step 4.

4

Touch the [OK] key.

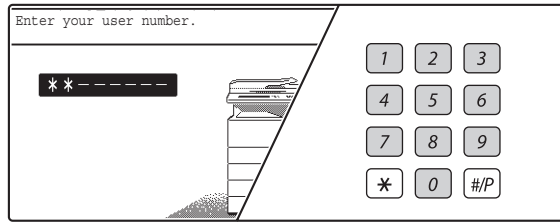


- When a user is selected that is stored on the machine, [Auth to:] is entered. To enter your login name directly or change the login destination, touch the [Auth to:] key. The following screen appears when the key is touched. Select the desired key and touch the [OK] key.

- "Authenticate to" cannot be changed when an LDAP server has not been stored.
- Users for which the authentication destination is LDAP cannot select "Login Locally".
- This completes the login procedure. After login, the system settings can be used. For the procedure following login, see "When User Authentication is not Enabled" (page 5).

Login by user number

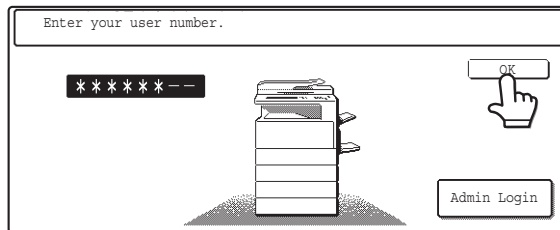
1



Enter your user number with the numeric keys.

Each entered digit will be displayed as "*".

2




Touch the [OK] key.




- When a user number is set to a 8-digit number, this step is not necessary. (When an user number is entered, login will take place automatically.)
- This completes the login procedure. After login, the system settings can be used.
For the procedure following login, see "[When User Authentication is not Enabled](#)" (page 5).



- To configure and store LDAP settings, click [Network Settings] and then [LDAP Settings] in the Web page menu. (Administrator rights are required.)
- When Auto Clear activates, logout automatically takes place.
- **To logout...**
Press the [LOGOUT] key (). (Except when entering a fax number.)

System Settings (General) List

When the system settings are accessed with general rights, the following items appear. The factory default settings for each item are also shown. For items that can only be accessed with administrator rights, see "[System Settings \(Administrator\) List](#)" (page 65).

 Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Item	Factory default setting	Page
■ Total Count		15
● Job Count	—	15
● Device Count	—	16
■ Default Settings		17
● Display Contrast	(Set to the centre value)	17
● Clock		18
▶ Date Format	Varies depending on country and region	
▶ Daylight Saving Time Setting		
● Keyboard Select	Varies depending on country and region	20
■ List Print (User)		21
● All Custom Setting List	—	21
● Printer Test Page		22
▶ PCL Symbol Set List	—	
▶ PCL Internal Font List	—	
▶ PCL Extended Font List	—	
▶ PS Font List*1	—	
▶ PS Extended Font List*1	—	
▶ NIC Page	—	
● Sending Address List		23
▶ Individual List	—	
▶ Group List	—	
▶ Program List	—	
▶ Memory Box List	—	
▶ All Sending Address List	—	24
● Document Filing Folder List	—	

Item	Factory default setting	Page
■ Paper Tray Settings		25
● Tray Settings		25
▶ Tray 1	Plain, A4 (8-1/2" x 11")	
▶ Tray 2	Plain, A3 (11" x 17")	
▶ Tray 3	Varies depending on the machine configuration	
▶ Tray 4		
▶ Tray 5		
▶ Bypass Tray	Plain, Auto-AB (Auto-Inch)	
● Paper Type Registration		29
▶ User Type 1	—	
▶ User Type 2	—	
▶ User Type 3	—	
▶ User Type 4	—	
▶ User Type 5	—	
▶ User Type 6	—	
▶ User Type 7	—	
● Auto Tray Switching	Enable	30
■ Address Control		31
● Direct Address / Program		31
▶ Individual		
◆ E-mail		
• Search Number	—	
• Name	—	
• Initial	—	
• Index	—	
• Address	—	
• Key Name	—	
• File Format	—	

Item	Factory default setting	Page
◆ Internet Fax*2		31
• Search Number	—	
• Name	—	
• Initial	—	
• Index	—	
• Address	—	
• Key Name	—	
• Compression	—	
• I-Fax Report	—	
▶ Group		35
◆ Search Number	—	
◆ Group Name	—	
◆ Initial	—	
◆ Index	—	
◆ Address	—	
◆ Key Name	—	39
▶ Program		
◆ Program Name	—	
◆ Settings		
• Address	—	
• Resolution	—	
• Exposure	—	
• Special Modes	—	
▶ Amend/Delete	—	41
● Custom Index		44
▶ User 1	—	
▶ User 2	—	
▶ User 3	—	
▶ User 4	—	
▶ User 5	—	
▶ User 6	—	45
■ Fax Data Receive/Forward		
● Internet Fax Manual Reception*2	—	45
▶ Reception Start	—	
▶ Manual Reception Key in Initial Screen	Enable	46
● Internet Fax Data Forward*2	—	

Item	Factory default setting	Page
■ Printer Condition Settings		47
● Printer Default Settings		47
▶ Copies	1	
▶ Orientation	Portrait	
▶ Default Paper Size	A4 (8-1/2" x 11")	
▶ Default Output Tray*3	Varies depending on the machine configuration	
▶ Default Paper Type	Plain Paper	
▶ Line Thickness	5	
▶ 2-Sided Print	1-Sided	
▶ Colour Mode	B/W	
▶ N-Up Print	1-Up	
● PCL Settings		50
▶ PCL Symbol Set Setting	3. PC-8	
▶ PCL Font Setting	Internal Font, 0. Courier	
▶ PCL Line Feed Code	0. CR=CR:LF=LF:FF=FF	
▶ Wide A4	Disable	52
● Postscript Settings *1		
▶ Print PS Errors	Disable	
■ Document Filing Control		53
● Custom Folder Registration		53
▶ Folder Name	—	
▶ Initial	—	
▶ Password	—	
▶ User Name	—	
● Amend/Delete Custom Folder	—	56
■ USB-Device Check	—	58
■ User Control *4		59
● Amend User Information	—	59

The following items are explained in "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

Item	Factory default setting
■ Address Control	
● Direct Address/Program	
▶ Individual	
◆ Fax*5	
• Search Number	—
• Name	—
• Initial	—
• Index	—
• Fax No.	—
• Key Name	—
• Mode	—
● F-Code Memory Box*5	
▶ Store	
◆ Polling Memory	
• Box Name	—
• Sub Address	—
◆ Confidential	
• Box Name	—
• Sub Address	—
• Print PIN	—
◆ Relay Broadcast	
• Box Name	—
• Sub Address	—
• Recipients	—
▶ Amend/Delete	
◆ Polling Memory	—
◆ Confidential	—
◆ Relay Broadcast	—

Item	Factory default setting
■ Fax Data Receive/Forward	
● Fax Receive Settings* ⁵	Auto Reception
▶ Multiple Set Print	Disable
▶ Staple* ⁶	Disable
● Fax Data Forward* ⁵	—

*1 When the PS3 expansion kit is installed.

*2 When the Internet fax expansion kit is installed.

*3 When a right tray is installed.

*4 When user authentication is enabled and a user without the authority to configure the system settings (administrator) has logged in. (Excluding factory stored users.)

*5 When the facsimile expansion kit is installed.

*6 When a saddle stitch finisher or finisher is installed.

Total Count



The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.

Job Count

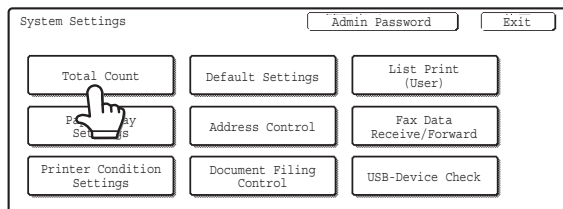
This displays or prints out the counts of all jobs.

1



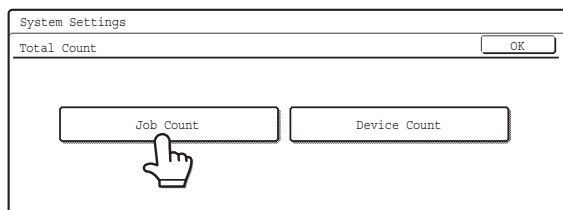
Press the [SYSTEM SETTINGS] key.

2



Touch the [Total Count] key.

3



Touch the [Job Count] key.

4

System Settings				
Job Count				
	B/W	F. Colour	2 Colour	S. Colour
Total Count	12,147,369	36,914,700	39,800	72,568
Copies	3,123,147	21,020,030	39,800	72,568
Prints	3,246,810	15,894,670		
Other Prints	4,680,100			
Fax Receive ...	1,097,312			

Check the job counts.

(1) If necessary, switch through the screens with the keys to display the desired item.

(2) To print the counts, touch the [Print] key.
A message screen appears and printing begins.



- A3 (11" x 17") size paper is counted as two sheets.
- Each sheet of paper used for automatic two-sided copying is counted as two pages (A3 (11" x 17") paper is counted as four pages).
- An entered paper size of 384 mm (5-1/8") or larger is counted as two pages. (Four pages when two-sided copying is used.)
- Pages printed directly from the machine such as list prints are included in the "Other Prints" count.



To cancel printing...

Touch the [Cancel] key in the message screen that appears after you touch the [Print] key.

Device Count

This is used to display or print the counts of the peripheral devices installed on the machine.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Page Setup

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [Total Count] key.

3

System Settings

Total Count

OK

Job Count

Device Count

Touch the [Device Count] key.

4

System Settings

Device Count

Print

OK

Document Feeder :19,496,400

Duplex : 6,256,123

Stapler : 511,923

• **Document feeder**
Each sheet is counted as two pages when two-sided scanning is performed.

• **Stapler (when a finisher or saddle stitch finisher is installed)**
Two-position stapling and pamphlet stapling are counted as "2".

To cancel printing...
Touch the [Cancel] key in the message screen that appears after you touch the [Print] key.

Default Settings

Display Contrast

Use this to adjust the display to make it easier to view.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [Default Settings] key.

3

System Settings

Default Settings

OK

Display Contrast

Keyboard Select

Touch the [Display Contrast] key.

4

System Settings

Display Contrast

OK

Lighter

Darker

Adjust the brightness.

(1) Touch the [Lighter] key or the [Darker] key.
The [Lighter] key lightens the display and the [Darker] key darkens the display.

(2) Touch the [OK] key.

Clock

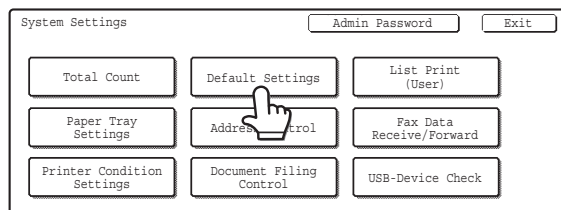
Use this to set the date and time in the machine's built-in clock.

1



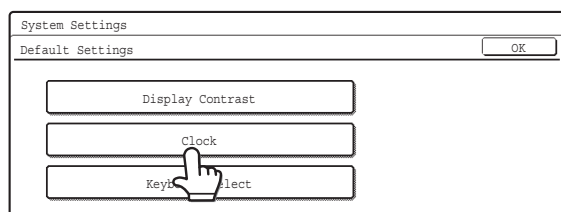
Press the [SYSTEM SETTINGS] key.

2

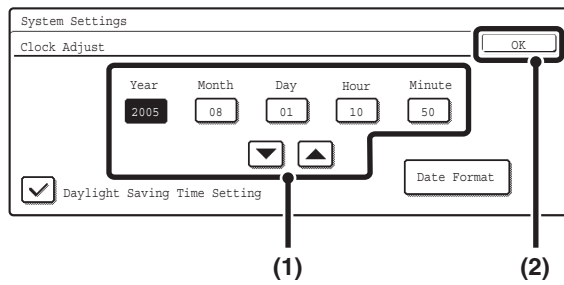


Touch the [Default Settings] key.

3



Touch the [Clock] key.

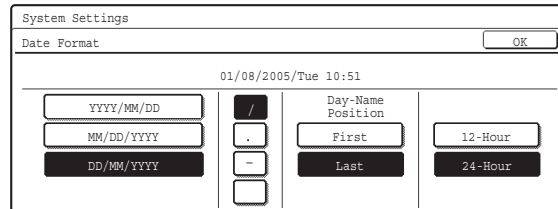


Adjust the date and time.

- (1) Touch the [Year], [Month], [Day], [Hour], and/or [Minute] keys and use the ▼ ▲ keys to set the current date and time.
- (2) Touch the [OK] key.



- To change the format of the date, touch the [Date Format] key. The following screen will appear.



In the date format screen, select the order of the year, month, and day (DD/MM/YYYY), the separator character, the position of the day, and 12-hour or 24-hour format.

Select each item and touch the [OK] key.

- If you want the clock to change automatically at the beginning and end of daylight saving time, select the [Daylight Saving Time Setting] checkbox ☒. When this function is used, the time changes at the beginning and end of daylight saving time as follows:
 Standard time → Daylight saving time: Last Sunday in March, 1:00 → 2:00
 Daylight saving time → Standard time: Last Sunday in October, 1:00 → 0:00



If "Disabling of Clock Adjustment" (page 92) has been enabled in the system settings (administrator), the date and time cannot be set.

Keyboard Select

The layout of the keyboard that appears in text entry screens can be changed.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin PasswordExit

Total CountDefault SettingsList Print (User)

Paper Tray SettingsAddress ControlFax Data Receive/Forward

Printer Condition SettingsDocument Filing ControlUSB-Device Check

Touch the [Default Settings] key.

3

System Settings

Default SettingsOK

Display Contrast

Clock

Keyboard Select

Touch the [Keyboard Select] key.

4

System Settings

Keyboard SelectOK

English(US)English(UK)

FrenchGerman

(1)

(2)

Select the keyboard.
(1) Touch the desired display language.
(2) Touch the [OK] key.



The keyboards that appear and the factory default keyboard vary by country and region.

List Print (User)

A test page can be printed to check the machine settings.

All Custom Setting List

This list shows all custom settings, including the hardware status, software status, printer condition settings, system settings, and total counts.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [List Print (User)] key.

3

System Settings

List Print (User)

OK

All Custom Setting List

Print 1 Page

Sending Address List

1/2

Touch the [All Custom Setting List] key.
Printing begins.

To cancel printing...

Touch the [Cancel] key in the message screen that appears after you touch the [All Custom Setting List] key.

Printer Test Page

This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.).

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [List Print (User)] key.

3

System Settings

List Print (User)

OK

All Custom Setting List

Printer Test Page

Sending List

1/2

Touch the [Printer Test Page] key.

4

System Settings

Printer Test Page

OK

PCL Symbol Set List

PCL Internal Font List


PCL Extended Font List


PS Font List


PS Extended Font List

NIC Page

Touch the list that you wish to print.
Printing begins.

 The items that appear will vary depending on the functions that have been added to the machine.

 **To cancel printing...**
Touch the [Cancel] key in the message screen that appears after you touch one of the keys.

 If "[Prohibit Test Page Printing](#)" (page 102) has been enabled in the system settings (administrator), it will not be possible to print test pages.

Sending Address List

Use this to print the Individual List, the Group List, the Program List, the Memory Box List, and the All Sending Address List.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin PasswordExit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Forward Receive

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [List Print (User)] key.

3

System Settings

List Print (User)OK

All Custom Setting List

Printer Test Page

Sending Address List

1/2

↑

↓

Touch the [Sending Address List] key.

4

System Settings

Sending Address ListOK

Individual List

Group List

Program List

Memory Box List

All Sending Address List

Touch the list that you wish to print.
A message screen appears and printing begins.

↶

To cancel printing...

Touch the [Cancel] key in the message screen that appears after you touch one of the keys.

Document Filing Folder List

This shows the folder names for document filing.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Print Receive Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [List Print (User)] key.

3

System Settings

List Print (User)

OK

Document Filing Folder List

2/2

(2)

(1)

Print the Document Filing Folder List.

(1) Touch the keys to switch through the screens.

(2) Touch the [Document Filing Folder List] key.

A message screen appears and printing begins.

To cancel printing...

Touch the [Cancel] key in the message screen that appears after you touch the [Document Filing Folder List] key.

24

Paper Tray Settings

Tray Settings

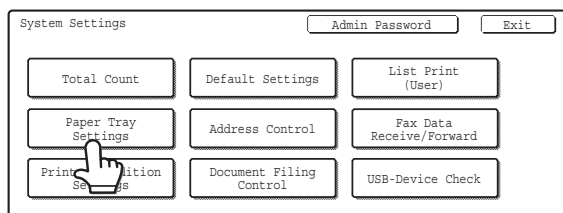
This is used to specify the paper type, paper size, and functions used for each paper tray.

1



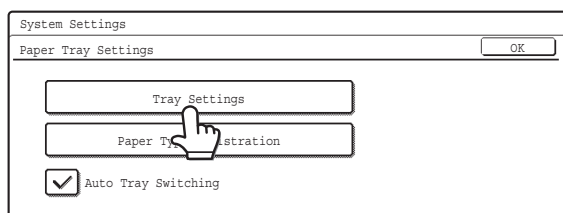
Press the [SYSTEM SETTINGS] key.

2



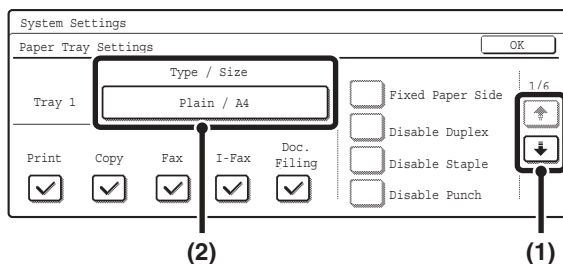
Touch the [Paper Tray Settings] key.

3



Touch the [Tray Settings] key.

4



Select the tray that you wish to configure.

(1) If needed, use the keys to switch through the trays.

(2) Touch the [Type/Size] key.

Example: Tray 1 is selected

Touch the desired paper type.

5



- The paper types that can be selected vary by paper tray. For more information, see "[Tray settings](#)" (page 28).
- To configure [User Type 1] to [User Type 7], see "[Paper Type Registration](#)" (page 29).

6

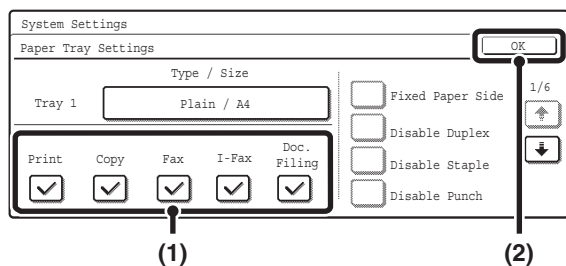
Select the paper size.

(1) Touch the desired paper size.

(2) Touch the [OK] key.



- The paper sizes that can be selected vary by paper tray. For more information, see "[Tray settings](#)" (page 28).
- When the bypass tray is selected, the paper sizes that can be selected vary depending on the paper type selected in Step 5. For more information, see "[Tray settings](#)" (page 28).
- If you wish to manually specify a special paper size that is not in the list, see "[Direct entry of the paper size](#)" (page 27).



Select print functions for the tray.

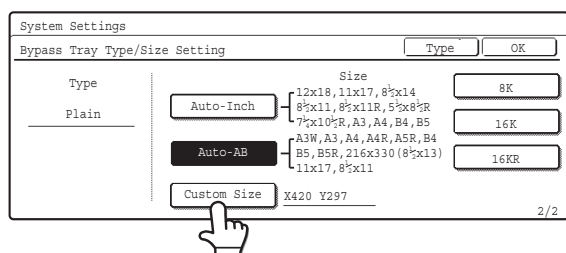
- (1) Touch the checkboxes as desired so that they show ☒ or ☐.
- (2) Touch the [OK] key.



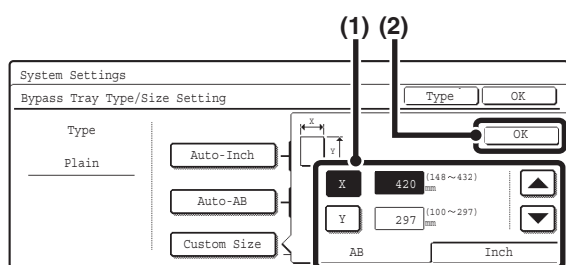
- Normally all checkboxes are selected ☒. If there is a function that you do not wish to use for the tray, remove the checkmark ☐.
- If the paper type setting is other than plain paper, recycled paper, coloured paper, or user type, the [Fax] and [I-Fax] checkboxes cannot be selected.
- The [Fax] checkbox can only be selected when the facsimile expansion kit is installed.
- Tray properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.

Direct entry of the paper size

When the bypass tray is selected and a paper type other than transparency film or envelope is selected in step 4 of "Tray Settings" (page 25), you can follow the steps below to enter the paper size.

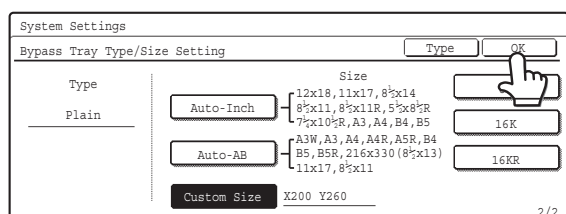


Touch the [Custom Size] key.



Enter the size.

- (1) Enter the size.
 - Touch the [X] key and enter the horizontal dimension (X) of the paper with the keys.
 - Touch the [Y] key and enter the vertical dimension (Y) of the paper with the keys.
- (2) Touch the [OK] key.



Touch the [OK] key.



If "Disabling of Tray Setting" (page 95) has been enabled in the system settings (administrator), the tray settings cannot be configured.

Tray settings

Paper Tray		Paper Type	Size
Tray 1, 2		<ul style="list-style-type: none"> • Plain • Letter Head • Pre-Printed • Pre-Punched • Recycled • Colour • User Type 	A3, A4, A4R, A5R, B4, B5, B5R 216 mm x 330 mm (8-1/2" x 13"), 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R 8K, 16K, 16KR
Tray 3, 4 (varies depending on the peripheral devices installed)	Stand/1x500 sheet paper drawer, Stand/2x500 sheet paper drawer installed		<ul style="list-style-type: none"> • Auto-AB A3, A4, A4R, B4, B5, B5R 216 mm x 330 mm (8-1/2" x 13") • Auto-Inch 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R • 8K, 16K, 16KR
Tray 4, 5 (varies depending on the peripheral devices installed)	Large capacity tray installed	<ul style="list-style-type: none"> • Plain • Letter Head • Pre-Printed • Pre-Punched • Recycled • Colour • User Type 	A4, B5, 8-1/2" x 11" (paper size change must be performed by a service technician)
Bypass tray		<ul style="list-style-type: none"> • Plain • Letter Head • Pre-Printed • Pre-Punched • Recycled • Colour • Thin Paper • Heavy Paper • User Type 	<ul style="list-style-type: none"> • Auto-AB A3W, A3, A4, A4R, A5R, B4, B5, B5R, 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11" • Auto-Inch 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, A4, B4, B5 • 8K, 16K, 16KR • Custom Size
		• Labels	<ul style="list-style-type: none"> • Auto-AB A4, A4R, B5, B5R • Auto-Inch 8-1/2" x 11", 8-1/2" x 11"R • Custom Size
		• Transparency	<ul style="list-style-type: none"> • Auto-AB A4, A4R • Auto-Inch 8-1/2" x 11", 8-1/2" x 11"R
		• Tab Paper	<ul style="list-style-type: none"> • Auto-AB A4 • Auto-Inch 8-1/2" x 11"
		• Envelope	Com-10, Monarch, DL, C5

Paper Type Registration

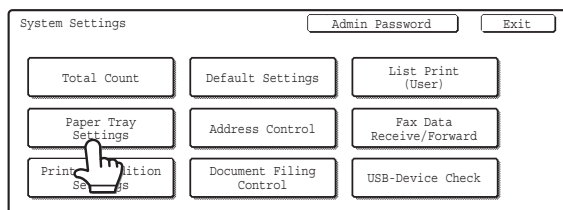
Configure a "User type" when the name of the paper type does not appear in the selections or when you wish to select the tray properties yourself. Up to 7 user types can be stored.

