MANUALS FOR THIS MACHINE
Copier System Edition

: Paper
: CD-ROM
: Manuals for Administrator
: Manuals for Client

MANUALS PROVIDED

Manuals that comes with the Scanner Unit

- ☑ MANUALS FOR THIS MACHINE Copier System Edition (this sheet)
- ☐ Maintenance Guide 1 Copier System Edition
- ☐ Administrator Reference 1 Copier System Edition
- ☐ Copy Reference <Basic Features>
- ☐ MANUALS FOR THIS MACHINE Copier System Edition
- ☐ Maintenance Guide 2 Copier System Edition
- ☐ Administrator Reference 2 Copier System Edition
- ☐ Addendum for Printer Client Reference
- ☐ Copy Reference <Advanced Features>
- ☐ Facsimile Reference <Advanced Features>
- ☐ Scanner Reference

Manuals that comes with the Facsimile Unit

- ☐ Facsimile Reference <Basic Features>

Manuals that comes with the Printer

- ☐ Setup Guide
- ☐ Printer Client Reference 1
- ☐ Printer Client Reference 2
- ☐ PostScript 3 Supplement
- ☐ UNIX Supplement

Unnecessary Manuals

If the Scanner Unit is installed, the following manuals are unnecessary. See “Copier System Edition” in each manual that comes with the Scanner Unit.

- ☒ MANUALS FOR THIS PRINTER
- ☒ Maintenance Guide 1
- ☒ Administrator Reference 1
- ☒ Manuals for This Printer
- ☒ Maintenance Guide 2
- ☒ Administrator Reference 2

PREPARING THE MACHINE

Printer and Option Installation

Setup Guide

Provides information about setting up the printer and its options.
- ❑ Guide to the Printer
- ❑ Installation and Connection

Network Configuration

Administrator Reference 1 Copier System Edition

Provides basic information about setting up and using the machine in a network environment, and multi-function operation.
- ❑ Guide to the machine
- ❑ Preparation for using this machine
- ❑ Setup Guide for each printing environment
- ❑ Configuring the machine for the network
- ❑ Multi-function operation

Administrator Reference 2 Copier System Edition

Provides information about setting up the machine as a print server, making settings with the control panel and using the Document Server.
- ❑ Setting up as a print server under Windows NT/Windows 2000/ NetWare (printer function)
- ❑ Using the control panel
- ❑ System settings
- ❑ User Tools
- ❑ Monitoring the machine and changing the settings

MAINTENANCE

Maintenance and Troubleshooting

Maintenance Guide 1 Copier System Edition

Provides information about replacing consumables and cleaning and adjusting the machine.
- ❑ Replacing consumables such as toner
- ❑ Cleaning and adjusting the machine

Maintenance Guide 2 Copier System Edition

Provides information about paper and dealing with error messages.
- ❑ Paper and other media
- ❑ Troubleshooting

Operating Each Application

Operating the Printer Function

Printer Client Reference 1

Provides information about installing and setting the printer driver.
- ❑ Windows 95/98
- ❑ Windows 2000
- ❑ Windows NT 4.0

Printer Client Reference 2

Provides information about setting up and using the printer in a Macintosh or NetWare environment, and also provides information about software and utilities included on the CD-ROM.
- ❑ Using the printer in a Macintosh or NetWare environment
- ❑ Software and utilities included on the CD-ROM
- ❑ When the printer does not print and other printing problems
- ❑ When error messages appear

Addendum for Printer Client Reference

Provides information in the contents of Printer Client Reference 1 and 2 about the changes made when the control panel changes to the touch panel.
- ❑ Sample Print/Locked Print

Operating the Copy Function

Copy Reference <Basic Features>

Provides information about basic functions such as Reduce/Enlarge and Duplex copying as well as how to make basic copies.
- ❑ Basic Copy

Copy Reference <Advanced Features>

Provides information about more advanced functions and also explains settings for user tools.
- ❑ Advanced Copying/Edit Image
- ❑ Troubleshooting
- ❑ User Tools for Copy function

Operating the Scanner Function

Scanner Reference

Provides information about operation when using the Scanner function, installing the necessary software and making basic settings to use the Scanner function.
- ❑ Preparation for using as a scanner
- ❑ Setting originals
- ❑ Scanning originals with the Network TWAIN Scanner
- ❑ Transmitting documents with the Network Delivery Scanner
- ❑ Using the Document Server

Operating the Facsimile Function (When the Facsimile Unit is installed)

Facsimile Reference <Basic Features>

Provides information about necessary basic functions when using the Facsimile.
- ❑ Getting started
- ❑ Sending/Receiving faxes
- ❑ Registering
- ❑ Troubleshooting

Facsimile Reference <Advanced Features>

Provides information about more advanced functions and also explains for key operators.
- ❑ Using transmission mode
- ❑ Checking and canceling transmission files
- ❑ Using communication information
- ❑ Other transmission features
- ❑ Simplifying the operation
- ❑ User Tools for Facsimile features
- ❑ PC FAX features
- ❑ Troubleshooting
- ❑ Key operator setting

Icons

Click to go to the top page where you can select other manuals.

Click to go to the next page.

Click to go to the table of contents of the viewed manual.

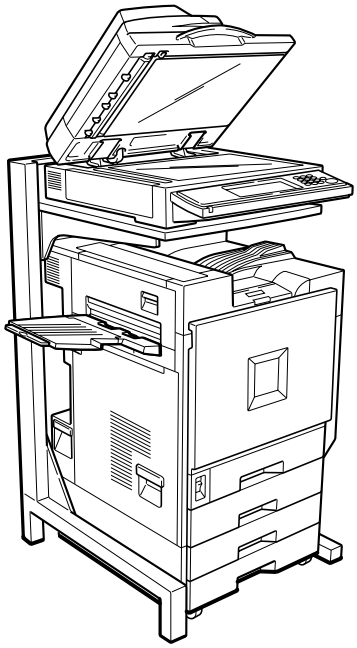
Notes

- If you want to open multiple manuals at the same time, follow the procedure below:
  From the **[File]** menu, point to **[Preferences]** and select **[General...]**. Clear the **[Open Cross-Doc Links in Same Window]** check box in the **[General Preference]** dialog box that appears.
- When copying files included on the CD-ROM, copy everything. However, when copying files under Windows, copy the files other than the “Windows” folder or DeskTop.
- If the manuals do not open automatically, double-click the following file on the CD-ROM.
  Windows :MANUAL.EXE
  Macintosh :manual
- Printed manuals are also included as PDF files on the CD-ROM.

```
CD-ROM "Operating Instructions"
    Windows/Macintosh
      [Language] ─┬─ client1
                  └─ setup
CD-ROM "Operating Instructhions Copier System Edition"
    Windows/Macintosh
      [Language] ─┬─ admin1
                  ├─ copy
                  ├─ facsimile
                  ├─ mainte1
                  └─ scanner
```

Operating Instructions

Maintenance Guide 1
Copier System Edition



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in this manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Power Source

120 V, 60 Hz, 12 A or more (10A: Printer, 2A: Copier System)

Please be sure to connect the power cable to a power source as above.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains 7 milliwatt, 645 - 660 nanometer wavelength, AlGaInp Laser Diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This printer contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Trademarks

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- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For more information, please contact your local dealer.

Fax options are not sold in some areas.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exist:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.***
- ***Disposal should take place at an authorized dealer or appropriate collection site.***
- ***If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *You should take care that the power cable will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner cartridge out of reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supplies at a household waste collection point. Disposal should take place at an authorized dealer or an appropriate collection site.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a “hot surface”. Touching a “hot surface” could result in a burn. (⚠: means "hot surface".)*
- *To install this machine, contact your service representative. It can be dangerous if electrical equipment is connected incorrectly.*
- *The service representative will install options. Do not loosen or remove any screws used in the rack.*

Note

- To move the machine, contact your service representative.
- The socket outlet on the back of the Scanner Unit is for the printer. Do not use it for other equipment.
- Power Connection: 120 V, 60 Hz, 12 A or more (10A: Printer, 2A: Copier System)
- For safety information, see also the Setup Guide.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's control panel.

Keys on the computer's keyboard.

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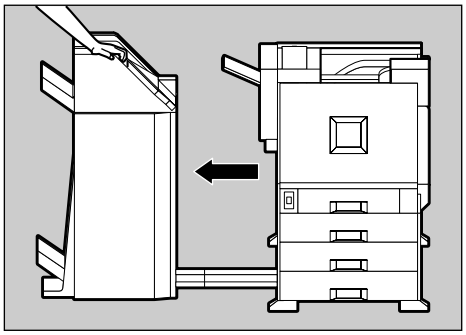
1. Replacing Consumables and Maintenance Kit

Detaching the SR770 (2 Tray Finisher)

There are times when you might have to detach the 2 Tray Finisher from the printer to remove misfed paper. This section describes how to detach the 2 Tray Finisher.

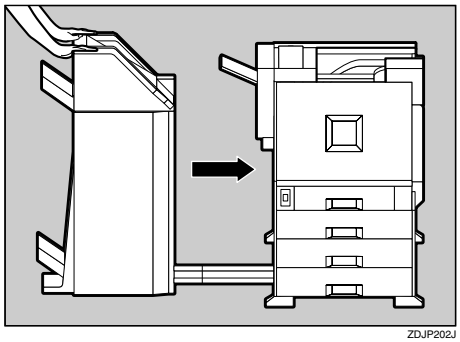
1 Hold the handle at the top of the 2 Tray Finisher firmly with one hand, and pull the 2 Tray Finisher straight out, until it stops.



ZDJP201J

The 2 Tray Finisher is detached from the printer.

2 Use both hands to push it straight back in, until it clicks into place.



ZDJP202J

The 2 Tray Finisher is reattached to the printer.

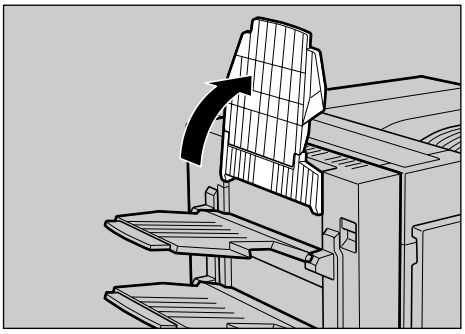
Important

- ❒ Be sure to attach the 2 Tray Finisher to the printer after closing the Duplex Reversal Unit. See p.3 "Opening and Closing the Duplex Reversal Unit".

Detaching the PT460 (Multi-bin)

When replacing various units or removing misfed paper, the Duplex Reversal Unit is opened. If the optional PT460 (Multi-bin) is attached to the Duplex Reversal Unit, detach it before opening the Duplex Reversal Unit. After closing the Duplex Reversal Unit, reattach the optional PT460 (Multi-bin).

1 Raise the External Tray attached to the Duplex Reversal Unit.



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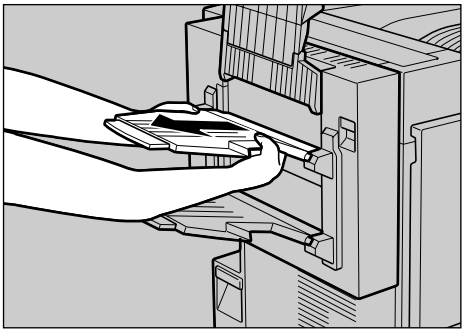
2 Pull the upper tray of the PT460 (Multi-bin) out and up to detach it.

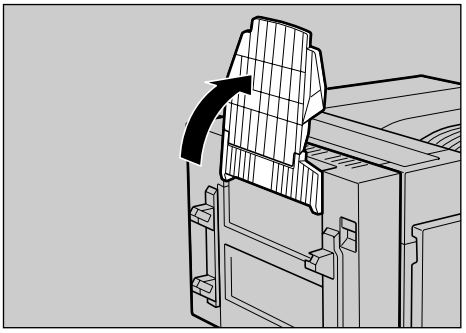


ZFQP020J

3 Pull the lower tray of the PT460 (Multi-bin) out and up to detach it as in step 2.

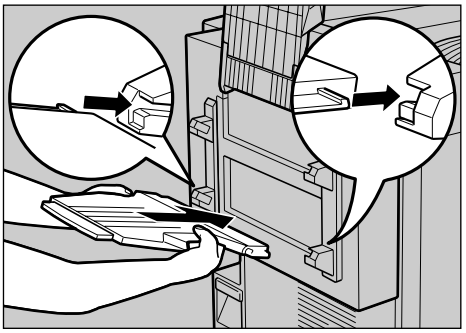
This completes the detachment of the PT460 (Multi-bin).

4 Raise the External Tray attached to the Duplex Reversal Unit.



ZFQP011J

5 Insert the hooks on both sides of the lower tray of the PT460 (Multi-bin) into the slots.



ZFQP040J

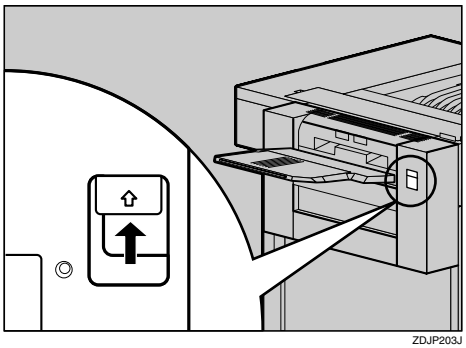
6 Insert the hooks on both sides of the upper tray of the PT460 (Multi-bin) into the slots as in step 5.

This completes the reattachment of the PT460 (Multi-bin) to the Duplex Unit.

Opening and Closing the Duplex Reversal Unit

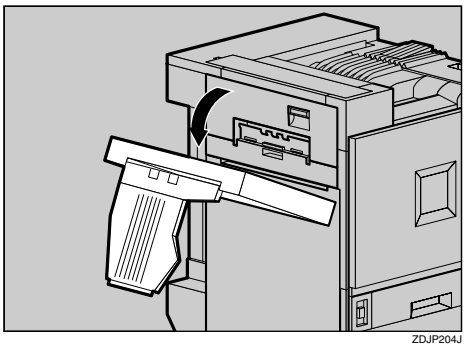
There are times when you might have to detach the Duplex Reversal Unit to remove misfed paper. This section describes how to detach the Duplex Reversal Unit.

1 Push up the lock release button and keep it in place.



ZDJP203J

2 Lower the Duplex Reversal Unit slowly until it stops.



ZDJP204J

Important

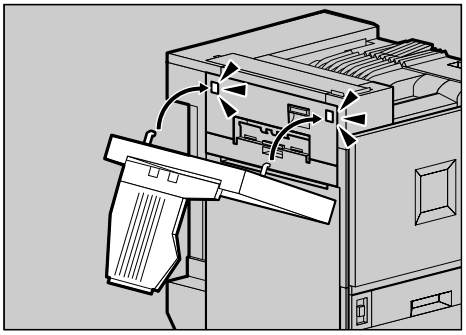
- ❒ Open the Duplex Reversal Unit after detaching the 2 Tray Finisher from the printer. See p.1 "Detaching the SR770 (2 Tray Finisher)".

Note

- ❒ You do not have to remove the External Tray even if the 2 Tray Finisher is attached.

The Duplex Reversal Unit is opened.

3 Raise the Duplex Reversal Unit slowly with both hands, and push it in until it clicks into place.



ZDJP205J

The Duplex Reversal Unit is closed.

Important

- ❒ Attach the Duplex Reversal Unit after closing the upper left cover of the printer.

Replacing the Toner Cartridge

⚠ ***WARNING:***

- ***Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame. Disposal should take place at an authorized dealer or an appropriate collection site. If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.***

⚠ ***CAUTION:***

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn.*
- *Keep toner (used or unused) and the toner cartridge out of reach of children.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those provided by an authorized dealer.*

Note

❒ The actual number of printed pages will differ depending on the paper type, size, contents and settings. For more information, see p.56 “Toner cartridge”.

If "Add Toner" or "Toner is almost empty." appears on the panel display, replace the toner cartridge.

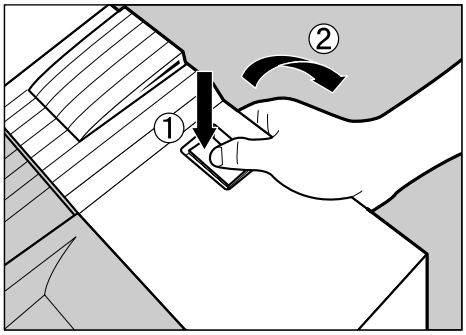
Note

❒ A combination of one to four colors, yellow, magenta, cyan, and black is displayed.

❒ If cyan, magenta or yellow toner runs out, you can print in black and white mode using the black toner. Change the color mode setting to "Black and White" from the printer driver .

❒ If black toner runs out, printing is not possible until the black toner cartridge is replaced.

1 While pushing the lock button on the upper right cover of the printer (①), open the upper right cover (②).



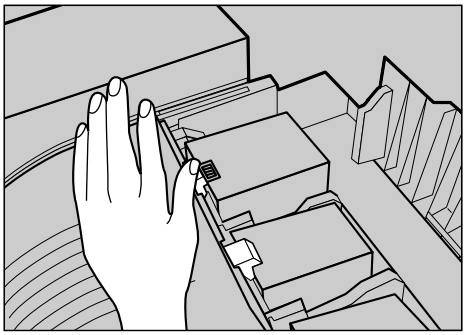
From the end, the toner cartridges are installed in the order of magenta (M), cyan (C), yellow (Y), and black (K).

2 Remove the toner cartridge for the color you want to replace.

Note

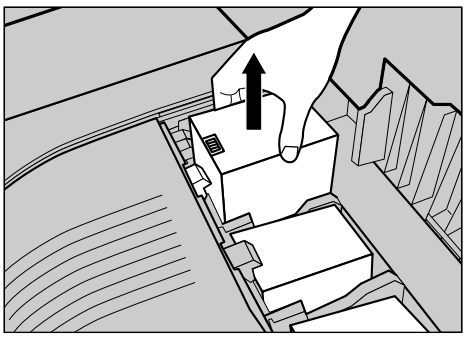
❒ The method to remove a toner cartridge is the same for all four cartridges.

❶ **Unhook the green hook on the toner cartridge with one hand.**



ZDJT999J

❷ **Holding the toner cartridge with the other hand, pull out the cartridge up slowly.**

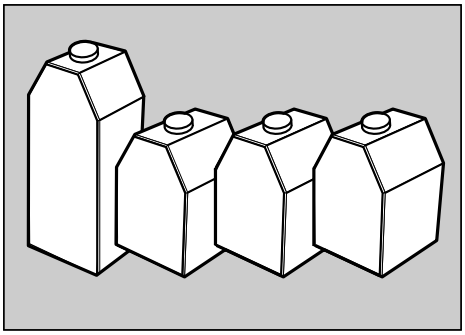


ZDJT201J

Important

❒ Do not shake the removed toner cartridge. The remaining toner might scatter.

3 **Take out the new toner cartridge from the box.**

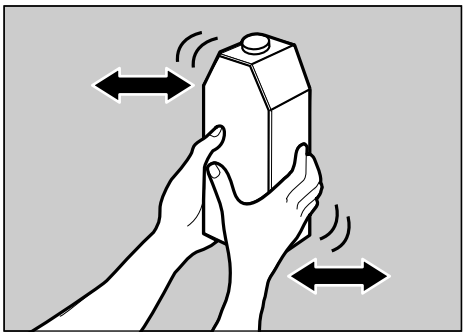


ZDJT202J

Note

❒ The black toner cartridge contains more than the other toner cartridges.

4 **Shake the toner cartridge back and forth 5-6 times.**

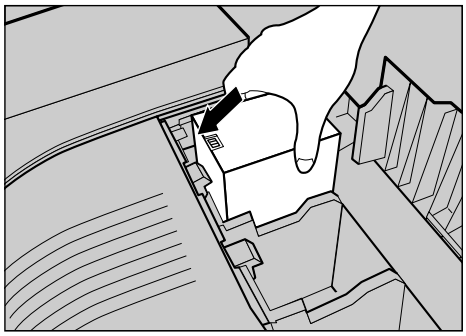


ZDJT203J

5 **Holding the toner cartridge with the metal contact area in front, attach it in the direction of the arrow.**

Note

❒ The method to replace a toner cartridge is the same for all four cartridges.

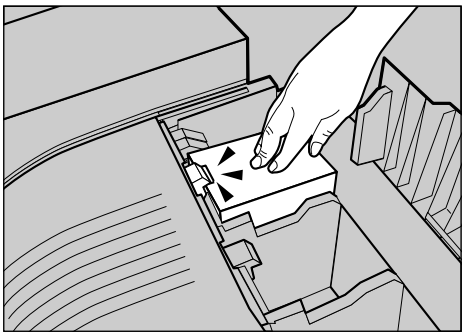


ZDJT004J

Important

❒ Do not touch the metal contact point with your fingers.

6 Insert the toner cartridge slowly until the green hook snaps on the metal contact area.

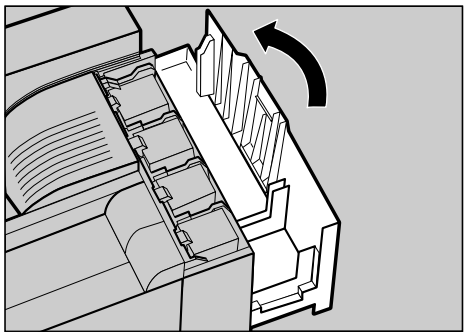


ZDJT005J

Important

- ❒ Do not install and remove the toner cartridges over and over. This could result in a toner leak.

7 Close the upper right cover.



ZDJH042J

Please wait a while.

Important

- ❒ Do not turn off the power switch when "Loading Toner" is shown on the panel display. This will cause a printer malfunction.

Replacing the Fusing Oil Unit

⚠ ***CAUTION:***

- *The Fusing Unit becomes very hot. When installing the new Fusing Oil Unit, turn off the printer and wait about an hour. After that, install the new Fusing Unit. Not waiting for the unit to cool down can result in a burn.*

If "Fusing Oil Unit Replacement" appears on the panel display, replace the Fusing Oil Unit.

1 Turn off the power switch, and then unplug the power cable.

Important

❒ Be sure to wait about an hour to prevent a burn.

2 If the 2 Tray Finisher is installed, detach it from the printer.

Reference

See p.1 “Detaching the SR770 (2 Tray Finisher)”.

3 If the Duplex Unit is installed, open the Duplex Reversal Unit.

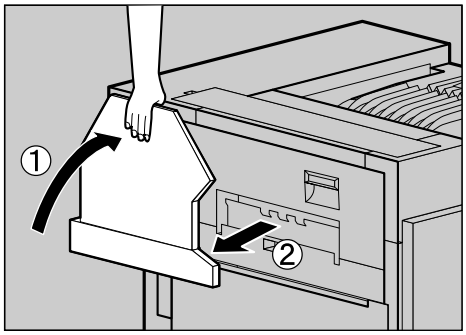
Note

❒ If the PT460 (Multi-bin) is attached to the Duplex Reversal Unit, detach it before opening the Duplex Reversal Unit.

Reference

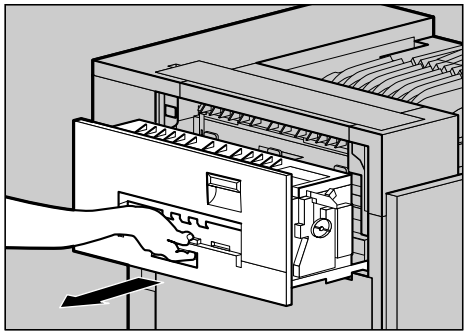
See p.3 “Opening and Closing the Duplex Reversal Unit”.

4 If the External Tray is attached to the printer, raise it in the direction of the arrow (①), and remove it (②).



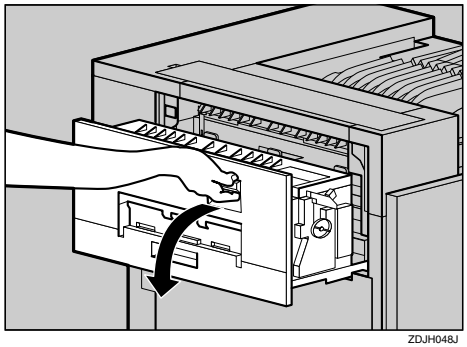
ZDJP038J

5 Pull out the left cover of the printer slowly.



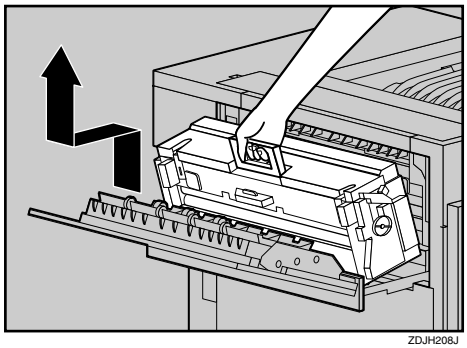
ZDJH047J

6 Open the upper left cover.



ZDJH048J

7 Holding the green handle, pull up the Fusing Unit slowly in the direction of the arrow.



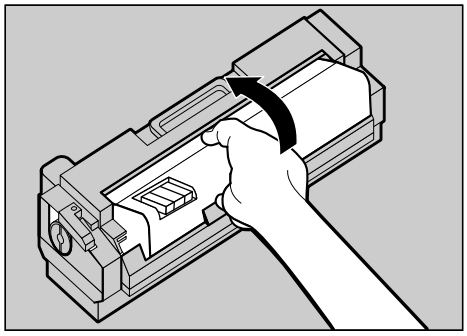
ZDJH208J

Important

- ❒ Do not touch any areas other than the handle.

8 Put the removed Fusing Unit in a stable and level place.

9 Lift the Fusing Oil Unit in the direction of the arrow to remove it, and put it in a stable and level place.

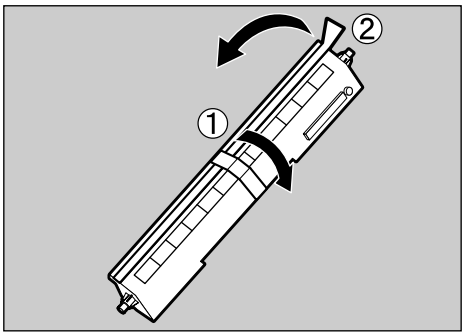


ZDJH052E

Important

- ❒ Do not touch the inside of the Fusing Unit.
- ❒ Be careful not to touch the area other than that shown in the illustration.

10 Take out the new Fusing Oil Unit from the bag, remove seal (①), and then remove seal (②) as shown in the illustration.



ZDJH053J

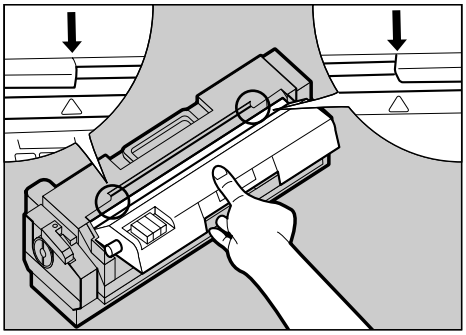
Note

- ❒ Be sure to remove seal (①), and then pull it out in a level manner.

Important

- ❒ Be sure to remove the seals to avoid printer malfunction.
- ❒ Be sure to remove seal (①) first, and then remove seal (②) to avoid an oil leak.
- ❒ Be sure to put the Fusing Oil Unit in a stable and level place to avoid an oil leak.
- ❒ There is oil on the removed seals and fuser oil roller. Be careful not to let them come in contact with your clothes.

11 Match (▲) on the front of the Fuser Oil Unit and the arrow on the Fusing Unit as shown in the illustration.

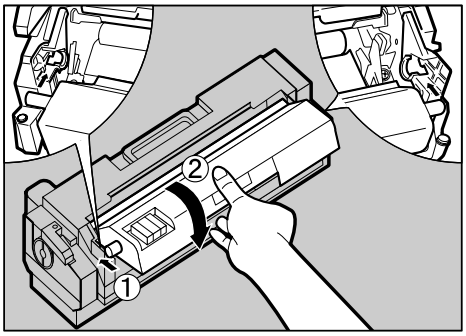


ZDJH055J

Important

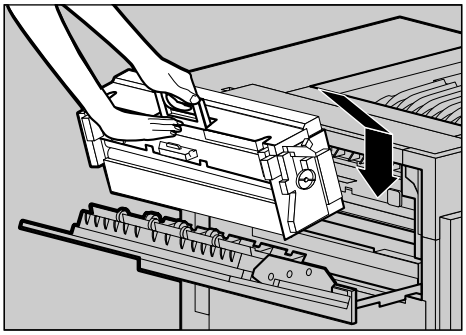
- ❒ Be careful not to get oil on the metal part of the left side of the Fuser Oil Unit.

12 Insert the left and right protrusions of the Fuser Oil Unit into the white holders of the Fusing Unit (①), and then move the Fuser Oil Unit in the direction shown by the arrow (②) to attach the Fuser Oil Unit to the Fusing Unit.



ZDJH054J

13 Holding the green handle with one hand, use your other hand to push the front area of the handle to create a slight slant, and push the Fusing Unit slowly to the back.



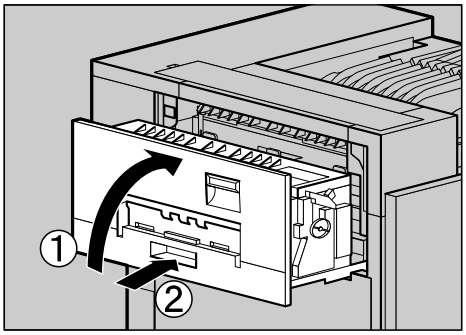
ZDJH050E

Note

- ❒ Confirm that the Fusing Oil Unit is facing the inside of the printer.

At this point, make sure the Fusing Unit is on the stand properly.

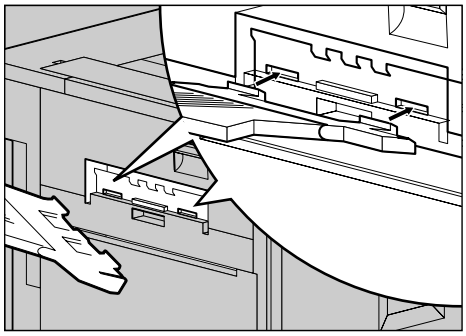
14 Close the upper left cover (①), and then push the handle slowly (②) to the back until it clicks into place.