1



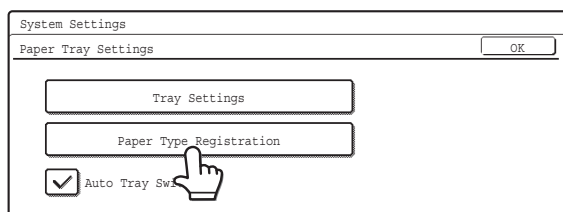
Press the [SYSTEM SETTINGS] key.

2



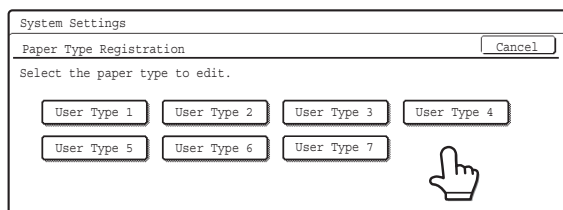
Touch the [Paper Tray Settings] key.

3



Touch the [Paper Type Registration] key.

4

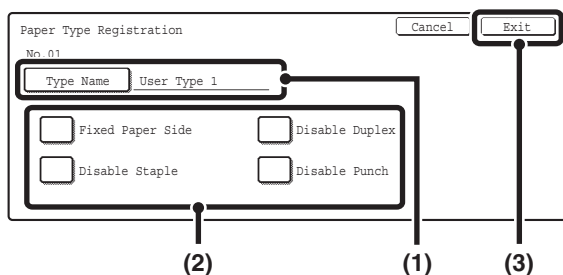


Touch the paper type that you wish to edit.



The user types have been stored by factory default with the names "User Type 1" to "User Type 7".

5



Configure the paper type properties.

(1) To change the type name, touch the [Type Name] key and change the name.

Clear the pre-entered name, and then enter the desired name (maximum of 14 characters).

(2) Touch the checkboxes as desired so that they are ☒ or ☐.

(3) Touch the [Exit] key.



- To enable a property, select the checkbox ☒.
- The settings that can be selected vary depending on the peripheral devices installed.

Auto Tray Switching

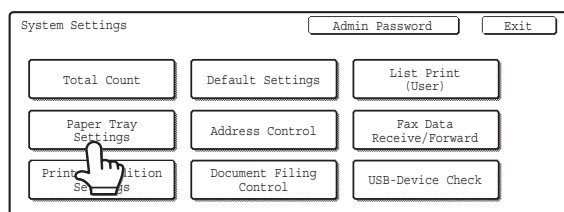
When a tray runs out of paper during printing, this determines whether or not another tray with the same size/type of paper is automatically selected and printing continues.

1



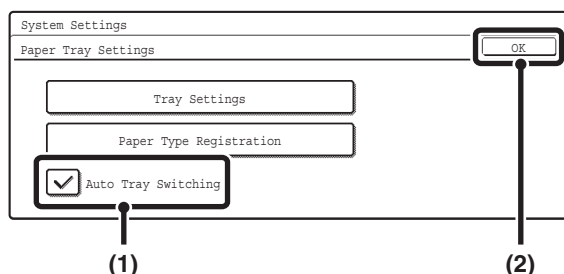
Press the [SYSTEM SETTINGS] key.

2



Touch the [Paper Tray Settings] key.

3



Enable or disable auto tray switching.

- (1) Touch the [Auto Tray Switching] checkbox so that ☒ or ☐ appears.
- (2) Touch the [OK] key.



To enable Auto Tray Switching, select the checkbox ☒.

Address Control

This is used to store, edit, and delete one-touch keys, group keys, program keys, and custom indexes.



To configure one-touch keys for fax and F-code memory boxes, see "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

Storing a One-touch Key (E-mail / Internet Fax)

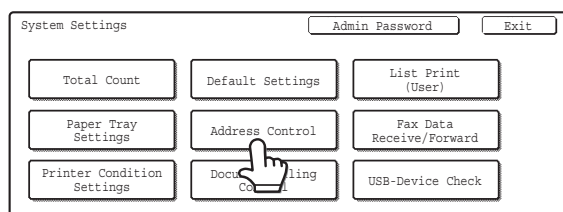
An address for Scan to E-mail or Internet Fax can be stored to enable easy entry of the address.

1



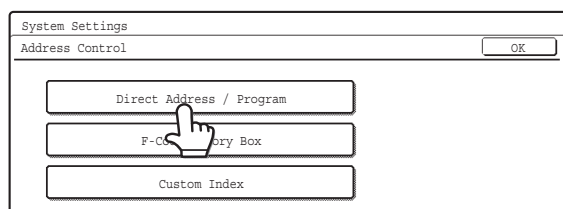
Press the [SYSTEM SETTINGS] key.

2



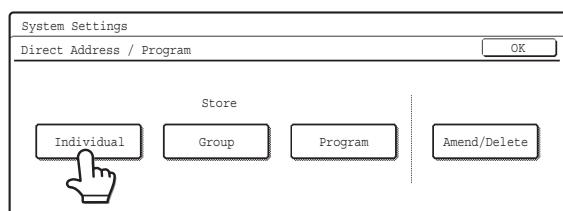
Touch the [Address Control] key.

3




Touch the [Direct Address / Program] key.

4



Touch the [Individual] key.

5

Touch the [E-mail] key or the [Internet Fax] key so that a checkmark appears .



- The lowest number not yet used is automatically entered as the [Search Number]. If you wish to change the search number, touch the [Search Number] key and enter a 3-digit number with the numeric keys. A search number that has already been stored cannot be used.
- Checkboxes appear when the corresponding functions are enabled.
- The checkbox selection cannot be changed later.

6

Enter the destination name.

- (1) Touch the [Name] key.
- (2) Enter the destination name on the text entry screen that will appear.

Enter up to 36 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

7

Enter initials.

- (1) Touch the [Initial] key.
- (2) Enter initials on the text entry screen that will appear.

Up to 10 characters can be entered.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



The initials you enter here determine the position of the one-touch key in the ABC index.

8

Touch the [Index] key.

Select the index.

- (1) Touch the key of the desired index.
- (2) Touch the [OK] key.



- One of the upper row of keys, [User 1] to [User 6] (the names can be changed) can be selected to have the address appear in that index when the custom index display is selected instead of the ABC index display.
- The lower keys are for selecting whether or not to include the address in the [Frequent Use] index. It is convenient to include frequently used addresses and groups in the [Frequent Use] index.

Enter the destination address.

- (1) Touch the [Address] key.
- (2) Enter the destination address on the text entry screen that will appear.

Up to 64 characters can be entered.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



- When the address is entered, "Registration is completed." will appear.
- Only the first 32 characters of the stored address will appear next to the [Address] key, regardless of how many characters were stored.

E-mail

Internet Fax

Check the settings.

- (1) Touch the keys to switch through the screens.

- (2) Check the key name.

If you need to change the name that appears in the key, touch the [Key Name] key and enter the correct name (maximum of 18 characters).

- (3) Check the format and compression mode.

To change the settings, touch the [File Format] key or the [Compression] key. (Go to step 12)

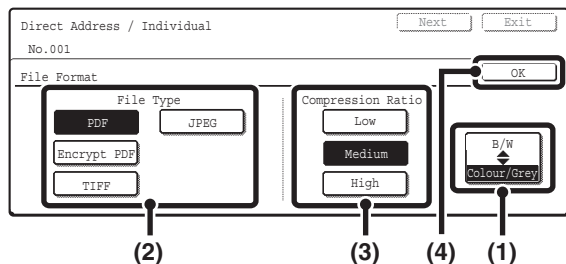
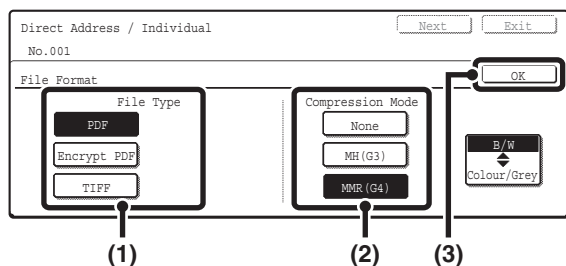
- (A) If the address is an Internet fax address, check the I-Fax Reception Report Request setting.

Select whether or not you wish to receive a reception report by e-mail after transmission is completed. To change the setting, touch the [I-Fax Report] key and select the desired setting.



- The characters appearing next to the [Key Name] key will be displayed in the one-touch key. The first 18 characters of the address name entered in step 6 initially appear.

E-mail



● To set the format

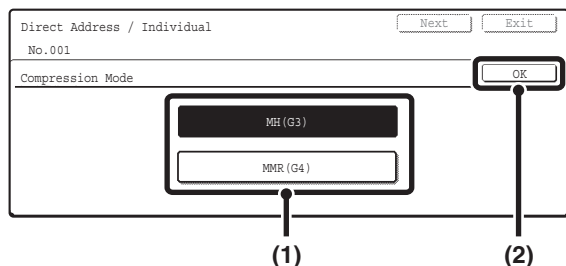
Scanning in Mono 2

- (1) Touch the desired file type key.
- (2) Touch the desired compression mode key.
- (3) Touch the [OK] key.

Scanning in colour/greyscale

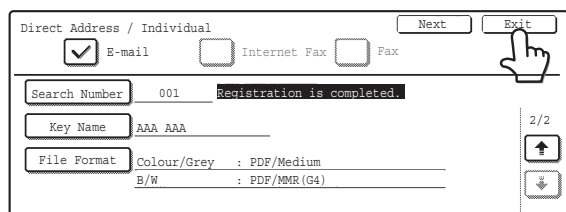
- (1) Change the mode to Colour/Greyscale mode.
Colour/Greyscale mode is selected when the [Colour/Grey] key is highlighted.
- (2) Touch the desired file type key.
- (3) Touch the desired compression ratio key.
- (4) Touch the [OK] key.

Internet Fax



● To set the compression mode

- (1) Touch the desired compression mode key.
- (2) Touch the [OK] key.



Touch the [Exit] key.



To store another one-touch key...

Touch the [Next] key and repeat the procedure from step 5.



- A total of 999 one-touch keys and group keys can be stored.
- It will not be possible to store destinations for a function if this has been prohibited using "Disable Registering Destination from Operation Panel" (page 107) in the system settings (administrator).

Storing a Group Key

Multiple addresses can be stored as a group for a broadcast transmission.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Handling

USB-Device Check

Touch the [Address Control] key.

3

System Settings

Address Control

OK

Direct Address / Program

F-Copy Box

Custom Index

Touch the [Direct Address / Program] key.

4

System Settings

Direct Address / Program

OK

Store

Individual

Group

Program

Amend/Delete

Touch the [Group] key.

5

Direct Address / Group

Next

Exit

Search Number

001

Group Name

Index

Address

Key Name

Enter a name for the group.

(1) Touch the [Group Name] key.

(2) Enter a name for the group on the text entry screen that will appear.

Enter up to 36 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

The lowest number not yet used is automatically entered as the [Search Number]. If you wish to change the search number, touch the [Search Number] key and enter a 3-digit number with the numeric keys. A search number that has already been stored cannot be used.

35

6

Direct Address / Group

Search Number 001

Group Name BBB BBB

Initial

Address

Key Name

Next Exit

Enter initials.

- (1) Touch the [Initial] key.
- (2) Enter initials on the text entry screen that will appear.

Up to 10 characters can be entered.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



The initials you enter here determine the position of the one-touch key in the ABC index.

7

Direct Address / Group

Search Number 001

Group Name BBB BBB

Initial B

Index

Address

Key Name

Next Exit

Touch the [Index] key.

8

Direct Address / Group

No.001

Index

Select the custom index where you register this address.

User 1 User 2 User 3 User 4 User 5 User 6

Do you register this address at the [Frequent Use], too?

Yes No

Next Exit

Select the index.

- (1) Touch the key of the desired index.
- (2) Touch the [OK] key.



- One of the upper row of keys, [User 1] to [User 6] (the names can be changed) can be selected to have the group appear in that index when the custom index display is selected instead of the ABC index display.
- The lower keys are for selecting whether or not to include the group in the [Frequent Use] index. It is convenient to include frequently used addresses and groups in the [Frequent Use] index.

9

Direct Address / Group

Search Number 001

Group Name BBB BBB

Initial B

Index User 1

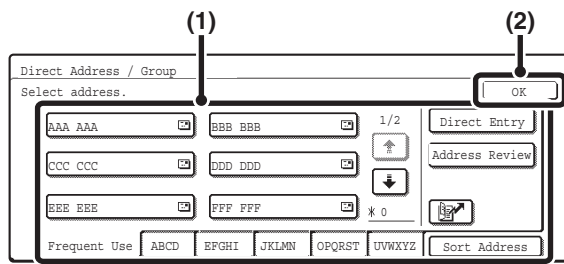
Address

Key Name

Next Exit

Touch the [Address] key.

10



Select the destination addresses.

(1) Touch the keys of the desired destinations.

The selected destinations are highlighted and stored in the group key.

(2) Touch the [OK] key.



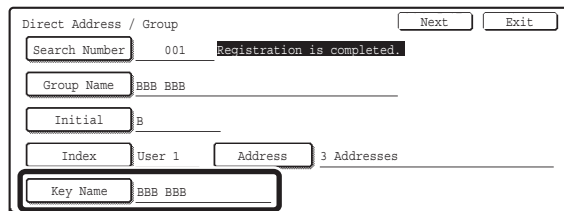
- Touch the [OK] key. "Registration is completed." will appear.
- Keys that cannot be stored as group keys are greyed out to prevent selection.
- To directly enter an address or check the selected addresses, see ["Direct entry"](#) (page 38) and ["Checking addresses"](#) (page 38).
- Up to 500 addresses can be programmed.



If an incorrect address is selected...

Touch the address once again so that it is not highlighted. This removes it from the group being stored.

11



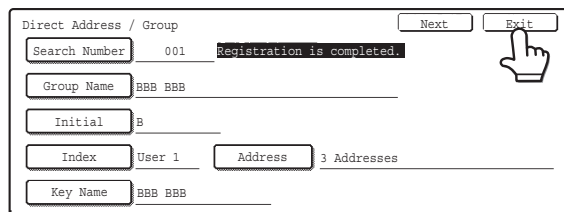
Check the key name.

If you need to change the name that appears in the key, touch the [Key Name] key and enter the correct name (maximum of 18 characters).



The characters appearing next to the [Key Name] key will be displayed in the group key. Initially the first 18 characters of the group name entered in step 5 appear.

12



Touch the [Exit] key.



To store another group...

Touch the [Next] key and repeat the procedure from step 5.



- A total of 999 one-touch keys and group keys can be stored.
- It will not be possible to store a group if this has been prohibited using ["Disable Registering Destination from Operation Panel"](#) (page 107) in the system settings (administrator).

Direct entry

Direct Address / Group

Select address.

AAA AAA

BBB BBB

CCC CCC

E-mail

Internet Fax

Fax

Direct Entry

Address Review

Frequent Use

ABCD EFGHI JKLMN OPQRST UVWXYZ

Sort Address

OK

- To enter an address that is not stored in a one-touch key, touch the [Direct Entry] key, select the mode, and enter the address.

Checking addresses

Direct Address / Group

Select address to delete.

Group Name : BBB BBB

001 AAA AAA

002 BBB BBB


003 CCC CCC

OK

1/1

Up Down Left Right

- To check the addresses that have been selected, touch the [Address Review] key in the address selection screen. The selected addresses are displayed.
- To deselect an address from the group, touch the displayed address.
A message will appear to confirm the deletion. Touch the [Yes] key.

 If "[Disable Direct Entry](#)" (page 107) has been enabled in the system settings (administrator), it will not be possible to directly enter an address.

Storing a Program

If you frequently use the same settings and/or functions to transmit to the same destination or destinations, the settings and destinations can be stored in a program. This allows the settings and destinations to be selected by simply selecting the program.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Routing

USB-Device Check

Touch the [Address Control] key.

3

System Settings

Address Control

OK

Direct Address / Program

P-Copy Tray Box

Custom Index

Touch the [Direct Address / Program] key.

4

System Settings

Direct Address / Program

OK

Store

Individual

Group

Program

Amend/Delete

Touch the [Program] key.

5

Program

Next

Exit

No.1

Program Name

Set

• Address

• Resolution

• Exposure

• Special Modes

Enter a program name.

(1) Touch the [Program Name] key.

(2) Enter a program name on the text entry screen that will appear.

Enter up to 18 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

The program number that automatically appears is the lowest number from 1 to 48 that has not yet been programmed. (This number cannot be selected from the numbers that have not been programmed.)

6

Program No.1

Program Name CCC CCC

Settings

• Address

• Resolution

• Exposure

• Special Modes

Next Exit

Touch the [Settings] key.

7

Enter program you require.

Cancel OK

Mode Switch Scan Fax

Image Settings Internet Fax

Address Book

Address Review

Special Modes

(1)

Select settings for the program.

(1) Touch the [Mode Switch] key to select the mode that you wish to store in the program.

(2) Select the destinations and settings that you wish to include in the program.

For information on the settings, see the Scanner Guide.

(3) Touch the [OK] key.

Enter program you require.

Cancel OK

Scan Mode Switch Image Settings

Address Book

Address Review

Special Modes

(2)

(3)

8

Program No.1

Registration is completed.

Program Name CCC CCC

Settings

• Address :4 Addresses

• Resolution :200X200dpi

• Exposure :1 • 5 Text/Photo

• Special Modes :Erase

Next Exit

Touch the [Exit] key.



To store another program...

Touch the [Next] key and repeat the procedure from step 5.



- A timer setting cannot be included in a program.
- At least one one-touch key must be specified in a program or the program cannot be stored.
- Up to 48 programs can be stored.

Amend/Delete

Follow the steps below to edit or delete a one-touch key, group, or program.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin PasswordExit

Total CountDefault SettingsList Print (User)Paper Tray SettingsAddress ControlFax Data Receive/ForwardPrinter Condition SettingsDocument HandlingUSB-Device Check

Touch the [Address Control] key.

3

System Settings

Address ControlOK

Direct Address / ProgramP-Code Memory BoxCustom Index

Touch the [Direct Address / Program] key.

4

System Settings

Direct Address / ProgramOK

Store

IndividualGroupProgramAmend/Delete

If no keys have been stored, the [Amend/Delete] key cannot be selected.

5

Direct Address / Amend/Delete

Exit

Select address to amend/delete.

AAA AAABBB BBB1/1

Program

CCC CCCDDD DDD

EEE EEEFFF FFF

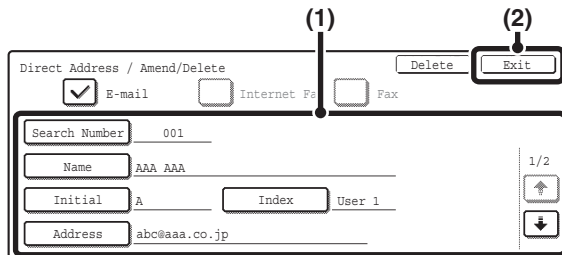
User 1User 2User 3User 4User 5User 6Sort Address

Touch the key that you wish to edit or delete.

41

Edit/Delete

Individual



Direct Address / Amend/Delete

☒ E-mail ☐ Internet Fax ☐ Fax

(1) Search Number 001

Name AAA AAA

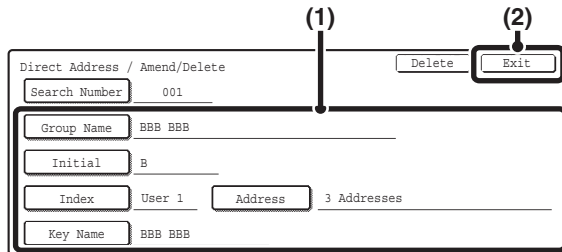
Initial A Index User 1

Address abc@aaa.co.jp

(2) Delete Exit

1/2

Group



Direct Address / Amend/Delete

Search Number 001

(1) Group Name BBB BBB

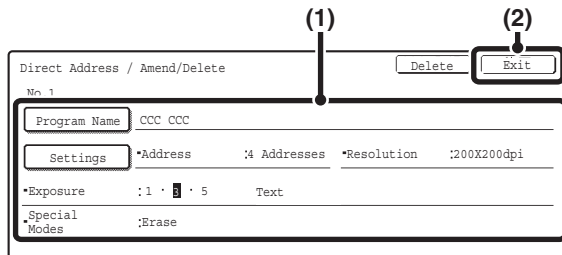
Initial B

Index User 1 Address 3 Addresses

Key Name BBB BBB

(2) Delete Exit

Program



Direct Address / Amend/Delete

No. 1

(1) Program Name CCC CCC

Settings *Address :4 Addresses *Resolution :200X200dpi

*Exposure :1 . 5 Text

Special Modes :Erase

(2) Delete Exit

● Editing

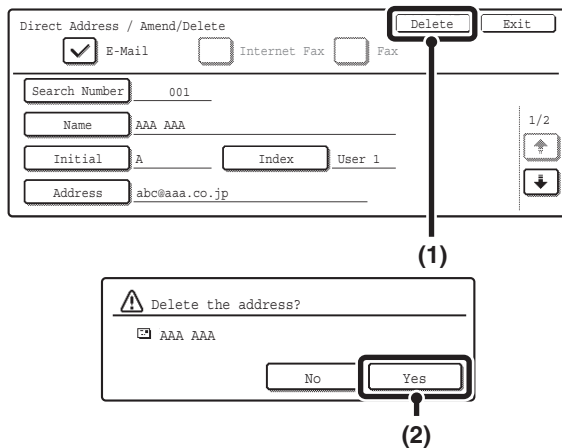
- (1) Touch the keys of the items that you wish to edit.

Edit the items in the same way as you stored them.
For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

- (2) Touch the [Exit] key.

● Deleting

- (1) Touch the [Delete] key.
- (2) Touch the [Yes] key.



Direct Address / Amend/Delete

☒ E-Mail ☐ Internet Fax ☐ Fax

Search Number 001

Name AAA AAA

Initial A Index User 1

Address abc@aaa.co.jp

(1) Delete Exit

(2) Delete the address?

AAA AAA

No Yes



To cancel the deletion...
Touch the [No] key.