ZDJH051J

15 Place the old Fusing Oil Unit into the bag which contained the new Fusing Oil Unit, and seal the bag.

16 If you removed the External Tray in step 4, reattach it to the printer. Insert the hooks of the External Tray into the printer slits, and lower it toward you.



ZDJH010J

17 If the Duplex Unit is installed, close the Duplex Reversal Unit.

Note

❒ If the PT460 (Multi-bin) is attached to the Duplex Reversal Unit, detach it before opening the Duplex Reversal Unit.

Reference

See p.3 "Opening and Closing the Duplex Reversal Unit".

18 If the 2 Tray Finisher was installed, reattach the 2 Tray Finisher to the printer.

Reference

See p.1 "Detaching the SR770 (2 Tray Finisher)".

19 Plug in the power cable, and then turn on the power switch.

Note

❒ If you dispose of the used toner cartridges by yourself, dispose of them according to local regulations.

Replacing the Photoconductor Unit

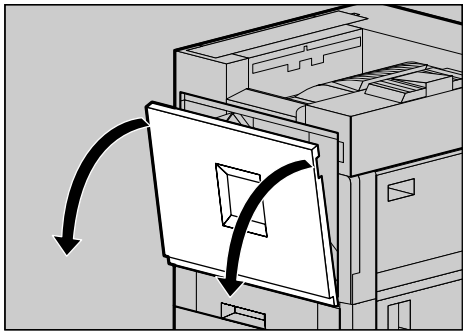
If the message "Replacement Photoconductor Unit is required" or "Replace Photoconductor Unit" appears on the panel display, replace the appropriate Photoconductor Unit according to the indicated colors.

Note

- ❒ The Photoconductor Unit or units to be replaced are indicated on the panel display.
- ❒ If "Black" appears, replace the black Photoconductor Unit.
- ❒ If "yellow/magenta/cyan" appears, replace the three color (CMY) Photoconductor Units.

1 Turn off the power switch, and then unplug the power cable.

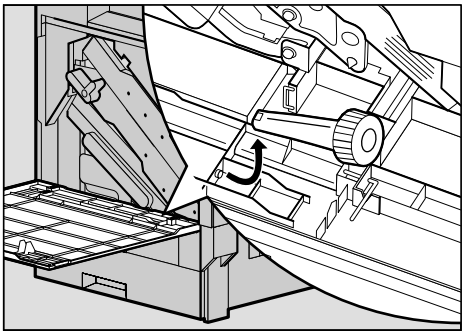
2 Open the front cover slowly by pulling down from the two areas on the left and right.



ZDJH007J

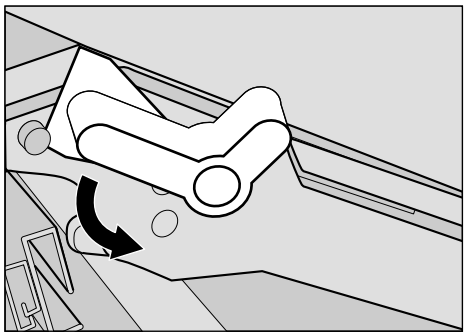
3 Take out the green screwdriver.

Use this screwdriver to attach and detach all screws.



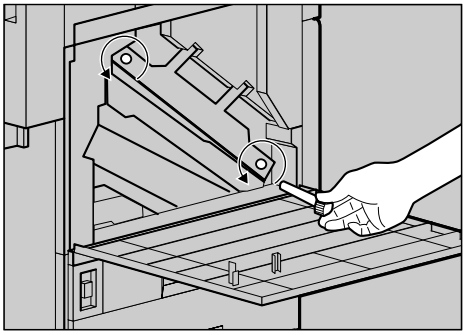
ZDJH013J

4 Turn the light brown lever counterclockwise.



ZDJH014E

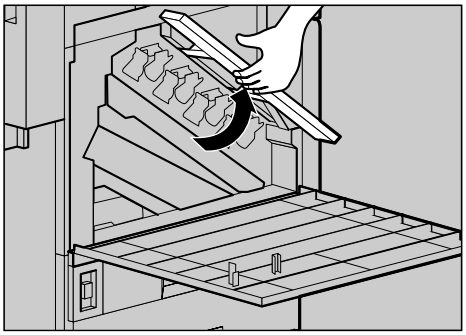
5 Loosen the two screws that fasten the inner cover using the provided screwdriver.



ZDJH015J

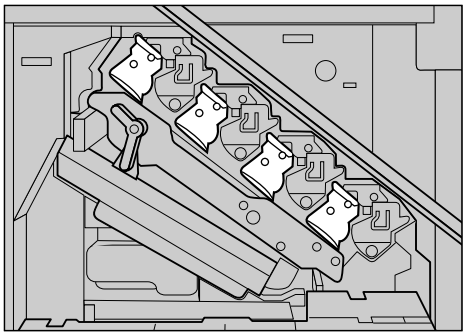
You cannot remove these two screws.

6 Lift the inner cover until it clicks into place and holds.



ZDJH016J

The Photoconductor Units are installed as shown in the illustration. The black Photoconductor Unit is the upper left one. The other three are color Photoconductor Units.

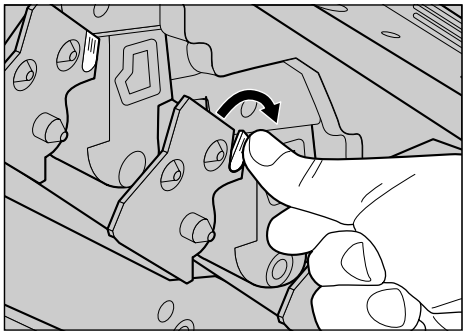


ZDJH045J

7 Remove the Photoconductor Unit you want to replace.

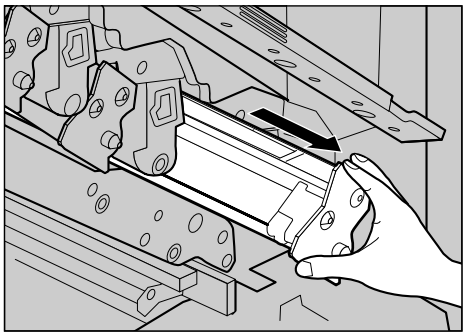
For black, remove the upper left one, and for color, remove the three on the right.

❶ Move the green hook slowly to the right as shown in the illustration. The green hook is located on the upper right of the Photoconductor Unit.



ZDJX701J

❷ Grip the green areas at the top and bottom of the Photoconductor Unit, and pull slowly until you can see all of the green handle.

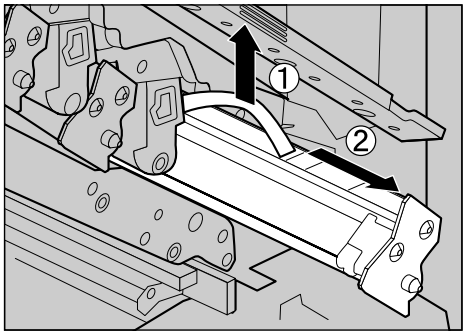


ZDJH211J

Important

❒ Pulling out the Photoconductor Unit quickly might cause it to drop.

❸ **Lift and hold the green handle at the top (①), and pull out the unit slowly (②).**

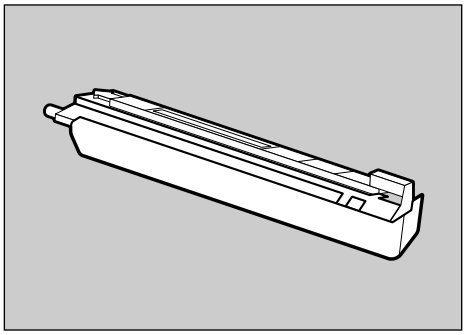


ZDJH210J

8 Install the new Photoconductor Unit.

For black, install one, and for color, install three.

❶ **Take the unit out from the bag.**

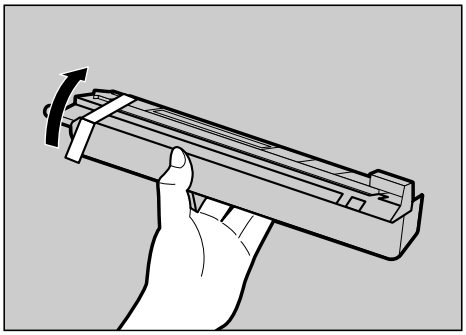


ZDJH221J

Important

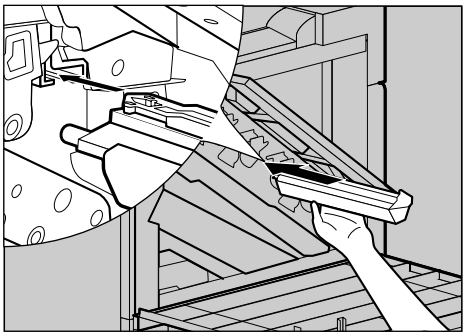
❒ Do not remove the cover that is attached to the bottom of the Photoconductor Unit at this time.

❷ **Place the Photoconductor Unit in your hand, and remove the adhesive tape at the tip of the unit.**



ZDJH222J

❸ **Match the green arrow at the tip of the Photoconductor Unit to the rail inside the printer.**

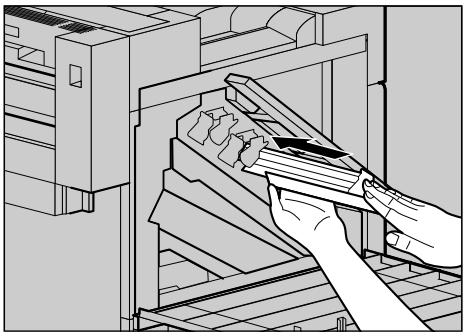


ZDJH223J

Important

❒ Make sure the green arrow fits securely on the rail before proceeding to the next step.

❹ **Push the front of the Photoconductor Unit slowly, slide the unit on the cover, and push in until it stops.**



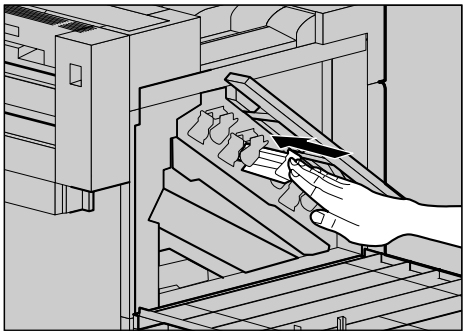
ZDJH224J

1

Important

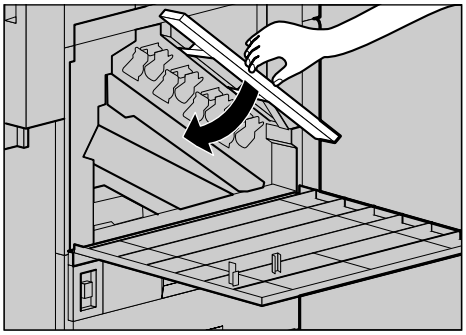
- ❒ If you do not attach the green arrow of the Photoconductor Unit securely to the rail, you might damage the Photoconductor Unit.
- ❒ Do not touch the light-sensitive area of the Photoconductor Unit.

5 Remove the cover and push in the Photoconductor Unit until it stops.



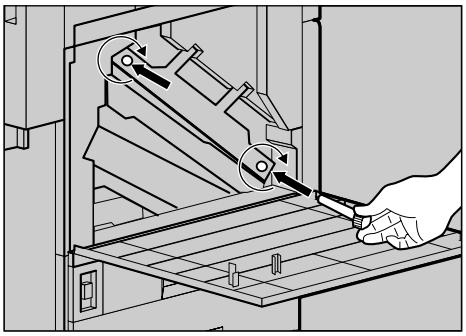
ZDJX702E

9 Lower the inner cover slowly.



ZDJH018J

10 Tighten the two screws using the provided screwdriver.

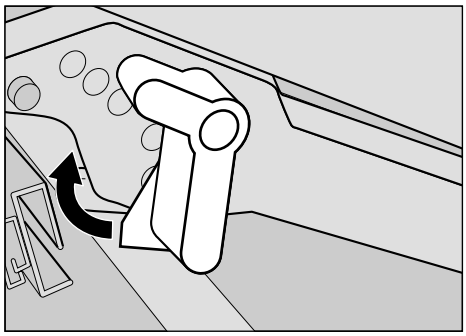


ZDJH019J

Note

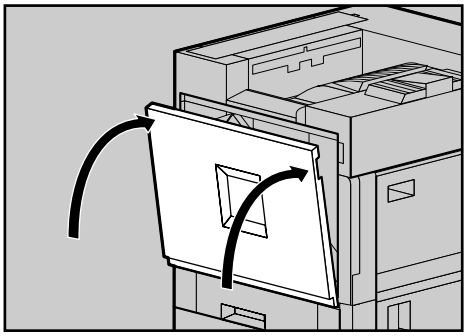
- ❒ Be sure to return the provided screwdriver to its original position on the back of the front cover.

11 Turn the light brown lever clockwise.



ZDJH020E

12 Close the front cover slowly by pushing the two areas on the left and right.



ZDJH041J

13 Plug in the power cable, and then turn on the power switch.

"Color is being adjusted" appears on the panel display. The printer starts calibration. Please wait until it stops.

Important

- ❒ Do not turn off the power switch while calibration. This will cause a printer malfunction.

Replacing the Development Unit

If the message "Replacement of Development Unit is required" appears on the panel display, replace the appropriate Development Unit according to the indicated colors.

Note

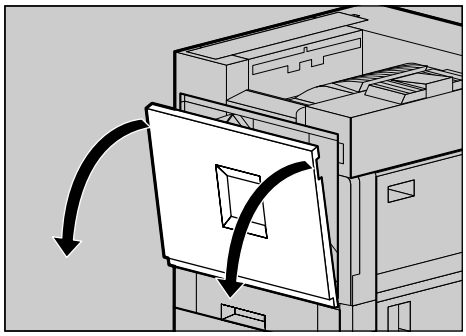
- ❒ The Development Unit or units to be replaced are indicated on the panel display.
- ❒ If "Black" appears, replace the black Development Unit.
- ❒ If "yellow/magenta/cyan" appears, replace the three color (CMY) Development Units.

Note

- ❒ A dustproof filter is attached to the black Development Unit. When replacing the black Development Unit, also replace the dustproof filter. See p.23 “Replacing the Dustproof Filter”.
- ❒ When replacing the black Development Unit, clean the registration roller. See p.32 “Cleaning the Registration Roller”.

1 Turn off the power switch, and then unplug the power cable.

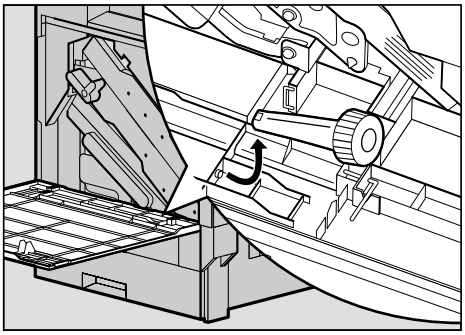
2 Open the front cover slowly by pulling down from the two areas on the left and right.



ZDJH007J

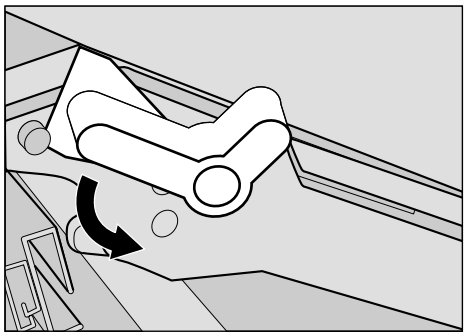
3 Take out the green screwdriver.

Use this screwdriver to attach and detach all screws.



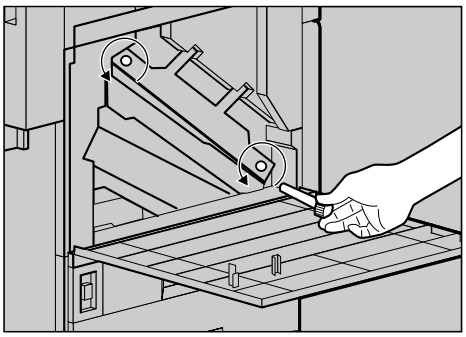
ZDJH013J

4 Turn the light brown lever counterclockwise.



ZDJH014E

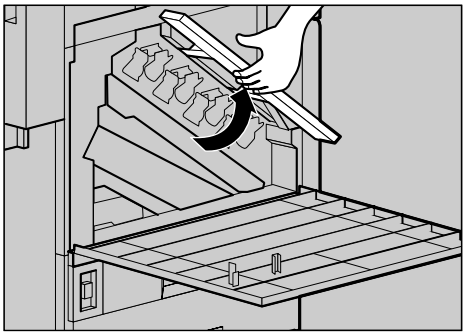
5 Loosen the two screws that fasten the inner cover using the provided screwdriver.



ZDJH015J

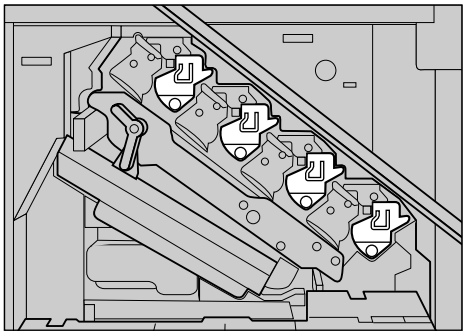
You cannot remove these two screws.

6 Lift the inner cover until it clicks into place and holds.



ZDJH016J

The Development Units are installed as shown in the illustration. Starting from the upper left, the units are installed in the order of black (K), yellow (Y), cyan (C), and magenta (M).

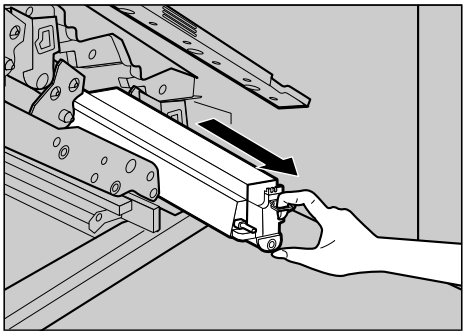


ZDJH046J

7 Remove the Development Unit.

The procedure for removing the unit is the same for all four colors.

❶ Hook your finger on the green tab in front of the Development Unit you want to replace, and pull it out halfway.

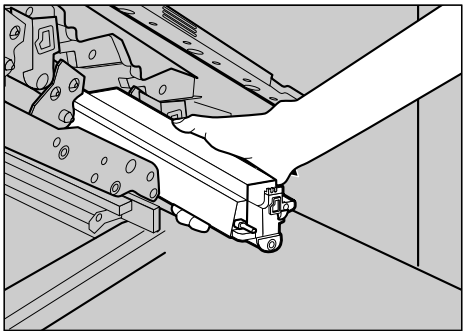


ZDJH225J

Important

- ❒ Pulling out the Development Unit quickly might cause it to drop.

❷ Hold the right side of the Development Unit, and pull out the unit slowly.



ZDJH993J

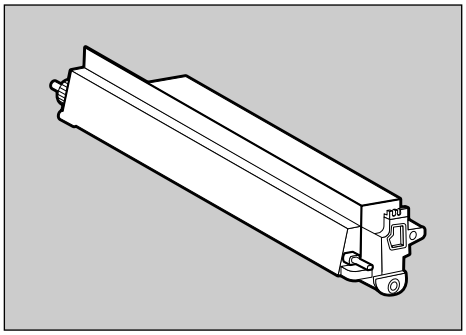
Important

- ❒ Be careful not to touch the right side of the Photoconductor Unit with your hands or clothes.

8 Install the new Development Unit.

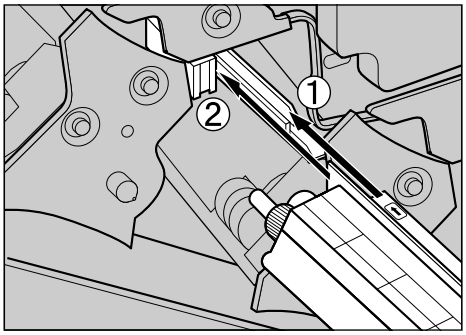
The procedure for attaching the Development Unit is the same for all four colors.

❶ Take the unit out from the bag.



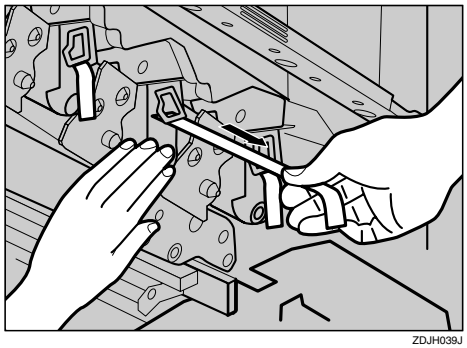
ZDJH226J

❷ Insert the Development Unit along the rail, and push in slowly until it stops.



ZDJH227J

❸ Holding the Development Unit, pull out the tape slowly in a level manner.

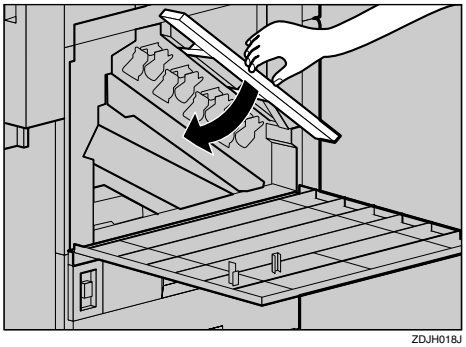


ZDJH039J

Important

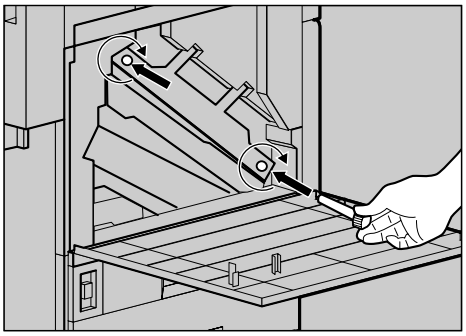
- ❒ Be sure to pull out the tape to avoid printer malfunction during operation.
- ❒ The removed tape is dirty. Be careful not to let it get in contact with your hands or clothes.

9 Lower the inner cover slowly.



ZDJH018J

10 Tighten the two screws using the provided screwdriver.

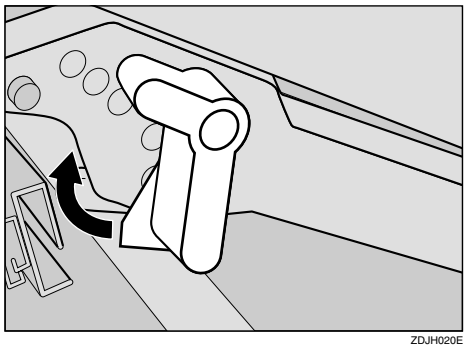


ZDJH019J

Note

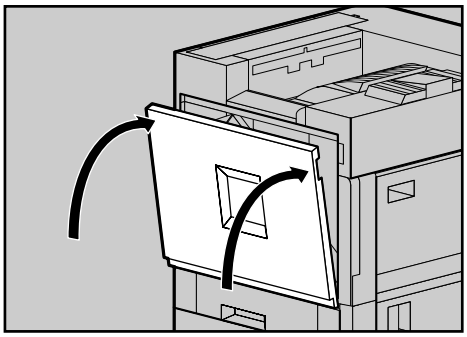
- ❒ Be sure to return the provided screwdriver to its original position on the inside of the front cover.

11 Turn the light brown lever clockwise.



ZDJH020E

12 Close the front cover slowly by pushing the two areas on the left and right.



ZDJH041J

13 Plug in the power cable, and then turn on the power switch.

"Please Wait " appears on the panel display, and initial adjustments begin. Please wait until it stops.

Important

- ❒ Do not turn off the power switch while calibration. This will cause a printer malfunction.

Replacing the Fusing Unit

⚠ ***CAUTION:***

- *The Fusing Unit becomes very hot. When installing the new Fusing Unit, turn off the printer and wait about an hour. After that, install the new Fusing Unit. Not waiting for the unit to cool down can result in a burn.*

If "Fusing Unit Replacement" appears on the panel display, replace the Fusing Unit.

1 Turn off the power switch, and then unplug the power cable.

Important

❒ Be sure to wait about an hour to prevent a burn.

2 If the 2 Tray Finisher is installed, detach it from the printer.

Reference

See p.1 “Detaching the SR770 (2 Tray Finisher)”.

3 If the Duplex Unit is installed, open the Duplex Reversal Unit.

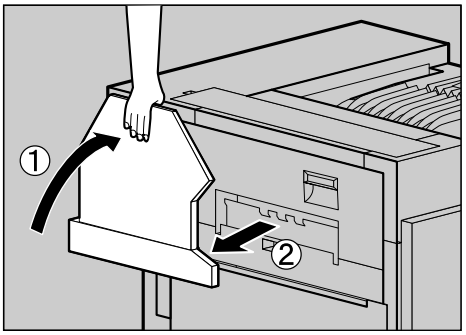
Note

❒ If the PT460 (Multi-bin) is attached to the Duplex Reversal Unit, detach it before opening the Duplex Reversal Unit.

Reference

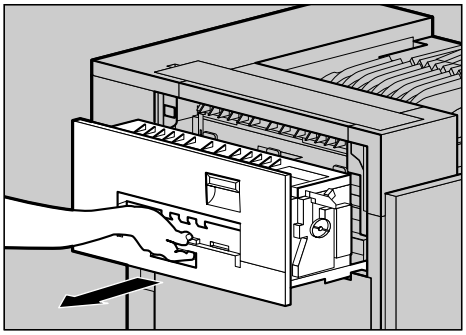
See p.3 “Opening and Closing the Duplex Reversal Unit”.

4 If the External Tray is attached to the printer, raise it in the direction of the arrow (①), and remove it (②).



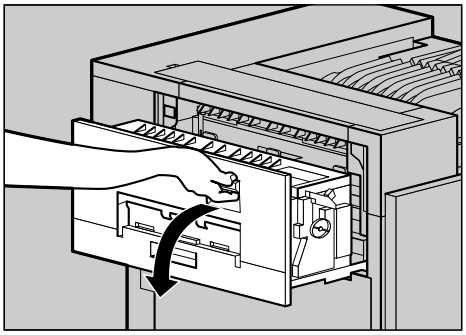
ZDJP038J

5 Pull out the left cover of the printer.



ZDJH047J

6 Open the upper left cover.

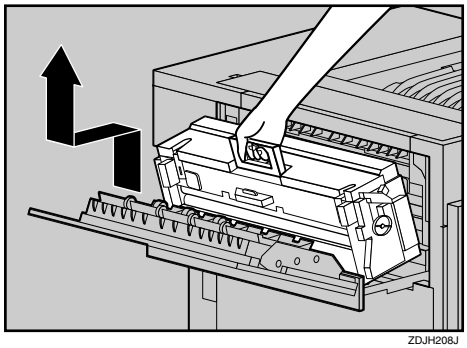


ZDJH048J

Important

❒ Do not touch any areas other than the handle.

7 Holding the green handle, pull up the Fusing Unit slowly in the direction of the arrow, and then put it in a stable and level place.



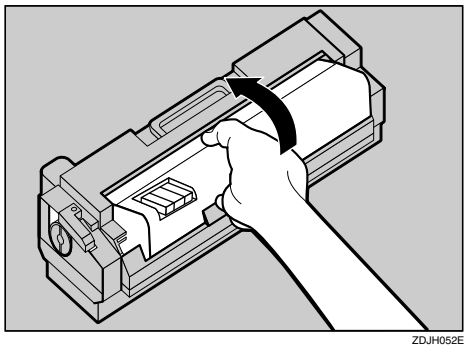
ZDJH208J

8 Take out the new Fusing Unit from the bag and put it in a stable and level place.

Important

- ❒ The A3 paper which comes with the new Fusing Unit will be used in a later step 20, so be careful not to lose it.
- ❒ Do not turn the blue dial at the side of the new fusing unit when replacing it or before turning on the power switch.

9 Remove the Fusing Oil Unit in the direction of the arrow.

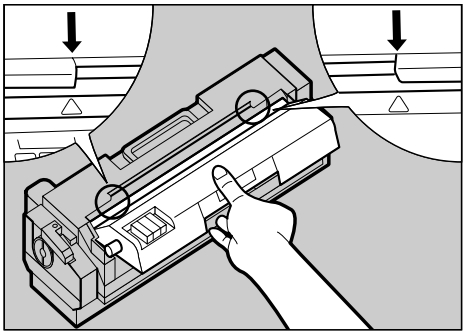


ZDJH052E

Important

- ❒ Do not touch the inside of the Fusing Unit.
- ❒ Be careful not to touch the oil.

10 Match (▲) on the front of the Fuser Oil Unit and the arrow on the Fusing Unit as shown in the illustration.

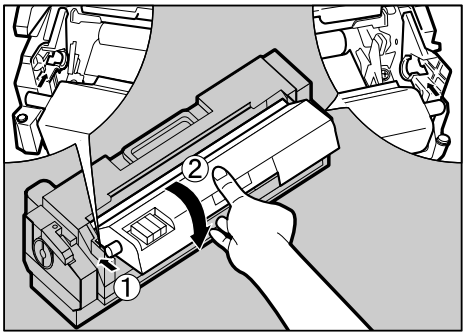


ZDJH055J

Important

- ❒ Be careful not to get oil on the metal part of the left side of the Fuser Oil Unit.

11 Insert the left and right protrusions of the Fuser Oil Unit into the white holders of the Fusing Unit (①), and then move the Fuser Oil Unit in the direction shown by the arrow (②) to attach the Fuser Oil Unit to the Fusing Unit.



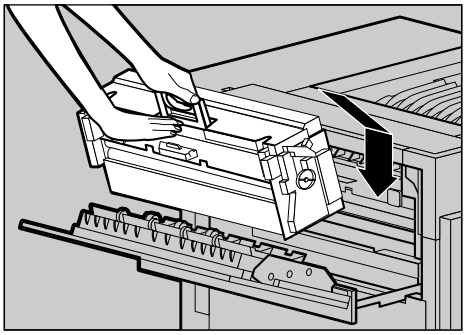
ZDJH054J

Important

- ❒ Be careful not to get oil on the metal part of the left side of the Fusing Oil Unit

12 Put the removed Fusing Oil Unit in the bag that enclosed the new Fusing Unit, and then seal it.

13 Holding the green handle of the new Fusing Unit, use your other hand to push the area right in front of the handle to create a slight slant, and then push the Fusing Unit slowly to the back.

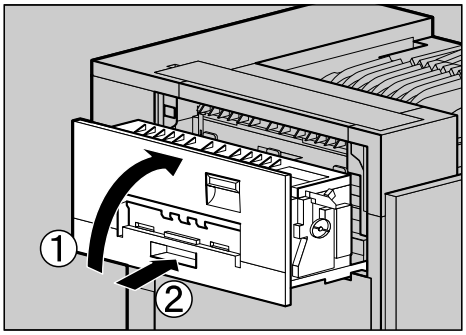


ZDJH050E

Important

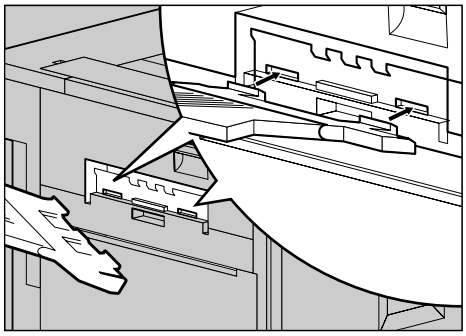
- ❒ Confirm that the Fusing Oil Unit is facing the inside of the printer.
- ❒ Confirm that the Fusing Unit is properly positioned in the machine.

14 Close the upper left cover (①) and push the handle (②) slowly to the back until it clicks into place.



ZDJH051J

15 If you removed the External Tray in step 4, reattach it to the printer. Insert the hooks of the External Tray into the printer slits, and lower it toward you.



ZDJH010J

16 If the Duplex Unit is installed, close the Duplex Reversal Unit.

Note

- ❒ If the PT460 (Multi-bin) is attached to the Duplex Reversal Unit, detach it before opening the Duplex Reversal Unit.

Reference

See p.3 “Opening and Closing the Duplex Reversal Unit”.

17 If the 2 Tray Finisher was installed, reattach the 2 Tray Finisher to the printer.

Reference

See p.1 “Detaching the SR770 (2 Tray Finisher)”.

18 Plug in the power cable, and then turn on the power switch.

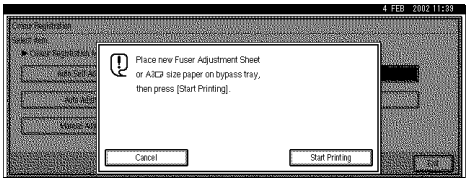
19 After you replace the Fuser Unit, the message "After replacing Fuser Unit, Fuser Adjustment needs to be performed. Press [OK] to begin the adjustment" appears. You must now carry out the Fuser Adjustment procedure.

1

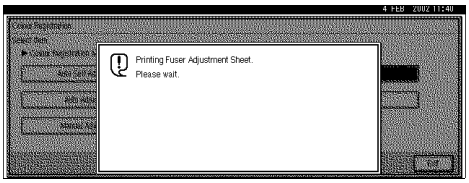
Note

❒ If the toner has almost run out or Auto Adjustment has not finished, the Fuser Adjustment procedure cannot be carried out. Carry out the Fuser Adjustment procedure after replenishing the toner or after Auto Adjustment has finished.

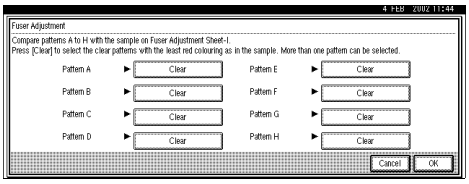
20 Load the A3 paper that comes with the new Fusing Unit in the Bypass Tray, and then press [Start Printing].



The printer prints 8 Test Sheets (A-H).



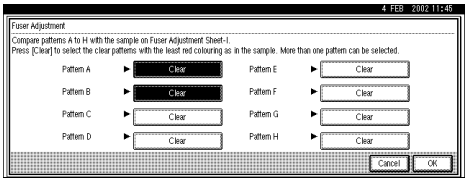
21 After printing the Fuser Adjustment Sheet, the Fuser Adjustment display appears. Adjust the print settings for boxes A - H on the Fuser Adjustment Sheet.



Note

❒ Check the printed Fuser Adjustment Sheet to adjust the print settings.

❶ **Compare box A of the pattern with the white square in the printed Fuser Adjustment Sheet. If the pattern is the same as the printed Fuser Adjustment Sheet, press [Clear]. If it is not, do not press [Clear].**



Note

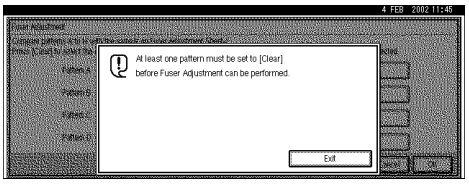
❒ If you press **[Clear]** again, setting will be cancelled.

❷ **Repeat step ❶ to make the settings for boxes B to H.**

❸ **After making all the settings, press [OK].**

Note

❒ If **[Clear]** is not pressed for one of the boxes, the following display appears. Press **[Exit]** and repeat the procedure from step ❶.



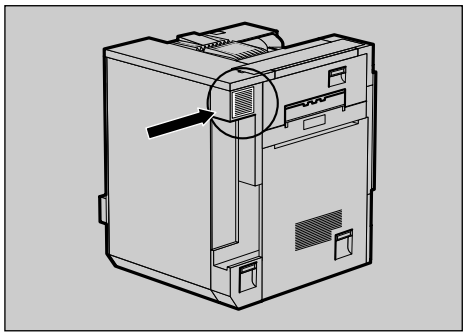
22 After making all the settings, press the 【User Tools/Counter】 key.

The initial display is shown.

Replacing the Dustproof Filter

The dustproof filter is attached to the black Development Unit. When replacing the black Development Unit, also replace the dustproof filter.

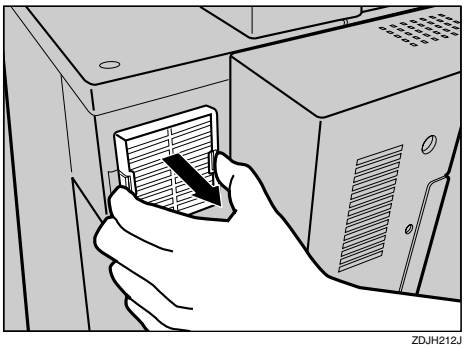
The dustproof filter is attached to the left side of the printer shown in the illustration.



ZDJH801J

1 Turn off the power switch, and then unplug the power cable.

2 Push in the grips on both sides of the dustproof filter cover to pull it off.

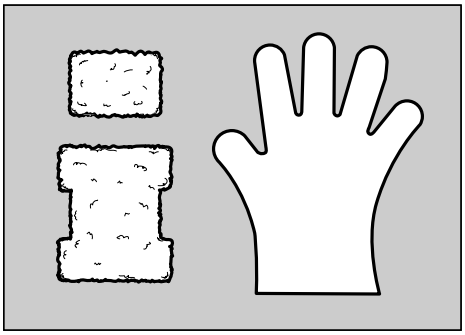


ZDJH212J

Note

❒ Be sure to put the removed dustproof filter cover in a stable and level place.

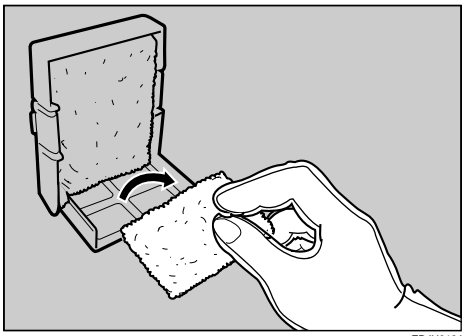
3 From the box which contained the black Development Unit, take out the new dustproof filters and glove.



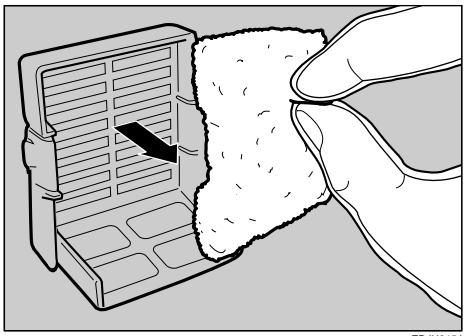
ZDJH214J

4 Wear the glove on either hand.

5 **With the hand wearing the glove, take out the dustproof filters that are attached to the dustproof filter cover slowly, one by one, and put them into the box which contained the black Development Unit.**



ZDJH213J



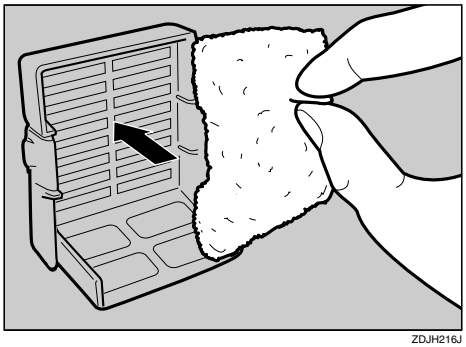
ZDJH215J

Important

- ❒ Handle the removed dustproof filters with care. If you shake them, the attached dust might scatter.
- ❒ Be sure to remove the glove to attach the new dustproof filter.

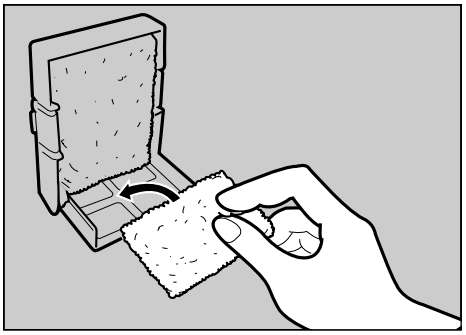
6 **Attach the new dustproof filters to the dustproof filter cover one by one.**

❶ **Attach the large filter.**



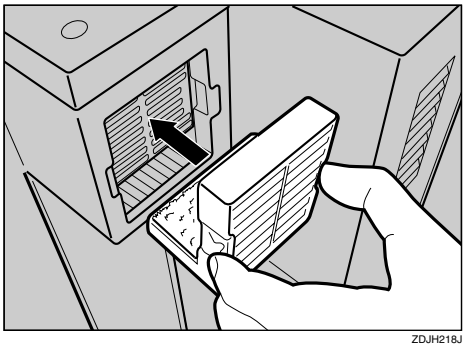
ZDJH216J

❷ **Attach the small filter.**



ZDJH217J

7 **Insert the dustproof filter cover into the upper left area of the printer.**



ZDJH218J

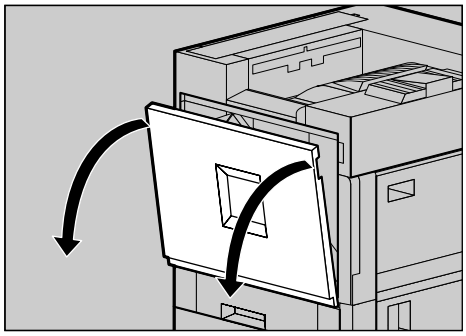
8 **Plug in the power cable, and then turn on the power switch.**

Replacing the Used Toner Bottle

If "Used Toner Bottle Replacement" appears on the panel display, replace the used toner bottle.

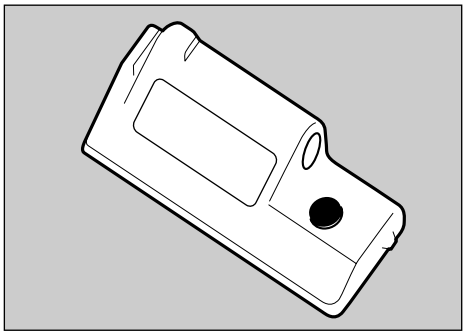
1 Turn off the power switch, and then unplug the power cable.

2 Open the front cover slowly by pulling down from the two areas on the left and right.



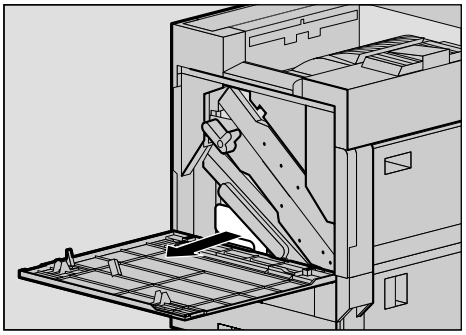
ZDJH007J

3 Take out the new used toner bottle from the bag.



ZDJH228J

4 Remove the used toner bottle slowly from inside the printer.

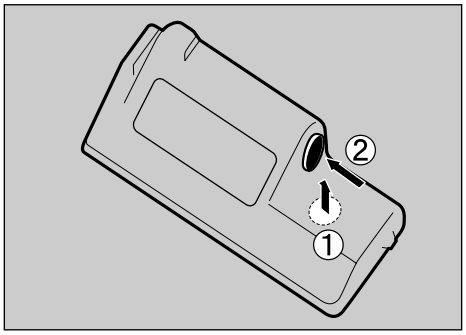


ZDJH802J

Important

- ❒ Be sure to remove the used toner bottle in a level manner.

5 Remove the lid (①), and then put it on the place shown in the illustration (②).



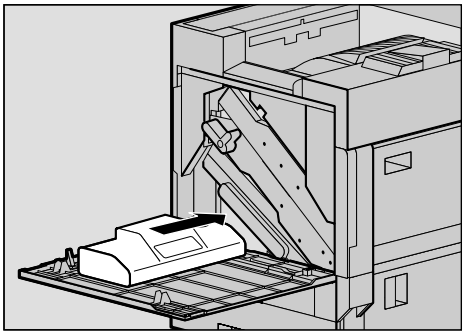
ZDJH229J

6 Put the used toner bottle into the bag that contained the new used toner bottle, and then seal the bag.

Important

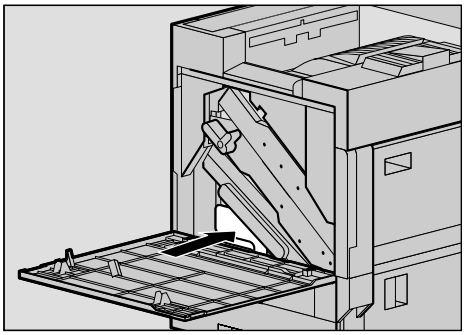
- ❒ Be sure to handle the bottle carefully so the waste toner does not spill.

7 **Insert the new used toner bottle in the position shown in the illustration.**



ZDJH230J

8 **Push it in until it stops.**

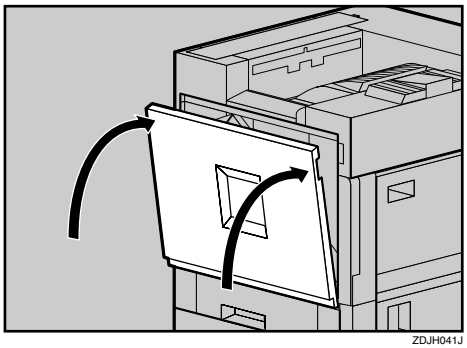


ZDJH231J

Important

- ❒ Be sure to insert the used toner bottle firmly to avoid toner leaking inside the printer.

9 **Close the front cover slowly by pushing the two areas on the left and right.**



ZDJH041J

10 **Plug in the power cable and turn on the power switch.**

Replacing the Paper Feed Rollers

⚠ ***CAUTION:***

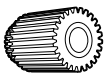
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn.*

Note

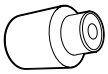
❒ The following illustrations are for replacing the paper feed rollers of Tray 1. The same procedure is followed with the other trays.

1 **Check the contents of the box.**

❖ **Paper Feed Roller A**



❖ **Paper Feed Roller B**



❖ **Paper Feed Roller C**

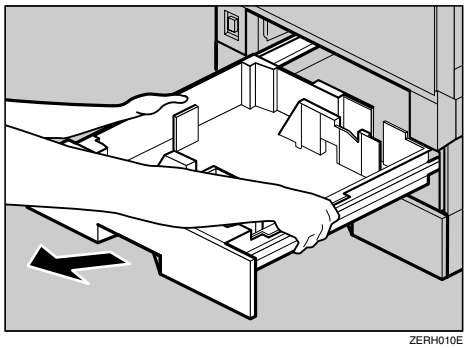
❖ **Two Stoppers**

2 **Turn off the power switch, and then unplug the power cable and interface cable.**

Important

❒ If you replace the paper feed rollers of the optional 2000-sheet Large Capacity Tray, remove all paper from the tray.

3 **Pull out all trays slowly while lifting them up a little.**

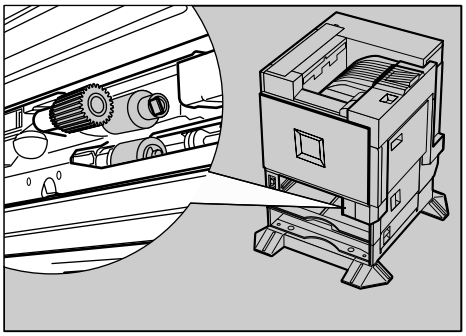


ZERH010E

Note

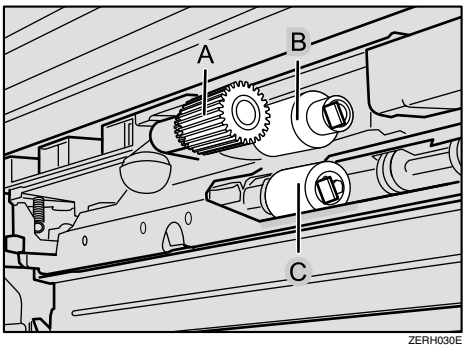
❒ If you replace the paper feed rollers of the optional Paper Feed Unit or 2000-sheet Large Capacity Tray, pull out all the paper trays from each unit.

4 **Confirm the position of the paper feed rollers.**



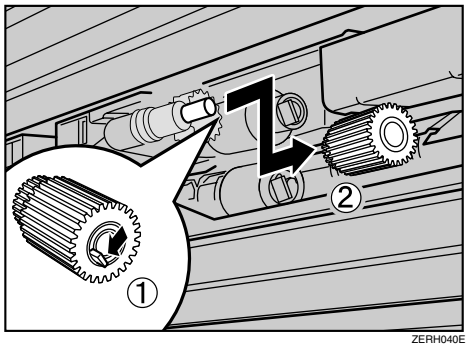
ZERH020E

Confirm the positions and names of each roller.



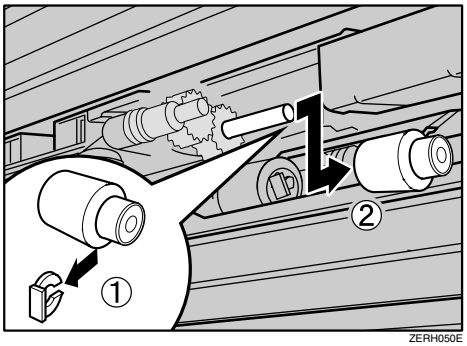
ZERH030E

5 While pushing the pin of paper feed roller A outwards (①), remove the paper feed roller (②).



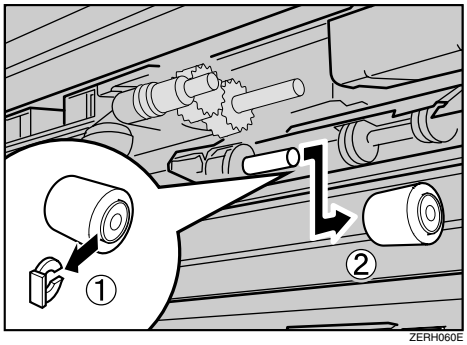
ZERH040E

6 Remove the stopper from paper feed roller B (①), and remove the paper feed roller (②).



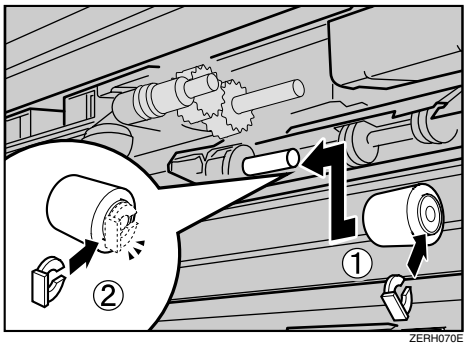
ZERH050E

7 Remove the stopper from paper feed roller C (①), and remove the paper feed roller (②).



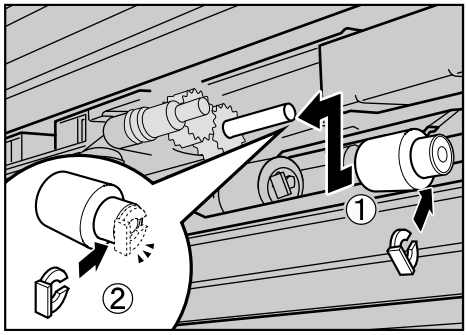
ZERH060E

8 Hold the new paper feed roller C with its gear towards the shaft. Insert it into the rear shaft so that the roller gear is meshed with the shaft gear (①). Lock the roller with the stopper (②).



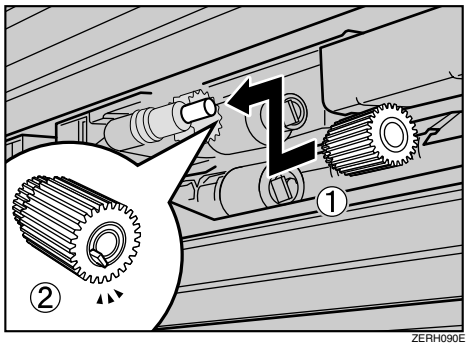
ZERH070E

9 Hold the new paper feed roller B with its gear towards the shaft. Insert it into the rear shaft so that the roller gear is meshed with the shaft gear (①). Lock the roller with the stopper (②).



ZERH080E

10 Hold the new paper feed roller A with its pin towards you (①). Insert the roller onto the front shaft until it clicks into place (②).



11 Slide all trays back into the printer slowly until they stop.

Note

❒ If you replaced the paper feed rollers of the optional 2000-sheet Large Capacity Tray, load the paper that you removed in step **2** in the tray.

2. Clearing and Adjusting the Machine

Cautions to Take When Cleaning

⚠ ***WARNING:***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

Clean the printer periodically to maintain fine printing.

Dry wipe the exterior with a soft cloth. If dry wiping is not enough, wipe with a soft, wet cloth that is wrung out well. If you still cannot remove a stain or grime, use a neutral detergent, then wipe over with a well-wrung wet cloth, dry wipe, and let it dry.

Important

❒ To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the printer.

❒ If there is dust or grime inside the printer, wipe with a clean, dry cloth.

Cleaning the Registration Roller

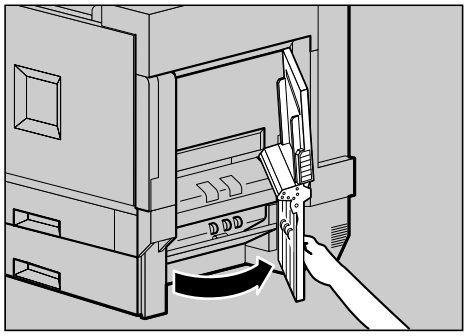
⚠ ***CAUTION:***

- *The inside of the printer becomes very hot. Do not touch the parts with a label indicating the "hot surface", otherwise it could cause a burn.*

Clean the roller when replacing the black Development Unit.

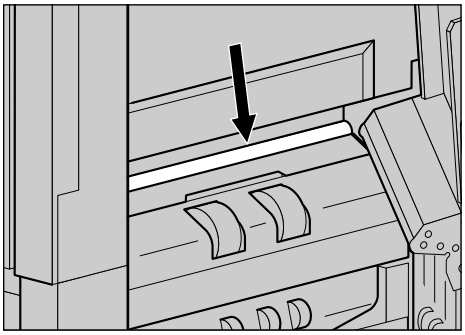
1 Turn off the power switch, and then unplug the power cable.

2 Open the right cover as shown in the illustration.



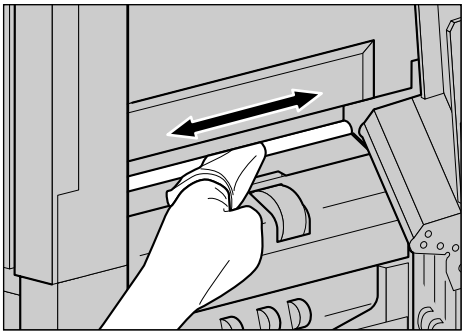
ZDJH206J

The registration roller is set as shown in the illustration.



ZDJH703J

3 Wipe around the registration roller by turning with a soft damp cloth.

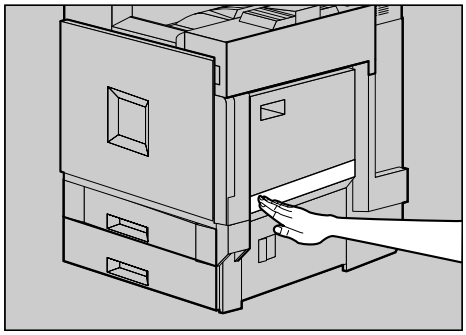


ZDJH704J

Important

❒ Do not use chemical cleaner or organic solvent such as thinner or benzene.

4 Close the right cover by pushing the area labeled "PUSH".



ZDJP708J

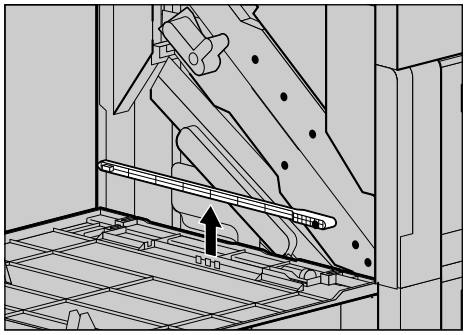
5 Plug in the power cable, and then turn on the power switch.

Cleaning the Dustproof Glass

The dustproof glass may require cleaning if white lines appear on the print side of the document.

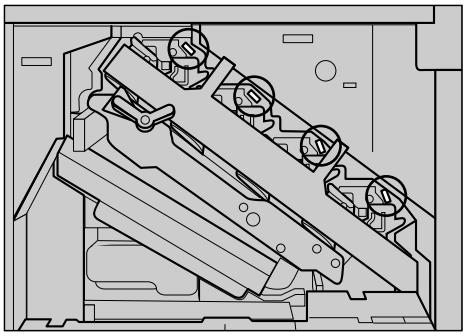
1 Turn off the power switch, and then unplug the power cable.

2 Open the front cover and remove the cleaning brush.



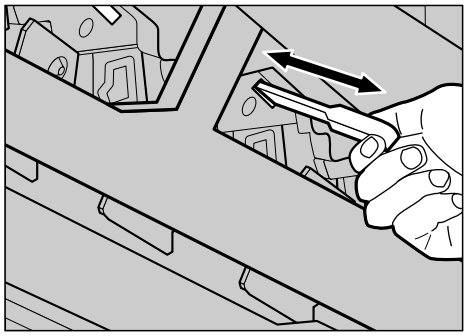
ZDJP705J

There are four holes for cleaning the dustproof glass.



ZDJP706J

3 Slide the cleaning brush in and out slowly 8 to 10 times to clean all four areas.



ZDJP707J

Important

- ❒ Do not insert the brush roughly, or the printer might be damaged.

4 Return the cleaning brush to its original position.

5 Plug in the power cable, and then turn on the power switch.

Cleaning the Exposure Glass

If the exposure glass is dirty, you might not be able to make copies or scan as you want. If it is dirty, clean the exposure glass.

2

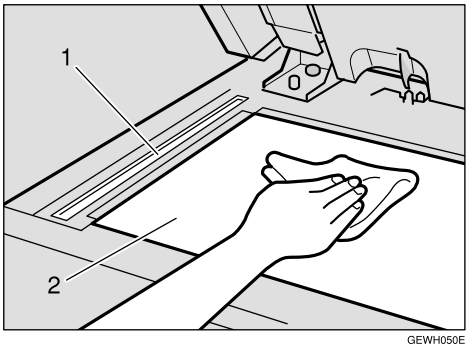
❖ **Cleaning the machine**

Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

- ❒ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- ❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning the Exposure Glass



GEWH050E

Clean 1 and 2.

Cleaning the Cover

If the exposure glass cover or document feeder sheet is dirty, you might not be able to make copies or scan as you want. If they are dirty, clean them.

❖ **Cleaning the machine**

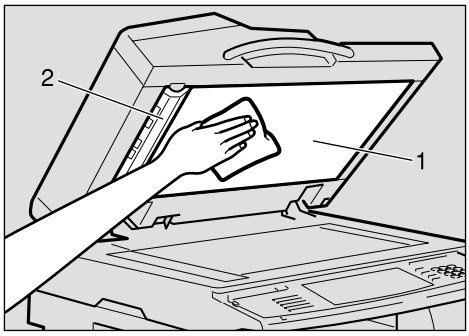
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

❒ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

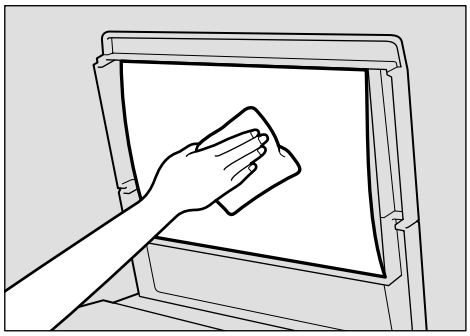
When using the document feeder



GEWH130E

Clean 1 and 2.

When using the exposure glass cover



GEWH140E

Adjusting the Color Registration

When the printer is moved, the Fusing Unit is replaced, or after printing repeatedly for some time, registration shifting might occur. By performing color registration adjustment, you can maintain optimum print results.