**If you cannot edit or delete an individual (one-touch) key or group key...**

- If the individual key or group key that you are attempting to edit or delete is being used in a reserved transmission (including a timer transmission) or a transmission in progress, wait until the transmission is finished or cancel the transmission.
- If the individual or group key that you are attempting to edit or delete is included in a group key (in the case of an individual key) or a program, delete the key from the group or program and then edit or delete the key.
- If your administrator has enabled "Default Address Setting" (on the machine) or "Inbound Routing Settings" (in the Web pages), editing and deleting will not be possible. Remove the destinations that are preventing editing/deleting, and then edit or delete the key.

Changing the Name of a Custom Index

You can change the name of a custom index used for individual and group keys.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Handling

USB-Device Check

Touch the [Address Control] key.

3

System Settings

Address Control

OK

Direct Address / Program

F-Code Memory Box

Custom Index

Touch the [Custom Index] key.

4

System Settings

Custom Index

OK

Select the key to be custom named.

User 1

User 2

User 3

User 4

User 5

User 6

Change the index name.

(1) Touch the key of the desired index.

(2) Change the index name on the text entry screen that will appear.

Clear the pre-entered name, and then enter the desired name (maximum of 6 characters).

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.


The factory default names for the custom indexes are "User 1" to "User 6".

To change another custom index, repeat this procedure.

Fax Data Receive/Forward

Internet Fax Manual Reception

Follow the steps below to connect to your mail server (POP3 server) and check for received Internet faxes. If you have received Internet faxes, the faxes will be retrieved and printed.

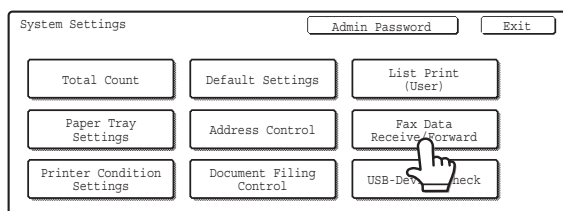
 To use this setting, POP3 server settings must be configured. Configure these settings in the screen that appears when [Application Settings] > [Internet Fax Settings] is selected in the Web page menu. (When the Internet fax expansion kit is installed.)

1



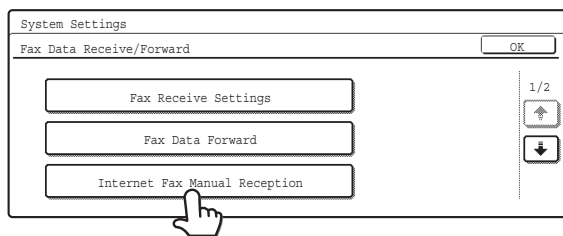
Press the [SYSTEM SETTINGS] key.

2



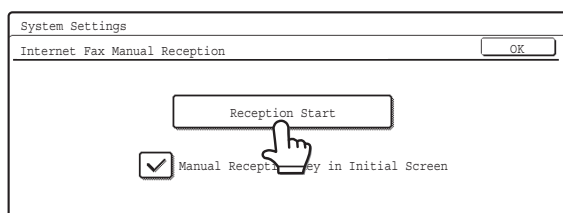
Touch the [Fax Data Receive/Forward] key.

3



Touch the [Internet Fax Manual Reception] key.

4



Touch the [Reception Start] key.

If you have faxes, the faxes are retrieved.



When the [Manual Reception Key in Initial Screen] checkbox is selected ☒, the [Manual RX] key appears in the base screen of Internet fax mode.

Internet Fax Data Forward

When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another Internet fax machine.



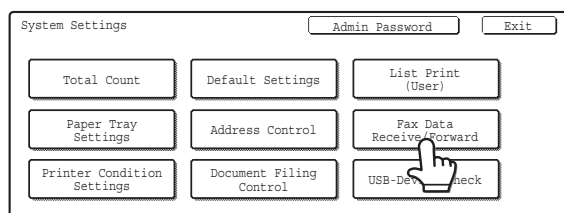
This procedure can be performed when the Internet fax expansion kit is installed.

1



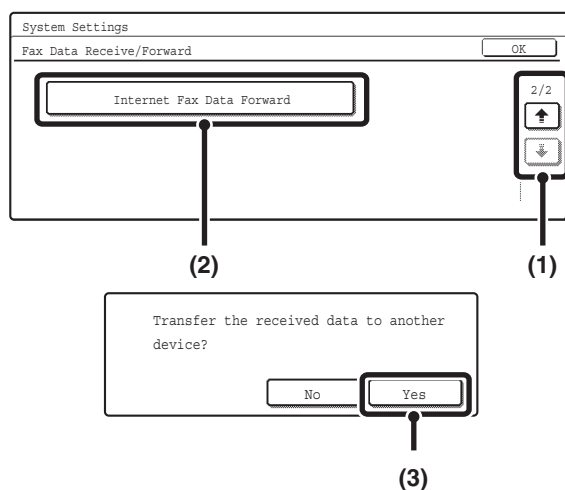
Press the [SYSTEM SETTINGS] key.

2



Touch the [Fax Data Receive/Forward] key.

3



Forward the received faxes.

- (1) Touch the keys to switch through the screens.
- (2) Touch the [Internet Fax Data Forward] key.
- (3) Touch the [Yes] key.



- Forwarding is not possible if no faxes were received or a forwarding machine is not programmed.
- If "[Hold Setting for Received Data Print](#)" (page 106) is enabled, you will be prompted to enter a password. Enter the correct password with the numeric keys.



To cancel...

Touch the [No] key.



To cancel the forwarding...

Press the [JOB STATUS] key, and then cancel the forwarding job in the same way as a transmission job is cancelled.



- If forwarding was not successful because the transmission was cancelled or a communication error occurred, the faxes that were to be forwarded will return to the print job queue and wait to be printed on the machine.
- If the initial pages of a fax were successfully printed, only those pages that were not printed will be forwarded.
- To program the address for data forwarding, see "[Set Address for Data Forwarding](#)" (page 113) in the system settings (administrator).

Printer Condition Settings

The printer condition settings are used to configure basic printer settings.

Printer Default Settings

The default settings are used to set advanced print conditions for printing in an environment where the print driver is not used (such as printing from MS-DOS or from a computer that does not have the provided print driver installed).



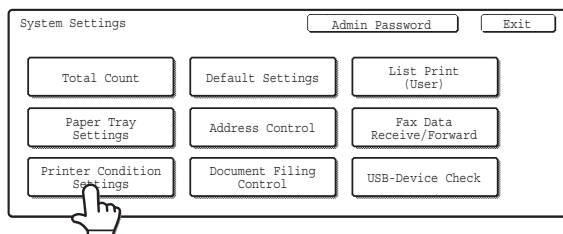
When printing using the printer driver, the printer driver settings take precedence over the printer condition settings.

1



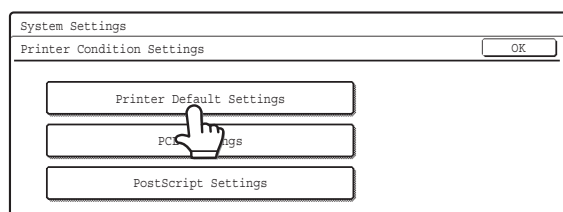
Press the [SYSTEM SETTINGS] key.

2

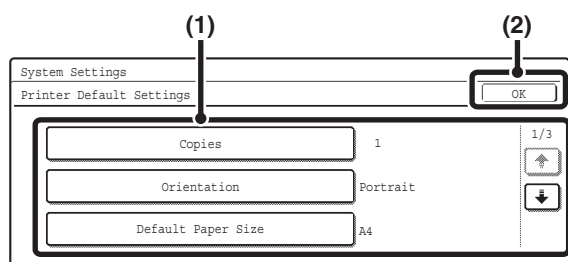


Touch the [Printer Condition Settings] key.

3



Touch the [Printer Default Settings] key.

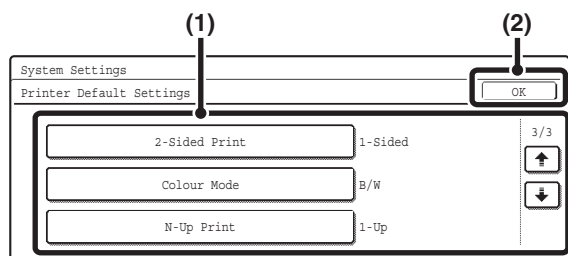
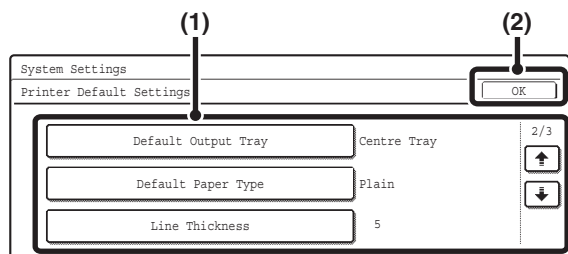


Configure the default printer settings.

(1) Touch the keys that you wish to configure.

When a key is touched, a setting screen appears.
Configure the settings.

(2) Touch the [OK] key.



For the settings, see "[Settings](#)" (page 49).

Settings

Item	Settings	Factory default setting
Copies	1 - 999 sets	1
Orientation	<ul style="list-style-type: none"> • Portrait • Landscape 	Portrait
Default Paper Size	A3, B4, A4, B5, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 7-1/4" x 10-1/2", 5-1/2" x 8-1/2", 8K, 16K	A4 (8-1/2" x 11")
Default Output Tray*¹	<ul style="list-style-type: none"> • Centre Tray • Finisher Tray*² • Right Tray 	Centre Tray (Finisher Tray* ²)
Default Paper Type	Plain Paper, Letter Head, Pre-Printed, Pre-Punched, Recycle Paper, Colour	Plain Paper
Line Thickness*³	0 - 9	5
2-Sided Print	<ul style="list-style-type: none"> • 1-Sided • 2-Sided (Book) • 2-Sided (Tablet) 	1-Sided
Colour Mode	<ul style="list-style-type: none"> • Colour • B/W 	B/W
N-Up Print	<ul style="list-style-type: none"> • 1-Up • 2-Up • 4-Up 	1-Up

*1 When a right tray is installed.

*2 When a saddle stitch finisher or finisher is installed.

*3 This setting is used to adjust the line width of vector graphics (black and white printing only). Except for CAD and other specialized uses, there is normally no need to change this setting. For more information on the values that can be set, see the table below.

Values for the line thickness setting

Settings	0	1	2	3	4	5	6	7	8	9
Percentage	minimum line width*	50%	75%	90%	95%	100%	105%	110%	125%	150%

* All lines are minimum line width.

PCL Settings

This is used to set the symbol sets, fonts, and line feed code used in PCL6 and PCL5c environment.

1

SYSTEM SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [Printer Condition Settings] key.

3

System Settings

Printer Condition Settings

OK

Printer Default Settings

PCL Settings

PostScript Settings

Touch the [PCL Settings] key.

4

(1)

(2)

System Settings

PCL Settings

OK

PCL Symbol Set Setting

PC-8

1/2

PCL Font Setting

Internal:0

PCL Line Feed Code

0

(1)

(2)

System Settings

PCL Settings

OK

Wide A4

2/2

Configure the PCL settings.

(1) Touch the keys or checkboxes of the items that you wish to configure.

When a key is touched, a setting screen appears. Configure the settings.

For a checkbox setting, touch the checkbox to set it to ☒ or ☐ as desired.

(2) Touch the [OK] key.

For the settings, see "Settings" (page 51).

Settings

Item	Settings	Factory default setting
PCL Symbol Set Setting Specify the symbol set used for printing.	Select from 35 items.	3. (PC-8)
PCL Font Setting Use this to select the font used for printing.	<ul style="list-style-type: none"> • Internal Font • Extended Font (List of internal fonts when extended fonts are not installed.)	Internal Font 0. (Courier)
PCL Line Feed Code This setting is used to select how the printer responds when a line feed command is received.	<ul style="list-style-type: none"> • 0.CR=CR; LF=LF; FF=FF • 1.CR=CR+LF; LF=LF;FF=FF • 2.CR=CR; LF=CR+LF; FF=CR+FF • 3.CR=CR+LF; LF=CR+LF; FF=CR+FF 	0. CR=CR; LF=LF; FF=FF
Wide A4 When this is enabled, 80 characters per line can be printed on A4 size paper using a 10-pitch font. (When this setting is disabled, up to 78 characters can be printed.)	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> (Enabled) • <input type="checkbox"/> (Disabled) 	<input type="checkbox"/> (Disabled)

Postscript Settings

When a PS (PostScript) error occurs during PostScript printing, this setting determines whether or not an error notice is printed.



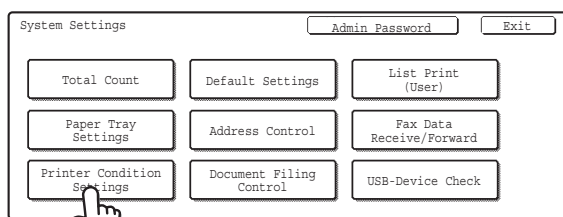
This procedure can be performed when the PS3 expansion kit is installed.

1



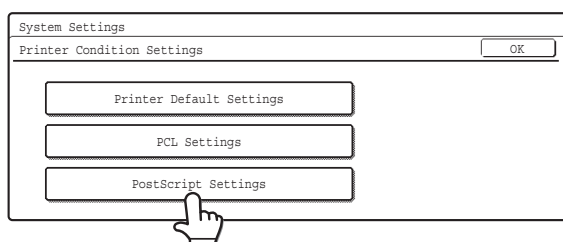
Press the [SYSTEM SETTINGS] key.

2



Touch the [Printer Condition Settings] key.

3



Touch the [PostScript Settings] key.

4



Configure the PS settings.

- (1) Touch the [Print PS Errors] checkbox so that ☒ or ☐ appears.
- (2) Touch the [OK] key.



To have PS error notices printed, select the checkbox ☒.

Document Filing Control

This is used to create, edit, and delete custom folders for document filing.

Custom Folder Registration

Follow these steps to create a custom folder.

1

SYSTEM SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [Document Filing Control] key.

3

System Settings

Document Filing Control

OK

Custom Folder Registration

Amend/Delete Custom Folder

Touch the [Custom Folder Registration] key.

4

Custom Folder Registration

No.001

Next

Exit

Folder Name

_____ Password _____

User Name _____


Enter a folder name.

(1) Touch the [Folder Name] key.

(2) Enter a folder name on the text entry screen that will appear.

Enter up to 28 characters.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



- The "No." that automatically appears is the lowest number from 001 to 500 that has not yet been programmed. (This number cannot be selected from the numbers that have not been programmed.)
- A name cannot be programmed if it is already being used for another folder.

5

Custom Folder Registration
No.001

Folder Name User 1

Initial Password

User Name

Next Exit

Enter initials.

- (1) Touch the [Initial] key.
- (2) Enter initials on the text entry screen that will appear.

Up to 10 characters can be entered.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

6

Custom Folder Registration
No.001

Folder Name User 1

Initial U Password

User Name

Next Exit

Touch the [User Name] key.

7

Custom Folder Registration
No.001

Select user name.

AAA AAA BBB BBB 1

CCC CCC DDD DDD 25

EEE EEE FFF FFF

GGG GGG HHH HHH

All Users ABCD EFGHI JKLMN OPQRST UVWXYZ ABC User

Cancel

Default User

Select the user.



If no users have been stored, touch the [Default User] key to select a factory default user.

8

Custom Folder Registration
No.001

Folder Name User 1

Initial U Password

User Name BBB BBB

Next Exit

To set a password, touch the [Password] key.



A password can be omitted.

9

Custom Folder Registration
No.001

Password

Enter password via the 10-key pad.

Cancel OK

Next Exit

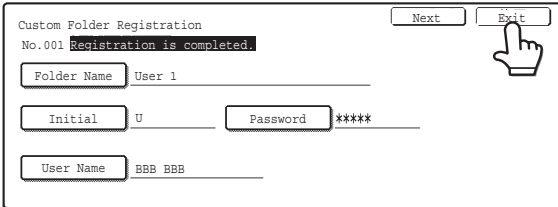
(1) (2)

Enter a password.

- (1) Enter a 5 to 8-digit password with the numeric keys.
- (2) Touch the [OK] key.



If you touch the [OK] key without entering anything, a password will not be created.



Touch the [Exit] key.



To create another folder...

Touch the [Next] key and repeat the procedure from step 4.



Up to 500 custom folders can be created.

When no further folders can be created, delete unneeded folders and then create a new folder. To delete a folder, see "[Amend/Delete Custom Folder](#)" (page 56).

Amend/Delete Custom Folder

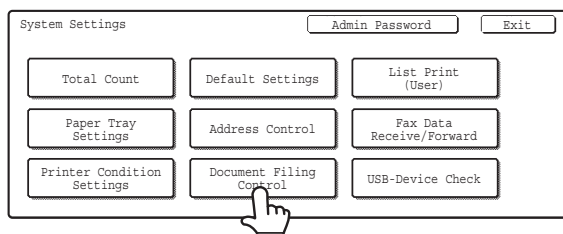
Follow the steps below to edit or delete a custom folder.

1



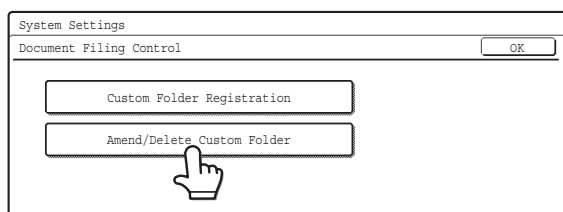
Press the [SYSTEM SETTINGS] key.

2



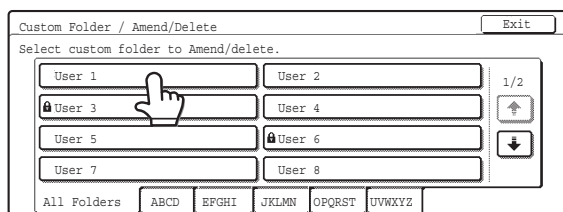
Touch the [Document Filing Control] key.

3



Touch the [Amend/Delete Custom Folder] key.

4



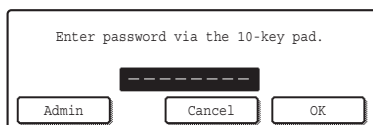
Touch the folder that you wish to edit or delete.



- If a password has been set for the folder, the following password entry screen will appear. Enter the correct password with the numeric keys and touch the [OK] key.



- If "Delete Folder" is enabled in "[Administrator Authority Setting](#)" (page 115) in the system settings (administrator), the following screen will appear. When the [Admin] key is touched, a folder can be deleted with the administrator password. (Cannot be edited.)



Edit/Delete

● Editing

Custom Folder / Amend/Delete
No.001

Folder Name User 1

Initial U Password *****

User Name BBB BBB

Delete Exit

(1) (2)

- (1) Touch the keys of the items that you wish to edit.

Edit the items in the same way as you stored them.
For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

- (2) Touch the [Exit] key.

● Deleting

Custom Folder / Amend/Delete
No.001

Folder Name User 1

Initial U Password *****

User Name BBB BBB

Delete Exit

(1)

- (1) Touch the [Delete] key.

- (2) Touch the [Yes] key.

⚠ Delete the folder?

User 1

No Yes

(2)



A folder that contains files cannot be deleted. Either move the files to a different folder or delete them before deleting the folder.



To cancel the deletion...

Touch the [No] key.

USB-Device Check

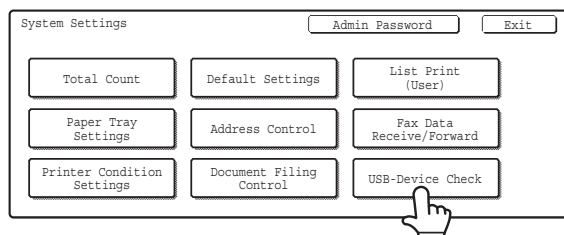
This lets you check the connection when a USB device is connected to the machine.

1



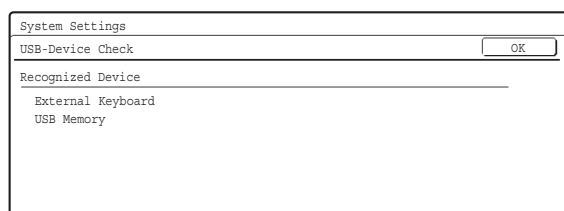
Press the [SYSTEM SETTINGS] key.

2



Touch the [USB-Device Check] key.

3



Check the status of the connection.



- The status of a USB device that is not compatible with the machine will not appear.
- Connection information on a USB hub (must be purchased separately) will not appear.



- A USB hub (must be purchased separately) has four ports. A different type of device (USB memory, USB keyboard, etc.) must be connected to each port.
- If two or more of the same type of USB devices are connected, only the device that was connected first will be recognized. In this state, even if the recognized USB device is removed, the other USB device will not be recognized. Disconnect and then reconnect the USB device that you wish to use.

User Control



- This setting can only be configured when "[User Authentication Setting](#)" (page 81) is enabled.
- Depending on the user that logged in, use of the following settings may not be possible.

Amend User Information

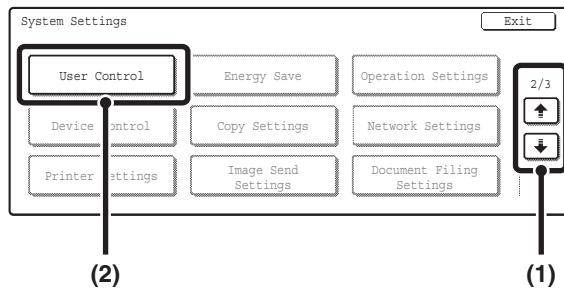
The information of the currently logged in user can be edited.

1



Press the [SYSTEM SETTINGS] key.

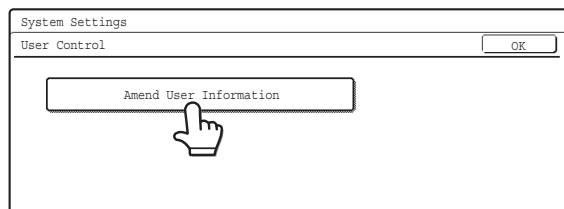
2



Select the [User Control].

- (1) Touch the keys to switch through the screens.
- (2) Touch the [User Control] key.

3



Touch the [Amend User Information] key.

Amend User Information
No. 001

User Name AAA AAA
Initial A Index User 1
Login Name AAA AAA
Password *****
E-mail Address xxx@xx.xxx.com

1/2

Exit

Modify user information.

(1) Touch the desired items and edit the contents.

Edit the items in the same way as you stored them.
For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

(2) Touch the [Exit] key.

Amend User Information
No. 001

My Folder Main Folder
Auth to: Login Locally
Page Limit Unlimited
Authority User
Favourites Following the System Settings

2/2

Exit



For detailed explanations of each of the settings, see "[Editable items](#)".

Editable items

User Information	Settings
User Name	Edit the name of the user (max. 32 characters). This user name is used for the key name in the login screen, the document filing user name and the sender name. (The user name must be unique.)
Initial	Enter the initials (maximum of 10 characters). The initials determine where the user name will appear in the user name list.
Index	Select the desired custom index. The custom index names are shared with the custom indexes of the address book.
Login Name	This cannot be edited.
Password	Enter the password used for user authentication by user name and password (1 to 32 characters). (The password can be omitted.)
E-mail Address	This cannot be edited.
My Folder	This cannot be edited.
Auth to:	This cannot be edited.
Page Limit	This cannot be edited.
Authority	This cannot be edited.
Favourites	Select the operation settings that are applied at login from the stored Favourite Operation Groups. Check with your administrator for the settings of the Favourite Operation Groups.
(User number) * This appears only when user authentication is controlled by user number.	This cannot be edited.