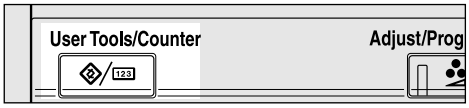
Note

❒ Normally, do not perform manual color adjustment.

Auto Adjustment

If the color documents show registration shifting, perform automatic color adjustment.

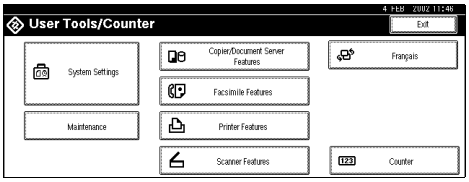
1 **Press the 【User Tools/Counter】 key.**



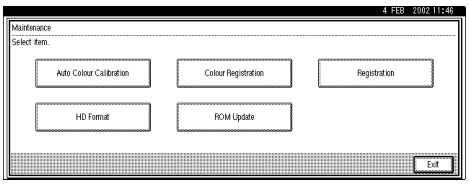
ZFLS110N

"User Tools/Counter" appears on the panel display.

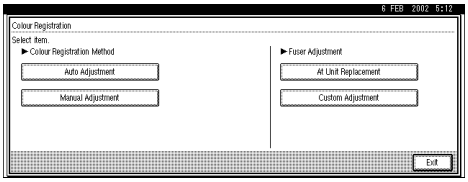
2 **Press [Maintenance].**



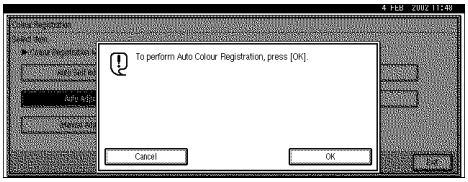
3 **Press [Color Registration].**



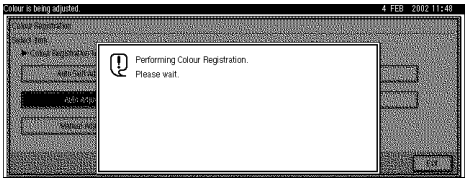
4 **Press [Auto Adjustment].**



5 **Press [OK].**



Auto adjustment will be started.



Important

❒ Do not turn off the power switch when "Color is Being adjusted." is shown on the panel display. This will cause a printer malfunction.

Automatic color adjustment takes about two minutes. When it is completed, the display returns to the color registration menu.

6 **When you have made all the settings, press the 【User Tools/Counter】 key.**

The initial display is shown.

Fuser Adjustment

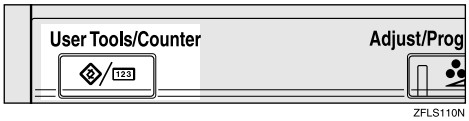
When replacing the fusing unit

Note

❒ If the toner has almost run out or Auto Adjustment has not finished, the Fuser Adjustment procedure cannot be carried out. Carry out the Fuser Adjustment procedure after replenishing the toner or after Auto Adjustment has finished.

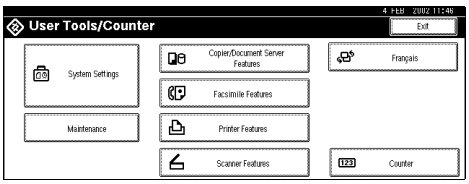
1 **Load the A3 paper that comes with the new Fusing Unit in the Bypass Tray.**

2 **Press the 【User Tools/Counter】key.**

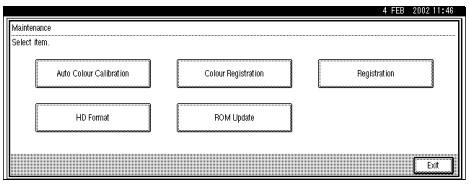


"User Tools/Counter" appears on the panel display.

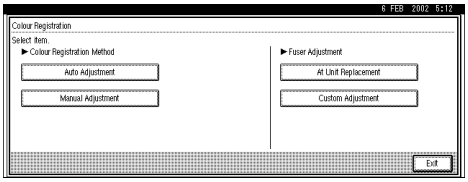
3 **Press [Maintenance].**



4 **Press [Color Registration].**



5 **Press [At Unit Replacement].**



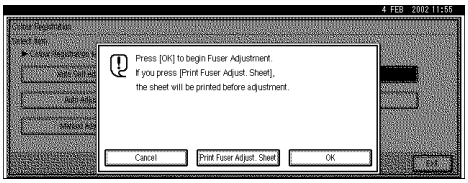
Important

❒ When the toner cartridge is almost empty or "Auto Adjustment" is not finished, the following message appears on the panel display and Fuser Adjustment is not available.

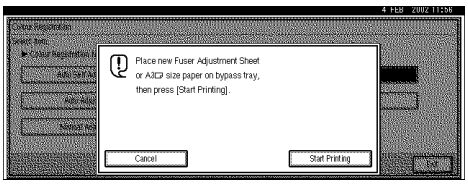
Confirm that the toner is not empty. If the toner is empty, replace the toner cartridge.

If the toner cartridge is not empty, perform "Auto Adjustment". See p.36 “Auto Adjustment”.

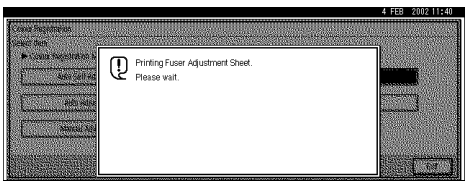
6 **Press [Print Fuser Adjust. Sheet].**



7 **Confirm that the A3 paper that comes with the Fusing Unit is in the Bypass Tray, and then press [Start Printing].**

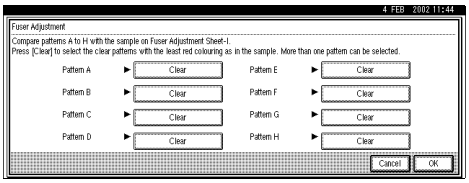


The printer prints 8 Test Sheets (A-H). For more information about Test Sheets, See p.42 “Test Sheet Samples”.



2

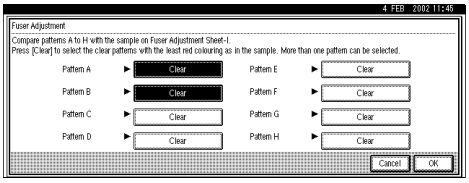
8 After printing the Fuser Adjustment Sheet, the Fuser Adjustment display appears. Adjust the print settings for boxes A - H on the Fuser Adjustment Sheet.



Note

❒ Check the printed Fuser Adjustment Sheet to adjust the print settings.

❶ **Compare box A of the pattern with the white square in the printed Fuser Adjustment Sheet. If the pattern is the same as the printed Fuser Adjustment Sheet, press [Clear]. If it is not, do not press [Clear].**



Note

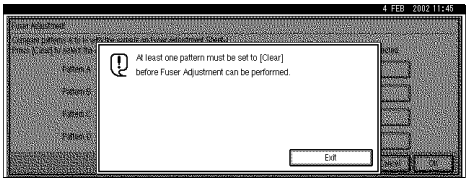
❒ If you press **[Clear]** again, setting will be cancelled.

❷ **Repeat step ❶ to make the settings for boxes B to H.**

❸ **After making all the settings, press [OK].**

Note

❒ If **[Clear]** is not pressed for one of the boxes, the following display appears. Press **[Exit]** and repeat the procedure from step ❶.



9 After making all the settings, press the [User Tools/Counter] key.

The initial display is shown.

When color shifting occurs

Perform this procedure when color shifting occurs even after performing "Auto Adjustment".

1 Load A4▭ or larger paper in the Bypass Tray.

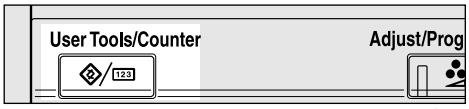
Note

❒ Be sure to select paper size in the "Paper Input" menu.

Reference

For details about paper size and the procedure for loading paper in the Bypass Tray, see "*Loading Paper*" in Maintenance Guide 2.

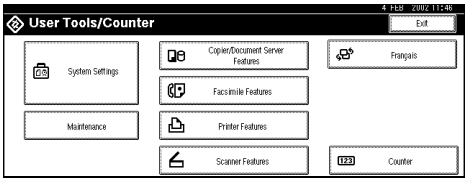
2 Press the [User Tools/Counter] key.



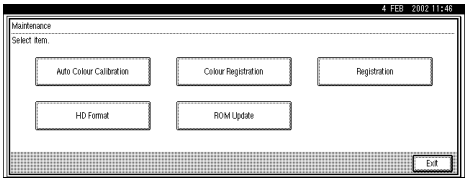
ZFLS110N

"User Tools/Counter" appears on the panel display.

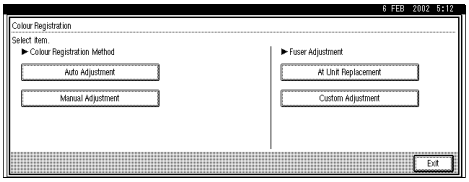
3 Press [Maintenance].



4 Press [Color Registration].



5 **Press [Custom Adjustment].**



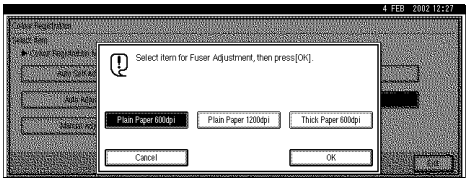
Important

- ❒ When the toner cartridge is almost empty or "Auto Adjustment" is not finished, the following message appears on the panel display and Fuser Adjustment is not available.

Confirm that the toner is not empty. If the toner is empty, replace the toner cartridge.

If the toner cartridge is not empty, perform "Auto Adjustment". See p.36 “Auto Adjustment”.

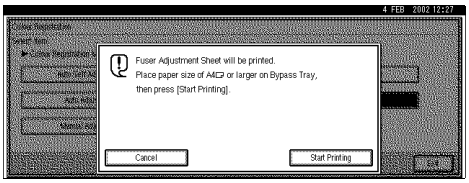
6 **Select "Plain: 600dpi", "Plain: 1200dpi", or "Thick: 600dpi" as the value to adjust, and then press [OK].**



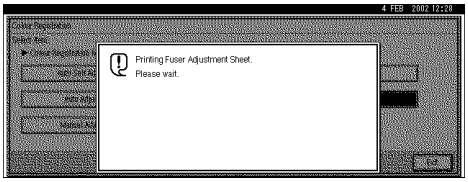
Note

- ❒ The current resolution can be checked in the printer driver.
- ❒ To adjust the color registration for thick paper, select "Thick: 600dpi" regardless of the current resolution.

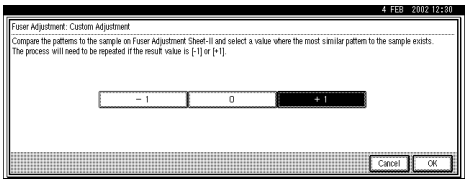
7 **To print the Fuser Adjustment Sheet, make sure that A4 or larger paper is loaded in the Bypass Tray, and then press [Start Printing].**



Fuser Adjustment Sheet II is printed. See p.42 “Test Sheet Samples”.

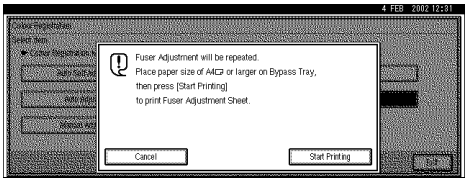


8 **Compare box A of the printed pattern with the white square in the printed Fuser Adjustment Sheet. Specify which square in the box matches the printed Fuser Adjustment Sheet.**



If you specify "0", setting is finished and the display that appeared in step **5** returns.

If you specify "-1" or "+1", the following display appears.



Press **[Start Printing]**. An adjusted Fuser Adjustment Sheet II is printed and the display that appeared in step **8** reappears. Keep adjusting until the printed pattern looks the same as the printed pattern, and then specify "0".

9 **After making all the settings, press the 【User Tools/Counter】 key.**

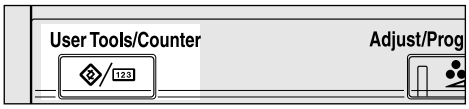
The initial display is shown.

Manual Adjustment

Important

❒ Normally, do not carry out manual color adjustment.

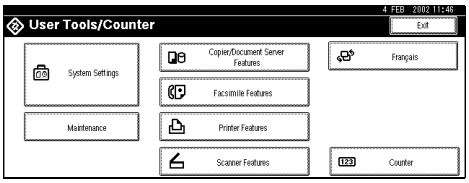
1 **Press the [User Tools/Counter] key.**



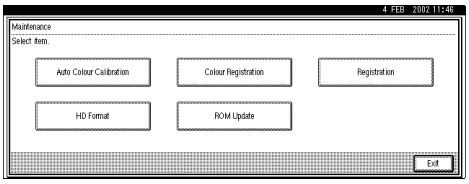
ZFLS110N

"User Tools/Counter" appears on the panel display.

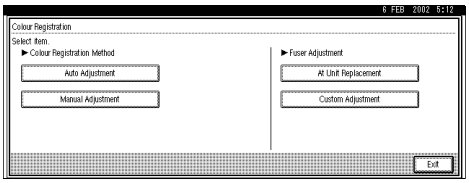
2 **Press [Maintenance].**



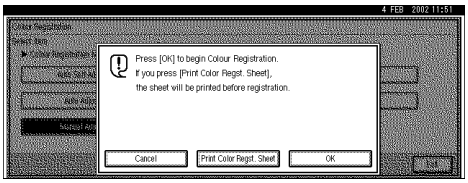
3 **Press [Color Registration].**



4 **Press [Manual Adjustment].**



5 **Press [Print Color Registration] to print the Color Registration Sheet used for checking color registration.**



The Color Registration Sheet is printed. When printing finishes, the "Color Registration" display appears.

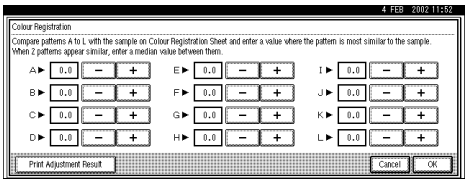
Reference

See p.42 "Test Sheet Samples".

Note

❒ To print the Color Registration Sheet, load A4 paper in the standard tray.

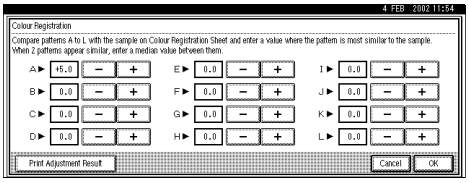
6 **Set the correct values for boxes A through L on the printed Color Registration Sheet.**



Note

❒ Use the printed Color Registration Sheet as a standard for setting the correct values.

❶ **Compare squares -7 to +7 in box A of the printed pattern with the white square in the printed Color Registration Sheet. Use [+] or [-] to enter the value (-7 to +7) of the square in box A of the printed pattern that comes closest to matching the printed Color Registration Sheet.**



Note

❒ Pressing **[+]** or **[-]** increases or decreases the value by 0.5 step.

If the two whitest squares are equally white, enter their intermediate value. For example, if the "+1" and "+2" squares are the whitest, enter "+1.5".

The color registration adjustment range for each color is -7 to +7.

There is an area on the Color Registration Sheet where you can write down the values for boxes A through L.

❷ **Repeat step ❶ to make the settings for boxes B to L.**

❸ **After making all the settings, press [Print Adjustment Result].**

The adjusted sheet is printed.

❹ **Make sure that square "0" is the whitest within boxes A through L on the printed Color Registration Sheet.**

Note

❒ If a square other than "0" is the whitest, repeat the procedure from step **6**.

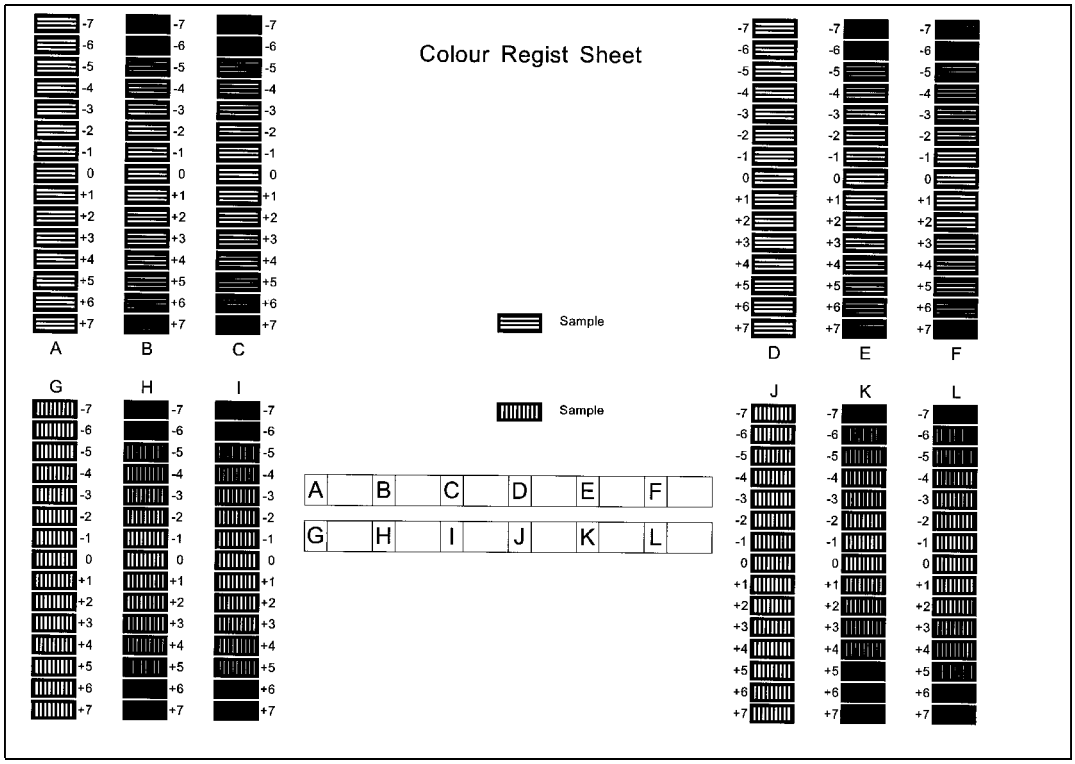
7 **After making all the settings, press the 【User Tools/Counter】 key.**

The initial display is shown.

Test Sheet Samples

Following images are samples of the test sheet.

❖ ColorRegistSheet



❖ Fuser Adjust Sheet I

Fuser Adjust Sheet I

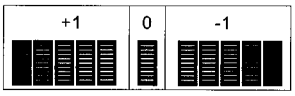
Sample

Pattern:A

❖ Fuser AdjustSheet II

Fuser Adjust Sheet II

Sample



Adjusting the Color Calibration

The color calibration can change slightly as a result of a number of factors. For instance, the color may change after many prints have been made or after a new toner cartridge has been installed. If this happens, the machine can be made to produce the appropriate color by adjusting the color calibration. Normally, however, you do not need to do this.

Note

- ❒ Adjusting a printer's color calibration will affect the output of all users who use that printer.
- ❒ You cannot print the Test Pattern Sheet using paper loaded in the Bypass Tray.

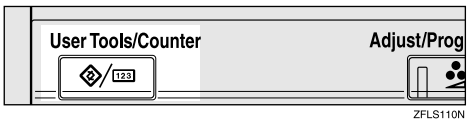
Auto Color Calibration

In color calibration, this machine automatically adjusts the printed highlights and mid-tones.

Note

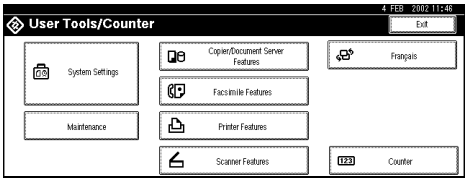
- ❒ The machine will not carry out Auto Color Calibration if the toner has almost run out.
- ❒ Use the same type of paper for each test pattern print. Inaccurate calibration can occur if different types of paper are used.

1 **Press the 【User Tools/Counter】 key.**

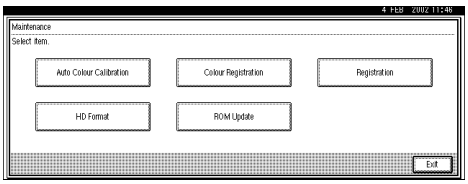


"User Tools/Counter" appears on the panel display.

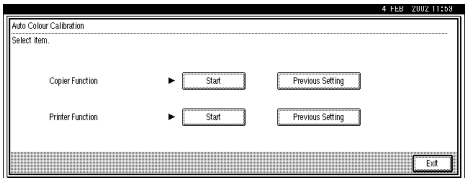
2 **Press [Maintenance].**



3 **Press [Auto Color Calibration].**



4 **When adjusting the color calibration in copy mode, press [Start] to the right of [Copier Function]. When adjusting the color calibration in printer mode, press [Start] to the right of [Printer Function].**



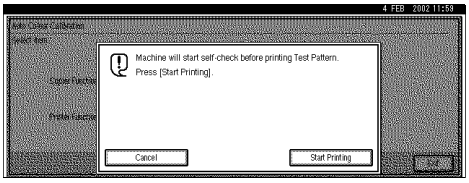
5 **Print the Test Pattern.**

If you have adjusted the color calibration in copy mode, go to step ❶.

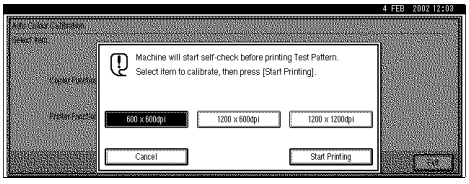
If you have adjusted the color calibration in printer mode, the resolution selection display appears. In this case, go to step ❷.

2

❶ **If you have adjusted the color calibration in copy mode, the following display appears. Press [Start Printing].**



❷ **If you have adjusted the color calibration in printer mode, the following display appears. Select [600 x 600 dpi], [1200 x 600 dpi], or [1200 x 1200 dpi] as the resolution for color calibration, and then press [Start Printing].**



The test pattern will be printed.

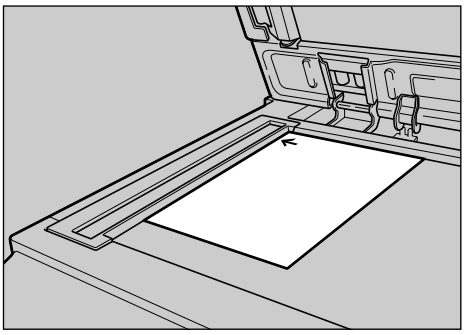
Note

❒ Immediately after selecting **[Start Printing]** from this menu, a self-check starts. Wait a few minutes for the test pattern to be printed.

Important

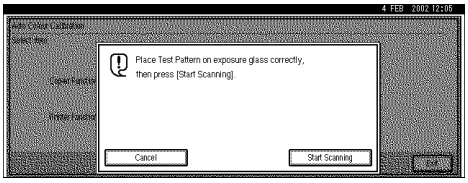
❒ If the toner has almost run out, the message "Test Pattern could not be printed. Print it again." appears on the control panel and the machine does not carry out Auto Color Calibration. Make sure there is sufficient toner for Auto Color Calibration. If there is not, replace the cartridge. See p.4 “Replacing the Toner Cartridge”.

6 **Place the printed arrow of the test pattern sheet at the left corner of the exposure glass with the printed side down.**



ZFQC030J

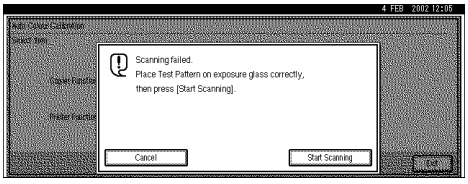
7 **Press [Start Scanning].**



Adjustment of the color calibration starts.

Note

❒ If the sheet is not loaded properly, the following message appears.



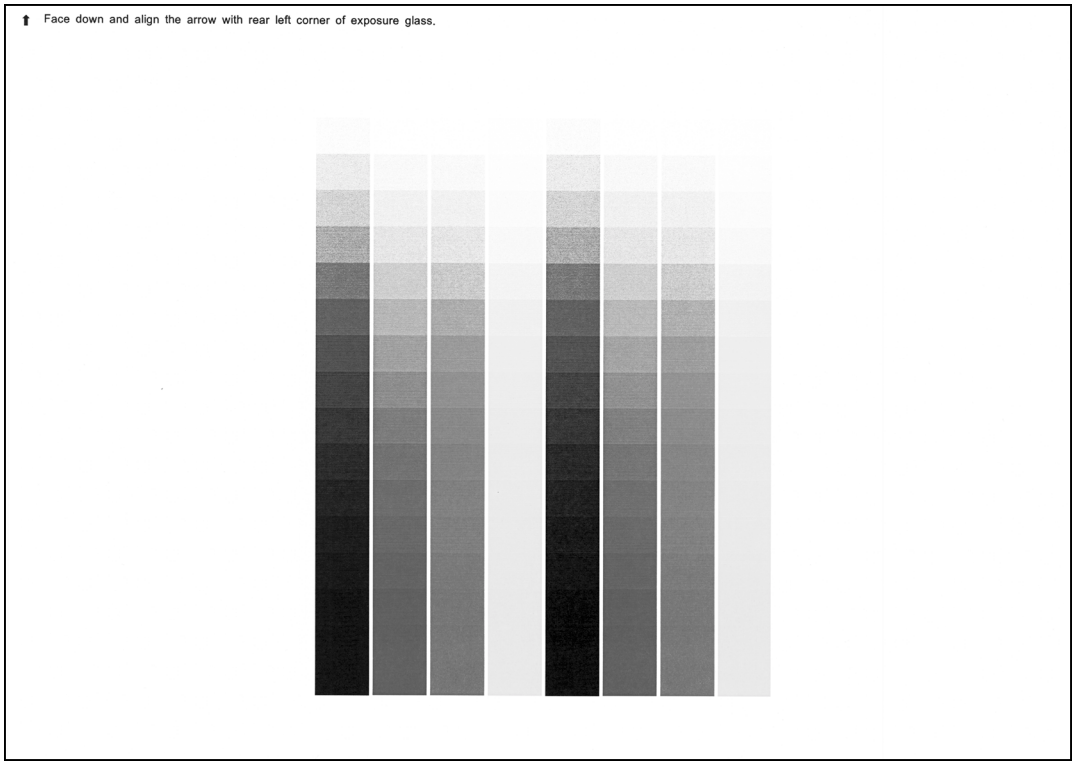
8 **When all the settings have been made, press the 【User Tools/Counter】 key.**

The initial display is shown.

Verifying the Test Pattern Sheet

This is the test pattern sheet that is printed out when carrying out Auto Color Calibration. Place the printed arrow of the sheet at the left corner of the exposure glass and scan the sheet to automatically start color calibration.

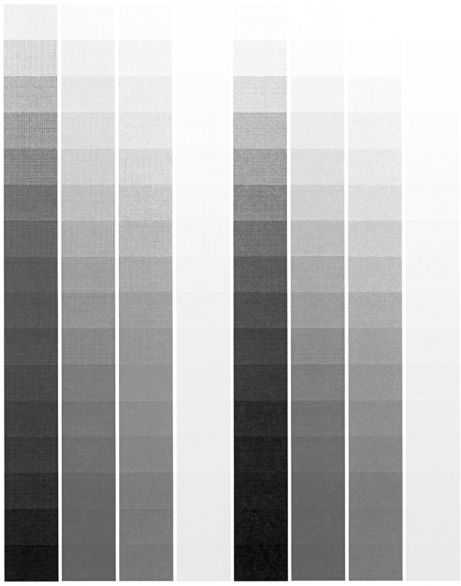
❖ Test Pattern Sheet for Copy Mode



❖ Test Pattern Sheet for Printer Mode

Face down and align the arrow of this sheet with rear left corner of exposure glass.

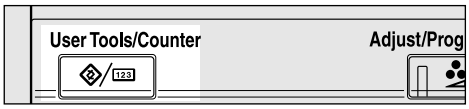
Auto Color Calibration Test Pattern (600x600dpi)



Restoring Previous Color Calibration Settings

You can restore previous color calibration settings.

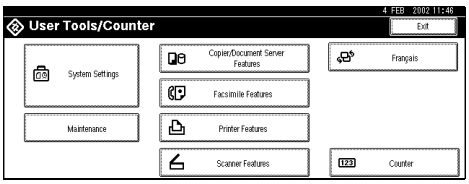
1 **Press the 【User Tools/Counter】key.**



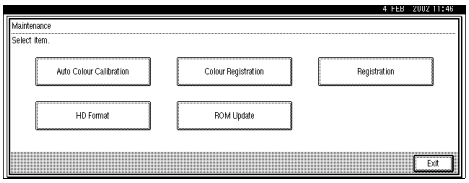
ZFLS110N

"User Tools/Counter" appears on the panel display.

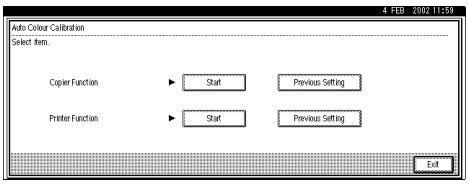
2 **Press [Maintenance].**



3 **Press [Auto Color Calibration].**



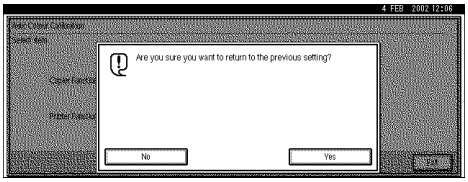
4 **To restore previous color calibration settings in copy mode, press [Previous Setting] to the right of [Copier Function]. To restore previous color calibration settings in printer mode, press [Previous Setting] to the right of [Printer Function].**



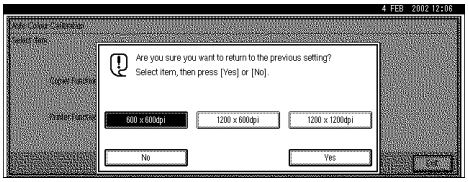
If you have adjusted the color calibration in copy mode, go to step ❶.

If you have adjusted the color calibration in printer mode, the resolution selection display appears. In this case, go to step ❷.