2 SYSTEM SETTINGS (ADMINISTRATOR)

This chapter explains the system settings that are configured by the administrator of the machine.

Accessing the System Settings (Administrator)

To access the system settings (administrator), the administrator must follow the procedure below to log in.

When User Authentication is not Enabled

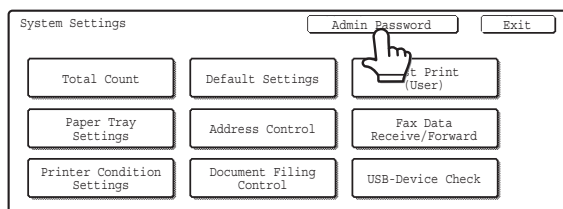
When "[User Authentication Setting](#)" (page 81) is not enabled, follow the procedure below to log in.

1



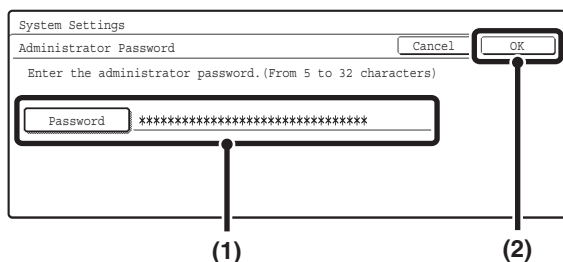
Press the [SYSTEM SETTINGS] key.

2



Touch the [Admin Password] key.

3

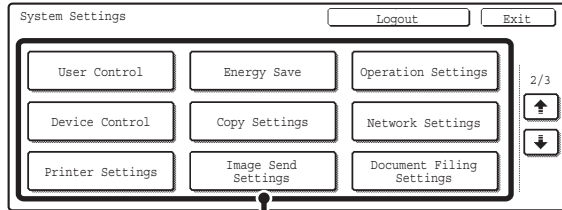
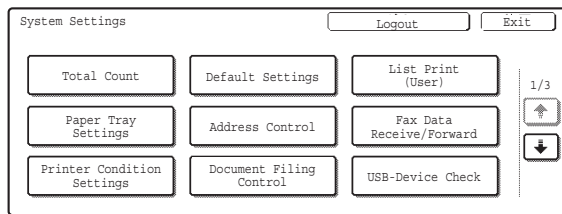


Log in.

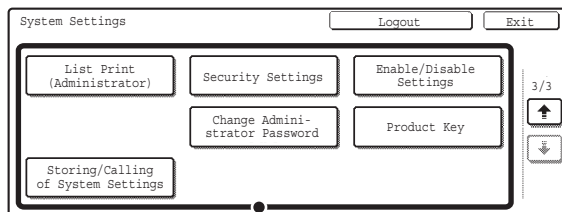
(1) Touch the [Password] key and enter the administrator password.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

(2) Touch the [OK] key.



(A)



(A)

Configure the desired system settings.

Touch the items that you wish to configure and select the desired settings.



- For detailed explanations of each of the settings, see the following pages of this chapter.
- Items marked (A) above are indicated as "System Settings (Administrator)" in this manual to distinguish them from the general user system settings.
- If Auto Clear activates, logout will automatically take place.
- **To logout...**
Touch the [Logout] key in the top right corner of the screen or touch the [Exit] key to quit the system settings.



User authentication is initially disabled (factory default setting).

When User Authentication is Enabled

When "User Authentication Setting" (page 81) is enabled, follow the procedure below to log in.



- For the procedure for enabling user authentication, see "User Control" (page 81).
- When auto login is enabled, the login screen will not appear.

● Login by login name and password (and e-mail address*)

(1) Touch the [Login Name] key.

* If login name / password / e-mail address is selected for the login method, [E-mail Address] will appear under the [Login Name] key shown on the left.

(2) Touch the [Admin Login] key.

(3) Touch the [Password] key and enter the administrator password.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

(4) Touch the [OK] key and go to step 3.

● Login by user number

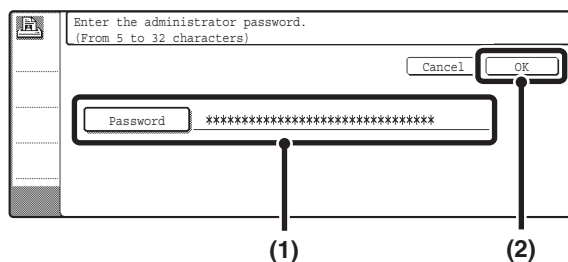
Touch the [Admin Login] key.



In addition to login in by touching the [Admin Login] key, the system settings (administrator) can also be accessed when login is performed by selecting a user with administrator rights from the user list or by entering a user number with administrator rights.

For these login procedures, see "When User Authentication is Enabled" (page 6).

2



Enter the administrator password.

- (1) Touch the [Password] key and enter the administrator password.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

- (2) Touch the [OK] key.

3

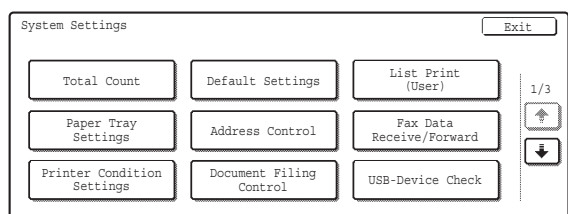


Press the [SYSTEM SETTINGS] key.



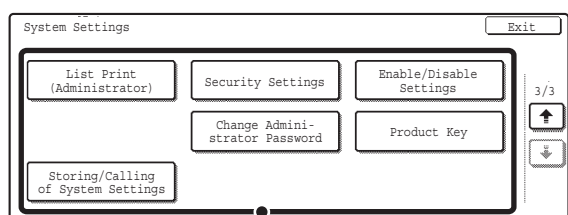
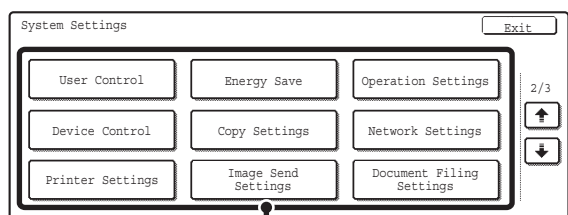
This step is not necessary if you are logging in after you pressed the [SYSTEM SETTINGS] key.

4



Configure the desired system settings.


Touch the items that you wish to configure and select the desired settings.



- For detailed explanations of each of the settings, see the following pages of this chapter.
- Items marked (A) above are indicated as "System Settings (Administrator)" in this manual to distinguish them from the general user system settings.
- If Auto Clear activates, logout will automatically take place.
- **To logout...**
Press the [LOGOUT] key ([*]). (Except when entering a fax number.)

System Settings (Administrator) List

When the system settings are accessed with administrator rights, the following items appear. The factory default setting for each item is also shown.

 Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

General items

Item	Factory default setting	Page
■ Total Count	For information on the system settings accessed with general rights, see " System Settings (General) List ".	9
■ Default Settings		
■ List Print (User)		
■ Paper Tray Settings		
■ Address Control		
■ Fax Data Receive/Forward		
■ Printer Condition Settings		
■ Document Filing Control		
■ USB-Device Check		

Administrator items

Item	Factory default setting	Page
■ User Control		81
● User Authentication Setting		81
▶ User Authentication	Disable	81
▶ Authentication Method Setting	Authenticate a User by Login Name and Password	81
▶ Device Account Mode Setting		81
◆ Device Account Mode	Disable	
◆ User Selection	—	
● User Registration		82
▶ Store	—	
▶ Amend/Delete	—	
▶ Delete All Users	—	

Item	Factory default setting	Page
● Pages Limit Group Registration	–	84
● Actions when the Limit of Pages for Output Jobs	Job is Stopped when the Limit of Pages is Reached	84
● Authority Group Registration	–	85
● Favourite Operation Group Registration	–	87
● User Count Display	–	88
● User Count Reset	–	88
● User Information Print		89
▶ All User Information Print	–	
▶ User List	–	
▶ List of Number of Pages Used	–	
▶ Page Limit Group List	–	
▶ Authority Group List	–	
▶ Favourite Operation Group List	–	
● The Number of User Name Displayed Setting	8	89
● A Warning when Login Fails	Disable	89
● Disable Printing by Invalid User	Disable	89
● Default Network Authentication Server Setting	–	89
■ Energy Save		90
● Toner Save in Printer Mode	Disable	90
● Auto Power Shut-Off	Enable	90
● Auto Power Shut-Off Timer	45 min.	90
● Preheat Mode Setting	15 min.	90
■ Operation Settings		91
● Keys Touch Sound		91
▶ Keys Touch Sound	Middle	
▶ Keys Touch Sound at Initial Point	Disable	
● Auto Clear Setting	60 sec.	91
▶ Cancel Timer	Disable	
● Message Time Setting	6 sec.	91
● Display Language Setting	English	91
● Disabling of Job Priority Operation	Disable	91
● Disabling of Bypass Printing	Disable	92
● Key Operation Setting	0.0 sec.	92
▶ Disable Auto Key Repeat	Disable	
● Disabling of Clock Adjustment	Disable	92

Item	Factory default setting	Page
● Disabling of Covers/Inserts Mode	Disable	92
● Customize Key Setting		92
▶ Copy		
◆ Customize 1	Special Modes	
◆ Customize 2	File	
◆ Customize 3	Quick File	
▶ Scanner		
◆ Customize 1	Special Modes	
◆ Customize 2	File	
◆ Customize 3	Quick File	
▶ Internet Fax		
◆ Customize 1	Special Modes	
◆ Customize 2	File	
◆ Customize 3	Quick File	
▶ Fax		
◆ Customize 1	Special Modes	
◆ Customize 2	File	
◆ Customize 3	Quick File	
▶ USB Memory Scan		
◆ Customize 1	Special Modes	
◆ Customize 2	Erase	
◆ Customize 3	Suppress BG	
▶ Data Entry		
◆ Customize 1	Special Modes	
◆ Customize 2	File	
◆ Customize 3	Quick File	
■ Device Control		94
● Original Size Detector Setting		94
▶ Original Detection Size Combination	Varies depending on country and region	
▶ Cancel Detection at Document Glass	Disable	
● Disabling of Document Feeder	Disable	94
● Original Feeding Mode	All Disabled	94
● Disabling of Duplex	Disable	94
● Disabling of Large Capacity Cassette *3	Disable	94
● Disabling of Optional Paper Drawer *4	Disable	95
● Disabling of Tray Setting	Disable	95

Item	Factory default setting	Page
● Disabling of Finisher *5	Disable	95
● Disabling of Offset	Disable	95
● Disabling of Stapler *5	Disable	95
● Saddle Stitch Position Adjust *6	0.0 mm	95
● Disabling of Punch *7	Disable	95
● Disabling of Colour Mode *8	Disable	95
● Auto Paper Selection Setting	Plain Paper	96
● Registration Adjustment		96
▶ Auto Adjustment	—	
● Optimization of the Hard Disk	—	96
● Tandem Connection Setting		96
▶ IP Address of Slave Machine	0.0.0.0	
▶ Port Number	50001	
▶ Disabling of Master Machine Mode	Disable	
▶ Disabling of Slave Machine Mode	Disable	
● Clear All Job Log Data	—	96
● Detect Standard in Auto Colour Mode	3	96
■ Copy Settings		97
● Initial Status Settings		97
▶ Colour Mode	Full Colour	
▶ Paper Tray	Varies depending on the machine configuration	
▶ Exposure Type	Auto	
▶ Copy Ratio	100%	
▶ 2-Sided Copy	1-Side to 1-Side	
▶ Output	—	
● Exposure Adjustment		97
▶ Colour		
◆ Document Glass	5	
◆ Document Feeder	5	
▶ B/W		
◆ Document Glass	5	
◆ Document Feeder	5	
● Rotation Copy Setting	Enable	97
● Add or Change Extra Preset Ratios		97
▶ Reduction	—	
▶ Enlargement	—	

Item	Factory default setting	Page
● Setting a Maximum Number of Copies	999	97
● Initial Margin Shift Setting		98
▶ Side-1	10 mm (1/2")	
▶ Side-2		
● Erase Width Adjustment		98
▶ Edge	10 mm (1/2")	
▶ Centre		
● Card Shot Settings		98
▶ Original Size	X: 86 mm (3-3/8") Y: 54 mm (2-1/8")	
▶ Fit to Page	Disable	
● Automatic Saddle Stitch*6	Enable	98
● Initial Tab Copy Setting	10 mm (1/2")	98
● Disabling Deletion of Job Programs	Disable	98
● Disabling of Bypass-Tray in Duplex Copy	Disable	98
● Disabling of Auto Paper Selection	Disable	98
● Auto Selection Setting of Tray that is Supplied the Paper	Disable	99
● Initial Colour Balance Setting	Factory Default State	99
● Auto Colour Calibration	—	99
● B/W 600dpi x 600dpi Scanning Mode for Document Feeder	Disable	100
● B/W Quick Scan from Document Glass	Enable	100
■ Network Settings		101
● IP Address Setting	DHCP	101
● Enable TCP/IP	Enable	101
● Enable NetWare	Enable	101
● Enable EtherTalk	Enable	101
● Enable NetBEUI	Enable	101
● Reset the NIC	—	101
● Ping Command	—	101
■ Printer Settings		102
● Default Settings		102
▶ Prohibit Notice Page Printing	Enable	102
▶ Prohibit Test Page Printing	Disable	102
▶ A4/Letter Size Auto Change	Varies depending on country and region.	102
▶ Print Density Level		102
◆ Colour	3	
◆ B/W	3	

Item	Factory default setting	Page
▶ Bypass Tray Settings		102
◆ Enable Detected Paper Size in Bypass Tray	Disable	
◆ Enable Selected Paper Type in Bypass Tray	Enable	
◆ Exclude Bypass-Tray from Auto Paper Select	Disable	
▶ Job Spool Queuing	Enable	102
● Interface Settings		103
▶ Hexadecimal Dump Mode	Disable	103
▶ I/O Timeout	60 sec.	103
▶ Enable USB Port	Enable	103
▶ USB Port Emulation Switching	PCL (Auto* ⁹)	103
▶ Enable Network Port	Enable	103
▶ Network Port Emulation Switching	PCL (Auto* ⁹)	103
▶ Port Switching Method	Switch at End of Job	104
● Colour Adjustments		104
▶ Auto Colour Calibration	—	104
■ Image Send Settings		105
● Operation Settings		105
▶ Default Display Setting		105
◆ Mode	Scanner (Fax* ²)	
◆ Hold settings for a while after scanning has been completed	Disable	
◆ Switch Automatically to Copy Mode Screen	Disable	
▶ Initial Resolution Setting		105
◆ Apply the Resolution Set when Stored	Disable	
◆ Scanner	200X200dpi	
◆ Internet Fax* ¹	200X100dpi	
◆ Fax* ²	Standard	105
▶ Default Exposure Settings		
◆ Exposure	Auto	
◆ Original Image Type	Text	
◆ Moiré Reduction	Disable	
▶ Must Input Next Address Key at Broadcast Setting	Disable	106
▶ Scan Complete Sound Setting	Middle	106
▶ The Number of File Name/Subject/Body Keys Displayed Setting	6	106
▶ The Number of Direct Address Keys Displayed Setting	6	106
▶ Disable Switching of Display Order	Disable	106

Item	Factory default setting	Page
▶ Hold Setting for Received Data Print		106
◆ Received Data Hold	Disable	
◆ Password Setting	—	
▶ Settings to Disable the Registration of Destination		107
◆ Disable Registering Destination from Operation Panel		107
• Group	Disable	
• E-mail	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable Registering Destination on Web Page*10		107
• Group	Disable	
• E-mail	Disable	
• FTP	Disable	
• Desktop	Disable	
• Network Folder	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable Registration Using Network Scan Tools*10	Disable	107
▶ Settings to Disable Transmission		107
◆ Disable [Resend] on Fax/Image Send Mode	Disable	107
◆ Disable Selection from the Address Book		107
• E-mail	Disable	
• FTP	Disable	
• Desktop	Disable	
• Network Folder	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable Direct Entry		107
• E-mail	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable PC-I-Fax Transmission*1	Disable	107
◆ Disable PC-Fax Transmission*2	Disable	107

Item	Factory default setting	Page
● Scan Settings		108
▶ Default Sender Set	–	108
▶ Default Colour Mode Settings		108
◆ Colour Mode	Auto, Greyscale	
◆ B/W Mode	Mono 2	
◆ Disable Change of B/W Setting in Auto Mode	Disable	
▶ Initial File Format Setting		108
◆ B/W		
• File Type	PDF	
• Compression Mode	MMR (G4)	
• Specified Pages per File	Disable	
◆ Colour/Grey		
• File Type	PDF	
• Compression Ratio	Medium	
• Specified Pages per File	Disable	
▶ Compression Mode at Broadcasting		108
◆ Black & White	MH (G3)	
◆ Colour/Greyscale	Medium	
▶ Maximum Size of E-mail Attachments (E-mail)	Unlimited	109
▶ Maximum Size of Data Attachments (FTP/Desktop/Network Folder)	Disable	109
▶ Default Address Setting	Disable	109
▶ Bcc Setting		109
◆ Enable Bcc	Disable	
◆ Display Bcc Address on the Job Status Screen	Disable	
▶ Disable Scan Function		109
◆ PC Scan	Disable	
◆ USB Memory Scan	Disable	
▶ Pre-Setting Mail Signature	Disable	109
● I-Fax Settings* ¹		110
▶ I-Fax Default Settings		110
◆ I-Fax Own Name and Address Set	–	110
◆ Auto Wake Up Print	Enable	110
◆ I-Fax Speaker Volume Settings	–	110
• Receive Signal	Middle	
• Communication Error Signal	Middle	

Item	Factory default setting	Page
◆ Original Print on Transaction Report	Print Out Error Report Only	110
◆ Transaction Report Print Select Setting		111
• Single Sending	Print Out Error Report Only	
• Broadcasting	Print Out All Report	
• Receiving	No Printed Report	
◆ Activity Report Print Select Setting		111
• Auto Print at Memory Full	Disable	
• Print Daily at Designated Time	Disable	
◆ Body Text Print Select Setting	Disable	111
◆ Pre-Setting Mail Signature	Disable	111
▶ I-Fax Send Settings		112
◆ I-Fax Reception Report On/Off Setting	Disable	112
◆ I-Fax Reception Report Request Timeout Setting	1 Hour	112
◆ Number of Resend Times at Reception Error	2	112
◆ Maximum Size of E-mail Attachments (E-mail)	Unlimited	112
◆ Rotation Sending Setting	All Enable	112
◆ Printing Page Number at Receiver	Enable	112
▶ I-Fax Receive Settings		113
◆ Auto Receive Reduce Setting	Enable	113
◆ Duplex Reception Setting	Disable	113
◆ Set Address for Data Forwarding	–	113
◆ Letter Size RX Reduce Print	Disable	113
◆ POP3 Communication Timeout Setting	60 sec.	113
◆ Reception Check Interval Setting	5 min.	113
◆ Anti Junk Mail/Domain Name Setting	All Invalid	114
◆ I-Fax Output Setting*11	Varies depending on the machine configuration	114
■ Document Filing Settings		115
● Default Mode Settings	Sharing Mode	115
● Sort Method Setting	Date	115
● Document Output Options		115
▶ Print		
◆ Copy	Enable	
◆ Printer	Enable	
◆ Scan Send	Disable	
◆ I-Fax Send (Incl. PC-I-Fax)	Disable	

Item	Factory default setting	Page
◆ Fax Send (Incl. PC-Fax)	Disable	115
◆ Scan to HDD	Enable	
▶ Scan Send		
◆ Copy	Disable	
◆ Scan Send	Enable	
◆ I-Fax Send (Incl. PC-I-Fax)	Disable	
◆ Fax Send (Incl. PC-Fax)	Disable	
◆ Scan to HDD	Enable	
▶ I-Fax Send*1		
◆ Copy	Disable	
◆ Scan Send	Disable	
◆ I-Fax Send (Incl. PC-I-Fax)	Enable	
◆ Fax Send (Incl. PC-Fax)	Disable	
◆ Scan to HDD	Disable	
▶ Fax Send*2		
◆ Copy	Disable	
◆ Scan Send	Disable	
◆ I-Fax Send (Incl. PC-I-Fax)	Disable	
◆ Fax Send (Incl. PC-Fax)	Enable	
◆ Scan to HDD	Disable	
● Administrator Authority Setting		115
▶ Delete File	Disable	
▶ Delete Folder	Disable	
● Default Colour Mode Settings		115
▶ Colour	Auto	
▶ B/W	Mono 2	
● Default Exposure Settings		116
▶ Exposure	Auto	
▶ Original Image Type	Text	
▶ Moiré Reduction	Disable	
● Initial Resolution Setting	600X600dpi	116
● Colour Data Compression Ratio Setting	Medium	116
● Default Output Tray*11	Varies depending on the machine configuration	116
● Scan Complete Sound Setting	Middle	116

Item	Factory default setting	Page
● Delete All Quick Files		116
▶ Delete	–	
▶ Delete quick files at power up. (Protected file excluded)	Enable	
● Disable Stamp for Reprinting	Disable	116
● Batch Print Settings		116
▶ Selection of [All Users] is not allowed.	Enable	
▶ Selection of [User Unknown] is not allowed.	Enable	
■ List Print (Administrator)		117
● Administrator Settings List		117
▶ Copy	–	
▶ Print	–	
▶ Image Send	–	
▶ Document Filing	–	
▶ Security	–	
▶ Common	–	
▶ All Administrator Settings List	–	
● Image Sending Activity Report		117
▶ Image Sending Activity Report (Scanner)	–	
▶ Image Sending Activity Report (Internet Fax)	–	
▶ Image Sending Activity Report (Fax)	–	
● Anti Junk Fax Number List*2	–	117
● Anti Junk Mail/Domain Name List*1	–	117
● Inbound Routing List	–	117
● Document Admin List		117
● Web Setting List*10	–	117
● Metadata Set List*12		117
■ Security Settings		118
● SSL Settings		118
▶ HTTPS	Disable	
▶ IPP-SSL	Disable	
■ Enable/Disable Settings		119
● User Control		119
▶ Disabling of Printing by Invalid User	Disable	119

Item	Factory default setting	Page
● Operation Settings		119
▶ Cancel Auto Clear Timer	Disable	119
▶ Disabling of Job Priority Operation	Disable	119
▶ Disabling of Bypass Printing	Disable	119
▶ Disable Auto Key Repeat	Disable	119
▶ Disabling of Clock Adjustment	Disable	119
▶ Disabling of Covers/Inserts Mode	Disable	119
● Device Control		119
▶ Disabling of Document Feeder	Disable	119
▶ Disabling of Duplex	Disable	119
▶ Disabling of Large Capacity Cassette* ³	Disable	119
▶ Disabling of Optional Paper Drawer* ⁴	Disable	119
▶ Disabling of Tray Setting	Disable	120
▶ Disabling of Finisher* ⁵	Disable	120
▶ Disabling of Offset	Disable	120
▶ Disabling of Stapler* ⁵	Disable	120
▶ Disabling of Punch* ⁷	Disable	120
▶ Disabling of Colour Mode* ⁸	Disable	120
▶ Disabling of Master Machine Mode	Disable	120
▶ Disabling of Slave Machine Mode	Disable	120
● Copy Settings		120
▶ Disable Copy in Different Size/Direction	Disable	120
▶ Disabling Deletion of Job Programs	Disable	120
▶ Disabling of Bypass-Tray in Duplex Copy	Disable	120
▶ Disabling of Auto Paper Selection	Disable	121
● Printer settings		121
▶ Prohibit Notice Page Printing	Enable	121
▶ Prohibit Test Page Printing	Disable	121
▶ Exclude Bypass-Tray from Auto Paper Select	Disable	121
● Image Send Settings		121
▶ Disable Switching of Display Order	Disable	121
▶ Disable Scan Function		121
◆ PC Scan	Disable	
◆ USB Memory Scan	Disable	

Item	Factory default setting	Page
▶ Settings to Disable the Registration of Destination		121
◆ Disable Registering Destination from Operation Panel		121
• Group	Disable	
• E-mail	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable Registering Destination on Web Page*10		121
• Group	Disable	
• E-mail	Disable	
• FTP	Disable	
• Desktop	Disable	
• Network Folder	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable Registration Using Network Scan Tools*10	Disable	121
▶ Settings to Disable Transmission		122
◆ Disable [Resend] on Fax/Image Send Mode	Disable	122
◆ Disable selection from the Address Book		122
• E-mail	Disable	
• FTP	Disable	
• Desktop	Disable	
• Network Folder	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable Direct Entry		122
• E-mail	Disable	
• Internet Fax	Disable	
• Fax	Disable	
◆ Disable PC-I-Fax Transmission*1	Disable	122
◆ Disable PC-Fax Transmission*2	Disable	122
● Document Filing Settings		122
▶ Disable Stamp for Reprinting	Disable	122
▶ Batch Print Settings		122
◆ Selection of [All Users] is not allowed.	Enable	
◆ Selection of [User Unknown] is not allowed.	Enable	

Item	Factory default setting	Page
■ Change Administrator Password	See "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.	123
■ Product Key *13		124
● Network Scanner Expansion Kit	—	124
● Printer Expansion Kit	—	124
● PS3 Expansion Kit	—	124
● Internet Fax Expansion Kit	—	124
● E-mail Alert and Status	—	124
● Application Integration Module	—	124
● Serial Number	—	124
■ Storing/Calling of System Settings		125
● Restore Factory Defaults	—	125
● Store Current Configuration	—	125
● Restore Configuration	—	125

The following items are explained in "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

Item	Factory default setting
■ Image Send Settings	
● Fax Settings*2	
▶ Fax Default Settings	
◆ Fax Own Name and Number Set	—
◆ Dial Mode Setting*14	Tone
◆ Auto Wake Up Print	Enable
◆ Pause Time Setting	2 sec.
◆ Speaker Settings	
• Speaker	Volume: Middle
• Ringer Volume	Volume: Middle
• Line Monitor	Volume: Middle
• Fax Receive Complete Signal	Volume: Middle; Tone Pattern: 3; Transmission Complete Sound Time Setting: 3 sec.
• Fax Send Complete Signal	Volume: Middle; Tone Pattern: 3; Transmission Complete Sound Time Setting: 3 sec.
• Fax Communication Error Signal	Volume: Middle; Tone Pattern: 3; Transmission Complete Sound Time Setting: 0.3 sec.

Item	Factory default setting
◆ Remote Reception Number Setting	5
◆ Original Print on Transaction Report	Print Out Error Report Only
◆ Transaction Report Print Select Setting	
• Single Sending	Print Out Error Report Only
• Broadcasting	Print Out All Report
• Receiving	No Printed Report
• Confidential Reception	Print Out Notice Page
◆ Activity Report Print Select Setting	
• Auto Print at Memory Full	Disable
• Print Daily at Designated Time	Disable
◆ ECM	Enable
◆ Distinctive Ring Detection*14	Disable
▶ Fax Send Settings	
◆ Auto Reduction Sending Setting	Enable
◆ Rotation Sending Setting	All Enable
◆ Quick On Line Sending	Enable
◆ Printing Page Number at Receiver	Enable
◆ Date/Own Number Print Position Setting	Outside the Original Image
◆ Registration of Own Name Select	–
◆ Recall in Case of Line Busy	Varies depending on country and region
◆ Recall in Case of Communication Error	Varies depending on country and region
▶ Fax Receive Settings	
◆ Number of Calls in Auto Reception	2
◆ Duplex Reception Setting	Disable
◆ Auto Receive Reduce Setting	Enable
◆ Print Style Setting	Auto Size Select
◆ Set the Telephone Number for Data Forwarding	–
◆ Letter Size RX Reduce Print	Disable
◆ A3 RX Reduce*14	Disable
◆ Anti Junk Fax Setting	–
◆ Fax Output Settings	Varies depending on the machine configuration

Item	Factory default setting
► Fax Polling Security	
◆ Polling Security Setting	Enable
◆ Passcode Number Setting	—

*1 When the Internet fax expansion kit is installed.

*2 When the facsimile expansion kit is installed.

*3 When a large capacity tray is installed.

*4 When a paper drawer is installed.

*5 When a saddle stitch finisher or finisher is installed.

*6 When a saddle stitch finisher is installed.

*7 When a punch module is installed.

*8 When a colour-related problem has occurred.

*9 When the PS3 expansion kit is installed.

*10 When network connection is enabled.

*11 When a right tray is installed.

*12 When the application integration module is installed.

*13 Depending on the peripheral devices installed, it may not be possible to use some settings.

*14 This function is not available in some countries and regions.

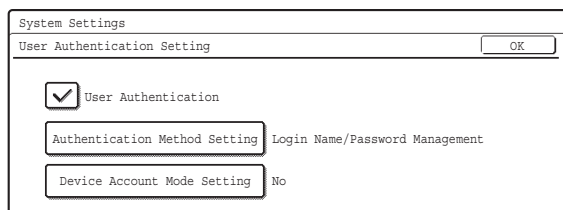
User Control

This is used to configure settings for user authentication. Touch the [User Control] key and configure the settings.

User Authentication Setting

These settings enable or disable user authentication and specify the authentication method.

When user authentication is enabled, each user of the machine is registered. When a user logs in, settings for that user are applied. This function allows greater control of security and cost management than on previous machines.



• User Authentication

To enable user authentication, select the [User Authentication] checkbox ☒ and touch the [OK] key. When the [User Authentication] checkbox is selected ☒, a login screen appears when any mode other than the job status screen* is selected. Log in using your stored user information. (For the procedure for storing users, see "[User Registration](#)" (page 82).)

After logging in, you can move freely through the modes. For the login procedure in the login screen, see "[When User Authentication is Enabled](#)" (page 6).

* Note that the login screen will appear when a file stored by document filing is used or a broadcast transmission is re-attempted from the job status screen.

• Authentication Method Setting

To select one of the following authentication methods, touch the [Authentication Method Setting] key after selecting the [User Authentication] checkbox ☒. Select the desired key and touch the [OK] key.

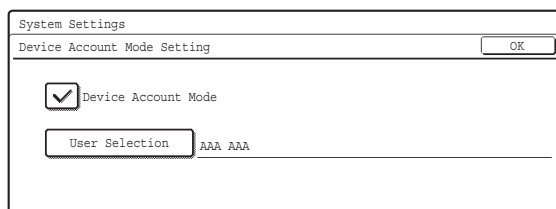
- **Authenticate a User by Login Name and Password:**
This method is required when network authentication is used.
- **Authenticate a User by Login Name, Password and E-mail Address:**
This is used when LDAP3 is configured and e-mail addresses are used for authentication.
- **Authenticate a User by User Number Only:**
This can be used as a simple login method when network authentication is not used.

• Device Account Mode Setting

A specific user can be stored as an auto login user. When this setting is enabled, login can be performed automatically.

This function saves you the bother of logging in but still allows the settings of the selected user (network settings, favourite operations, etc.) to be applied.

To store a user for auto login, touch the [Device Account Mode Setting] key after selecting the [User Authentication] checkbox ☒.



Select the [Device Account Mode] checkbox ☒ and touch the [User Selection] key. The user selection screen will appear. Select the auto login user. An authentication screen will appear for confirmation purposes after the auto login user is selected. Enter the password to complete the setting.



- The login screen will vary depending on the authentication method that is selected. For more information, see "[When User Authentication is Enabled](#)" (page 6).
- Be sure to set the authentication method before registering users. When users are registered, information will be configured for each user (login name, password, etc.) based on the selected authentication method.
- When "Authenticate a User by User Number Only" is selected for the authentication method, network authentication cannot be used.
- If auto login fails for some reason when auto login is enabled, or the login user does not have administrator rights, all system settings or the system settings (administrator) will lock. In this event, the administrator should touch the [Admin Password] key in the system settings screen and log in again.

User Registration

This is used to store, edit, and delete users when user authentication is enabled.

Touch one of the following keys:

System Settings

User Registration

OK

Store

Amend/Delete

Delete All Users

Store

Up to 200 users can be stored, excluding factory-stored users (Administrator, Standard User, Other User).

1 Touch each key and enter the required information.

For more information, see "Items stored" (page 83).

User Registration

Register

Exit

User NameAAA AAA

Applied to L/N

InitialA

Index

User 1

1/2

Login NameAAA AAA

2/2

Password*****

E-mail Addressxxx@xx.xxx.com

2 Touch the [Register] key.

3 Touch the [Exit] key.

To store another user, touch the [Next] key and repeat the procedure from step 1.

User Registration

Next

Exit

No.001

Registration is completed.

My FolderMain Folder

Auth to:Login Locally


Page LimitUnlimited

AuthorityUser

FavouritesFollowing the System Settings

2/2



The lowest number, 001 to 200, that has not yet been programmed automatically appears in "No." in the top left corner of the screen. The number stored here is used when the user is specified with the  key. It is convenient to memorize each user's number.

Amend/Delete

1 Select the user.

User / Amend/Delete

Exit

Select user to amend/delete.

AAA AAA

25

BBB BBB

CCC CCC

DDD DDD

EEE EEE

FFF FFF

GGG GGG

HHH HHH

Default User

User

2 Edit or Delete

To edit

(A) Touch the desired items and edit the items in the same way as you stored them and then touch the [Amend] key.

To delete

(B) Touch the [Delete] key.

A message will appear to confirm the deletion. Touch the [Yes] key.

* Default users and the user that is specified as the auto login user cannot be deleted.

(A)

(B)

User / Amend/Delete

Amend

Delete

Exit

No. 001

User NameAAA AAA

Applied to L/N

InitialA

Index

User 1

1/2

Login NameAAA AAA

2/2

Password*****

E-mail Addressxxx@xx.xxx.com

Delete All Users

All users can be deleted. This operation can only be performed by an administrator.

Touch the [Delete All Users] key in the "User Registration" screen. A confirmation screen will appear. Touch the [Yes] key.



When auto login is enabled, "Delete All Users" cannot be used. The factory-stored users cannot be deleted.

Items stored

See the table below for the items that are stored. Some items must be entered before the keys of other items can be selected. Enter items whose keys can be selected first.

User Name*¹	Store the name of the user (max. 32 characters). This user name will be used for the key name in the login screen, the user name for document filing, and the sender name. (More than one user cannot have the same user name.)
Applied to L/N	Touch this key to enter the stored user name in the login name.
Initial*¹	This determines where the user name will appear in the user list. The first 10 characters of the user name are automatically entered. (The initials can be changed.)
Index*¹	Select the custom index. The custom index names are shared with the custom indexes of the address book.
Login Name	Enter the login name used when authentication by login name/password is enabled (maximum of 255 characters). (The login name must be unique.)
Password*²	Enter the password used when authentication by login name/password is enabled (1 to 32 characters). (Can be omitted.)
E-mail Address	Enter the e-mail address used in the sender list and for LDAP authentication (maximum of 64 characters).
My Folder	A folder ("My Folder") can be specified as the folder used by the user for document filing. A previously created folder can be selected or you can create and select a new folder.
Auth to:	Select [Login Locally] or [Network Authentication] (when LDAP is enabled) for "Authenticate to:". If [Network Authentication] is selected, the LDAP servers stored in the Web pages will appear. Select the server that you wish to use for authentication.

Page Limit	Specify page limits for the user by selecting one of the stored page limit groups. The factory default setting is "Unlimited". For more information, see " Pages Limit Group Registration " (page 84).
Authority	Specify the authority of the user by selecting one of the stored authority groups. The factory default setting is "User". For more information, see " Authority Group Registration " (page 85).
Favourites	Select one of the stored Favourite Operation Groups to specify the operation settings that will be applied when you log in. The factory default setting is "Following the System Settings". For more information, see " Favourite Operation Group Registration " (page 87).

*¹ Entry of this item is required.

*² When network authentication is used, an LDAP password will be used and thus there is no need to configure this setting.



- When "Authentication Method Setting" is set to "Authenticate a User by User Number Only", the items change as follows:
"Login Name" and "Password" change to "User Number" (5 to 8 digits).
"Applied to L/N" does not appear.
"Auth to:" does not appear.
- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

Pages Limit Group Registration

This is used to store groups of Account Limit Settings. The page limits for each user are specified by selecting one of these stored groups when the user is stored.

Storing groups

Up to 8 groups can be stored.

1 Select a group that is blank.

2 Touch the [Group Name] key and enter a group name.

Up to 32 characters can be entered for the name. After you have entered the name, touch the [OK] key.

3 Touch the items and specify the settings.

When a key is touched, a screen to enter the limit appears. Select the desired keys, enter numbers with the numeric keys, and touch the [OK] key.

4 Touch the [OK] key.

Edit or Delete

1 Select a stored group.

2 Edit or delete the group.

To edit

(A) Touch each item and edit the items in the same way as they were stored and then touch the [OK] key.

To delete

(B) Touch the [Return to the Defaults] key. A message will appear. Touch the [Yes] key. The page limit setting of users that specified this group will change to "Unlimited".



For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

Actions when the Limit of Pages for Output Jobs

This setting determines whether or not a job will be completed if the page limit is reached while the job is in progress.

Select the desired key and touch the [OK] key.

- Job is Stopped when the Limit of Pages is Reached
- Job is Completed even when the Limit of Pages are Reached

Authority Group Registration

Use this to store groups of user authority settings. The authority of each user is specified by selecting one of these stored groups when the user is stored.

Storing groups

Up to 8 groups can be stored.

1 Select a group that is blank.

2 Touch the [Group Name] key and enter a group name.

Up to 32 characters can be entered for the name. After you have entered the name, touch the [OK] key.

3 Touch the authority group key that you wish to use as a template for the new group.

4 Touch the items and specify the settings.

For more information on the settings, see "[List of settings and factory default settings of template groups](#)" (page 86).

5 Touch the [OK] key.

Edit or delete the group.

1 Select a stored group.

2 Edit or delete the group.

To edit

(A) Touch the desired items and edit them in the same way as they were stored. When finished, touch the [OK] key.

To delete

(B) Touch the [Return to the Defaults] key. The template selection screen will appear. Touch one of the keys. A message will appear. Touch the [Yes] key. The authority group setting of users that specified this group will change to the selected factory-stored authority group.



For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

List of settings and factory default settings of template groups



Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Item	Factory-stored authority group		
	Admin	User	Guest
Copy			
Colour Mode Approval Setting	All Allowed	All Allowed	Only Black & White Allowed
Special Modes Approved	Allowed	Allowed	Prohibited
Printer			
Colour Mode Approval Setting	Allowed	Allowed	Only Black & White Allowed
USB Memory Direct Print Approved	Allowed	Allowed	Prohibited
FTP Pull Print Approved	Allowed	Allowed	Prohibited
Image Send			
Approval Settings for Each Mode			
<ul style="list-style-type: none">• E-mail• FTP• Desktop• Network Folder• USB Memory• PC Scan• Internet Fax• PC-I-Fax• Fax• PC-Fax	All Allowed		
Colour Scan Approval	Allowed	Allowed	Prohibited
Special Modes Approved	Allowed	Allowed	Prohibited
Approval Setting for Addressing			
<ul style="list-style-type: none">• Approval Setting for Direct Entry• Approval Setting to Use a Local Address Book• Approval Settings to Use a Global Address Book	All Allowed		
Document Filing			
Scan to HDD			
<ul style="list-style-type: none">• Colour Mode Approval Setting	All Allowed	All Allowed	Only Black & White Allowed
<ul style="list-style-type: none">• Special Modes Approved	Allowed	Allowed	Prohibited

Item	Factory-stored authority group		
	Admin	User	Guest
Document Filing Print			
• Colour Mode Approval Setting	All Allowed	All Allowed	Only Black & White Allowed
• Special Modes Approved	Allowed	Allowed	Prohibited
Common Functions			
Approval Settings for 2-Sided Print	[1-Sided/2-Sided Approved]		
System Settings			
System Settings			
System Settings* ¹	Allowed* ²	Only user authority settings allowed* ³	All settings prohibited
Web Settings			
Display Device/Network Status	Allowed	Allowed	Prohibited
Power Reset		Prohibited	
Machine Identification		Prohibited	
Network Settings		Prohibited	
Application Settings (Pre-set Text/Forward Table Excluded)		Prohibited	
Registration of Pre-Set Text/Forward Table		Allowed	
E-mail Alert and Status		Prohibited	
Job Log		Prohibited	
Port Settings/Filter Settings		Prohibited	
Storage Backup		Prohibited	
Custom Links		Prohibited	
Operation Manual Download		Allowed	

*¹ For information on each setting, see the system settings (general/administrator) lists.

*² Permission except Changing Administrator Password

*³ Changes to part of the user information are possible only for the logged in user.

Favourite Operation Group Registration

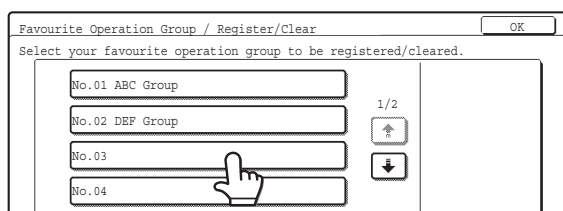
A group of customized settings can be stored for each user. For example, a user who speaks a different language would normally have to change the display language each time he or she uses the machine; however, by storing the language in a favourite operation group, the language is automatically selected when the user logs in.

The customized settings of each user are specified by selecting one of these stored groups when the user is stored.

Storing groups

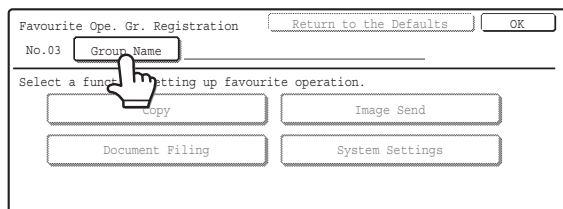
Up to 8 groups can be stored.

1 Select a group that is blank.



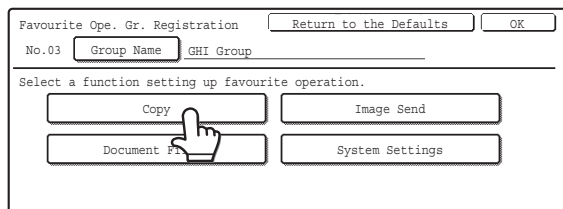
2 Touch the [Group Name] key and enter a group name.

Up to 32 characters can be entered for the name. After you have entered the name, touch the [OK] key.



3 Touch the items and specify the settings.

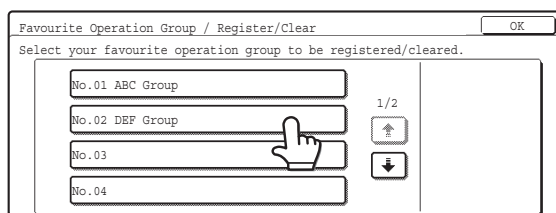
For more information on the settings, see ["Items stored in favourite operation groups"](#) (page 88).



4 Touch the [OK] key.

Edit or delete the group.

1 Select a stored group.



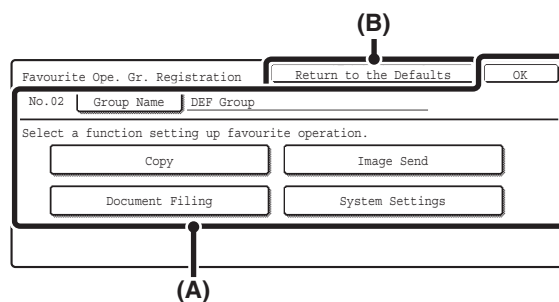
2 Edit or delete the group.

To edit

(A) Touch the desired items and edit them in the same way as they were stored. When finished, touch the [OK] key.

To delete

(B) Touch the [Return to the Defaults] key. A message will appear. Touch the [Yes] key. The customized settings of users that specified this group will change to "Following the System Settings".



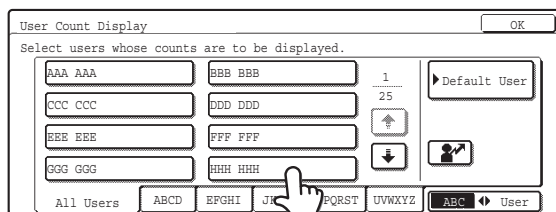
For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

Items stored in favourite operation groups

Item	Settings
Copy	
Initial Status Settings	Select settings for Colour Mode, Paper Tray, Exposure Type, Copy Ratio, Duplex, and Output.
Image Send	
Initial Status Settings	Select settings for Resolution, Exposure, and File Format.
Fax Default Own Number and Name Setting	Store the default fax sender name and number.
Document Filing	
Scan to HDD: Initial Status Settings	Select settings for Colour Mode, Resolution, Exposure, and Compression Ratio.
Document Filing Print: Default Output Tray Setting	Set the default output tray for document filing.
System Settings	
Display Language Setting	Set the display language.
Key Operation Setting	Set the time to key touch entry and Auto Key Repeat setting.
Keys Touch Sound	Set the sound made when keys are touched.
Customize Key Setting	Set customized keys for each mode.
Original Size Detector Setting	Select whether AB sizes or inch sizes are detected, or disable detection on the document glass.

User Count Display

This displays the total number of pages printed by each user.



Select the desired user.

When the user is selected, the following screen will appear.

	B/W	F. Colour	2 Colour	S. Colour
Copies	24,681,000	36,914,712	10,032,101	3,279,420
(Page Limit)	(---,---,---)	(37,000,000)	(37,000,000)	(37,000,000)
Prints	14,736,932	00,000,000		
(Page Limit)	(---,---,---)	(00,000,000)		
Prints(Doc.Filing)	11,223,421	62,569,875	787,070	
(Page Limit)	(---,---,---)	(---,---,---)	(---,---,---)	

Misfed paper is not included in the counts. When fax, Internet fax, or network scan is used, the transmitted page count is also displayed.