❶ **When restoring previous color calibration settings in copy mode, the display shown below appears. Press [Previous Setting].**



❷ **When restoring previous color calibration settings in printer mode, the display shown below appears. Select [600 x 600 dpi], [1200 x 600 dpi], or [1200 x 1200 dpi] as the resolution for color calibration, and then press [Previous Setting].**



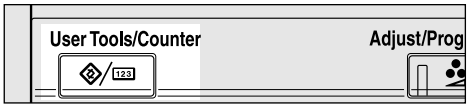
5 **When all the settings have been made, press the 【User Tools/Counter】key.**

The initial display is shown.

Adjusting the Registration of the Trays

You can adjust the registration of each tray. The vertical adjustment is used for all trays. Normally, you need not update the registration. But when the optional Paper Feed Unit or the Duplex Unit is installed, updating the registration is useful in some cases. The following procedure describes how to adjust Tray 3. You can use the same procedure to adjust the other tray as well.

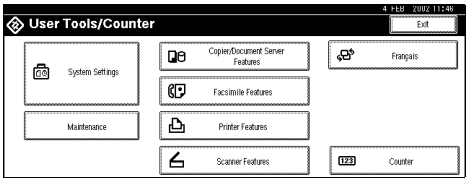
1 Press the [User Tools/Counter] key.



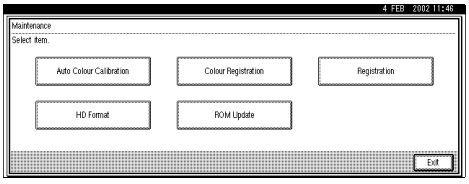
ZFLS110N

"User Tools/Counter" appears on the panel display.

2 Press [Maintenance].

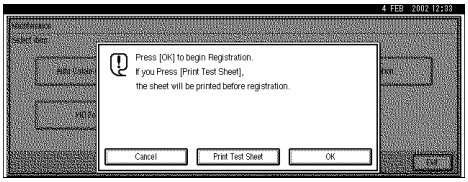


3 Press [Registration].

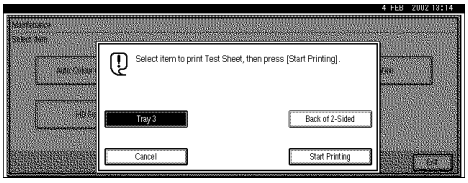


4 Print the test sheet to preview the registration.

❶ **Press [Print Test Sheet].**



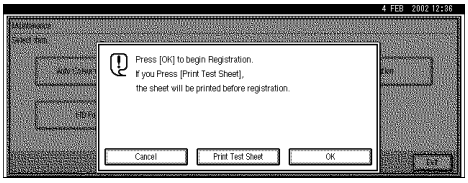
❷ **Press either [Tray3] or [Back of 2-Sided] to select the tray you want to adjust the registration for.**



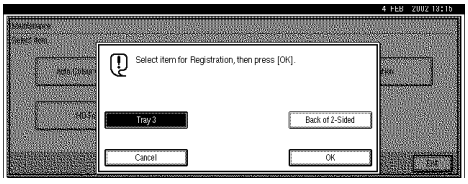
❸ **Press [Start Printing].**

5 Select the item to adjust.

❶ **Press [OK].**



❷ **Press either [Tray3] or [Back of 2-Sided] to select the tray you want to adjust the registration for.**

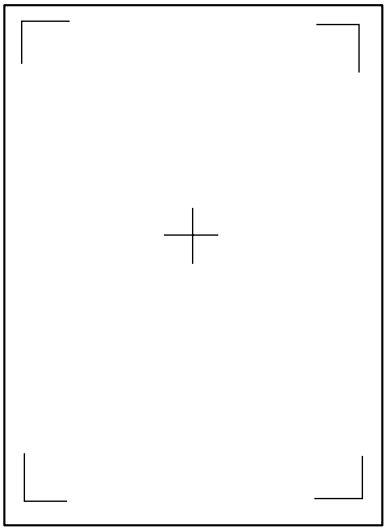


❸ **Press [OK].**

6 Check the position of the image on the test sheet, and then adjust the registration.

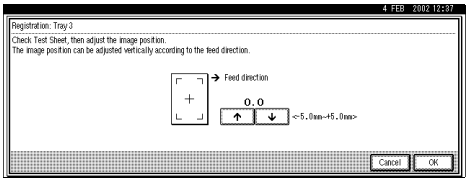
Note

❒ When checking the registration, use the feeding direction as a reference. Since the feeding direction is the same as the delivery direction, be sure to check the feeding direction.



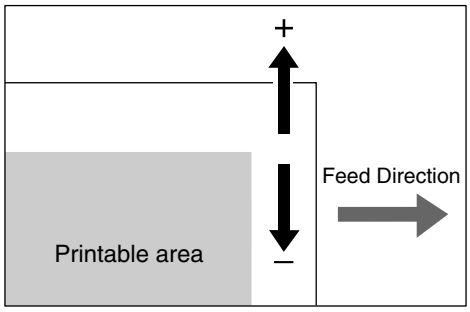
The following procedure makes the margins on the Print Test Sheet equal.

❶ **Press [↑] or [↓] to increase or decrease the registration value (mm).**



Note

❒ Increase the value to shift the print area in the positive direction, decrease it to shift the print area in the negative direction.



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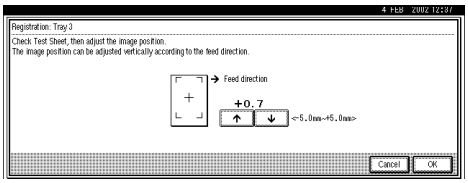
Pressing [↑] or [↓] increases or decreases the value by 1.0 mm step.

❷ **Press [OK].**



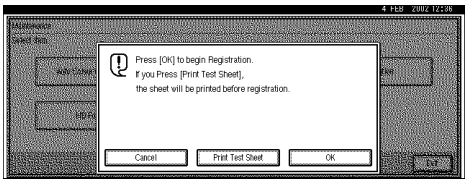
The display returns to the one that appeared in step 4.

7 Print the Print Test Sheet in the same way as in step 4, and then check whether the registration is correct or not.

Note

❒ If the registration is still not correct, repeat the procedure from step 5.

8 If the registration is correct, press [Cancel].



9 After making all the settings, press the 【User Tools/Counter】 key.

The initial display is shown.

Removing Misfed Paper in the Duplex Feed Unit

You can remove misfed paper from the Duplex Feed Unit following the procedure below.

Note

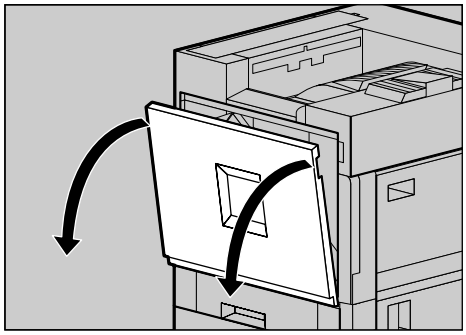
- ❒ When a paper misfeed occurs in the Duplex Feed Unit, the printer usually sends the misfed paper to the right cover and there is no need to execute the following procedure. See *"When "Remove Misfeed A:Internal Path" Appears"* in Maintenance Guide 2.

Important

- ❒ Be sure to remove misfed paper following the procedure below only when "Paper in duplex unit. Open cover and remove paper." appears on the panel display.

1 Turn off the power switch, and then unplug the power cable.

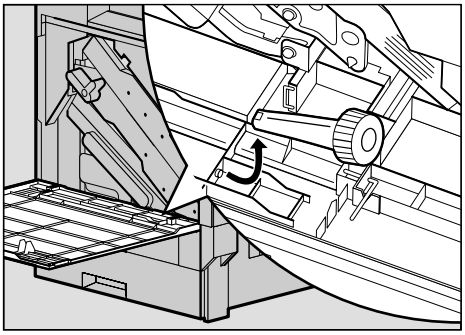
2 Open the front cover slowly by pulling down from the two areas on the left and right.



ZDJH007J

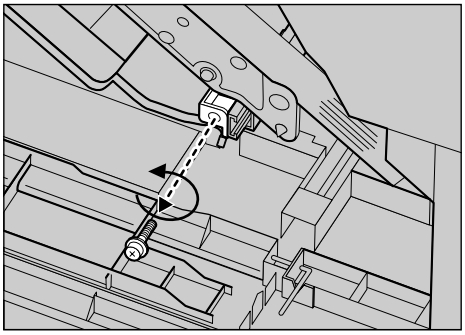
3 Take out the green screwdriver.

Use this screwdriver to attach and detach all screws.



ZDJH013J

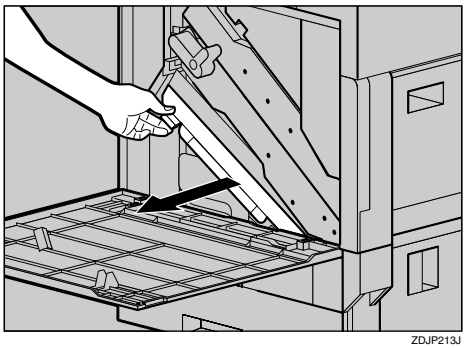
4 Remove the screw that fastens the Duplex Feed Unit using the provided screwdriver.



ZDJP221J

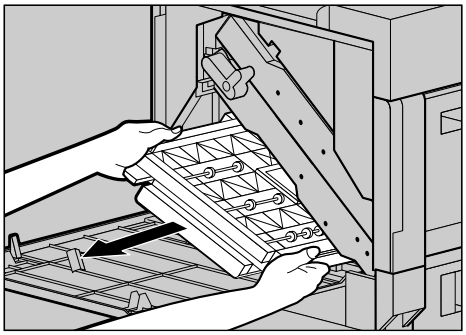
You will use this screw to refasten the Duplex Feed Unit later.

5 **Pinch the upper left area of the Duplex Feed Unit, and pull it out slowly halfway.**



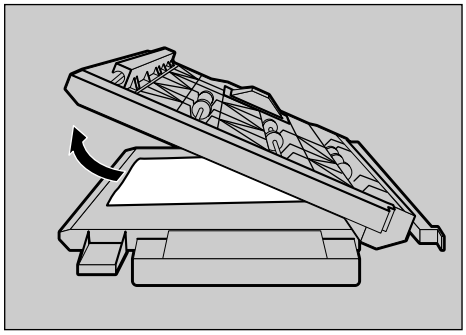
ZDJP213J

6 **Holding the Duplex Feed Unit firmly with both hands, pull it straight out.**



ZDJP214J

7 **Place the Duplex Feed Unit on the floor slowly. Open it slowly, and remove the misfed paper.**



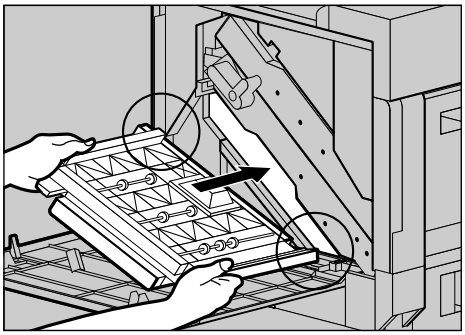
ZDJP215J

Important

- ❒ Do not open the Duplex Feed Unit by force. It might damage the unit.

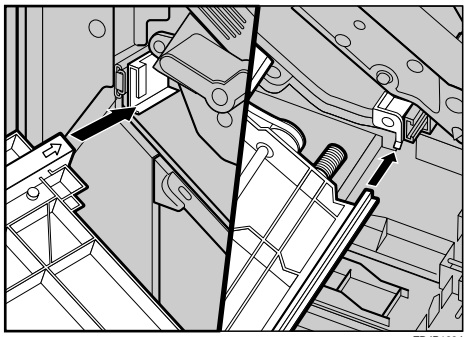
8 **Close the Duplex Feed Unit.**

9 **Holding the Duplex Feed Unit with both hands, insert it along the rails slowly until it stops.**



ZDJP056J

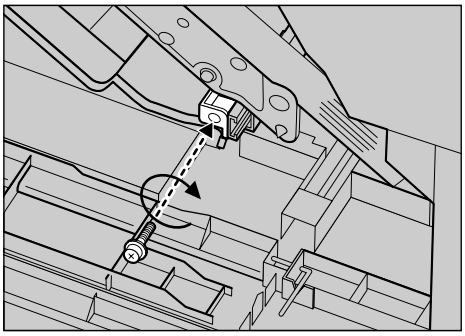
The top and bottom rails are located in the position shown in the illustration.



ZDJP133J

There are two arrows located on the left and right sides of the Duplex Feed Unit.

10 Refasten the Duplex Feed Unit using the provided screwdriver. Use the screw that was removed in step 4.

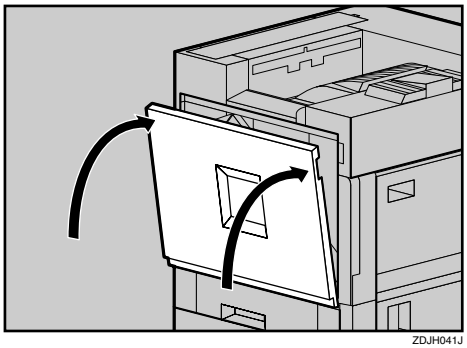


ZDJP057J

Note

- ❒ Be sure to return the provided screwdriver to its original position on the inside of the front cover.

11 Close the front cover slowly by pushing the two areas on the left and right.



ZDJH041J

12 Plug in the power cable, and then turn on the power switch.

Consumables

⚠ ***CAUTION:***

- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.*

❖ Toner cartridge

Toner cartridge	Average printable number of pages per cartridge *1
Cyan	10,000 pages
Magenta	10,000 pages
Yellow	10,000 pages
Black	20,000 pages

*1 A4 5% test chart, 5 pages/job

Note

❒ The actual number of printed pages you get from a particular toner cartridge depends on the type and size of paper you are using, the contents of your print images, and the printing environment conditions. All this means that a toner cartridge might require replacement sooner than the normal life described above.

❒ Toner cartridges that come with the printer are for setup purposes, and will not provide the number of pages described above. The average number of printable pages that can be expected from the toner cartridges included in the printer are as follows:

- Black toner cartridge : about 10,000 pages
- Cyan, magenta and yellow toner cartridges : about 5,000 pages for each cartridge.

❖ Staple Cartridge

Cartridge type	Number of shots
Staple cartridge	5000 shots × 1 with cartridge
Staple Refill cartridge	Refill 5000 shots × 3

❖ Other consumables

Note

❒ The actual life of consumables depends on the type and size of paper you are using, the contents of your print images, and the printing environment conditions. All this means that consumables might require replacement sooner than the life indicated. Furthermore, the life of color consumables may considerably shorten as mixed printing of black & white pages and color pages frequently occurs.

Name	Consumables	Average printable number of pages *1
Printer Maintenance Kit Type 3800A	Color Photoconductor Unit × 3	50,000 pages *2
Printer Maintenance Kit Type 3800B	Color Development Unit × 3	100,000 pages *2
Printer Maintenance Kit Type 3800C	Fusing Unit × 1	100,000 pages *2
Printer Maintenance Kit Type 3800D	Black Development Unit × 1	100,000 pages *2
Printer Maintenance Kit Type 3800E	Used Toner Bottle × 1	50,000 pages
Printer Maintenance Kit Type 3800F	Black Photoconductor Unit × 1	50,000 pages *2
Printer Maintenance Kit Type 3800G	Fusing Oil Unit × 1	20,000 pages *2
Printer Maintenance Kit Type 3800H	Paper Feed Rollers × 1	150,000 pages

*1 A4 5% test chart, 5 pages/job
*2 When printing each page as a single job, the unit needs extra idling, thus reducing the unit's print life by half.

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Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Declaration of Conformity

Product Name: Laser Printer

Model Number: AP3800C/AP828/SLP38c/DSc38

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Properly shielded cables must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

○ means POWER OFF.

⏻ means STAND-BY

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Fax options are not sold in some areas.

Note

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Keys on the computer's keyboard.

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – B6	40 – 128g/m^2
	2-sided originals: A3 – A5	52 – 105g/m^2

❖ Inch version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – 5$^1/_2$" × 8$^1/_2$"	11 – 34 lb.
	2-sided originals: 11" × 17" – 5$^1/_2$" × 8$^1/_2$"	14 – 28 lb.

Note

- ❒ The number of originals that can be placed in the document feeder is about 80.
- ❒ The weight range for originals in the Mixed Size mode is 52-81g/m^2, 13.8-21.5 lb.

Non-recommended originals for the document feeder

Placing the following types of originals in the document feeder can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in ⇒ p.6 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that have correction fluid or ink on them that has not completely dried

Sizes Detectable by the Auto Paper Select

❖ Metric version

Size / Location of the original	A3	B4	A4	B5	A5	11" × 17"	8½" × 14"	8½" × 11"	5½" × 8½"	8½" × 13" *1
Exposure glass	❍	❍	❍	❍	×	×	❍	×	×	❍
Document feeder	❍	❍	❍	❍	❍	×	×	×	×	❍

*1 You can select from 8½" × 13",8¼" × 13" or 8" × 13" with the User Tools (System Settings). See Copy Reference <Advanced Features>.

❖ Inch version

Size / Location of the original	A3	B4	A4	A4	B5	A5	11" × 17"	8½" × 14"	8½" × 11"	5½" × 8½"	8½" × 13"	8" × 10"	10" × 14"
Exposure glass	×	×	×	×	×	×	❍	❍	❍	×	×	❍	❍
Document feeder	❍	×	❍	×	×	×	❍	❍	❍	❍	×	×	❍

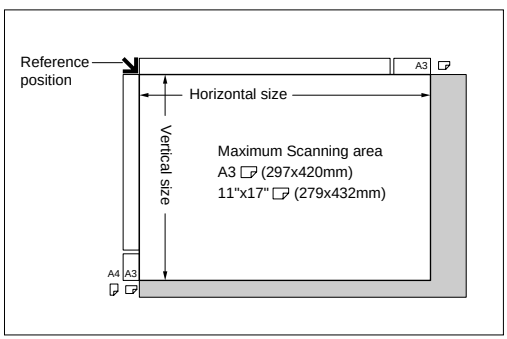
Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

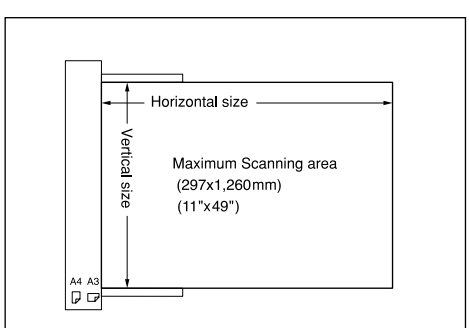
Missing Image Area

❖ Exposure glass



CP01AEE

❖ Document feeder



CP02AEE

Limitation

- Even if you correctly place originals in the document feeder or on the exposure glass, 3mm (0.1") margins on all four sides of the original might not be copied.
- Make sure the original is placed correctly so that it is fed straight.
- When placing paper 433mm or larger in the document feeder (ADF), there are cases when the paper will be jammed, creased, or not fed.
- The maximum value for the system length setting is 1260mm (49").

Paper and Other Media Supported by This Machine

Paper Sizes

This section describes the type, size, feed direction, and maximum amount of paper that can be loaded into each paper tray in this printer.

Note

❒ The following symbols and terminology are used to represent the feed direction.

In this manual	On the panel display	Paper feed direction
← (Feed direction)	A4 (210 × 297) 8 1/2 × 11	Short-edge feed direction
← (Feed direction)	A4 (297 × 210) 11 × 8 1/2	Long-edge feed direction

❒ Be careful of the paper feed direction. The direction is determined for each paper size.

❖ Input Paper Sizes (Metric version)

	Feed direction	Size (mm)	Bypass Tray	Paper Tray (Tray 1)	Paper Feed Unit (Tray 2/3/4)	2000-sheet Large Capacity Tray
A3	▭	297 × 420	☆	×	◎	×
B4 JIS	▭	257 × 364	☆	×	☆	×
A4	▭	210 × 297	☆	×	☆	×
	▯	297 × 210	☆	●	◎	●
B5 JIS	▭	182 × 257	☆	×	☆	×
	▯	257 × 182	☆	×	◎	×
A5	▭	148 × 210	☆	×	×	×
	▯	210 × 148	☆	×	◎	×
B6 JIS	▭	128 × 182	★	×	×	×
A6	▭	105 × 148	☆	×	×	×
11" × 17"	▭	279 × 432	☆	×	◎	×
Legal (LG, $8^1/_2$" × 14")	▭	216 × 356	☆	×	◎	×
Letter (LT, $8^1/_2$" × 11")	▭	216 × 279	☆	×	◎	×
	▯	279 × 216	☆	×	◎	×
$5^1/_2$" × $8^1/_2$"	▭	140 × 216	☆	×	×	×

	Feed direction	Size (mm)	Bypass Tray	Paper Tray (Tray 1)	Paper Feed Unit (Tray 2/3/4)	2000-sheet Large Capacity Tray
Executive (Exec., $7^1/_4$" × $10^1/_2$")	▭	184 × 276	☆	×	☆	×
	▯	276 × 184	☆	×	×	×
Folio ($8^1/_4$" × 13")	▭	210 × 330	☆	×	☆	×
Foolscap (F4, $8^1/_2$" × 13")	▭	216 × 330	☆	×	☆	×
F/GL (8" × 13")	▭	203 × 330	☆	×	☆	×
Com#10 Env ($4^1/_8$" × $9^1/_2$")	▭	104.8 × 241.3	☆	×	×	×
C5 Env (6.38" × 9.02")	▭	162 × 229	☆	×	×	×
C6 Env (4.49" × 6.38")	▭	114 × 162	☆	×	×	×
DL Env (4.33" × 8.66")	▭	110 × 220	☆	×	×	×
Monarch Env ($3^7/_8$" × $7^1/_2$")	▭	98.4 × 190.5	☆	×	×	×
Custom Size	-	-	★*	×	×	×
8K ($10^1/_2$" × 15.35")	▭	267 × 390	☆	×	☆	×
16K (7.68" × $10^1/_2$")	▭	195 × 267	☆	×	☆	×
	▯	267 × 195	☆	×	☆	×

- ● means that the size is exclusive.
- ◎ means that the size is supported and the printer selects the paper size automatically.
- ☆ means that the size is supported but the paper size should be selected with the control panel.

- ★ means that the size is supported but the paper size should be set with the control panel as a custom size.
- ★* means that the supported size is approximately 90 - 305 mm in width, and approximately 148 - 458 mm in length. The supported size may differ depending on the printer language you use. Set the custom size setting with the control panel.
- × means that the size is not supported.

❖ Input Paper Sizes (Inch version)

	Feed direction	Size (inch)	Bypass Tray	Paper Tray (Tray 1)	Paper Feed Unit (Tray 2/3/4)	2000-sheet Large Capacity Tray
11" × 17"	▭	11" × 17"	☆	×	◎	×
Legal (LG)	▭	$8^1/_2$" × 14"	☆	×	◎	×
Letter (LT)	▭	$8^1/_2$" × 11"	☆	×	◎	×
	▯	11" × $8^1/_2$"	☆	●	◎	●
$5^1/_2$" × $8^1/_2$"	▭	$5^1/_2$" × $8^1/_2$"	☆	×	×	×
Executive (Exec.)	▭	$7^1/_4$" × $10^1/_2$"	☆	×	☆	×
	▯	$10^1/_2$" × $7^1/_4$"	☆	×	×	×
A3	▭	11.26" × 16.54"	☆	×	◎	×
B4 JIS	▭	10.12" × 14.33"	☆	×	☆	×
A4	▭	8.26" × 5.83"	☆	×	☆	×
	▯	5.83" × 8.26"	☆	×	◎	×
B5 JIS	▭	7.17" × 10.12"	☆	×	☆	×
	▯	10.12" × 7.17"	☆	×	◎	×
A5	▭	5.83" × 8.26"	☆	×	×	×
	▯	8.26" × 5.83"	☆	×	◎	×

	Feed direction	Size (inch)	Bypass Tray	Paper Tray (Tray 1)	Paper Feed Unit (Tray 2/3/4)	2000-sheet Large Capacity Tray
B6 JIS	▭	5.04" × 7.17"	★	×	×	×
A6	▭	4.13" × 5.63"	☆	×	×	×
Folio	▭	$8^1/_4$" × 13"	☆	×	☆	×
Foolscap F4	▭	$8^1/_2$" × 13"	☆	×	☆	×
F/GL	▭	8" × 13"	☆	×	☆	×
Com#10 Env	▭	$4^1/_8$" × $9^1/_2$"	☆	×	×	×
C5 Env	▭	6.38" × 9.02"	☆	×	×	×
C6 Env	▭	4.49" × 6.38"	☆	×	×	×
DL Env	▭	4.33" × 8.66"	☆	×	×	×
Monarch Env	▭	$3^7/_8$" × $7^1/_2$"	☆	×	×	×
Custom Size	-	-	★*	×	×	×
8K	▭	$10^1/_2$" × 15.35"	☆	×	☆	×
16K	▭	7.68" × $10^1/_2$"	☆	×	☆	×
	▯	$10^1/_2$" × 7.68"	☆	×	☆	×

- ● means that the size is exclusive.
- ◎ means that the size is supported and the printer selects the paper size automatically.
- ☆ means that the size is supported but the paper size should be selected with the control panel.

- ★ means that the size is supported but the paper size should be set with the control panel as a custom size.
- ★* means that the supported size is approximately 3.5 - 12 inch in width, and approximately 5.8 - 18 inch in length. The supported size may differ depending on the printer language you use. Set the custom size setting with the control panel.
- × means that the size is not supported.

❖ Paper weight and the maximum number of sheets

	Supported paper weight	**Maximum number of sheets (plain paper)** *1
Tray 1	60 - 105 g/m^2 (16 - 28 lb)	500 (80 g/m^2, 20 lb)
Tray 2	60 - 105 g/m^2 (16 - 28 lb)	500 (80 g/m^2, 20 lb)
Bypass Tray	52 - 162 g/m^2 (14 - 42 lb)	100 (80 g/m^2, 20 lb)
PAPER FEED UNIT Type 3800C (500 × 1)	60 - 105 g/m^2 (16 - 28 lb)	500 (80 g/m^2, 20 lb)
PAPER FEED UNIT Type 3800C (500 × 2)	60 - 105 g/m^2 (16 - 28 lb)	1000 (80 g/m^2, 20 lb)
Paper Bank PS470 (2000-sheet Large Capacity Tray)	60 - 105 g/m^2 (16 - 28 lb)	2000 (80 g/m^2, 20 lb)
SR770 (2 Tray Finisher)	60 - 105 g/m^2 (16 - 28 lb)	2000 (80 g/m^2, 20 lb)

*1 Confirm that the top of the stack is not higher than the limit mark inside the tray.

❖ Output Paper Sizes (Metric version)

	Feed direction	Size (mm)	Standard Tray	Output Tray	2 Tray Finisher	4-bin Mailbox
A3	▭	297 × 420	○	○	○	○
B4 JIS	▭	257 × 364	○	○	○	○
A4	▭	210 × 297	○	○	○	○
	▯	297 × 210	○	○	○	○
B5 JIS	▭	182 × 257	○	○	○	○
	▯	257 × 182	○	○	○	○
A5	▭	148 × 210	○	○	×	○
	▯	210 × 148	○	○	○	○
B6 JIS	▭	128 × 182	○	○	×	×
A6	▭	105 × 148	○	○	×	×
11" × 17"	▭	279 × 432	○	○	○	○
Legal (LG, $8^1/_2$" × 14")	▭	216 × 356	○	○	○	○
Letter (LT, $8^1/_2$" × 11")	▭	216 × 279	○	○	○	○
	▯	279 × 216	○	○	○	○
$5^1/_2$" × $8^1/_2$"	▭	140 × 216	○	○	×	×

	Feed direction	Size (mm)	Standard Tray	Output Tray	2 Tray Finisher	4-bin Mailbox
Executive (Exec., $7^1/_4$" × $10^1/_2$")	▭	184 × 276	○	○	○	○
	▯	276 × 184	○	○	×	×
Folio ($8^1/_4$" × 13")	▭	210 × 330	○	○	○	×
Foolscap (F4, $8^1/_2$" × 13")	▭	216 × 330	○	○	○	×
F/GL (8" × 13")	▭	203 × 330	○	○	○	○
Com#10 Env ($4^1/_8$" × $9^1/_2$")	▭	104.8 × 241.3	×	○	×	×
CA Env (6.38" × 9.02")	▭	162 × 229	×	○	×	×
C6 Env (4.49" × 6.38")	▭	114 × 162	×	○	×	×
DL Env (4.33" × 8.66")	▭	110 × 220	×	○	×	×
Monarch Env ($3^7/_8$" × $7^1/_2$")	▭	98.4 × 190.5	×	○	×	×
Custom Size	-	-	○	○	×	○
8K ($10^1/_2$" × 15.35")	▭	267 × 390	○	○	○	×
16K (7.68" × $10^1/_2$")	▭	195 × 267	○	○	○	○
	▯	267 × 195	○	○	○	○

- ○ means that the size is supported.
- × means that the size is not supported.