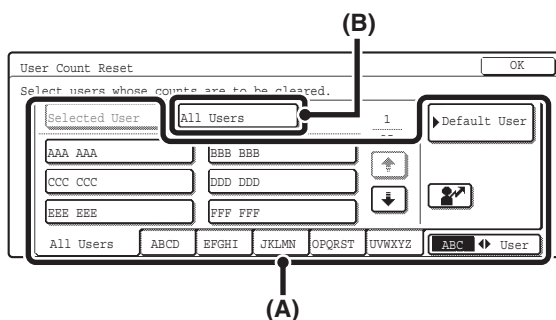


Counts of devices that are not installed do not appear.

User Count Reset

Use this to reset user counts to "0".

- (A) To reset the counts of a selected user, select the user and touch the [Selected User] key.
- (B) To reset the counts of all users, touch the [All Users] key.



• When the single user is selected

Touch the counts that you wish to reset and touch the [Reset Selected] key. To reset all counts, touch the [Reset All] key with no counts selected.

	B/W	F. Colour	2 Colour	S. Colour
Copies	24,681,000	36,914,712	10,032,101	3,279,420
(Page Limit)	(--,-,-,-,-)	(37,000,000)	(37,000,000)	(37,000,000)
Prints	14,736,932	00,000,000		
(Page Limit)	(--,-,-,-,-)	(00,000,000)		
Prints(Doc.Filing)	11,223,421	62,569,875	787,070	
(Page Limit)	(--,-,-,-,-)	(--,-,-,-,-)	(--,-,-,-,-)	

• When multiple users are selected

Select the checkboxes ☒ of counts that you wish to reset and touch the [Reset Selected] key. To reset all counts, touch the [Reset All] key with no counts selected.

	B/W	F. Colour	2 Colour	S. Colour
Copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prints	<input type="checkbox"/>	<input type="checkbox"/>		
Prints(Doc.Filing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



The display of the [Reset Selected] and [Reset All] keys will vary depending on whether or not counts are selected.

A Warning when Login Fails

This setting is used to display a warning and prohibit login for five minutes if login fails three times in a row. This prevents an unauthorised person from attempting to guess a password. (The number of failed login attempts is retained even if the power is turned off.) To enable this setting, select the checkbox ☒ and touch the [OK] key.



The 5-minute operation lock state can be cleared in the screen that appears when [User Control] > [Default Settings] is selected in the Web page menu.

Disable Printing by Invalid User

Printing by users who do not enter valid user information in the printer driver or who are not stored in the machine for FTP push print or other direct print jobs can be prohibited. To enable this setting, select the checkbox ☒ and touch the [OK] key.

Default Network Authentication Server Setting

Use this to set the default network authentication destination. When a user logs in from the Web page or sends a print job to the machine using user information that is not stored on the machine, the authentication destination is not known. This setting is used to specify one of the LDAP servers stored on the machine as the authentication destination. Highlight the key of the desired server and touch the [OK] key. To cancel the selection, touch the [Cancel] key.

User Information Print

The following lists can be printed.

- All User Information Print
- User List
- List of Number of Pages Used
- Page Limit Group List*
- Authority Group List
- Favourite Operation Group List*

Touch the key of the desired list to begin printing.

* Cannot be printed when no groups are stored.

The Number of User Name Displayed Setting

The number of users that are displayed in the user selection screen can be selected (6, 8, or 12 users). Select one of the keys and touch the [OK] key.



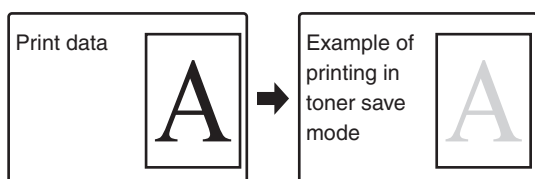
This setting also applies to the user selection screen of document filing and the sender selection screen.


Energy Save

The Energy Save settings help reduce power costs. From an environmental perspective, these settings also help reduce pollution and conserve natural resources. Touch the [Energy Save] key and configure the settings.

Toner Save in Printer Mode

Toner Save mode can be enabled to reduce toner consumption when printing. This setting is only effective for printing that does not use the printer driver. When the printer driver is used, the printer driver setting takes precedence. To enable this setting, select the checkbox ☒ and touch the [OK] key.



 This setting may not operate in some applications and operating systems.





Auto Power Shut-Off

This setting enables or disables Auto Power Shut-Off. To disable Auto Power Shut-Off, touch the checkbox so that a checkmark does not appear ☐ and touch the [OK] key. Remove the checkmark if you prefer that Auto Power Shut-Off does not operate.

When the set duration of time elapses after printing ends, Auto Power Shut-Off activates and causes the machine to go on standby at a minimal level of power consumption. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution. If you prefer that auto power shut-off activates as little as possible, it is recommended that you try lengthening the time setting after which activation takes place rather than disabling the function altogether. (The time setting for activation of Auto Power Shut-Off is selected using the following "[Auto Power Shut-Off Timer](#)" setting.)

Auto Power Shut-Off Timer

The time until Auto Power Shut-Off activates can be set to any number of minutes from 1 to 240.

Specify the time with the   keys and touch the [OK] key. (To make the number change quickly, keep your finger on the  or  key.)





Select the time that best suits your workplace needs.



The timer setting will not be effective if Auto Power Shut-Off is disabled using the "[Auto Power Shut-Off](#)" setting.

Preheat Mode Setting

The time until Preheat Mode activates can be set to any number of minutes from 1 to 240.

Specify the time with the   keys and touch the [OK] key. (To make the number change quickly, keep your finger on the  or  key.)

Preheat Mode will activate when the duration of time specified with this setting elapses after printing ends and no further operations are performed. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Select the time that best suits your workplace needs.



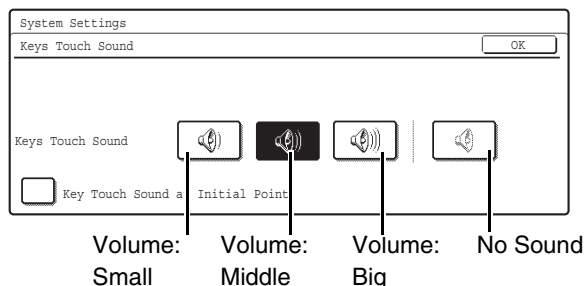
Preheat mode cannot be disabled.

Operation Settings

Settings related to machine operation can be configured. Touch the [Operation Settings] key and configure the settings.

Keys Touch Sound

This setting is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.



Select one of the keys and touch the [OK] key. When "Key Touch Sound at Initial Point" is selected ☒, three beeps will sound at the initial values indicated below.

Screen in which setting is effective	Initial value
Ratio setting screen in base screen of copy mode	Ratio 100%
Exposure adjustment screen in base screen of copy mode	Exposure level 3 (middle level)
Exposure adjustment screen in base screen of fax, Internet fax, and network scanner modes	
Exposure adjustment screen in [Scan to HDD] in base screen of document filing mode	

Auto Clear Setting

The time until Auto Clear activates can be set to any number of minutes from 10 to 240.

Make sure the [Cancel Timer] checkbox is not selected ☐, specify the time with the keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of copy mode or the job status screen.

If you do not want Auto Clear to operate, select the [Cancel Timer] checkbox ☒.

Message Time Setting

The duration of time that messages appear in the display (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.

Specify the time with the keys and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

Display Language Setting

The language that appears in the display can be changed.

Select one of the keys and touch the [OK] key.



When user authentication is enabled, the display language setting is given priority when it is configured in the favourite operation group.

Disabling of Job Priority Operation

The job priority function can be disabled. When this is done, the [Priority] key will not appear in the job status screen.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

To enable this setting, select the checkbox ☒ and touch the [OK] key.

* This does not include cases where the paper ran out during the job.

Key Operation Setting

This setting determines how long a key in the touch panel must be touched until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.

Specify the time with the ☐ ☐ keys and touch the [OK] key. (To make the number change quickly, keep your finger on the ☐ or ☐ key.)

To disable auto repeat of key input, select the [Disable Auto Key Repeat] checkbox ☒ and touch the [OK] key.



The touch panel contains keys such as the zoom keys (for setting the ratio) that can be touched continuously to make a value change until it reaches a desired value. This feature whereby a value changes continuously while your finger is on the key is called key repeat.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Covers/Inserts Mode

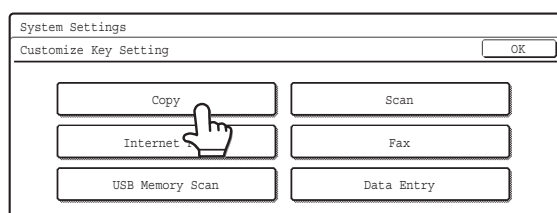
This setting is used to prohibit the use of the covers and inserts function.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Customize Key Setting

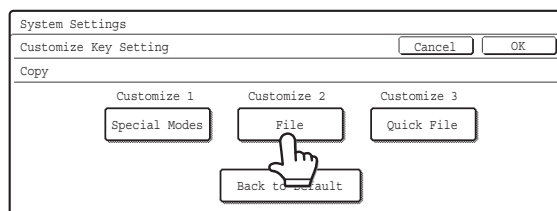
Short-cuts to functions that are frequently used can be displayed as keys in the lower right corner of the base screen of each mode.

1 Touch the key of the mode for which you wish to configure the customized keys.



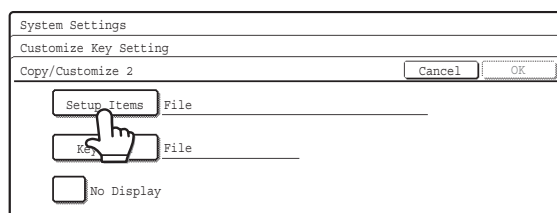
2 Touch the key that you wish to configure.

To return all of the customized key settings to the factory default settings, touch the [Back to Default] key.



3 Touch the [Setup Items] key.

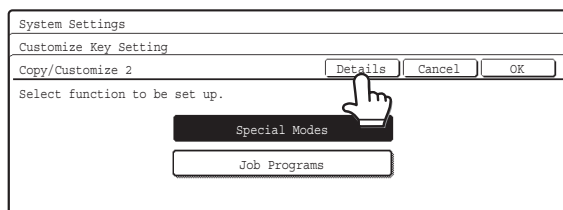
If you do not want the selected customized key to appear in the base screen, select the [No Display] checkbox ☒.



4 Select the function that you wish to show in the customized key.

Select the key of the desired function and touch the [OK] or the [Details] key. Touch the [Details] key to open the advanced settings screen for the selected function. Select the desired settings and touch the [OK] key.

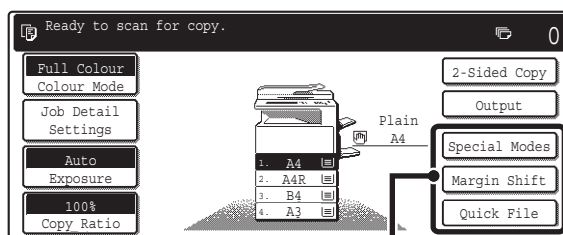
When the [OK] key is touched, a confirmation message will appear. Touch the [Yes] key to apply the selected function name to the customized key. (The name of the key can also be changed.)



5 Touch the [OK] key.

If you wish to change the name of the customized key, touch the [Key Name] key and enter the desired name.

The customized keys in the base screen of the selected mode will change to reflect the settings.



Customize key

Device Control

These settings control devices installed on the machine. Touch the [Device Control] key and configure the settings.

Original Size Detector Setting

One of the five groups of standard original sizes shown below can be selected for detection by the original size detection function.

Select one of the keys and touch the [OK] key.

Selections	Detectable original sizes	
	Document glass	Document feeder tray (automatic document feeder)
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 8-1/2" x 14", 11" x 17"
AB-2	A3, A4, A4R, A5, B5, B5R 216 mm x 330 mm (8-1/2" x 13")	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13")
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13")
INCH-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
INCH-2	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3

To disable detection of original sizes on the document glass, select the [Cancel Detection at Document Glass] checkbox ☒ and touch the [OK] key.



If "Cancel Detection at Document Glass" is selected, all originals placed on the document glass will be treated as special size originals.

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Original Feeding Mode

The following original feeding modes can be set to operate by default in copy, Scan to HDD, and image send modes. When a mode is frequently used, this saves you from having to select the mode in the special modes each time it is used.

- Mixed Size Original (Same Width/Different Width)
- Slow Scan Mode

System Settings				OK
Original Feeding Mode				
	Mixed Size Doc. Same Width	Mixed Size Doc. Different Width	Slow Scan Mode	
Copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scan to HDD		<input type="checkbox"/>	<input type="checkbox"/>	
Image Send		<input type="checkbox"/>	<input type="checkbox"/>	

To use this setting, select the checkboxes ☒ of the desired items and touch the [OK] key.

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Large Capacity Cassette

(When a large capacity tray is installed.)

This setting is used to prohibit the use of the large capacity tray, such as when the cassette malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Optional Paper Drawer

(When an optional paper drawer is installed.)

This setting is used to disable the optional paper drawer, such as when it malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Tray Setting

This setting is used to prohibit tray (except bypass tray) settings.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Finisher

(When a saddle stitch finisher or finisher is installed.)

This setting is used to disable the saddle stitch finisher or finisher, such as when the unit malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Offset

This setting is used to disable the offset function.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Stapler

(When a saddle stitch finisher or finisher is installed.)

This setting is used to prohibit stapling, such as when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

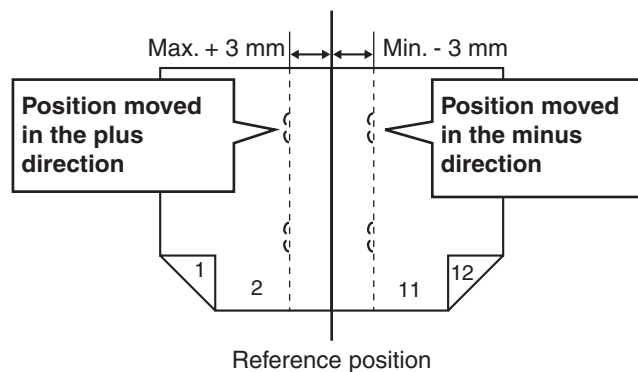
To enable this setting, select the checkbox ☒ and touch the [OK] key.

Saddle Stitch Position Adjust

(When a saddle stitch finisher is installed.)

When a saddle stitch finisher is installed, this setting is used to adjust the stapling position (folding position) of the pamphlet staple function.

The value can be adjusted in increments of 0.1 mm within a range of ± 3.0 mm from the home position of each paper size.



Select the key of the desired paper, specify the value with the keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

Disabling of Punch

(When a punch module is installed.)

This setting is used to prohibit punching, such as when the punch module of the finisher or the saddle stitch finisher malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Colour Mode

(When a colour-related problem has occurred.)

When a colour-related problem has occurred and printing is not possible, the use of colour mode can be prohibited on an emergency basis and only black and white printing allowed.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



This function is only for use as an emergency measure. Once this setting is enabled, only a service technician can cancel the setting. Promptly contact your dealer or nearest authorised service representative to have a service technician cancel the setting and resolve the colour-related problem.

Auto Paper Selection Setting

The paper types* that the Auto Paper Selection function will select can be specified. Select one of the following settings:

- Plain Paper
- Plain and Recycle Paper
- Recycle Paper

Select the desired paper type setting and touch the [OK] key.

The Auto Paper Selection function will not select any paper types other than the paper types specified with this setting.

* The paper type set for each paper tray using "Paper Tray Settings" (page 25) in the system settings (general).

Registration Adjustment

If the colour of text or lines is off when colour printing is performed, the colours CMY can be adjusted using K (black) as a reference.

To perform this adjustment, touch the [Auto Adjustment] key. A message will appear. Touch the [Execute] key.



If auto adjustment is not successful, the [Auto Adjustment] key will be temporarily disabled to prevent repeated execution. The next time the registration adjustment screen is opened after moving to another screen, the key will return to normal.

Optimization of the Hard Disk

This function optimizes the hard drive of the machine by defragmenting data. If a job is in progress, a message will appear and optimization will not begin until the job is finished. During optimization, the following operations are not possible:

- Web page access, reception of print data
- Use of keys on the operation panel
- Turning off the power with the main power switch of the machine.
- Auto Power Shut-Off

When optimization is completed, the machine will automatically restart.



When the document filing function is frequently used and output of files seems somewhat slow, optimizing the hard drive may improve performance.

Tandem Connection Setting

This setting is used to configure the IP address and port number of the slave machine when you wish to use two machines (which are used as TCP/IP network printers) in a tandem connection for printing.

The screenshot shows a 'System Settings' window with a 'Tandem Connection Setting' sub-window. The 'IP Address of Slave Machine' is set to 0.0.0.0. The 'Port Number' is set to 50001. Under 'Tandem Mode', there are two checkboxes: 'Disabling of Master Machine Mode' and 'Disabling of Slave Machine Mode', both of which are currently unchecked.

For each entry box, select the box, enter the appropriate value with the numeric keys, and touch the [OK] key.

To disable the sending of tandem printing jobs, select the [Disabling of Master Machine Mode] checkbox ☒ and touch the [OK] key. (Normally this setting is not necessary.)

To disable the reception of tandem printing jobs, select the [Disabling of Slave Machine Mode] checkbox ☒ and touch the [OK] key. (Normally this setting is not necessary.)



- The factory default setting for the port number is [50001]. Unless you experience difficulty with this setting, do not change the port number.
- To use the tandem function when user authentication is enabled, the same user information must be stored on both the master machine and slave machine. If the same user information is not stored, the page count may not be added to the appropriate user count or only the master machine may print.

Clear All Job Log Data

This is used to clear the entire job log. (There is normally no need to use this function.)

A log file is kept of jobs run on the machine. The job log can be used to check general use of the machine. The job log can be written to a computer in CSV format using a Web browser.



Detect Standard in Auto Colour Mode

When colour mode is set to auto in copy mode, five levels are available for the detection of the original. Specify the number with the keys. When the "Closer to B/W" setting is configured, it makes the original easier to be detected as black and white original. When the "Closer colour" setting is configured, it makes the original easier to be detected as a colour original.

Copy Settings

The following settings are related to copying. Touch the [Copy Settings] key and configure the settings. Default settings selected with these settings apply to all functions of the machine (not just the copy function).

Initial Status Settings

The copier settings are reset when the [POWER] key () is turned on, when the [CLEAR ALL] key () is pressed, or when the auto clear interval has elapsed. These settings are used to change the default settings for copy mode. The following settings can be changed:

- Colour Mode
- Paper Tray
- Exposure Type
- Copy Ratio
- 2-Sided Copy
- Output (output method and output tray)

Touch each key and configure the settings.



If you wish to return a changed default setting to the original setting, touch the [Return to the Factory Default Setting] key.



If this setting is used to change the default setting for the duplex function to other than "1-Side to 1-Side" and the duplex function or automatic document feeder fails or is disabled, the setting will revert to "1-Side to 1-Side".

Exposure Adjustment

This is used to adjust the exposure level when "Auto" is used for the copy exposure.

Touch the [Colour] key or the [B/W] key, select the exposure level with the   keys for both the document glass and the automatic document feeder, and touch the [OK] key. Lower the level toward "1" for lighter exposure or raise the level toward "9" for darker exposure.

Rotation Copy Setting

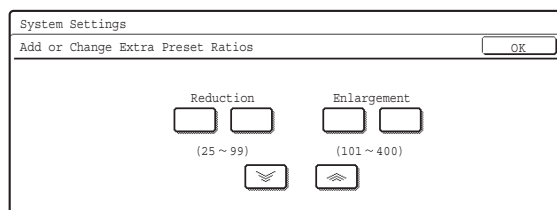
When the original and paper are placed in different orientations, this function automatically rotates the image 90 degrees to enable correct copying on the paper. To enable this setting, select the checkbox ☒ and touch the [OK] key.







- Rotation copy will operate only if Auto Paper Selection or Auto Image has been selected.
- The Rotation Copy setting must be enabled when copying A5 (5-1/2" x 8-1/2") size original on A5R (5-1/2" x 8-1/2"R) paper.

Add or Change Extra Preset Ratios

Two enlargement preset ratios (101% to 400%) and two reduction preset ratios (25% to 99%) can be added. An added preset ratio can also be changed.



Select the "Reduction" key or the "Enlargement" key, specify the value with the   keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the  or  key.)







Preset ratios other than added preset ratios cannot be changed.

Setting a Maximum Number of Copies

This is used to set the maximum number that can be entered for the number of copies (number of continuous copies). Any number from 1 to 999 can be specified. Enter the number with the numeric keys and touch the [OK] key.





Initial Margin Shift Setting

The default setting for margin shift can be set from 0 mm (0") to 20 mm (5/8") in increments of 1 mm (1/8").

Specify the default settings for "Side 1" (front) and "Side 2" (back) with the   keys and touch the [OK] key. (To make the number change quickly, keep your finger on the  or  key.)

Erase Width Adjustment

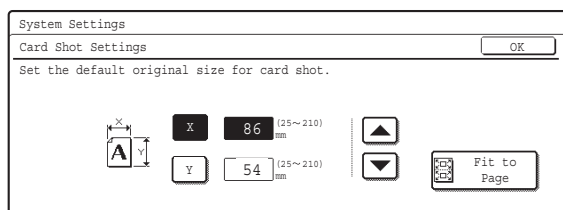
The default setting for erase width can be set from 0 mm (0") to 20 mm (5/8") in increments of 1 mm (1/8").



Specify the default settings for the "Edge" and "Centre" with the   keys and touch the [OK] key. (To make the number change quickly, keep your finger on the  or  key.)

Card Shot Settings

This program is used to set the default original size for the card shot function.

Both the X (horizontal) and Y (vertical) dimensions of the original can be set from 25 mm (1") to 210 mm (8-1/2") in increments of 1 mm (1/8").



Select the [X] key or the [Y] key, specify the dimension with the   keys, and touch the [OK] key.

If you wish to fit the image to the paper, select the [Fit to Page] key in the card shot settings screen and touch the [OK] key.

Automatic Saddle Stitch

(When a saddle stitch finisher is installed.)

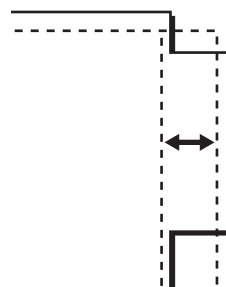
This is used to have saddle stitch stapling take place automatically when the pamphlet copy function is used.





To enable this setting, select the checkbox ☒ and touch the [OK] key.

Initial Tab Copy Setting

This is used to set the default image shift width (tab width) for tab copying.

The default width can be set from 0 mm (0") to 20 mm (5/8") in increments of 1 mm (1/8").



Specify the desired number with the   keys and touch the [OK] key. (To make the number change quickly, keep your finger on the  or  key.)