❖ Output Paper Sizes (Inch version)

	Feed direction	Size (inch)	Standard Tray	Output Tray	2 Tray Finisher	4-bin Mailbox
11" × 17"	▭	11" × 17"	○	○	○	○
Legal (LG)	▭	$8^1/_2$" × 14"	○	○	○	○
Letter (LT)	▭	$8^1/_2$" × 11"	○	○	○	○
	▯	11" × $8^1/_2$"	○	○	○	○
$5^1/_2$" × $8^1/_2$"	▭	$5^1/_2$" × $8^1/_2$"	○	○	×	×
Executive (Exec.)	▭	$7^1/_4$" × $10^1/_2$"	○	○	○	○
	▯	$10^1/_2$" × $7^1/_4$"	○	○	×	×
A3	▭	11.26" × 16.54"	○	○	○	○
B4 JIS	▭	10.12" × 14.33"	○	○	○	○
A4	▭	8.26" × 5.83"	○	○	○	○
	▯	5.83" × 8.26"	○	○	○	○
B5 JIS	▭	7.17" × 10.12"	○	○	○	○
	▯	10.12" × 7.17"	○	○	○	○
A5	▭	5.83" × 8.26"	○	○	×	○
	▯	8.26" × 5.83"	○	○	○	○
B6 JIS	▭	5.04" × 7.17"	○	○	×	×

	Feed direction	Size (inch)	Standard Tray	Output Tray	2 Tray Finisher	4-bin Mailbox
A6	▭	4.13" × 5.63"	○	○	×	×
Folio	▭	$8^1/_4$" × 13"	○	○	○	×
Foolscap F4	▭	$8^1/_2$" × 13"	○	○	○	×
F/GL	▭	8" × 13"	○	○	○	○
Com#10 Env	▭	$4^1/_8$" × $9^1/_2$"	×	○	×	×
C6 Env	▭	4.49" 6.38"	×	○	×	×
C5 Env	▭	6.38" × 9.02"	×	○	×	×
DL Env	▭	4.33" × 8.66"	×	○	×	×
Monarch Env	▭	$3^7/_8$" × $7^1/_2$"	×	○	×	×
Custom Size	-	-	○	○	×	○
8K	▭	$10^1/_2$" × 15.35"	○	○	○	×
16K	▭	7.68" × $10^1/_2$"	○	○	○	○
	▯	$10^1/_2$" × 7.68"	○	○	○	○

- ○ means that the size is supported and that the paper size should be set with the control panel. There is no dial in the tray.
- × means that the size is not supported.

Paper Recommendations

Loading Paper

Important

- ❒ Do not use paper that is meant for an ink-jet printer or it may stick to the Fusing Unit and cause a paper misfeed.
- ❒ When printing on an OHP transparency that has a print side, load it with the print side up on the Bypass Tray. Not taking this precaution may cause it to stick to the Fusing Unit and cause a misfeed.
- ❒ Print quality cannot be guaranteed if recommended paper is not used. For details about recommended paper, contact your sales or service representative.
- ❒ Do not use paper that has already been printed onto by other printers.

Storing Paper

- Paper should always be stored properly. Improperly stored paper might result in poor print quality, paper misfeeds, or printer damage. Recommendations are as follows:
  - Avoid storing paper in humid areas.
  - Avoid exposing paper to direct sunlight.
  - Store on a flat surface.
- Keep open reams of paper in the package in which the paper came.

Types of Paper and Other Media

❖ Plain Paper

- Tray 1/2 can hold up to 500 sheets.
  PAPER FEED UNIT Type 3800C (500x1) can hold up to 500 sheets.
  PAPER FEED UNIT Type 3800C (500x2) can hold up to 1000 sheets.
  Paper Bank PS470 can hold up to 2000 sheets.
  Confirm that the top of the stack is not higher than the limit mark inside the tray.
- Bypass Tray supports sizes approximately 3.5 - 12 inch in width and approximately 5.8 - 18 inch in length.
- When printing on the reverse side of plain paper that is already printed on, you should load it on the Bypass Tray and select **[Plain (Duplex Backside)]** from **[Paper Type:]** with the printer driver.

❖ Thick Paper

- Use the Bypass Tray.
- The Bypass Tray can hold paper up to 135 kg (163 g/m^2) in weight. The print quality on paper that is thicker cannot be guaranteed.
- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- When printing on thick paper, select thick paper mode with the printer driver.
- When printing on the reverse side of plain paper that is already printed on, you should load it on the Bypass Tray and select **[Thick (Duplex Backside)]** from **[Paper Type:]** with the printer driver.

Note

❒ The number of sheets that can be set varies depending on the paper thickness and paper type.

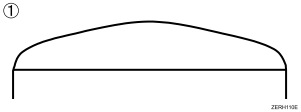
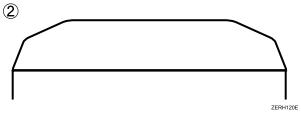
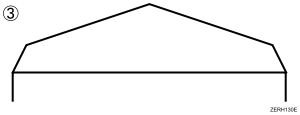
❖ OHP transparencies

- When printing on OHP transparencies, use the Bypass Tray.
- Load OHP transparencies on the tray with the print side up or they may stick to the Fusing Unit and cause a misfeed.
- Remove any unused OHP transparencies from the Bypass Tray after you are finished printing. Leaving them in the tray may cause them to stick together.
- When printing on OHP transparencies, you should select the OHP transparency mode with the printer driver.
- Confirm that the top of the stack is not higher than the limit mark inside the tray.
- When you print more than one OHP transparency, remove each sheet from the tray before the next sheet is printed out, or select "Slip Sheet" in the printer driver. For details about using "Slip Sheet", see the printer driver Help file.

❖ Envelopes

Important

❒ Only envelopes ① and ② as shown below are supported.

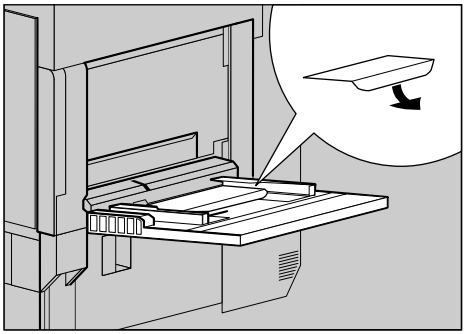
① 	Supported *1
② 	Supported *1
③ 	Not supported

*1 Misfeeds also might occur when using envelopes ① and ② depending on the length and shape of the flaps.

- When printing on envelopes, use the Bypass Tray, and select "Thick Paper" as the paper type in the "Tray Paper Settings" menu on the control panel. See p.43 “Specifying a paper type for the Bypass Tray”.
- Specifications of envelopes are as follows:

	Metric version	Inch version
Weight	72 - 90 g/m^2	19 - 24 lb
Recommended weight and size	72 g/m ^{2}, 114 × 162 mm (C6 Env)	24 lb, $3^7/_8$" × $7^1/_2$" (Monarch)

- You can load up to 10 envelopes (72 - 92 g/m^2, 19 - 24 lb) in the Bypass Tray at the same time, without forcibly pressing them. Confirm that the envelopes are not damp and that the top of the stack is not higher than the limit mark on the side guide.
- Confirm that the print side is facing up when loading onto the Bypass Tray.
- When loading envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.



- Make the printer driver's setting for rotating the print image by 180 degrees. For details, see the Help file for the printer driver.
- Confirm that there is no air in the envelopes before loading.
- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin to at least 15 mm (0.6").
- Do not print on both sides of envelopes.
- Load only one size and type of envelope at the same time.
- Before loading envelopes, flatten their leading edges (the side being fed into the printer) by running a pencil or ruler across them.
- Before loading envelopes, confirm that they are rectangular in shape.
- The supported size of envelopes is listed in *"Paper and Other Media"* in Maintenance Guide 2.

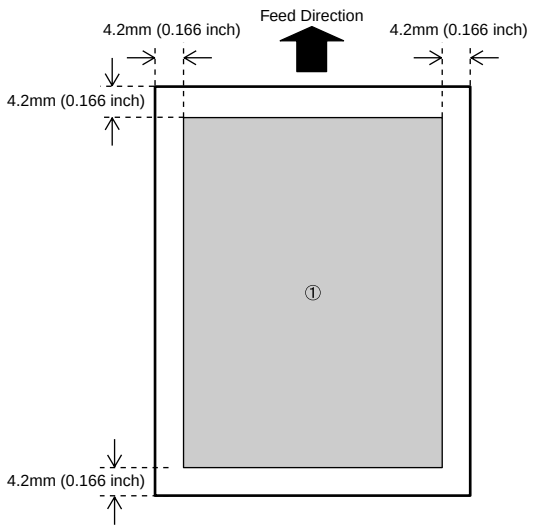
❖ Paper not supported by this printer

Avoid using the following types of paper that are not supported by this printer:

- Paper meant for an ink-jet printer
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead
- Coated paper
- Special paper, such as thermal paper, aluminum foil, carbon paper and conductive paper
- Paper whose weight is heavier or lighter than the limitation
- Paper with windows, holes, perforations, cutouts, or embossing
- Label paper on which glue or base paper is exposed
- Paper with clips or staples

Printable Area

The following shows the printable area for this printer. Be sure to set the print margins correctly by the application.



① : Printable area

Note

❒ The printable area may vary depending on the paper size, printer language and printer driver settings.

Loading Paper

Load paper and change the paper size in Tray 1, Tray 2 and the optional Paper Feed Unit by following the procedures below.

Important

- ❒ Tray 1 uses 11 × 8 $^1/_2$ ▯ paper exclusively. Load only 11 × 8 $^1/_2$ paper at all times.
- ❒ 2000-sheet Large Capacity Tray uses 11 × 8 $^1/_2$ ▯ paper exclusively. Load only 11 × 8 $^1/_2$ paper at all times.
- ❒ If you want to load A4 ▯ paper in Tray 1 and optional 2000-sheet Large Capacity Tray, contact your sales or service representative.

Reference

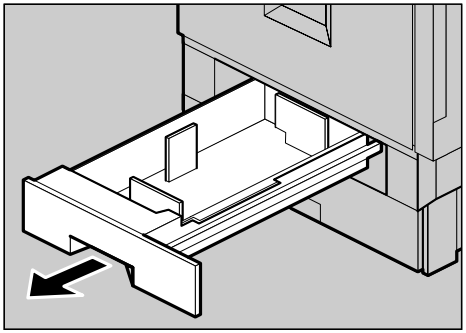
See p.12 “Paper Sizes” concerning paper to be loaded in the paper tray and optional Paper Feed Unit.

Loading Paper in Tray 1

Important

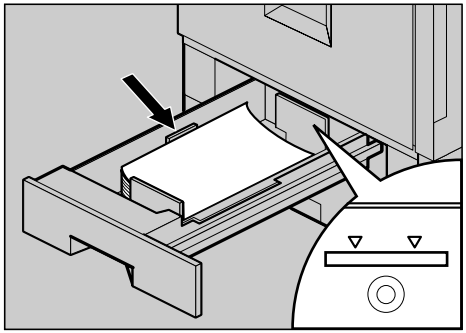
- ❒ Tray 1 uses 11 × 8 $^1/_2$ ▯ paper exclusively. Load only 11 × 8 $^1/_2$ paper at all times.
- ❒ If you want to load A4 ▯ paper in Tray 1, contact your sales or service representative.

1 Pull out the paper tray slowly until it stops.



ZDJH003J

2 **Load paper into the tray with the print side down.**



ZDJY001J

Important

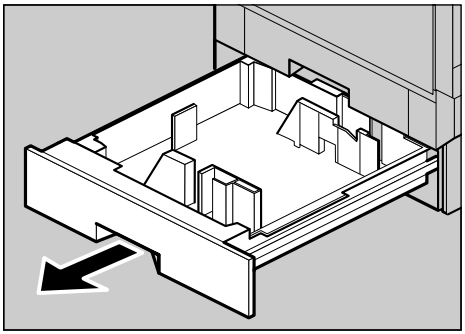
- ❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

3 **Carefully slide the paper tray into the printer until it stops.**

Loading Paper in Tray 2 and the Optional Paper Feed Unit

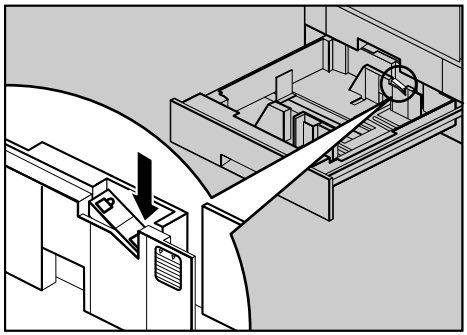
This section describes loading paper which is different from default size in Tray 2.

1 **Pull out the paper tray slowly until it stops.**



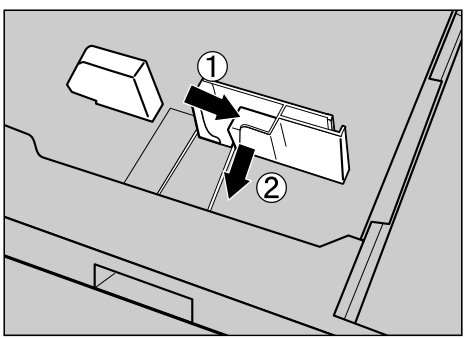
ZDJH005J

2 **Set the paper guide lock to the "unlocked" position.**



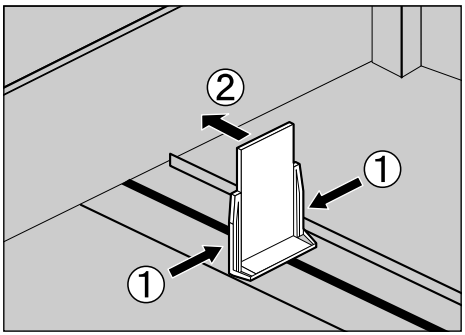
ZDJY003J

3 **Pushing the green lever of the side guide (①), move the side guide toward you to open it (②).**



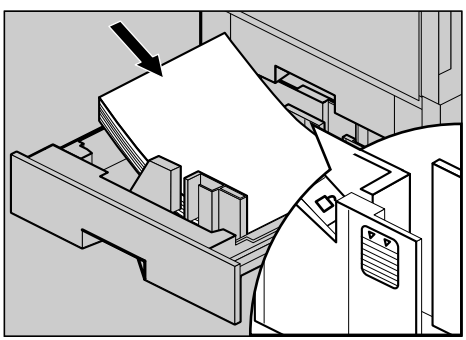
ZDJY802J

4 **Pinching both sides of the end guide (①), move the end guide in the direction of the arrow to open it.**



ZDJY801J

5 **Load paper in the same direction.**

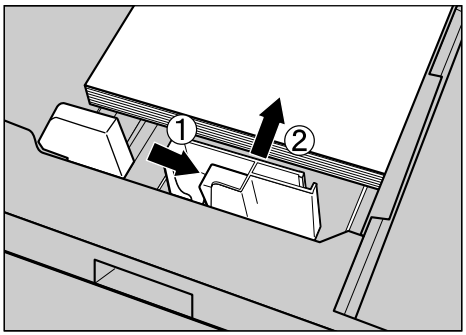


ZDJY002J

Important

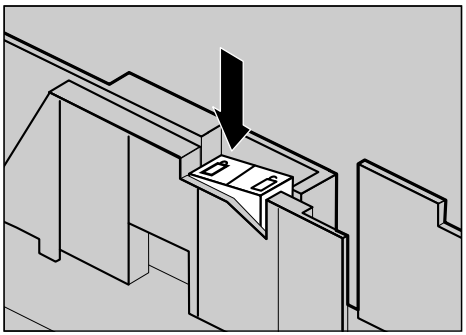
- ❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

6 **Pushing the green lever of the side guide (①), move the side guide toward the paper stack until it stops (②).**



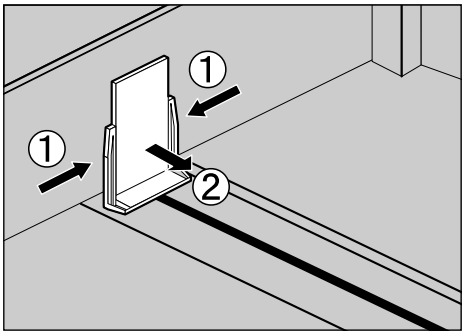
ZDJY006J

7 **Make sure the paper is fixed in place, and then lock the side guide.**



ZDJY007J

8 **Pinching both sides of the end guide (①), move the end guide toward the paper stack until it stops (②).**



ZDJY005J

9 **Carefully slide the paper tray into the printer until it stops.**

Important

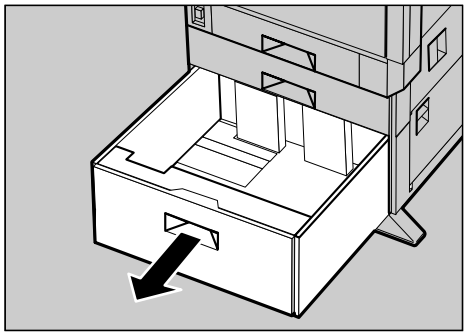
- ❒ Do not slide the paper tray in with force. If you do, the front and side guides might move.

Loading paper in Paper Bank PS470 (2000-sheet Large Capacity Tray)

Important

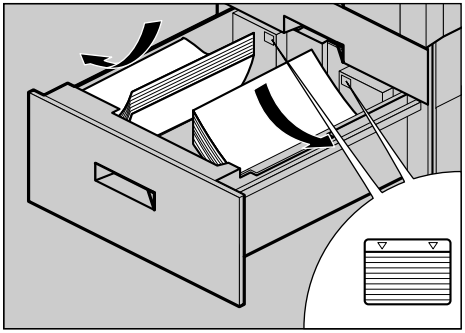
- ❒ 2000-sheet Large Capacity Tray uses 11 × 8 $^{1}/_{2}$ ▯ paper exclusively. Load only 11 × 8 $^{1}/_{2}$ paper at all times.
- ❒ If you want to load A4 ▯ paper in the 2000-sheet Large Capacity Tray, contact your sales or service representative.

1 **Pull out the paper tray slowly until it stops.**



ZDJY008J

2 **With the print side down, align all four sides of two paper stacks, and then load them next to each other in the tray. Each side has a limit of 1,000 sheets.**



ZDJY009J

Important

- ❒ Align the paper stacks and load them against the left and right walls, or a paper misfeed might occur.
- ❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.

3 **Push in the paper tray slowly until it stops.**

If you load a paper size that is not selected automatically

Note

- Paper sizes that are not selected automatically are Paper sizes that are not selected automatically are B4 ▭, A4 ▯, B5▭, $7^1/_4 \times 10^1/_2$▭, 8×13▭, $8^1/_2 \times 13$▭, $8^1/_4 \times 13$▭, 8K ($10^1/_2 \times 15.35$)▭, 16K ($7.68 \times 10^1/_2$)▭, 16K ($10^1/_2 \times 7.68$) ▯.

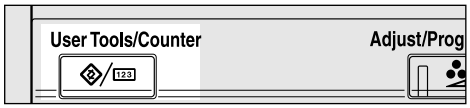
Reference

See p.31 “Loading Paper in Tray 2 and the Optional Paper Feed Unit” for details about how to load the paper.

Important

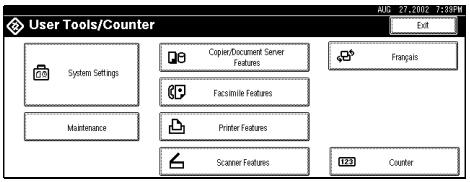
- Tray 1 uses $11 \times 8\ ^1/_2$ ▯ paper exclusively. Load only $11 \times 8\ ^1/_2$ paper at all times.
- Paper Bank PS470 uses $11 \times 8\ ^1/_2$ ▯ paper exclusively. Load only $11 \times 8\ ^1/_2$ paper at all times.
- If you want to load A4 ▯ paper in Tray 1 and optional Paper Bank PS470, contact your sales or service representative.

1 Press the [User Tools/Counter] key.

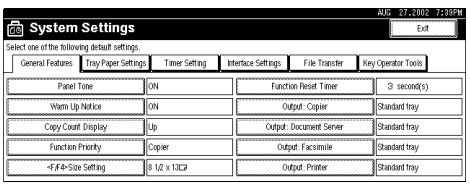


ZFLS110N

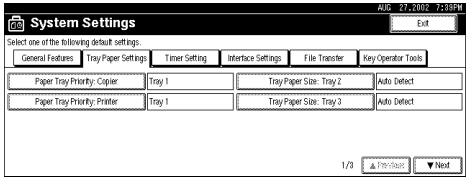
2 Press [System Settings].



3 Press [Tray Paper Settings].



4 **Select the tray for which you want to change the paper settings.**



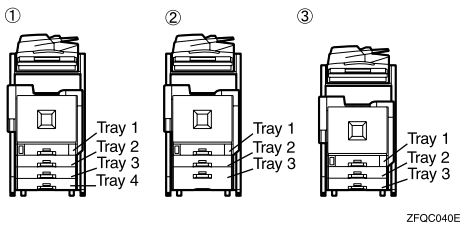
Note

❒ When the optional paper trays are installed, **[Tray Paper Size: Tray 3]** and **[Tray Paper Size: Tray 4]** are displayed.

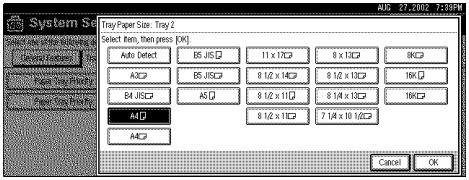
① When the PAPER FEED UNIT Type 3800C (500 × 2) is installed

② When the PAPER FEED UNIT Type 3800C (500 × 1) is installed

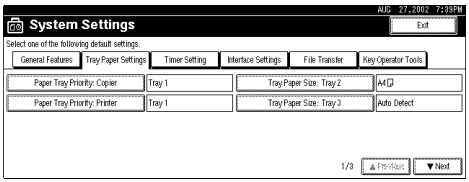
③ When the Paper Bank PS470 (2000-sheet Large Capacity Tray) is installed



5 **Select the loaded paper size and feed direction, and then press [OK].**



The set paper size and feed direction is displayed.



6 **Press the [User Tools/Counter] key.**

The initial display is shown.

Important

❒ If you want to print on paper that is selected automatically after printing on paper with a size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, repeat to step **1** to **4**, and select "Auto Detect" in step **5**. The setting is returned to "Auto Detect".

Changing the paper type

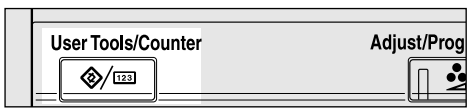
By selecting the paper type you want to load, the printer can perform printing better. You can select from the following paper types.

- Plain Paper, Recycled Paper, Special Paper, Color Paper, Letterhead Paper, Preprinted Paper, Prepunched Paper, Bond Paper, Card Stock

Important

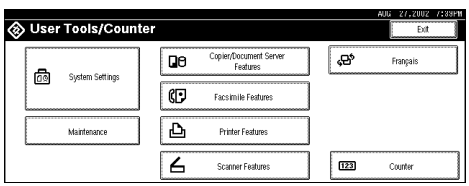
❒ The paper type setting in the printer driver takes priority over the setting on the control panel.

1 Press the 【User Tools/Counter】 key.

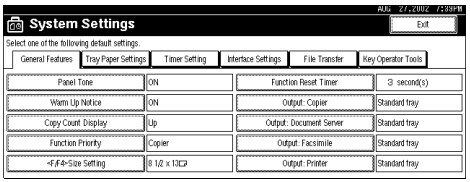


ZFLS110N

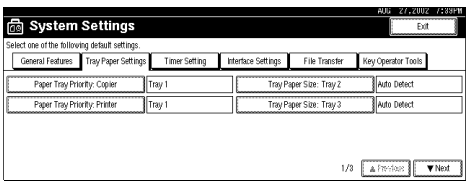
2 Press [System Settings].



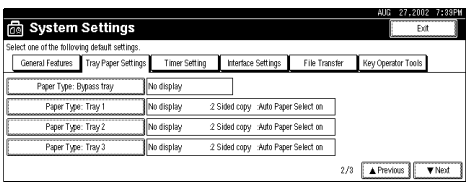
3 Press [Tray Paper Settings].



4 Press [▼Next].



5 Select the tray for which you want to change the paper settings.

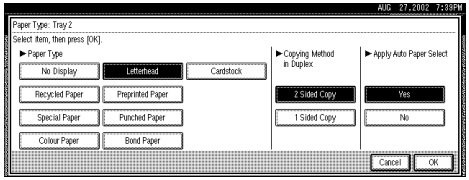


Note

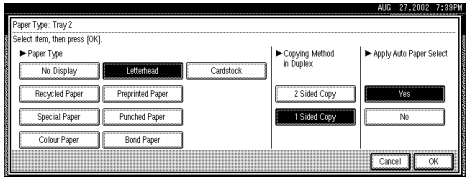
❒ When the optional paper trays are installed, **[Tray Paper Size: Tray 3]** and **[Tray Paper Size: Tray 4]** are displayed.

6 **Select the paper type and the copying method in duplex.**

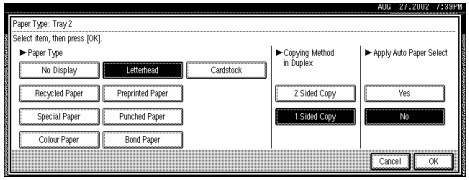
❶ **Select the paper type**



❷ **Specify the copying method in duplex.**



❸ **Specify whether you want to apply auto paper selection.**



❹ **Press [OK].**

The specified paper setting is displayed.

7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Loading Paper in the Bypass Tray

Besides regular paper, you can load paper onto the Bypass Tray which cannot be loaded in the Paper Tray or Paper Feed Unit such as thick paper, envelopes, OHP transparencies, and paper that is longer than A3▱.

Note

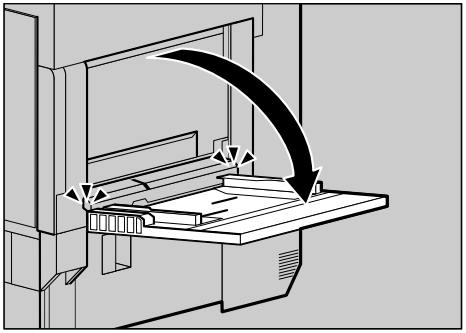
- ❒ Paper sizes supported by the Bypass Tray are 90 - 305 mm in width and 148 - 457 mm in length.
- ❒ If you load custom size paper or special paper, select the paper size with the control panel. The RPCS printer driver can select the paper size with the printer driver properties. The paper size selected with the printer driver overrides the one selected with the control panel. See p.41 “Specifying a custom paper size for the Bypass Tray”.
- ❒ If you load thick paper, OHP transparencies, or envelopes, make the settings for thick paper or OHP transparencies with the control panel or printer driver. See p.43 “Specifying a paper type for the Bypass Tray”.
- ❒ The number of pages that can be loaded in the Bypass Tray differs depending on the paper type. Confirm that the top of the stack is not higher than the limit mark inside the tray.

Limitation

❒ You cannot use the following functions when printing on paper that is loaded in the Bypass Tray.

- Duplex Print
- Collate, Job Separation
- Staple/Punch
- Auto Tray Select

1 Open the Bypass Tray.



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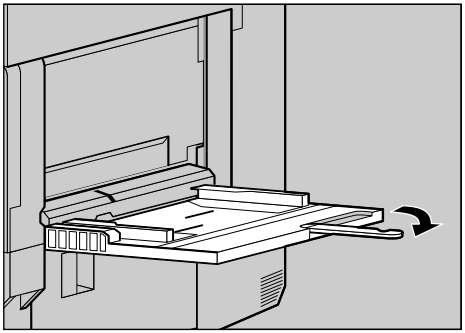
Note

❒ If you load A4 or larger size paper, pull out the Bypass Tray extension, and then flip it open.



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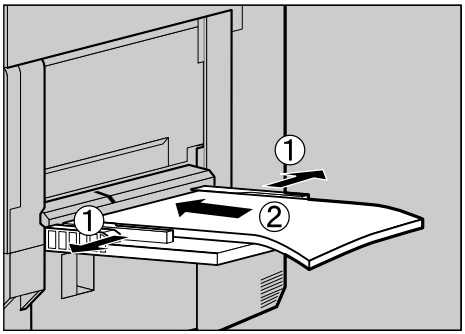
2 Slide the side guides outward (①), and then load paper until it stops with the print side up (②).



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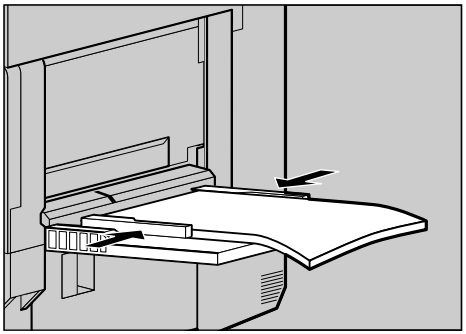
3 Adjust the side guides to the paper width.



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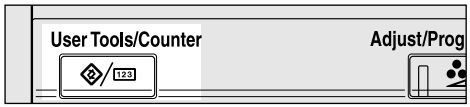
Important

- ❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.
- ❒ Shuffle the paper before loading the stack onto the tray so multiple sheets are not fed in at one time.

4 Set the paper size using the control panel as follows:

❶ Press the 【User Tools/Counter】 key.



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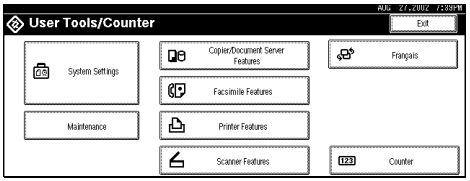
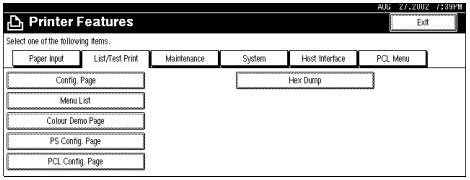
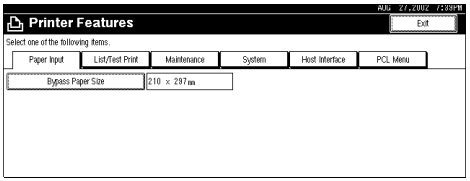
❷ Press [Printer Features].



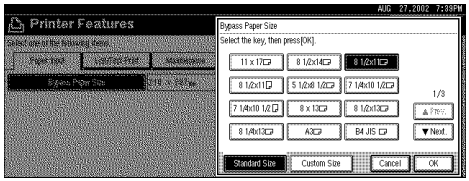
❸ Press [Paper Input].



❹ Press [Bypass Paper Size].



❺ **Select the loaded paper size and feed direction, and then press [OK].**



The set paper size and feed direction is displayed.

❻ **Press the 【User Tools/Counter】 key.**

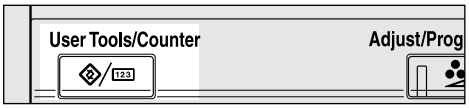
The initial display is shown.

Specifying a custom paper size for the Bypass Tray

Important

- ❒ The paper size selected with the printer driver overrides the one selected with the control panel. You do not have to make settings with the control panel if you already made them with the printer driver. However, when printing with a printer driver other than the RPCS printer driver, you must make the settings using the control panel. For more information about the printer driver, see the Help Files.
- ❒ The printer cannot print from applications that do not support custom paper size.

1 **Press the 【User Tools/Counter】 key.**



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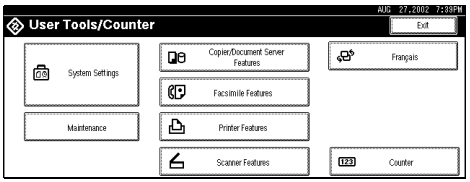
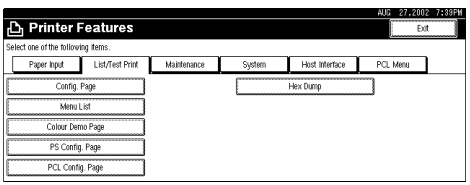
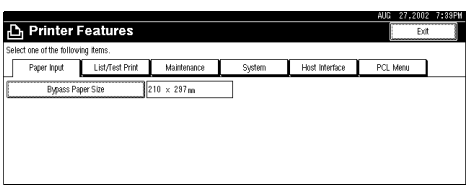
2 **Press [Printer Features].**



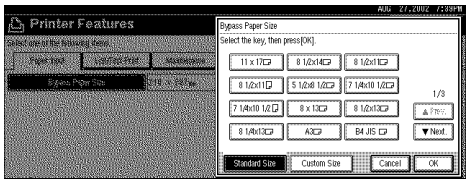
3 **Press [Paper Input].**



4 **Press [Bypass Paper Size].**

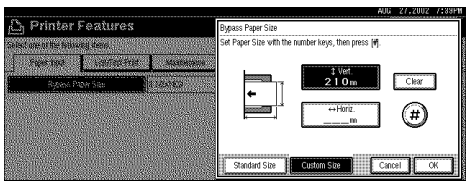


5 Press [Custom Size].



6 Enter the paper size.

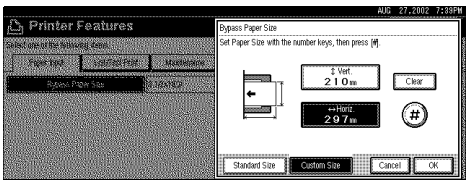
❶ Enter the vertical size of the paper in [Vert.] with the number keys, and then press [#].



Note

- ❒ When [Horiz.] is highlighted, press [Vert.] to highlight [Vert.], and then you can enter the value.
- ❒ If you want to clear the displayed value, press [Clear].

❷ Enter the horizontal size of the paper in [Horiz.] with the number keys, and then press [#].

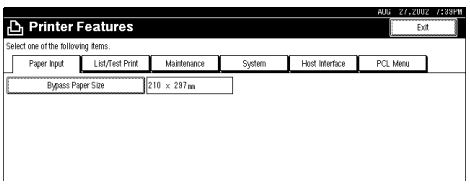


Note

- ❒ When [Vert.] is highlighted, press [Horiz.] to highlight [Horiz.], and then you can enter the value.

❸ Press [OK].

The set paper size is displayed.



7 Press the [User Tools/Counter] key.

The initial display is shown.

Specifying a paper type for the Bypass Tray

By selecting the paper type you want to load, the printer can perform printing better. You can select from the following paper types.

- Plain Paper, Recycled Paper, Special Paper, Color Paper, Letterhead, Preprinted, Prepunched, Labels, Bond Paper, Card Stock, OHP Transparencies, Thick Paper, Plain Paper (Duplex), Thick Paper (Duplex)

Important

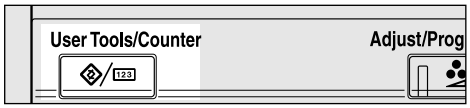
❒ Be sure to select the paper type when you load labels, thick paper, or OHP transparencies in the Bypass Tray.

Limitation

❒ You cannot use the following functions when printing on paper loaded in the Bypass Tray.

- Duplex Print
- Collate, Job Separation
- Staple, Punch
- Auto Tray Select

1 Press the 【User Tools/Counter】 key.



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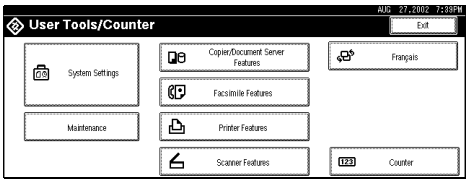
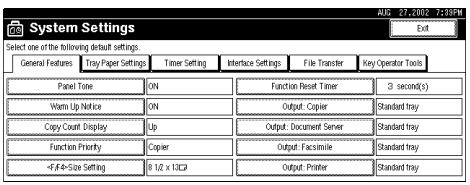
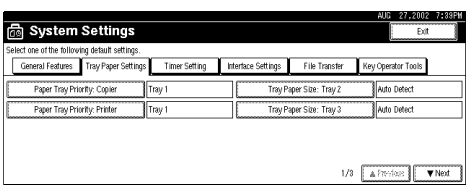
2 Press [System Settings].



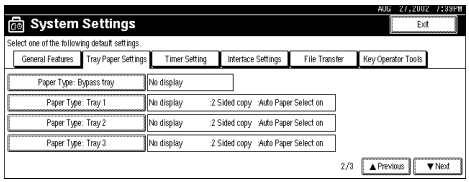
3 Press [Tray Paper Settings].



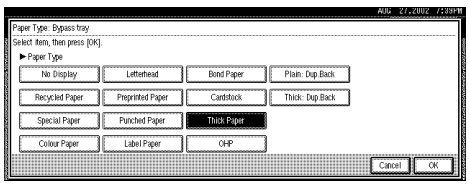
4 Press [▼Next].



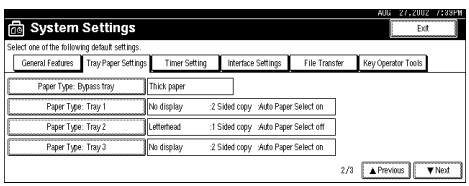
5 **Press [Paper Type: Bypass Tray].**



6 **Select the paper type, and then press [OK].**



The specified paper setting is displayed.



7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Error & Status Messages on the Control Panel

❖ Status Messages

Messages	Description	Solution
Color is being adjusted	The printer is calibrating the color.	Wait for a while.
Hex Dump Mode	In Hex Dump Mode	No action required.
Initializing Unit	The printer is initializing the development unit.	Wait for a while. Do not turn the main power switch off while the machine is being initializing.
Loading Toner...	The printer is loading the toner.	Wait for a while.
Offline	The printer is offline and cannot print data.	Press 【OnLine】.
Please wait	The printer is warming up or loading the toner.	Wait until the printer signals Ready.
Printing...	The printer is doing print job.	Wait for a while.
Ready	The default ready message. The printer is ready to use.	No action required.
Resetting job...	Job is being reset.	Wait for a while.
Waiting...	The printer is waiting for the next data to print.	Wait for a while.

❖ Alert Messages

Messages	Description	Solution
Add Toner No toner. Open the cover as shown and replace Toner Cartridge by following instructions shown inside the cover.	The indicated toner cartridge(s) is/are empty.	Replace the indicated toner cartridge(s). See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Cannot communicate with external server. Contact key operator.	There is a problem with the Network settings.	Connect the machine to the Network correctly, and then make sure the server's power switch is on. If the message appears again, contact your key operator, sales or service representative.
Cannot connect with network. Check settings of IP Address.	There is a problem with the Network settings.	Set a IP address correctly. See "Configuring the Network with the Control Panel" in Administrator Reference 1. If the message appears again, contact your sales or service representative.
Cannot connect with network. Contact key operator.	There is a problem with the Network settings.	Connect the machine to the Network correctly, and confirm other device's power switch is turned on. If the message appears again, contact your sales or service representative.
Cannot print file stored in PC. Load paper on #.	The paper in tray # ran out while stored files were being printed. #: tray number	Load paper in tray #.

Messages	Description	Solution
Close duplex unit cover.	The cover of the Duplex Reversal Unit is open.	Close the cover of the Duplex Reversal Unit.
Collate has been cancelled.	The setting of collate has been cancelled.	Turn the main power switch off and then on. If the message appears again, contact your sales or service representative. **Reference** Before turning the main power switch, see "Turning Off the Main Power" in Administrator Reference 1.
Development Unit Setting Error Development Units are not set properly: Black, Yellow, Magenta, Cyan Open the part as shown and set the unit.	The indicated development Unit(s) is/ are not set correctly, or is not set.	Set the indicated Development Unit(s) correctly. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Duplex has been cancelled.	The setting of duplex print has been cancelled.	To print the image correctly, add memory to the printer.
		Be sure to use the correct paper.
Duplex mode is in off position for tray #. Select another tray from followings and press **[Continue]**. To cancel job, press **[Reset]**. Tray setting can also be changed in User Tools. Required:<xxx> <yyy>	The machine sets duplex mode off for the tray # that the printer driver has set the mode on. #: tray number <xxx>: paper size <yyy>: paper type	Set the tray setting correctly.

Messages	Description	Solution
Exceeded max. pages. Collate is incomplete.	The printer identified a collation page overflow error.	Increase the RAM capacity. Install the optional hard disk drive.
Exceeded max. stored pages in sample print and locked print.	The maximum number of stored files has been exceeded during Sample Print or Locked Print.	Reduce the number of pages to print.
Finisher is in use for another function. Please wait.	Optional 2 Tray Finisher is in use for another function.	Wait until the job will be completed.
Following output tray is full. Remove the paper.	The indicated output tray is full.	Remove paper from the output tray.
Function Problem Following unit is out of order. Press **[Cancel]** to cancel functions. Please call service.	There is a problem with the unit indicated in the panel display.	Turn the main power switch off and then on. If the message appears again, contact your sales or service representative. **Reference** Before turning the main power switch, see "Turning Off the Main Power" in Administrator Reference 1.

Messages	Description	Solution
Function Problem Functional problem within the Copier Turn main power switch off then on. If the error appears again, call service.	There is a problem with the machine in the location indicated on the panel display.	Turn the main power switch off, and then on five seconds later. If the message appears again, contact your sales or service representative. **Reference** Before turning the main power switch, see "Turning Off the Main Power" in Administrator Reference 1.
Fusing Oil Unit Replacement Fusing oil is empty. Open the part as shown and replace Fusing Oil Unit.	It is time to replace the fusing oil unit.	Replace a fusing oil unit. Depending on your service contract, contact your sales or service representative. See " Replacing Consumables and Maintenance Kit " in Maintenance Guide 1.
Fusing Oil Unit Setting Error Fusing Oil Unit is not set properly. Open the part as shown and set the unit.	The fusing oil unit is not set correctly, or is not set.	Set the fusing oil unit correctly. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Fusing Unit Replacement Replacement of Fusing Unit is required. Open the part as shown and replace the unit.	It is time to replace the fusing unit.	Replace a fusing unit. Depending on your service contract, contact your sales or service representative. See " Replacing Consumables and Maintenance Kit " in Maintenance Guide 1.

Messages	Description	Solution
Fusing Unit Setting Error Fusing Unit is not set properly. Open the part as shown and set the unit.	The fusing unit is not set correctly, or is not set.	Set the fusing unit correctly. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Hard disk is full. Delete unnecessary files.	The maximum Hard disk drive area size has been exceeded.	Delete the unnecessary stored file.
Hole punch receptacle is full. Empty it.	The punch waste box is full of punch chips.	Remove the punch chips from the punch waste box. See p.92 “Removing Punch-hole Chips”. When the message appears even the waste box is not full, remove the Punch- hole chips on the top of the punch waste box. See p.93 “When the message appears even after removing the Punch-hole chips”.

Messages	Description	Solution
LCT has a problem. Turn Main Power Switch off then on. If the error appears again, call service representative.	The LCT (Large Capacity Tray) is malfunctioning.	Turn the main power switch off and then on. If the message appears again, contact your sales or service representative. **Reference** Before turning the main power switch, see "Turning Off the Main Power" in Administrator Reference 1.
Load following paper in Tray #, or select another tray and press **[Continue]**. To cancel job, press **[Reset]**. Required:<xxx> <yyy>	The indicated paper input tray is out of paper. #: tray number <xxx>: paper size <yyy>: paper type	Load paper into the indicated paper input tray.
NV-RAM has a problem.	The printer identified a memory switch (User Account Enhance Unit) error.	Replace the User Account Enhance Unit.
Original Misfeed Original was misfed at following point. Open the part as shown, then remove it.	There is a misfeed in the indicated point.	Remove the misfed paper. See p.68 “Removing Misfed Paper”.
Output tray has been changed.	The output tray has been changed because the selected output tray cannot handle the paper size in use.	Set the correct output tray.

Messages	Description	Solution
Paper in duplex unit. Open cover and remove paper.	There is a misfeed in the Duplex Reversal Unit.	Remove misfed paper. See p.81 “When "Paper Misfeed: Z1" Appears”.
Paper in staple tray. Open finisher cover and remove paper.	There is a misfeed in the optional 2 Tray Finisher.	Open the finisher cover and remove misfeed. See p.76 “When "Paper Misfeed: R" Appears”.
Paper Misfeed Paper was misfed at following point. Open the part as shown and remove it.	There is a misfeed in the indicated point.	Remove misfed paper. See p.68 “Removing Misfed Paper”.
Paper remains on staple tray. Remove it.	There is still paper in the staple tray.	Remove paper from the staple tray.
Paper size and type are mismatched. Select another tray from followings and press **[Continue]**. To cancel job, press **[Reset]**. Paper size and type can also be changed in User Tools. Required:<xxx> <yyy>	The paper size and the paper type settings of the input paper tray are not the same as those of the tray selected by the printer driver, when Auto Tray Select feature is on. <xxx>: paper size <yyy>: paper type	Load the required paper size and type into the paper input tray.

Messages	Description	Solution
Paper size and type of tray # are mismatched. Select another tray from followings and press **[Continue]**. To cancel job, press **[Reset]**. Paper size and type can also be changed in User Tools. Required:<xxx> <yyy>	The paper size and the paper type settings of the input paper tray are not the same as those of the printer driver. #: tray number <xxx>: paper size <yyy>: paper type	Load the required paper size and type into the paper input tray #.
Paper size of Tray # is mismatched. Select another tray from followings and press **[Continue]**. To cancel job, press **[Reset]**. Paper size can also be changed in User Tools. Required:<xxx> <yyy>	The paper size settings of the input paper tray is not the same as those of the printer driver. #: tray number <xxx>: paper size <yyy>: paper type	Load the required paper size into the paper input tray #.
Paper type of Tray # is mismatched. Select another tray from followings and press **[Continue]**. To cancel job, press **[Reset]**. Paper type can also be changed in User Tools. Required:<xxx> <yyy>	The paper type settings of the input paper tray is not the same as those of the printer driver. #: tray number <xxx>: paper size <yyy>: paper type	Load the required paper type into the paper input tray #.
Parallel I/F board has a problem.	There is a problem with the parallel interface.	If you use the parallel I/F, replace the interface cable that caused the error. If the message appears again, contact your sales or service representative.

Messages	Description	Solution
Photoconductor Units Setting Error Photoconductor Units are not set properly: Black, Yellow, Magenta, Cyan Open the part as shown and set the unit.	The indicated Photoconductor Unit(s) is/ are not set correctly, or is not set.	Set the indicated Photoconductor Unit(s) correctly. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Problem with the hard disk. Call service.	The printer identified a hard disk drive error.	Turn the main power switch off and then on. If the message appears again, contact your sales or service representative. **Reference** Before turning the main power switch, see "Turning Off the Main Power" in Administrator Reference 1.
Problem with IEEE 1394 board. Call service.	The printer identified an IEEE1394 Board error.	Contact your sales or service representative.
Problem with the printer module. Call service.	The printer identified a DIMM sum value error.	Contact yoursales or service representative.
Punch has been cancelled.	The setting of punch function has been cancelled.	Verify that the paper orientation, paper feed direction and the setting of punch where you desire.

Messages	Description	Solution
Replacement of Development Unit is required. Replace Development Unit(s).	It is time to replace the color or the black development Unit(s).	Replace the color or the black Development Unit(s). See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Replacement of Photoconductor Unit is required. Replace Photoconductor Unit.	It is time to replace the color or the black Photoconductor Unit.	Replace the color or the black Photoconductor Unit. Depending on your service contract, contact your sales or service representative. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Reset duplex unit correctly.	The duplex paper feed unit is not set correctly or is not set.	Remove and re-install the duplex paper feed unit correctly. See "Setting Up" in the Setup Guide.
Reset tray # correctly, or select another tray and press **[Continue]**. To cancel job, press **[Reset]**. Required:<xxx> <yyy>	The indicated paper input tray is not set correctly, or is not set. #: tray number <xxx>: paper size <yyy>: paper type	Set the indicated paper input tray correctly.
RPCS graphic error.	The graphic is not initialized because the graphic memory was not reserved.	Replace the installed memory.

Messages	Description	Solution
RPCS memory overflow.	The printer memory is not initialized because the CDC memory was not reserved via the system call.	Replace the installed memory.
RPCS syntax error.	The printer identified a syntax error. This error results from; data transmogrification caused by the transmission path problem, data interruption, data transmission from other drivers, etc.	Be sure to use the correct driver.
SDRAM module could not be recognized. Call service.	The printer identified an optional SDRAM error.	Remove and re-install the optional SDRAM. If the message appears again, contact your sales or service representative.
Selected paper tray is in use for another function. Please wait.	The input paper tray selected by the printer driver is being used for another function.	Wait until the job will be completed.
Shift tray has a problem. Call service representative.	Malfunction occurs when using the Shift function	Contact your sales or service representative.
Staple has been cancelled.	The staple feature has been cancelled.	Verify that the paper orientation and layout is properly set, and make sure whether your desired settings or finisher is selected.
Staple is almost empty.	Staple is almost empty in the stapler.	Replace staples.
Staple unit has a problem. Call service representative.	There is a problem with the staple unit.	Contact your sales or service representative.

Messages	Description	Solution
Staple unit is in use for another function. Please wait.	Staple unit is in use for another function.	Wait until the staple job will be completed.
Toner Cartridge Setting Error Toner Cartridges are not set properly: Black, Yellow, Magenta, Cyan Open the part as shown and replace the cartridge(s).	The indicated toner cartridge(s) is/are not set correctly, or is not set.	Set the indicated toner cartridge(s) correctly. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Toner is almost empty. Replace Toner Bottle.	The printer is almost out of indicated toner.	Replace the indicated toner cartridge(s).
Transfer Unit Setting Error Transfer Unit is not set properly. Open the part as shown and set the unit.	The transfer unit is not set correctly, or is not set.	Set the Transfer Unit correctly. See "Setting Up" in the Setup Guide.
Tray # has a problem. Select another tray and press **[Continue]**. To cancel job, press **[Reset]**. Required:<xxx> <yyy>	There is a problem with the input paper tray #. #: tray number <xxx>: paper size <yyy>: paper type	Turn the main power switch off and then on. If the message appears again, contact your sales or service representative. **Reference** Before turning the main power switch, see "Turning Off the Main Power" in Administrator Reference 1.

Messages	Description	Solution
Used toner bottle is full.	The used toner bottle is full of toner dust.	Replace a used toner bottle. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.
Used Toner Bottle Setting Error Used Toner Bottle is not set properly. Open the part as shown and set the bottle.	The used toner bottle is not set correctly, or is not set.	Set the used toner bottle correctly. See "Replacing Consumables and Maintenance Kit" in Maintenance Guide 1.

Printer Does Not Print

Possible Cause	Solutions
Is the power on?	Confirm that the cable is securely plugged into the power outlet and the printer. Turn on the power switch.
Does the **Online** indicator stay on?	Press **[On Line]** so the indicator lights.
Does the **Error** indicator stay red?	Check the error message on the panel display and take the required action.
Is paper loaded?	Load paper into the paper tray or on the Bypass Tray. See p.12 “Paper and Other Media Supported by This Machine”.
Can you print a configuration page?	If you cannot print a configuration page, it probably indicates a printer malfunction. You should contact your sales or service representative. See "*Printing a Configuration Page*" in Administrator Reference 2.
Is the interface cable connecting the printer to the computer connected securely?	Connect the interface cable properly. If there are any connectors or screws, confirm that they are fastened securely.
Are you using the correct interface cable?	The type of interface cable you should use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one. See "*Appendix*" in Administrator Reference 2.

Possible Cause	Solutions
Is the **Data In** indicator blinking or lit after starting the print job?	If not blinking or lit, the data is not being sent to the printer. ❖ **If the printer is connected to the computer using the interface cable** Make sure the printer port settings are correct. For a parallel port connection, port LPT1 or LPT2 should be set. • **Windows 95/98/Me** ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**. ② Click to select the icon of the printer. Next, on the **[File]** menu, click **[Properties]**. ③ Click the **[Details]** tab. ④ Check the **[Print to the following port]** box to confirm that the correct port is selected. • **Windows 2000** ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**. ② Click to select the icon of the printer. Next, on the **[File]** menu, click **[Properties]**. ③ Click the **[Port]** tab. ④ Check the **[Print to the following port]** box to confirm that the correct port is selected. • **Windows NT 4.0** ① Click **[Start]**, point to **[Settings]**, and then click **[Printers]**. ② Click to select the icon of the printer. Next, on the **[File]** menu, click **[Properties]**. ③ Click the **[Port]** tab. ④ Check the **[Print to the following port]** box to confirm that the correct port is selected.

Possible Cause	Solutions
Is the **Data In** indicator blinking or lit after starting the print job?	❖ **Network Connection** Contact your network administrator.
When you use IEEE 1394 Interface Unit Type1045	① Confirm that the IEEE 1394 Interface Unit Type1045 is attached to the computer correctly. ② Confirm that the IEEE 1394 interface cable is connected securely. ③ Unplug the IEEE 1394 interface cable which is connected to the printer. ④ Restart the computer. If the error occurs even after executing above operation, proceed to the following steps. ⑤ Execute the utility tool for IEEE 1394 Interface Unit Type1045 which is stored in the following path in the CD-ROM labeled "Printer Drivers and Utilities". **UTILITY\1394** **Important** ❒ For details about using the utility tool for IEEE 1394, see the README file in the same directory in the CD-ROM.

Other Printing Problems

Status	Possible Causes, Descriptions, and Solutions
Black gradation is not natural.	• PCL 5c/PostScript Select "CMY+K" for Gray Reproduction in the printer driver's **[Advanced...]** dialog box under the **[Print Quality]** tab. • RPCS Select "CMY+K" for Gray Reproduction under the **[Image Adjustments]** tab in the printer driver's **[Change User Settings]** dialog box.
Color documents are printed in black and white.	The printer driver is not set up for color printing. • PCL 5c/PostScript Select "Color" for the Color/Black and White under the printer driver's **[Setup]** tab. • RPCS Select "Color" for the Color/Black and White under the printer driver's **[Print Settings]** tab. For more information, see the printer driver's Help file.
	Some applications normally print color text as black and white.
Fine dot pattern does not print.	• PCL 5c/PostScript Change the **[Dithering]** setting in the Advanced dialog box under the printer driver's the **[Print Quality]** tab. • RPCS Change **[Dithering]** setting under the **[Image Adjustments]** tab in the **[Change User Settings]** dialog box under the **[Print Quality]** tab in the printer driver's dialog box. For more information, see the printer driver's Help file.

Status	Possible Causes, Descriptions, and Solutions
Images are cut off, or excess pages are printed.	You might be printing on paper smaller than the paper size selected in the application. Use paper the same size as that selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver's Help file.
It takes too much time to complete the print job.	Photographs and other data intensive pages take a long time for the printer to process, so simply wait when printing such data. Changing the following settings may help to speed up printing. • PostScript Select "Standard" for Gradation under the **[Print Quality]** tab in the printer driver's dialog box. Select "Post Script(optimize for speed)" for PostScript output format under the **[PostScript]** tab in the printer driver's dialog box. • RPCS Select "1200×600 dpi" or "600×600 dpi" for Resolution under the **[Image Adjustments]** tab in the Change User Settings dialog box in the printer dialog box. Select "Speed" for Print priority under **[Print Quality]** tab in the printer driver's dialog box. For more information, see the printer driver's Help file.
	The data is so large or complex that it takes time to process it. If the **Data In** indicator is blinking, data processing is being performed. Just wait until it resumes.
	If "Please wait" appears on the panel display, the printer is now warming up. Wait for a while.

Status	Possible Causes, Descriptions, and Solutions
It takes too much time to resume printing.	The data is so large or complex that it takes time to process it. If the **Data In** indicator is blinking, data processing is being performed. Just wait until it resumes.
	The printer might be set to the Energy Saver mode. In the Energy Saver mode, the printer has to warm up before printing starts. This takes time. To cancel the Energy Saver mode, select "Off" for "Energy Saver 1" in the System Settings menu.
Multiple pages are fed through the printer at once.	Paper misfeeds easily when the Paper Feed Roller is dirty. Contact your sales or service representative to replace the Paper Feed Roller.
Output are not delivered to the selected tray you require.	When using the Bypass Tray, the size selected on the display panel might be different from actual paper size. Select the correct paper size. See p.12 “Paper and Other Media Supported by This Machine”.
	When you are using a Windows operating system, the printer driver settings override those set using the control panel. Set the desired output tray using the printer driver. See the printer driver's Help file.
Paper misfeeds occur frequently.	Check that the side guide of the paper tray is locked. See p.12 “Paper and Other Media Supported by This Machine”. The paper size and feed direction of the paper in the Bypass Tray might not be the same as those you selected with the control panel. Check the settings on the control panel, and load paper of the correct paper size and feed direction. See p.12 “Paper and Other Media Supported by This Machine”.
	Check that the paper guide of the paper tray is attached properly.

Status	Possible Causes, Descriptions, and Solutions
Solid areas, lines or text are shiny or glossy when created as a mixture of cyan, magenta, yellow.	• PCL 5c/PostScript Select "K(Black)" for Gray Reproduction in the printer driver's **[Advanced...]** dialog box under the **[Print Quality]** tab. • RPCS Select "K(Black)" for Gray Reproduction under the **[Image Adjustments]** tab in the printer driver's **[Change User Settings]** dialog box.
Solid lines are printed as broken lines.	• PCL 5c/PostScript Change the **[Dithering]** setting in the Advanced dialog box under the printer driver's **[Print Quality]** tab. • RPCS Change the **[Dithering]** setting under the **[Image Adjustments]** tab in the **[Change User Settings]** dialog box, under the **[Print Quality]** tab in the printer driver's dialog box. For more information, see the printer driver's Help file.
Some parts of the print image are not clear.	Make the image density darker. To adjust the image density, press the **【User Tools/Counter】** key, and then press **[Printer Features]**. Select Image Density from the "Maintenance" menu.
The color of the printout is different from the color on the computer's display.	The toner based color settings with the printer driver causes a drastic change in printout color.
	Changing the color settings with the printer driver causes a drastic change in printout color. See the printer driver's Help file.
The image is printed in the wrong orientation.	The feed direction you selected and the feed direction selected in Option Setup of the printer driver might not be the same. Make the proper settings.
The control panel error message stays on after removing the misfed paper.	Open the front cover of the printer, and then close it.

Status	Possible Causes, Descriptions, and Solutions
The print image is not clear.	Due to a sudden change in temperature, condensation might appear inside the printer, reducing print quality. If this occurs, when you move the printer from a cold room to a warmer room, do not use the printer until it acclimatizes to the temperature.
The print side of the page is a hazy gray.	Adjust the image density. To adjust the image density, press the **【User Tools/Counter】** key, and then press **[Printer Features]**. Select Image Density from the "Maintenance" menu. See "*Cleaning and Adjusting the Printer*" in Maintenance Guide 1.
	If paper is curled, correct it. Curled or folded paper might cause a hazy gray print. Curling often occurs on postcards, so be sure to correct it before printing.
The printed image is different from the image on the computer.	When you use some functions, such as enlargement and reduction, the layout of the image might be different from that displayed in the computer display.
	You might have selected to replace True Type fonts with printer fonts in the printing process. To print an image similar to the image on the computer, make the settings to print out True Type fonts as an image. See the printer driver's Help file.
The printer does not print at 1200dpi, even if 1200dpi resolution is selected.	Printing at 1200dpi uses much memory. Therefore, depending on the memory capacity, you may not be able to print at 1200dpi. Either add memory to the printer, or reduce the size of data to be printed. See "*Memory Capacity and Paper Size*" in Administrator Reference 2.

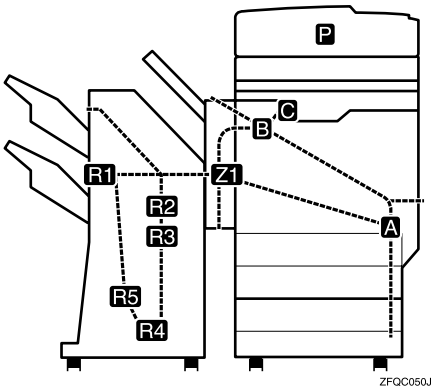
Status	Possible Causes, Descriptions, and Solutions
There are color differences in the color documents.	Press the 【User Tools/Counter】 key, and then select "Color Registration" from the "Maintenance" menu. See "*Cleaning and Adjusting the Printer*" in Maintenance Guide 1.

Note

❒ If the problem cannot be solved, contact your sales or service representative.

Removing Misfed Paper

If a paper misfeed occurs, an error message appears indicating the location of the misfed paper on the panel display. This printer has the auto-recovery function, by which misfed paper is sent to the standard tray or right cover. Usually, you can remove the misfed paper easily with this function.



Important

- ❒ When clearing misfeeds, do not turn off the operation switch. If you do, your machine settings are cleared.
- ❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- ❒ If paper misfeeds occur repeatedly, contact your service representative.