Disabling Deletion of Job Programs

This is used to prohibit the deletion and changing of copy settings stored in job programs.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Bypass-Tray in Duplex Copy

This is used to prohibit the use of the bypass tray when making two-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special papers for which two-sided copying is prohibited. If one of these special papers enters the reversing unit, a misfeed or damage to the unit may result. If special papers for which two-sided copying is prohibited are often used, it is recommended that you enable this setting.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Auto Paper Selection

This setting is used to disable the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Auto Selection Setting of Tray that is Supplied the Paper

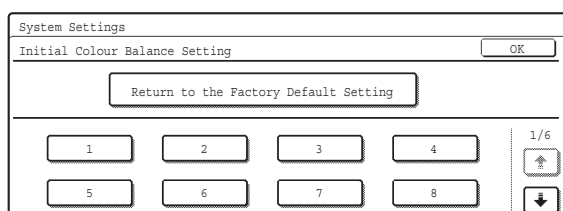
When this setting is enabled and paper is loaded in a tray while the machine is on standby in copy mode, that tray is automatically selected.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Initial Colour Balance Setting

Colour balance values obtained using "Colour Balance" in the special modes can be stored in a program (1 to 48), and those values can be called up and stored as the initial colour balance setting.* Use this feature when you want to repeatedly use a colour balance setting for a favourite colour or for correction when a change occurs in the colour balance.

*Preset values displayed when you select "Colour Balance" in the special modes. The factory default settings are the "0" position for all eight levels of each colour.

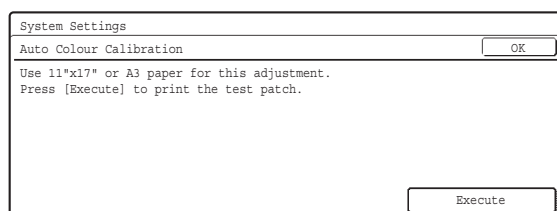


Touch the key of the stored job program number and then touch the [OK] key. (A key of a job program that has not been stored cannot be selected.)

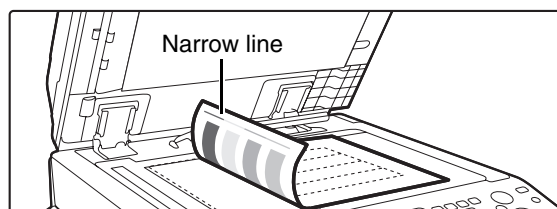
To return the stored initial colour balance setting to the factory default setting (the "0" position for all eight levels of each colour), touch the [Return to the Factory Default Setting] key and then touch the [OK] key.

Auto Colour Calibration

This is used to perform automatic colour correction when the colour in colour copies is off. The machine prints a test patch, the test patch is scanned, and the colour is automatically corrected.



After the [Execute] key is touched and a test patch is printed, a message appears prompting you to begin automatic calibration. Place the test patch on the document glass as shown below so that the narrow line of one-side of the paper is on the left and touch the [Execute] key.



Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, and gently close the automatic document feeder.



- Before executing Auto Colour Calibration, check to see if the registration adjustment is correct. If the registration adjustment is not correct, perform ["Registration Adjustment"](#) (page 96).
- If the colour is still off after performing Auto Colour Calibration, repeating Auto Colour Calibration once again may improve the colour.

B/W 600dpi x 600dpi Scanning Mode for Document Feeder

The resolution for copying in black and white using the automatic document feeder can be changed from 600 x 300 dpi to 600 x 600 dpi (high quality mode). When high quality mode is used, fine print and thin lines are reproduced with greater clarity, however, the scanning speed is slower. To enable this setting, select the checkbox ☒ and touch the [OK] key.



When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 300 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [COLOUR START] key (○●●●).

B/W Quick Scan from Document Glass

The resolution for copying in black and white using the document glass can be changed from 600 x 600 dpi to 600 x 300 dpi (high speed mode). When high speed mode is selected, the first copy time is quicker but the copy image is not as clear. To enable this setting, select the checkbox ☒ and touch the [OK] key.






When high speed mode is selected, the following conditions must be satisfied in order to scan at 600 x 300 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [COLOUR START] key (○●●●).

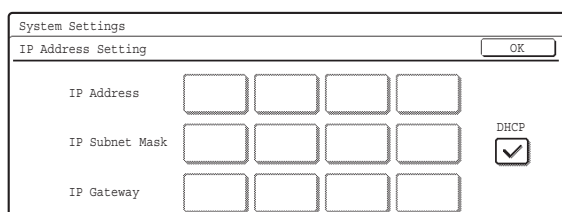
Network Settings

Network settings are described below. Touch the [Network Settings] key and configure the settings.

 When any of these settings are changed, you must exit the system settings, turn off the [POWER] key (), wait a brief interval, and then turn the [POWER] key () back on to make the new settings take effect.


IP Address Setting

When using the machine on a TCP/IP network, use this setting to configure the IP address of the machine.



Make sure that the [DHCP] checkbox is not selected ☐ and then select each key, enter the required values with the numeric keys, and touch the [OK] key.

To set the machine to obtain an IP address automatically, select the [DHCP] checkbox ☒ and touch the [OK] key.

-  • To use the machine on a TCP/IP network, the "Enable TCP/IP" setting must also be enabled.
- If DHCP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

Enable TCP/IP

To use the machine on a TCP/IP network, this setting must be enabled. The IP address of the machine must also be configured using "IP Address Setting".

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Enable NetWare

To use the machine on a NetWare network, this setting must be enabled.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Enable EtherTalk

To use the machine on an EtherTalk network, this setting must be enabled.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Enable NetBEUI

To use the machine on a NetBEUI network, this setting must be enabled.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

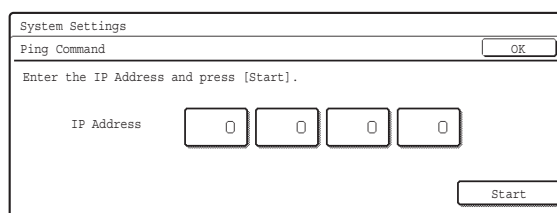
Reset the NIC

This returns all of the settings on the print server card to the factory default settings.

Ping Command

Use this function to check if the machine can communicate with a computer on the network.

Specify the IP address of the desired computer and touch the [Start] key. A message will appear indicating whether or not the computer responded.



Select each key, enter the appropriate values with the numeric keys, and touch the [Start] key.

Printer Settings

Default Settings

Printer condition settings are described below.

Touch the [Printer Settings] key, touch the [Default Settings] key, and configure the settings.

Prohibit Notice Page Printing

This setting is used to disable printing of notice pages.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Prohibit Test Page Printing

This setting is used to disable printing of test pages.

When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

A4/Letter Size Auto Change

When printing a letter size image, this setting allows A4 size paper to be used if letter size paper is not loaded.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Print Density Level

This lightens or darkens the print density of colour and black and white images. The print density can be adjusted to five levels.

Use the ☐ ☐ keys to adjust the density level for "Colour" and "B/W", and touch the [OK] key.

Lower the level toward "1" for lighter exposure or raise the level toward "5" for darker exposure.

Bypass Tray Settings

Enable Detected Paper Size in Bypass Tray

This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Enable Selected Paper Type in Bypass Tray

This is used to prohibit printing when the paper type specified for a print job is different from the paper type inserted in the bypass tray.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray can be excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Job Spool Queuing

When this function is enabled, received print jobs are displayed in the spool queue of the job status screen. The jobs are moved to the job queue after they have been analyzed by the machine. Multiple jobs that have not yet been analyzed can appear in the spool queue. When this function is disabled, received print jobs are displayed in the job queue without being displayed in the spool queue. However, when an encrypted PDF job is printed, the job appears in the spool queue.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Port Switching Method

This setting is used to select when port switching takes place.

- Switch at End of Job:

The port changes to auto selection when printing ends.

- Switch after I/O Timeout:

When the time set in "[I/O Timeout](#)" (page 103) elapses, the port changes to auto selection.

Select one of the keys and touch the [OK] key.



The following two print ports are available on the machine:

- USB port
- Network port

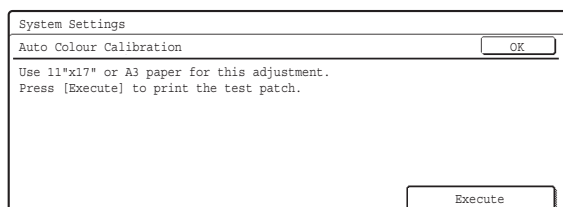
Colour Adjustments

This is used to adjust greyscale and colour balance.

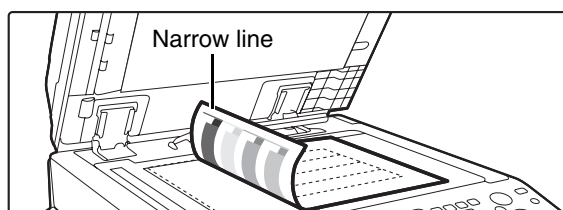
Touch [Printer Settings] key and touch the [Colour Adjustments] key and configure the settings.

Auto Colour Calibration

This is used to perform automatic colour correction when the colour in colour copies is off. The machine prints a test patch, the test patch is scanned, and the colour is automatically corrected.



After the [Execute] key is touched and a test patch is printed, a message appears prompting you to begin automatic calibration. Place the test patch on the document glass as shown below so that the narrow line of one-side of the paper is on the left and touch the [Execute] key.



Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, and gently close the automatic document feeder.



- Before executing Auto Colour Calibration, check to see if the registration adjustment is correct. If the registration adjustment is not correct, perform "[Registration Adjustment](#)" (page 96).
- If the colour is still off after performing Auto Colour Calibration, repeating Auto Colour Calibration once again may improve the colour.

Image Send Settings

Scan, Internet fax, and fax settings are described below.



Settings for fax are explained in "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

Operation Settings

Scan, Internet fax, and fax settings are described below.

Touch the [Image Send Settings] key, touch the [Operation Settings] key, and configure the settings.

Default Display Setting

Five screen selections are available for the base screen that appears when you press the [IMAGE SEND] key, or when you press the [CLEAR ALL] key (CA) in image send mode.

- Scanner
- Internet Fax
- Fax
- Address Book (ABC)
- Address Book (Group)

When [Switch Automatically to Copy Mode Screen] is selected ☒, the display will automatically switch to the copy mode screen if no action is taken in the image send mode screen for 20 seconds.

When the [Hold settings for a while after scanning has been completed] checkbox is selected ☒, the settings will remain in effect a fixed period of time after scanning is completed.

Initial Resolution Setting

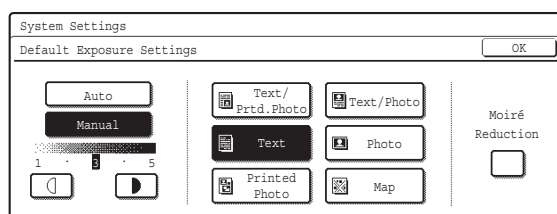
The following settings are available for the default resolutions of scan, Internet fax, and fax mode.

- Scanner: 100X100dpi
200X200dpi
300X300dpi
400X400dpi
600X600dpi
 - Internet Fax: 200X100dpi
200X200dpi
200X400dpi
400X400dpi
600X600dpi
 - Fax: Standard
Fine
Super Fine
Ultra Fine
- Half Tone
- Half Tone

When using a stored image file, select the [Apply the Resolution Set when Stored] checkbox ☒ and touch the [OK] key to use the resolution set when the file was stored.

Default Exposure Settings

This setting is used to set the default exposure level for scanning originals in image send mode.



• Exposure

The exposure can be adjusted automatically or manually. Select either the [Auto] key or the [Manual] key. If the [Manual] key is selected, specify the exposure with the keys and touch the [OK] key. Lower the level toward "1" for lighter exposure or raise the level toward "5" for darker exposure.

• Original Image Type (Configuring the setting is only possible in scanner mode.)

The exposure mode can be selected to match the original type. Select the desired key and touch the [OK] key.

Text/Prt'd. Photo
Text/Photo
Text
Photo*
Printed Photo*
Map*

* Does not appear when the exposure is set to [Auto].

• Moiré Reduction (Configuring the setting is only possible in scanner mode.)

To reduce the moire effect when scanning, select the [Moiré Reduction] checkbox ☒ and touch the [OK] key.

Must Input Next Address Key at Broadcast Setting

This setting is used to require that the [Next Address] key be touched before the next address is entered when performing a broadcast transmission.

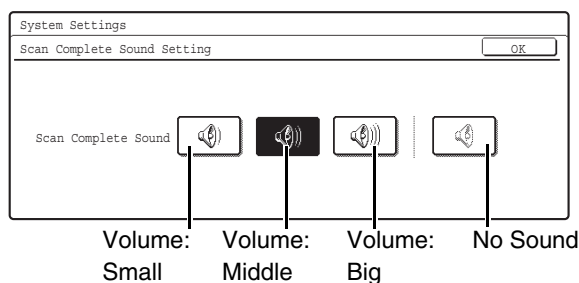
When this setting is enabled, the [Next Address] key cannot be omitted even if the next address is entered with a one-touch key.

If a user attempts to enter the next address without touching the [Next Address] key, a double-beep alarm will sound and the entry will be rejected.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Scan Complete Sound Setting

The scan complete sound can be selected.



Select one of the keys and touch the [OK] key.

The Number of File Name/Subject/Body Keys Displayed Setting

This setting is used to select the number of file name / subject keys that are displayed in the screen. The number of keys can be set to 3 or 6.

Select one of the keys and touch the [OK] key.

The Number of Direct Address Keys Displayed Setting

This setting is used to select the number of one-touch keys that are displayed in the Address Book screen. The number of keys can be set to 6 or 9.

Select one of the keys and touch the [OK] key.

Disable Switching of Display Order

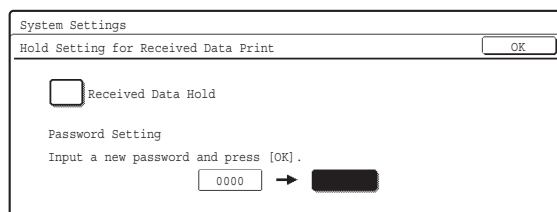
This is used to prohibit changes to the order of display (order search number, ascending, descending) in the Address Book.

When this setting is enabled, touching a tab in the Address Book screen does not change the order. The currently selected display order will be the order that is used after the setting is selected.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Hold Setting for Received Data Print

This function holds received faxes and Internet faxes in memory without printing them. The faxes can be printed by entering a password (factory default setting: 0000) with the numeric keys.



To enable this setting, select the [Received Data Hold] checkbox ☒, enter a password with the numeric keys when you wish to change the password, and touch the [OK] key.

Settings to Disable the Registration of Destination

This is used to prohibit the storing of destinations. Storing from the machine, storing from the Web page, and storing from a computer can each be separately prohibited.

Disable Registering Destination from Operation Panel

Disables address control from the machine.

To use this setting, select the desired items ☒ and touch the [OK] key.

- Group
- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Registering Destination on Web Page

(When network connection is enabled.)

Disable address control from the Web page.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- Group
- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Registration Using Network Scan Tools

(When network connection is enabled.)

Disable address control from the Network Scanner Tool.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Fax/Image Send Mode

Disable the use of the [Resend] key on the basic screen of image send mode.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable Selection from the Address Book

This is used to disable selecting the destination from the Address Book.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Direct Entry

This prohibits the direct entry of the address.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable PC-I-Fax Transmission

(When Internet fax expansion kit is installed.)

Disable transmission from PC-I-Fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable PC-Fax Transmission

(When the facsimile expansion kit is installed.)

Disable transmission from PC-Fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

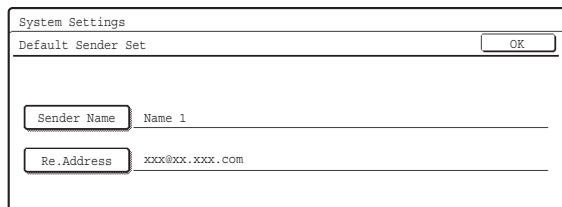
Scan Settings

The following settings are related to scanning.

Touch the [Image Send Settings] key, touch the [Scan Settings] key, and configure the settings.

Default Sender Set

If a sender is not selected when a Scan to E-mail transmission is performed, the sender information stored in this setting is automatically used.



1 Touch the [Sender Name] key and enter the sender name.

Up to 20 characters can be entered for the name. After you have entered the name, touch the [OK] key.

2 Touch the [Re.Address] key and enter the return address.

A maximum of 64 characters can be entered. After you have entered the address/domain, touch the [OK] key.

3 Touch the [OK] key.



For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

Default Colour Mode Settings

This is used to set the default colour mode settings for Black & White and Colour in scan mode.

- Colour Mode: Auto (Mono2, Greyscale*), Full Colour
- B/W Mode: Mono 2, Greyscale

Touch the "Colour" key or the "B/W" key as appropriate, select the setting, and touch the [OK] key.

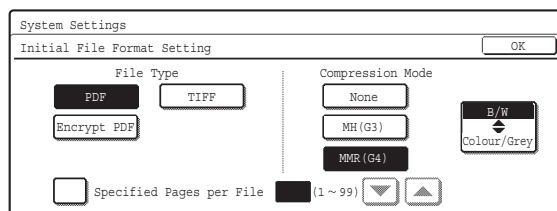
If disabling black and white setting from the basic screen when the colour mode is set to "Auto", select the "Disable Change of B/W Setting in Auto Mode" checkbox ☒ and touch the [OK] key.

* When scanning black and white original on the colour mode "Auto".

Initial File Format Setting

This is used to set the default file format for Scan to E-mail and USB memory mode when the e-mail address is entered manually by touching the [Address Entry] key.

Screen when Black & White is selected



• File Type

B/W: PDF, Encrypt PDF, TIFF

Colour/Grey: PDF, Encrypt PDF, TIFF, JPEG

• Compression Mode

B/W: None, MH(G3), MMR(G4)

Colour/Grey: Low, Medium, High

Select the desired keys. When finished, touch the [OK] key.

To change the number of pages per file, select the [Specified Pages per File] checkbox ☒, specify the number of pages with the keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)



When [JPEG] is selected for the file type, [Specified Pages per File] cannot be selected.

Compression Mode at Broadcasting

This is used to set the compression mode for broadcasting using Scan to E-mail or Internet fax. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

Black & White: MH(G3), MMR(G4)

Colour/Greyscale: Low, Medium, High

Touch the "Colour/Greyscale" key or the "Black & White" key as appropriate, select the setting, and touch the [OK] key.

Maximum Size of E-mail Attachments (E-mail)

To prevent the transmission of excessively large image files in scan mode, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB.

If the size of the image file created by scanning the original exceeds the limit, the image file is discarded.

To set a limit, make sure that the [Unlimited] key is not selected ☐, specify the limit with the ☐ ☐ keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the ☐ or ☐ key.)

If you do not want to set a limit, select the [Unlimited] key ☒ and touch the [OK] key.



This setting is linked to "[Maximum Size of E-mail Attachments \(E-mail\)](#)" (page 112) in the Internet Fax Send settings.

Maximum Size of Data Attachments (FTP/Desktop/Network Folder)

A limit can be set for the size of files that can be sent by Scan to FTP, Scan to Desktop, and Scan to Network Folder.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



- For the configured file size limit, consult your dealer.
- When a broadcast transmission is performed that includes both e-mail and Internet fax destinations, the limit set in "[Maximum Size of E-mail Attachments \(E-mail\)](#)" takes priority.

Default Address Setting

A default address can be stored that makes it possible to transmit by simply pressing the [COLOUR START] key (○●●●●) or the [BLACK & WHITE START] key (○●●) without specifying an address.

- 1 Select the [Enable Default Address] checkbox ☒.

- 2 Touch the [Add Selected] key and select the address.

Select one of the keys and touch the [OK] key.

- 3 Touch the [OK] key.



- When this setting is enabled, the base screen changes to scan mode.
- Transmission is only possible to a single Scan to E-mail, Scan to FTP, Scan to Desktop, or Scan to Network Folder address.

Bcc Setting

This setting enables BCC delivery.

When the [Enable Bcc] checkbox is selected ☒, the [Bcc] key appears in the image send address book screen with the [To] and [Cc] keys.

When the [Display Bcc Address on the Job Status Screen] checkbox is selected ☒, BCC addresses appear in the job status screen list and Address Review tab.

Disable Scan Function

This is used to disable PC scan and USB memory scan. When these modes are disabled, they are greyed out when the mode is being selected.

Select the checkboxes ☒ of the modes that you wish to disable and touch the [OK] key.

Pre-Setting Mail Signature

A signature can be automatically appended to the end of the body text of e-mail. This is convenient when it is a corporate policy to append a certain signature at the end of e-mail.

The signature to be appended is configured in the Web pages. This setting simply enables or disables the signature.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



This setting is linked to "[Pre-Setting Mail Signature](#)" (page 111) in the I-Fax Default Settings.

I-Fax Settings



These settings can be configured when the Internet fax expansion kit is installed.

I-Fax Default Settings

These settings are used to configure the default settings for Internet fax.

Touch the [Image Send Settings] key, the [I-Fax Settings] key, and the [I-Fax Default Settings] key, and configure the settings.

I-Fax Own Name and Address Set

This is used to configure the sender name and address for Internet fax. The entered sender name and address are printed at the top of each fax page you send.

1 Touch the [Name] key and enter the name.

A maximum of 40 characters can be entered for the name. After you have entered the name, touch the [OK] key.

2 Touch the [Own Address] key and enter the sender address.


A maximum of 56 characters can be entered. After you have entered the address/domain, touch the [OK] key.

3 Touch the [OK] key.




For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

Auto Wake Up Print

When the [POWER] key () is "off" (but the main power switch is "on") and an Internet fax is received, this function activates the machine and prints the fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

When this function is disabled, received Internet faxes are not printed until the the [POWER] key () is switched "on".

I-Fax Speaker Volume Settings

This is used to adjust the volume of fax receive signals and communication error signals heard through the speaker.

A fax receive signal sounds after the machine checks the mail server and retrieves received faxes. A communication error signal sounds when a delivery failed e-mail is received from the destination Internet fax machine.

Select one of the keys and touch the [OK] key.

Original Print on Transaction Report

When a transaction report is printed, this is used to print part of the first page of the transmitted original on the transaction report. Select one of the settings below.

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Select one of the keys and touch the [OK] key.

This setting will not be effective if the following "[Transaction Report Print Select Setting](#)" (page 111) is set to "No Printed Report".

Transaction Report Print Select Setting

This is used to select whether or not a transaction report will be printed, and if printed, the condition for being printed. Select a setting for each of the following operations:

Single Sending

- Print Out All Report:
Print a report after each transmission.
- Print Out Error Report Only:
Print a report when transmission fails.
- No Printed Report:
Never print a report.

Broadcasting

- Print Out All Report:
Print a report after each broadcast transmission.
- Print Out Error Report Only:
Print a report when transmission fails.
- No Printed Report:
Never print a report.

Receiving

- Print Out All Report:
Print a report after each reception.
- Print Out Error Report Only:
Print a report when a reception error occurs.
- No Printed Report:
Never print a report.

Select the desired key in each setting screen and touch the [OK] key.

When a transaction report is printed, you can have part of the first page of the transmitted original printed on the transaction report. For more information, see "[Original Print on Transaction Report](#)" (page 110).

Activity Report Print Select Setting

This is used to have the Image Sending Activity Report stored in the machine's memory print at specified times. When [Auto Print at Memory Full] is selected ☒, the activity report will automatically print when a combined total of 200 transmissions and receptions is reached. When [Print Daily at Designated Time] is selected ☒, the activity report will automatically print at the specified time each day. (Both settings can be selected simultaneously.)

To enable either or both settings, select either or both checkboxes ☒. If [Print Daily at Designated Time] is selected ☒, keys will appear for you to specify the time. Touch the "Hour" and "Minute" keys, set values for each with the keys, and touch the [OK] key when finished. (To make the number change quickly, keep your finger on the or key.)



- If you only select the "Print Daily at Designated Time" setting ☒ and the number of recorded transactions exceeds 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Image Sending Activity Report can also be printed manually. See "[List Print \(Administrator\)](#)" (page 117) in the system settings (administrator).

Body Text Print Select Setting

Image files attached to Internet faxes are normally printed. This setting can be enabled to also have the e-mail body text (subject and message) printed. This setting also applies to printing of the body text of e-mail messages without file attachments. To enable this setting, select the checkbox ☒ and touch the [OK] key.



A maximum of 5 pages of body text can be printed.

Pre-Setting Mail Signature

A signature can be automatically appended to the end of the body text of e-mail. This is convenient when it is a corporate policy to append a certain signature at the end of e-mail.

The content of the signature is configured in the Web pages. This setting simply enables or disables the signature.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



This setting is linked to "[Pre-Setting Mail Signature](#)" (page 109) in the Scan Settings.

I-Fax Send Settings

I-Fax Send Settings are described below.

Touch the [Image Send Settings] key, the [I-Fax Settings] key, and the [I-Fax Send Settings] key, and configure the settings.

I-Fax Reception Report On/Off Setting

This setting is used to request a reception report when an Internet fax is sent.

The reception report is returned to the sender address stored in "Set I-Fax Own Name and Address".

To enable this setting, select the checkbox ☒ and touch the [OK] key.

I-Fax Reception Report Request Timeout Setting

The duration of time that the machine will wait for a reception report from the destination machine can be set by any number from 1 minute to 240 hours.

Select the "Hour" key and "Minute" key, specify the values with the keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)



This setting can only be configured when "I-Fax Reception Report On/Off Setting" is enabled.

Number of Resend Times at Reception Error

When an error message is received from an Internet fax destination, the number to resend can be set from 0 to 15.

Specify the desired number with the keys and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)



This setting can only be configured when "I-Fax Reception Report On/Off Setting" is enabled.

Maximum Size of E-mail Attachments (E-mail)

To prevent the transmission of excessively large image files by Internet fax, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB.

If the size of the image file created by scanning the original exceeds the limit, the image file is discarded.

To set a limit, make sure that the [Unlimited] key is not selected ☐, specify the limit with the keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

If you do not want to set a limit, select the [Unlimited] key ☒ and touch the [OK] key.



This setting is linked to "Maximum Size of E-mail Attachments (E-mail)" (page 109) in the Scan Settings.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image counterclockwise 90 degrees.

- A4, B5R, A5R, 8-1/2" x 11", 5-1/2" x 8-1/2"R, 16K

To use this setting, select the checkboxes ☒ of the desired sizes and touch the [OK] key.



A4R and 8-1/2" x 11"R size images are not rotated.

Printing Page Number at Receiver

When the transmitted image is printed by the receiving machine, the page number can be added to the top of each printed page.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

I-Fax Receive Settings

I-Fax Receive Settings are described below.

Touch the [Image Send Settings] key, the [I-Fax Settings] key, and touch the [I-Fax Receive Settings] key, and configure the settings.

Auto Receive Reduce Setting

When a fax is received that includes the sender's name and number, the received image is slightly larger than the standard size. This setting is used to automatically reduce the image to fit the standard size.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



- If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off. However, the image will be clearer because it will be printed at the same size as the original.
- Standard sizes are sizes such as A4 and B5 (8-1/2" x 11" and 8-1/2" x 5-1/2").

Duplex Reception Setting

This is used to select whether received faxes are printed on both sides of the paper.

When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Set Address for Data Forwarding

When the machine is unable to print a received fax, the fax can be forwarded to another machine. This setting is used to configure the address of the other machine.

System Settings
Set Address for Data Forwarding [OK]
Forwarding to yyy@xx.xxx.com

1 Touch the [Forwarding to] key and enter the forwarding address.

A maximum of 64 characters can be entered for the address. After you have entered the address, touch the [OK] key.

2 Touch the [OK] key.



- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.
- Multiple forwarding addresses cannot be stored.

Letter Size RX Reduce Print

When a Letter R size fax is received, this function reduces the fax to A4R size.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



When this setting is enabled, A4R size faxes are also reduced.

POP3 Communication Timeout Setting

The duration of time the machine waits until stopping reception when a response is not received from the mail server (POP3 server) can be set from 30 to 300 seconds in increments of 30 seconds.

Specify the time with the keys and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

Reception Check Interval Setting

This is used to specify the interval at which the machine automatically checks the mail server (POP3 server) for received Internet faxes. The interval can be set from 0 minutes to 8 hours in increments of 1 minute.

When 0 hours 0 minutes is specified, the machine does not automatically check the mail server for received Internet faxes.

Select the "Hour" key and "Minute" key, specify the values with the keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)



The machine also checks the mail server (POP3) for received Internet faxes when it is powered on. (Except when 0 hours 0 minutes is specified.)

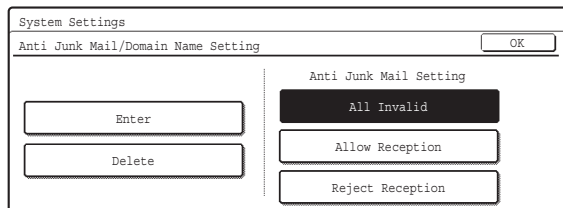
Anti Junk Mail/Domain Name Setting

This setting is used to allow or refuse reception from specified addresses/domains.

To refuse reception from specified addresses/domains, select the [Reject Reception] key and touch the [OK] key.

When permitting only reception from the address or the domain that you program, touch the [Allow Reception] key and then the [OK] key.

To allow reception from all addresses/domains even when there are addresses/domains specified, select [All Invalid].



Storing addresses/domains

Up to 50 addresses/domains can be stored.

1 Touch the [Enter] key and enter the address or domain.

A maximum of 64 characters can be entered. After you have entered the address/domain, touch the [OK] key.

2 Touch the [OK] key.

To store another address/domain, repeat the procedure from step 1. Addresses/domains will be stored in succession.



- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.
- When there are no stored anti junk mail addresses, only the [Enter] key can be selected.
- If the first character of the entry is not "@", the entry is identified as an address. If the first character is "@", the entry is identified as a domain. (xxx@xx.xxx.com is treated as an address, and @xx.xxx.com is treated as a domain.)
- Storing an address specifies only that address. Storing a domain specifies all addresses that include that domain.

Deleting

1 Touch the [Delete] key.

Touch the address or domain that you wish to delete in the list of stored addresses/domains. A confirmation message will appear. Touch the [Yes] key.

2 Touch the [OK] key.

I-Fax Output Setting

(When a right tray is installed.)

Set the output tray when Internet fax is received.

Select the desired key (the keys will vary depending on the machine configuration) and touch the [OK] key.

Document Filing Settings

Document filing settings are described below. Touch the [Document Filing Settings] key and configure the settings.

Default Mode Settings

This is used to specify which mode, Sharing or Confidential, is used as the default mode when storing a file.

When [Confidential Mode] is selected, the [Confidential] checkbox in the file information screen will be selected ☒.

Select one of the keys and touch the [OK] key.

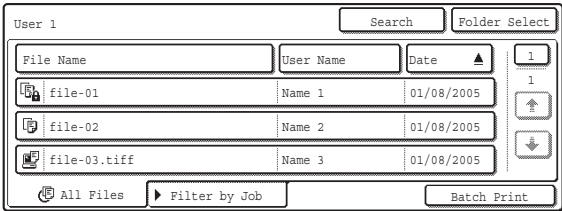
Sort Method Setting

This setting is used to select the order of display of files stored in the Main Folder, Custom Folder, and Quick File Folder. Select one of the following settings:

- File Name
- User Name
- Date

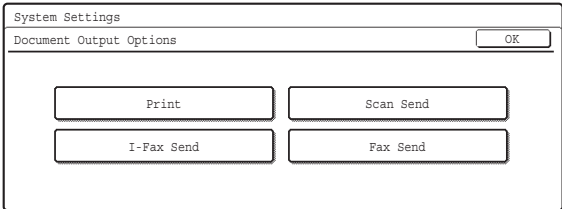
Select one of the keys and touch the [OK] key.

Example of folder screen

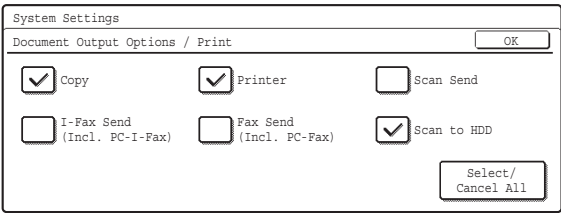


Document Output Options

This is used to select which types of stored jobs are allowed to be called up and used. The items that appear will vary depending the machine configuration.



Touch the key that you wish to configure.




Select the checkboxes ☒ of the desired jobs and touch the [OK] key.

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Administrator Authority Setting

For files and custom folders that have a password, this setting is used to allow an administrator password to be entered to cancel and delete the password.

Select the desired checkboxes ☒ and touch the [OK] key.



This setting can only be used to delete a password. It cannot be used to change a password.

Default Colour Mode Settings

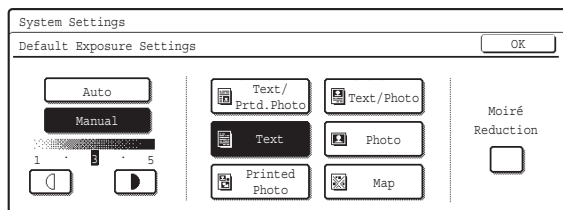
Sets to the standard settings for Scan to HDD.

- Colour: Auto, Full Colour, 2 Colour
- B/W: Mono 2, Greyscale

Touch the "Colour" key or the "B/W" key as appropriate, select the setting, and touch the [OK] key.

Default Exposure Settings

This setting is used to adjust the exposure level for scanning in document filing mode.



• Exposure

The exposure can be adjusted automatically or manually. Select either the [Auto] key or the [Manual] key. If you selected [Manual], specify the exposure with the keys. Lower the level toward "1" for lighter exposure or raise the level toward "5" for darker exposure.

• Original Image Type

The exposure mode can be selected to match the original type. Select the desired key.

- Text/Prt'd. Photo
- Text/Photo
- Text
- Photo*
- Printed Photo*
- Map*

* Does not appear when the exposure is set to [Auto].

• Moiré Reduction

To reduce the moiré effect when scanning, select the [Moiré Reduction] checkbox ☒.

Initial Resolution Setting

The transmission resolution can be set to one of the following resolutions.

- 100X100dpi
- 200X200dpi
- 300X300dpi
- 400X400dpi
- 600X600dpi

Select one of the keys and touch the [OK] key.

Colour Data Compression Ratio Setting

[Low], [Medium], or [High] can be selected for the compression ratio for transmission of a stored colour file. Select one of the keys and touch the [OK] key.

Default Output Tray

(When a right tray is installed.)

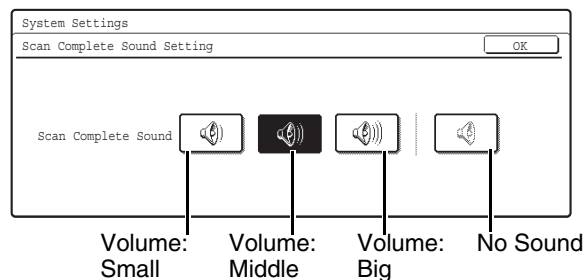
This setting is used to select the default output tray for printing a file stored by Scan to HDD.

The items that appear will vary depending the machine configuration.

Select one of the keys and touch the [OK] key.

Scan Complete Sound Setting

This setting adjusts the volume of the beep that sounds when scanning ends. The beep can also be turned off.



Select one of the keys and touch the [OK] key.

Delete All Quick Files

This function deletes all files except protected files from the Quick File Folder.

To delete all files, touch the [Delete] key.

To have all files except protected files automatically deleted from the Quick File Folder when the [POWER] key () is switched "on", select the [Delete quick files at power up. (Protected files excluded)] checkbox ☒.

Disable Stamp for Reprinting

When a stored file is called up and printed, this setting prohibits the selection of a "Stamp" setting in the special modes. If a stamp setting is already selected, it will not be possible to change the stamp setting.

This function can be used to prevent inconsistencies in the printed information, such as that of the original date in the file and the date the file is called up and printed.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Batch Print Settings

When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

Select the checkboxes ☒ of the items below that you wish to prohibit and touch the [OK] key.

- Selection of [All Users] is not allowed.
- Selection of [User Unknown] is not allowed.

List Print (Administrator)

This is used to print lists and reports that are only for use by the administrator of the machine. Touch the [List Print (Administrator)] key and configure the settings.

Administrator Settings List

Lists of the administrator settings for the following modes can be printed.

- Copy
- Print
- Image Send
- Document Filing
- Security
- Common
- All Administrator Settings List

Touch the desired key. Printing will begin.

Image Sending Activity Report

The following Image Sending Activity Reports can each be separately printed.

- Image Sending Activity Report (Scanner)
- Image Sending Activity Report (Internet Fax)
- Image Sending Activity Report (Fax)

Touch the desired key. Printing will begin.

Anti Junk Fax Number List

(When the facsimile expansion kit is installed.)

This prints a list of the Anti Junk fax numbers stored using "Anti Junk Fax Setting" in the system settings (administrator).



For more information, see "11. System Settings for Fax" in the Facsimile Guide.

Anti Junk Mail/Domain Name List

(When the Internet Fax expansion kit is installed.)

This prints a list of the anti junk addresses/domain names that have been stored using "[Anti Junk Mail/Domain Name Setting](#)" (page 114) in the system settings (administrator).

Inbound Routing List

This prints a list of the "Inbound Routing Settings".

Document Admin List

This prints a list of the "Document Administration Function" settings.

Web Setting List

(When network connection is enabled.)

This prints a list of the settings that are configured in the Web pages.

Metadata Set List

(When the application integration module is installed.)

This prints a list of the metadata set stored in the Web pages.

Security Settings

The following settings are related to security. Touch the [Security Settings] key and configure the settings.

SSL Settings

SSL transmission can be applied to a data transmission on the network.

SSL is the protocol enable to encrypt the data and receive and send it. Encrypting data makes it possible to transmit and receive sensitive information safely.

SSL can be enabled for the following protocols:


- HTTPS: Use SSL encryption for the exchange of information between a Web server and clients.
- IPP-SSL: Use SSL encryption for transmission and reception using IPP.

To enable these settings, select the desired checkboxes

☒ and touch the [OK] key.

Enable/Disable Settings

The following settings are used to prohibit the use of certain functions. Touch the [Enable/Disable Settings] key and configure the settings.

 The Enable/Disable Settings control the same parameters as other settings such as the Printer Condition Settings. The settings are linked together (changing one setting changes the other).

User Control

Disabling of Printing by Invalid User

Printing by users who do not enter valid user information in the printer driver or who are not stored in the machine for FTP push print or other direct print jobs can be prohibited.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Operation Settings

Cancel Auto Clear Timer

This setting is used to disable Auto Clear.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Job Priority Operation

The job priority function can be disabled. When this is done, the [Priority] key will not appear in the job status screen.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

To enable this setting, select the checkbox ☒ and touch the [OK] key.

* This does not include cases where the paper ran out during the job.

Disable Auto Key Repeat

This setting is used to disable the auto key repeat function.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Covers/Inserts Mode

This setting is used to prohibit the use of the covers and inserts function.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Device Control

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Large Capacity Cassette

(When a large capacity tray is installed.)

This setting is used to prohibit the use of the large capacity tray, such as when the cassette malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Optional Paper Drawer

(When an optional paper drawer is installed.)

This setting is used to disable the optional paper drawer, such as when it malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Tray Setting

This setting is used to prohibit tray settings.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Finisher

(When a saddle stitch finisher or finisher is installed.)

This setting is used to disable the saddle stitch finisher or finisher, such as when the unit malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Offset

This setting is used to disable the offset function.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Stapler

(When a saddle stitch finisher or finisher is installed.)

This setting is used to prohibit stapling, such as when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Punch

(When a punch module is installed.)

This setting is used to prohibit punching, such as when the punch module of the finisher or the saddle stitch finisher malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Colour Mode

(When a colour-related problem has occurred.)

When a colour-related problem has occurred and printing is not possible, the use of colour mode can be prohibited on an emergency basis and only black and white printing allowed.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



This function is only for use as an emergency measure. Once this setting is enabled, only a service technician can cancel the setting. Promptly contact your dealer or nearest authorised service representative to have a service technician cancel the setting and resolve the colour-related problem.

Disabling of Master Machine Mode

This prohibits the use of the machine as a master machine for tandem printing.

To enable this setting, select the checkbox ☒ and touch the [OK] key. (Normally this setting is not necessary.)

Disabling of Slave Machine Mode

This prohibits the use of the machine as a slave machine for tandem printing.

To enable this setting, select the checkbox ☒ and touch the [OK] key. (Normally this setting is not necessary.)

Copy Settings

Disable Copy in Different Size/Direction

This is used to prohibit copying when the paper and original are placed in different orientations or the proper size of paper is not loaded.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



This setting is only effective when "Rotation Copy Setting" (page 97) is disabled.

Disabling Deletion of Job Programs

This is used to prohibit the deletion and changing of copy settings stored in job programs.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Bypass-Tray in Duplex Copy

This is used to prohibit the use of the bypass tray when making two-sided copies.

The bypass tray is often used to feed label sheets, transparency film, and other special papers for which two-sided copying is prohibited. If one of these special papers enters the reversing unit, a misfeed or damage to the unit may result. If special papers for which two-sided copying is prohibited are often used, it is recommended that you enable this setting.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Auto Paper Selection

This setting is used to disable the Auto Paper Selection function.

When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Printer settings

Prohibit Notice Page Printing

This setting is used to disable printing of notice pages.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Prohibit Test Page Printing

This setting is used to disable printing of test pages. When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Exclude Bypass-Tray from Auto Paper Select

When paper selection is set to auto, this setting excludes the bypass tray from the trays that can be selected. It is recommended that you enable this setting when special paper is frequently loaded in the bypass tray.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Image Send Settings

Disable Switching of Display Order

This is used to prohibit changes to the order of display (order search number, ascending, descending) in the Address Book.

When this setting is enabled, touching a tab on the Address Book screen does not change the order. The currently selected display order will be the order that is used after the setting is selected.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable Scan Function

This is used to disable PC scan and USB memory scan.

When these modes are disabled, they are greyed out when the mode is selected in the base screen.

Select the checkboxes ☒ of the modes that you wish to disable and touch the [OK] key.

Settings to Disable the Registration of Destination

This is used to prohibit the storing of destinations.

Storing from the machine, storing from the Web page, and storing from a computer can each be separately prohibited.

Disable Registering Destination from Operation Panel

Disables address control from the machine.

To use this setting, select the desired items ☒ and touch the [OK] key.

- Group
- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Registering Destination on Web Page (When network connection is enabled.)

Disable address control from the Web page.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- Group
- E-mail
- FTP
- Desktop
- Network folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Registration Using Network Scan Tools (When network connection is enabled.)

Disable address control from the Network Scanner Tool.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Fax/Image Send Mode

Disable the use of the [Resend] key on the basic screen of image send mode.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable selection from the Address Book

This is used to disable selecting the destination from the Address Book.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Direct Entry

This prohibits the direct entry of the address.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable PC-I-Fax Transmission

(When Internet fax expansion kit is installed.)

Disable transmission from PC-I-Fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable PC-Fax Transmission

(When the facsimile expansion kit is installed.)

Disable transmission from PC-Fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Document Filing Settings

Disable Stamp for Reprinting

When a stored file is called up and printed, this setting prohibits the selection of a "Stamp" setting in the special modes. If a stamp setting is already selected, it will not be possible to change the stamp setting.

This function can be used to prevent inconsistencies in the printed information, such as that of the original date in the file and the date the file is called up and printed.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Batch Print Settings

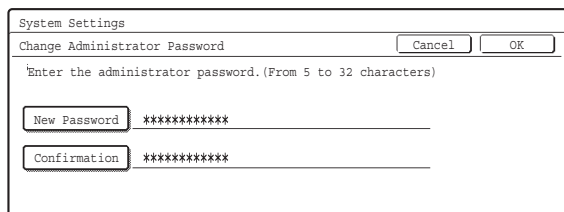
When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

Select the checkboxes ☒ of the items below that you wish to prohibit and touch the [OK] key.

- Selection of [All Users] is not allowed.
- Selection of [User Unknown] is not allowed.

Change Administrator Password

This is used to change the administrator password. Touch the [Change Administrator Password] key and configure the settings.



1 Touch the [New Password] key and enter the new password.

Enter 5 to 32 characters for the password and touch the [OK] key.

2 Touch the [Confirmation] key and enter the password again.

3 Touch the [OK] key.



- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.
- For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.
- When changing the password, be sure to remember the new password.
- It is recommended that you periodically change the administrator password.

Product Key

The procedures for entering the product keys of the expansion kits are explained below. Touch the [Product Key] key and configure the settings.



- Depending on the peripheral devices installed, it may not be possible to use some settings.
- For the product key to be entered, contact your dealer.

Network Scanner Expansion Kit

Enter the product key for using the machine as a network scanner.

Enter the product key with the numeric keys and touch the [Enter] key.

Printer Expansion Kit

Enter the product key for using the machine as a PCL printer.

Enter the product key with the numeric keys and touch the [Enter] key.

PS3 Expansion Kit

Enter the product key for using the machine as a PostScript compatible printer.

Enter the product key with the numeric keys and touch the [Enter] key.

Internet Fax Expansion Kit

Enter the product key for using the machine as an Internet fax.

Enter the product key with the numeric keys and touch the [Enter] key.

E-mail Alert and Status

Enter the product key for using Status Message /Alert Message on the machine.

Enter the product key with the numeric keys and touch the [Enter] key.



When the facsimile expansion kit is installed, this is displayed as "Status Message".

Application Integration Module

Enter the product key to enable linked machine - PC application processing.

Enter the product key with the numeric keys and touch the [Enter] key.

Serial Number

This displays the serial number that is required to obtain the product key.



Storing/Calling of System Settings

The current system settings can be stored, previously stored system settings can be called up, and the factory default system settings can be restored. Touch the [Storing/Calling of system settings] key and configure the settings.


Restore Factory Defaults

This is used to return the system settings to the factory default settings. If you wish to create a record of the current settings before restoring the factory default settings, print the current settings using "[List Print \(Administrator\)](#)" (page 117) in the system settings (administrator).



After executing this function, exit the system settings, turn off the [POWER] key (), wait a brief interval, and then turn the [POWER] key () back on to make the factory default settings take effect.

Store Current Configuration

This is used to store the currently configured system settings. The stored settings will be retained even if the [POWER] key () is turned off. To call up the stored settings, use "[Restore Configuration](#)" which is explained below.

Items not stored

- Network Settings: These are not stored as unexpected settings may cause damage to the network.
- Product Keys: Product Keys are not stored as reissue of keys may be necessary.

Restore Configuration

This is used to call up and restore settings that were stored using "[Store Current Configuration](#)". The current settings will change to the settings called up from memory.



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