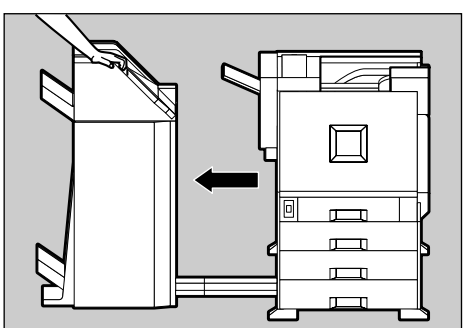
Note

- ❒ More than one misfed area may be indicated. In this case, check every applicable area.
- ❒ You can find a sticker explaining how to remove misfed paper inside the front cover or inside the finisher.

Detaching the 2 Tray Finisher

There are times when you might have to detach the 2 Tray Finisher from the printer to remove misfed paper. This section describes how to detach the 2 Tray Finisher.

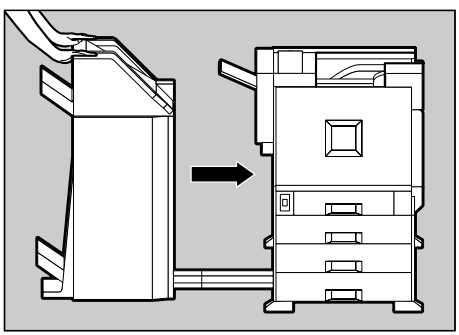
1 Hold the handle at the top of the 2 Tray Finisher firmly with one hand, pull the 2 Tray Finisher straight out until it stops.



ZDJP201J

The 2 Tray Finisher is detached from the printer.

2 Use both hands to push it straight back in until it clicks into place.



ZDJP202J

The 2 Tray Finisher is reattached to the printer.

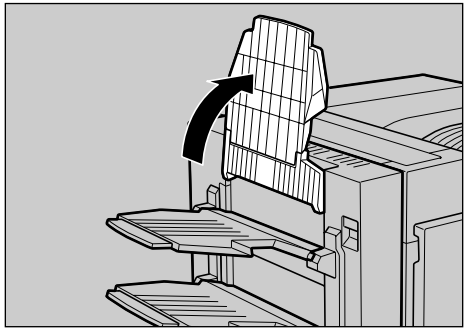
Important

- ❒ Attach the 2 Tray Finisher to the printer after closing the Duplex Reversal Unit.

Detaching the PT460 (Multi-bin)

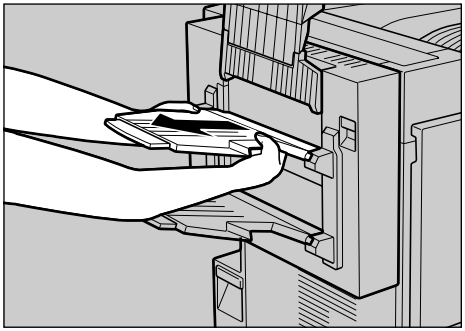
When replacing various units or removing misfed paper, the Duplex Reversal Unit is opened. If the optional PT460 (Multi-bin) is attached to the Duplex Reversal Unit, detach it before opening the Duplex Reversal Unit. After closing the Duplex Reversal Unit, reattach the optional PT460 (Multi-bin).

1 Raise the External Tray attached to the Duplex Reversal Unit.



ZFQP010J

2 Pull the upper tray of the PT460 (Multi-bin) out and up creating a slant.

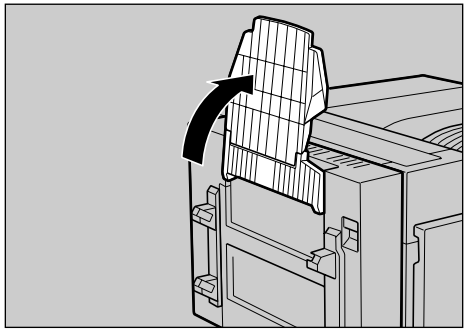


ZFQP020J

3 Pull the lower tray of the PT460 (Multi-bin) out and up to detach it as in step 2.

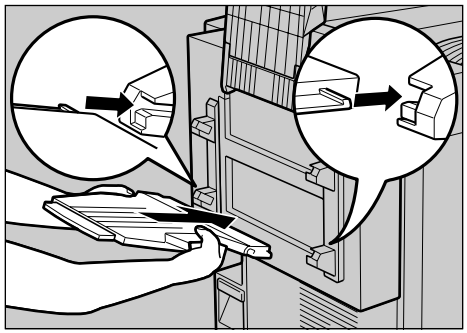
This completes the detachment of the PT460 (Multi-bin).

4 **Raise the External Tray attached to the Duplex Reversal Unit**



ZFQP011J

5 **Insert the hooks on both sides of the lower tray of the PT460 (Multi-bin) into the slots.**



ZFQP040J

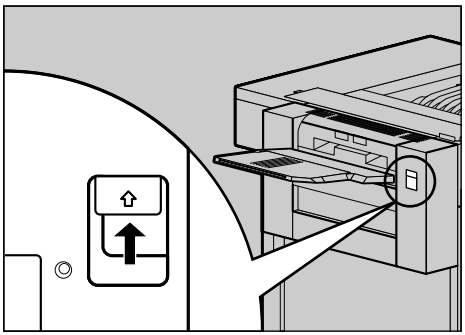
6 **Insert the hooks on both sides of the upper tray of the PT460 (Multi-bin) into the slots as in step 5.**

This completes the reattachment of the PT460 (Multi-bin) to the Duplex Unit.

Opening and Closing the Duplex Reversal Unit

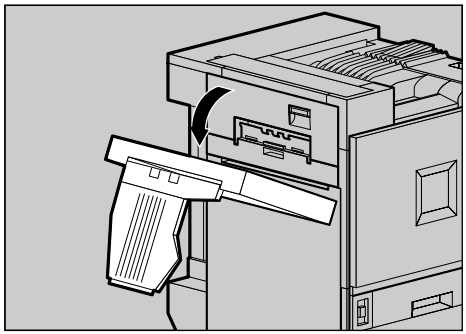
There are times when you might have to detach the Duplex Reversal Unit to remove misfed paper. This section describes how to detach the Duplex Reversal Unit.

1 **Push up the lock release button and keep it in place.**



ZDJP203J

2 **Lower the Duplex Reversal Unit slowly until it stops.**



ZDJP204J

Important

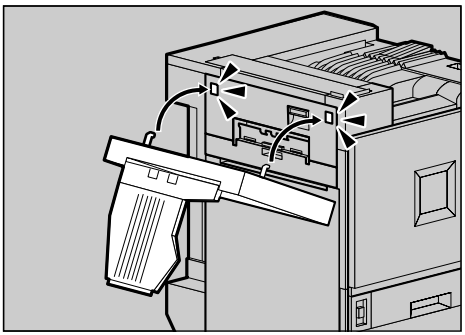
- ❒ Open the Duplex Reversal Unit after detaching the 2 Tray Finisher from the printer.

Note

- ❒ You do not have to remove the output tray even if the 2 Tray Finisher is attached.

The Duplex Reversal Unit is opened.

3 **Raise the Duplex Reversal Unit slowly with both hands, and push it in until it clicks into place.**



ZDJP205J

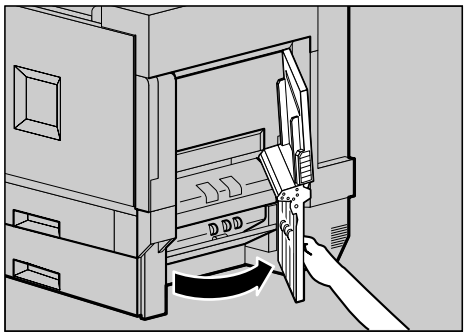
The Duplex Reversal Unit is closed.

Important

- ❒ Attach the Duplex Reversal Unit after closing the upper left cover for the printer.

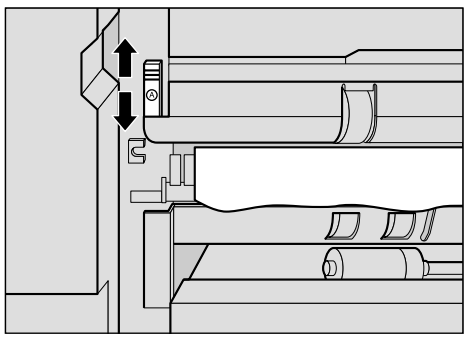
When "Paper Misfeed: A" Appears

1 **Open the right cover.**



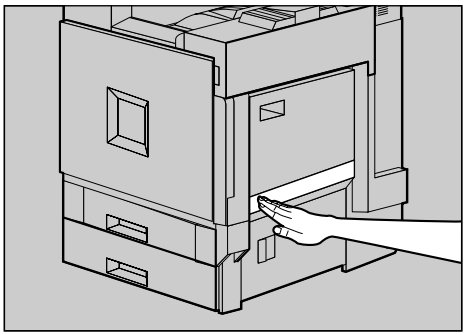
ZDJH206J

2 **Move the blue lever up and down to feed the misfed paper, and then pull out the paper slowly.**



ZDJY205J

3 **Close the right cover by pushing the area labeled "PUSH".**



ZDJP708J

When "Paper Misfeed: B" Appears

⚠ ***CAUTION:***

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn.*

1 **If the 2 Tray Finisher is installed, detach it from the printer.**

Reference

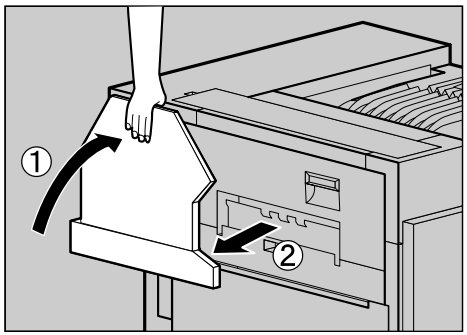
⇒ p.69 “Detaching the 2 Tray Finisher”

2 **If the Duplex Unit is installed, open the Duplex Reversal Unit.**

Reference

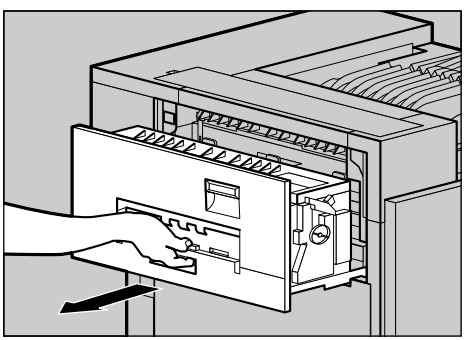
⇒ p.71 “Opening and Closing the Duplex Reversal Unit”

3 **If the output tray is attached to the printer, raise it in the direction of the arrow (①), and remove it (②).**



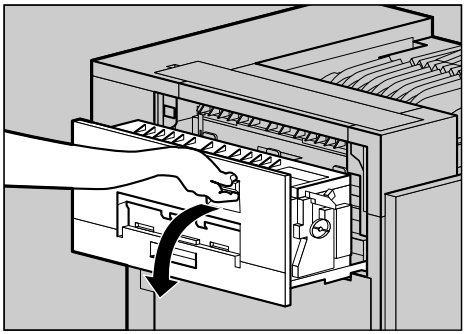
ZDJP038J

4 **Pull out the upper left cover for the printer slowly.**



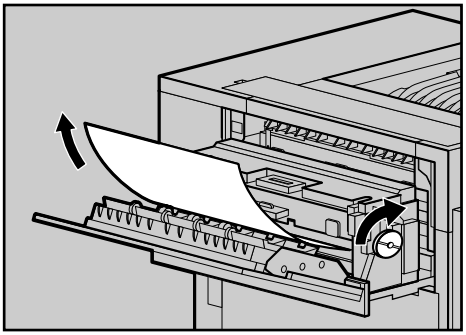
ZDJH047J

5 **Open the upper left cover.**



ZDJH048J

6 **Turn the blue dial in the direction of the arrow to feed the misfed paper, and pull out the paper slowly.**

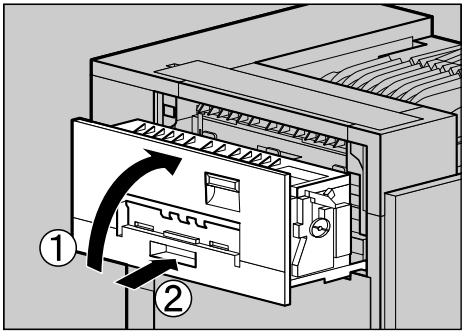


ZDJY206J

Important

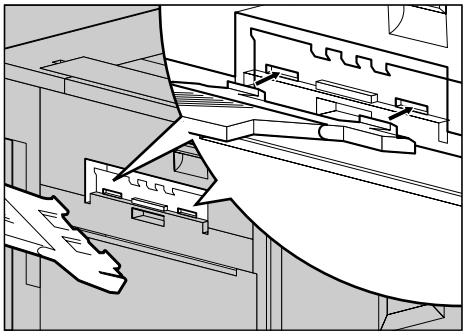
- ❒ Always turn the blue dial in the direction of the arrow. If you turn it in the reverse direction, the paper feeds into the printer, making it difficult for you to take out the paper.
- ❒ Do not pull out the misfed paper. Use the blue dial to feed misfed paper.

7 **Close the upper left cover (①) and push the handle slowly to the back until it clicks into place (②).**



ZDJH051J

8 **If you removed the output tray in step 3, reattach it to the printer. Insert the hooks of the output tray into the printer slits, and lower it toward you.**



ZDJH010J

9 **If the Duplex Unit is installed, close the Duplex Reversal Unit.**

Reference

⇒ p.71 “Opening and Closing the Duplex Reversal Unit”

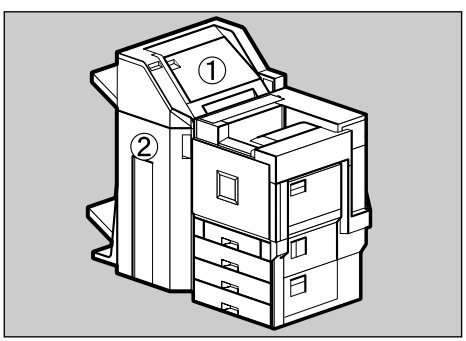
10 **If the 2 Tray Finisher was installed, reattach the 2 Tray Finisher to the printer.**

Reference

⇒ p.69 “Detaching the 2 Tray Finisher”

When "Paper Misfeed: R" Appears

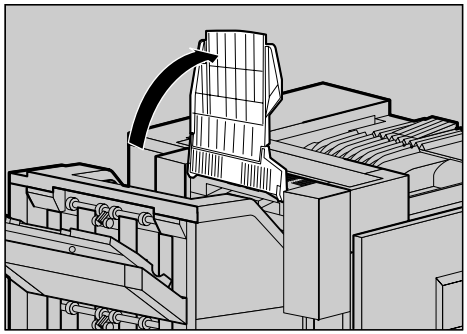
Open the top cover (①) and front cover (②) of the 2 Tray Finisher, and remove the misfed paper.



ZDJP206J

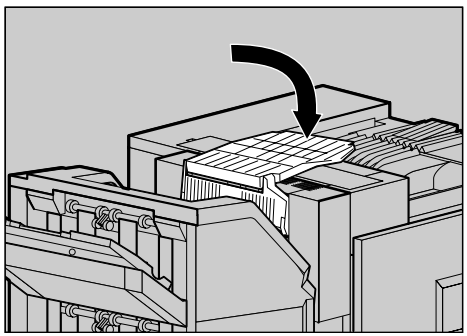
1 **Fold the output tray.**

❶ **Raise it vertically.**



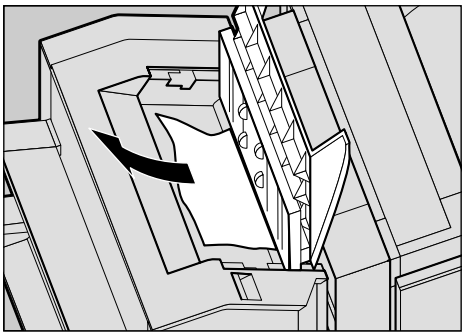
ZDJP207J

❷ **Fold it along the printer body.**



ZDJP208J

2 **Open the top cover for the 2 Tray Finisher, and pull out the misfed paper slowly.**

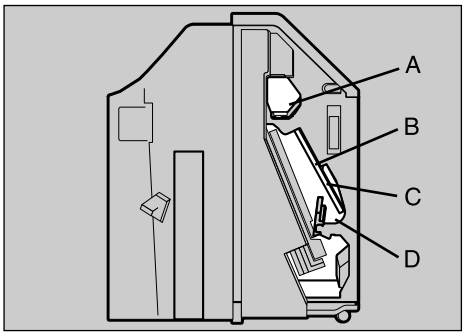


ZDJY208J

3 **Close the top cover slowly.**

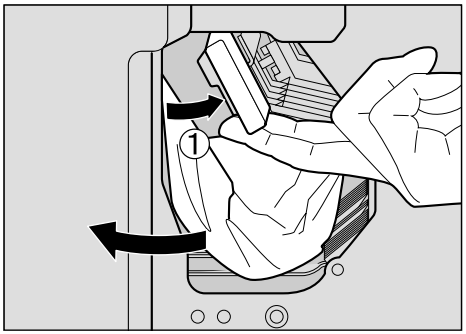
4 Open the front cover for the 2 Tray Finisher.

Check to see if there is misfed paper in areas A, B, C, and D.



ZDJP209J

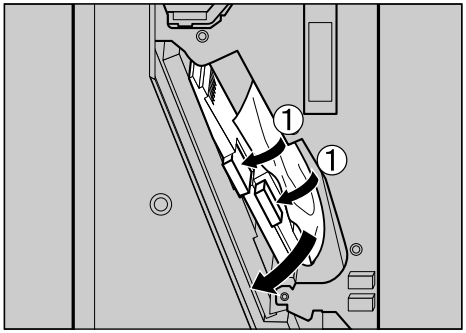
5 Check area A of step 4. Lift the lever (①), and while supporting it with your hand to keep it from lowering, pull out the misfed paper slowly.



ZDJP210J

6 Lower the lever slowly to return it into place.

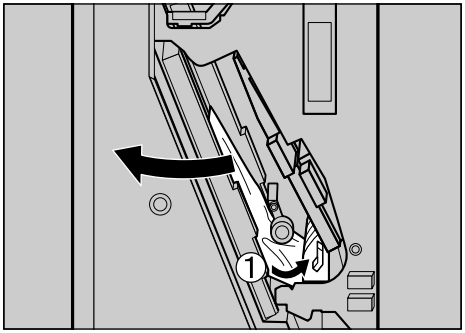
7 **Check areas B and C of step 4. Lower the lever in the direction of the arrows (①), and pull out the misfed paper slowly.**



ZDJP211J

8 **Lift the lever slowly to return it into place.**

9 **Check area D of step 4. Lift the lever in the direction of the arrow (①), and pull out the misfed paper slowly.**



ZDJP212J

10 **Lower the lever slowly to return it into place.**

11 **Close the front cover for the 2 Tray Finisher.**

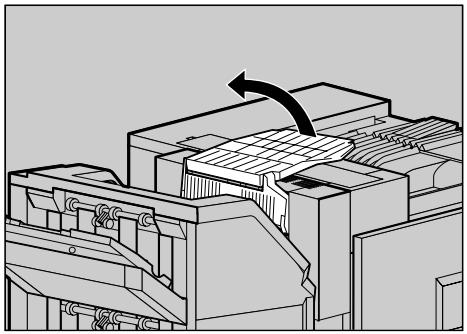
If the error message does not clear even after the misfed paper is removed, detach the 2 Tray Finisher from the printer to check for misfed paper there.

Reference

See p.69 “Detaching the 2 Tray Finisher” for details about how to detach/reattach the 2 Tray Finisher from/to the printer.

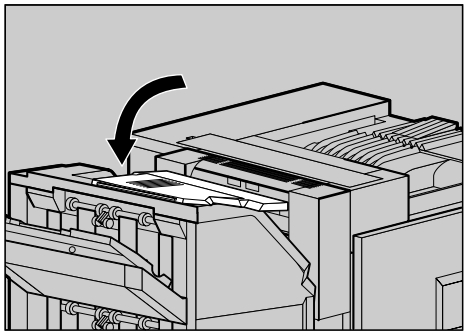
12 **Return the output tray back into place.**

❶ **Raise the tray.**



ZDJP085J

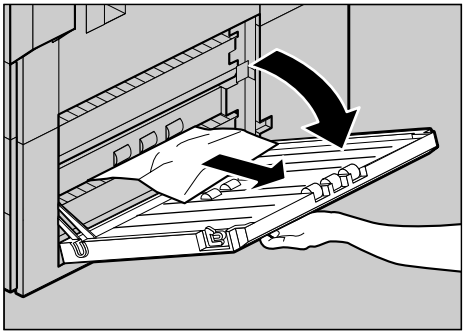
❷ **Lower it slowly.**



ZDJP086J

When "Paper Misfeed:Y" Appears

1 **Open the lower right cover for the Paper Feed Unit, and pull out the misfed paper.**



ZDJY209J

2 **Close the lower right cover for the Paper Feed Unit.**

When "Paper Misfeed: Z1" Appears

⚠ ***CAUTION:***

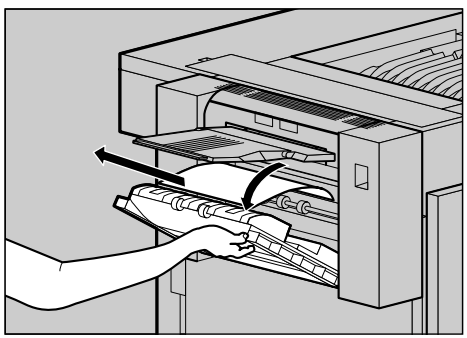
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn.*

1 **If the 2 Tray Finisher is installed, detach it from the printer.**

Reference

⇒ p.69 “Detaching the 2 Tray Finisher”

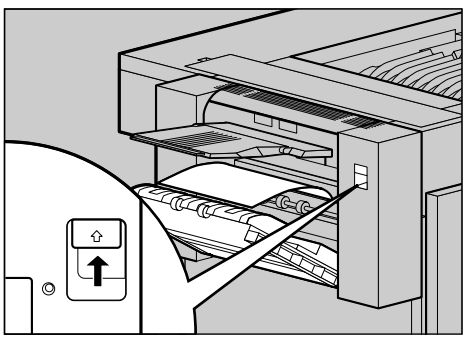
2 **Open the left cover for the Duplex Reversal Unit, and remove the misfed paper. Do not pull the paper out by force.**



ZDJY210J

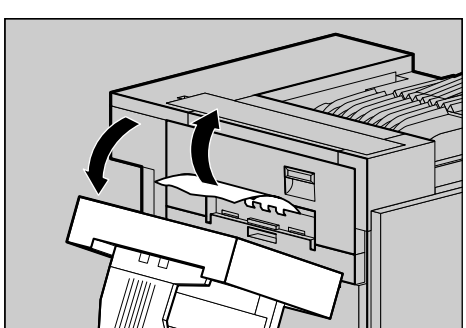
If you cannot remove the paper, proceed to step **3**.

3 **Push up the lock release button for the Duplex Reversal Unit, and then hold it in place.**



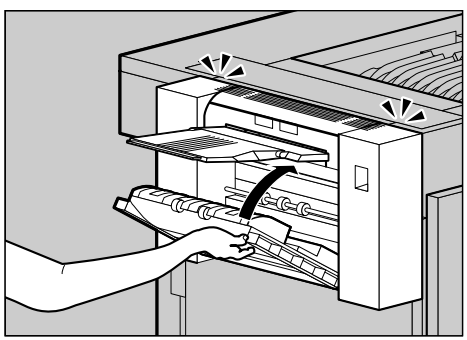
ZDJY211J

4 **Lower the Duplex Reversal Unit slowly until it stops, and remove the misfed paper.**



ZDJY212J

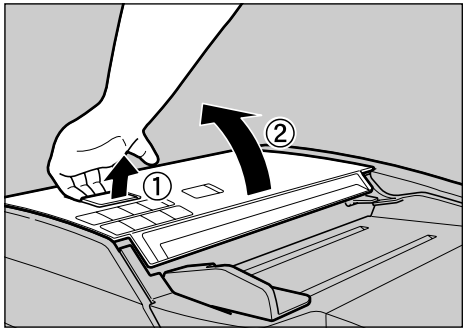
5 **Raise the Duplex Reversal Unit slowly and insert until it clicks into place. Raise the left cover, and close it securely by pushing the area labeled "PUSH".**



ZDJH207J

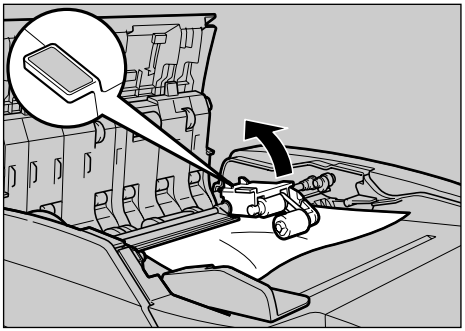
When "Original Misfeed: P" Appears

1 **Pull up the lever (①) and then open the upper cover (②).**



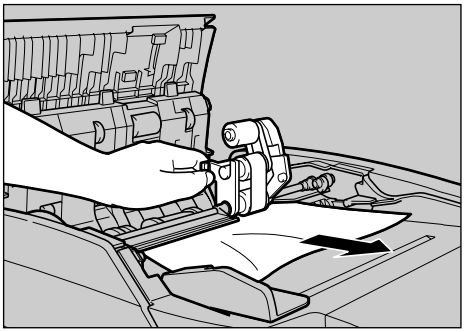
ZFQY010J

2 **Lift the part in the illustration while squeezing its blue part.**



ZFQY020J

3 **Hold the part in the illustration and slowly remove the misfed paper.**

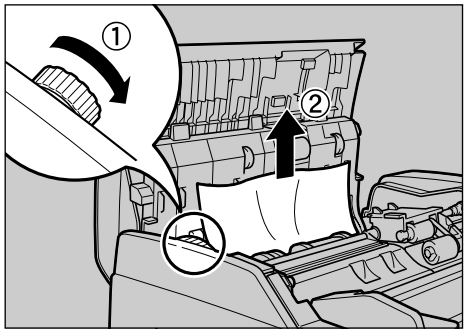


ZFQY030J

4 Lower the part in the illustration back into place.

If you cannot remove the misfed paper, go to step 5.

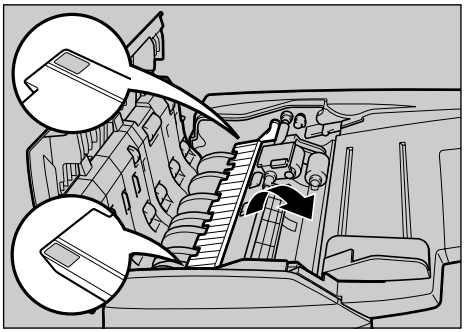
5 Turn the dial in the direction of the arrow, feed the misfed paper, and then slowly remove the paper.



ZFQY040J

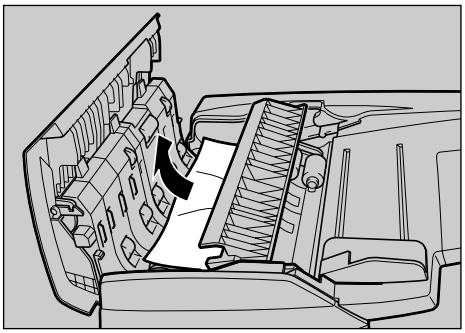
If you cannot remove the paper, go to step 6.

6 Hold the blue parts of the panel, and then move the panel in the direction of the arrow in the illustration.



ZFQY050J

7 Slowly remove the misfed paper.

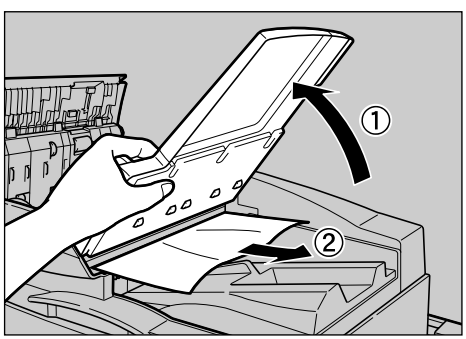


ZFQY060J

8 Hold the blue parts of the panel and move the panel back into place.

If you cannot remove the misfed paper, go to step 9.

9 Hold the ADF external cover (①), and then slowly remove the misfed paper (②).



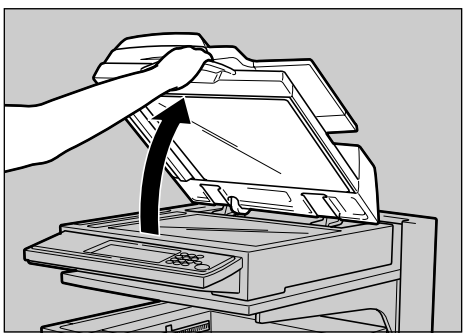
ZFQY070J

10 Lower the ADF external cover back into place.

11 Close the upper cover.

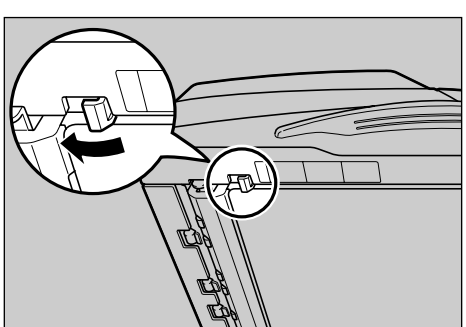
If you cannot remove the misfed paper, go to step 12.

12 Open the Auto Document Feeder.



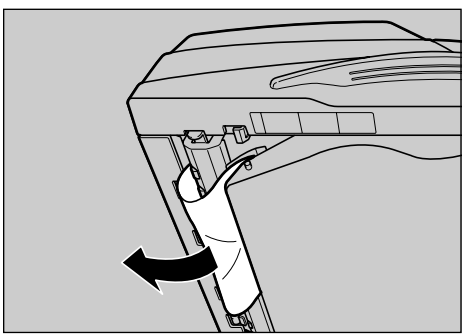
ZFQY080J

13 Move the blue hook to the left and loosen the white cover.



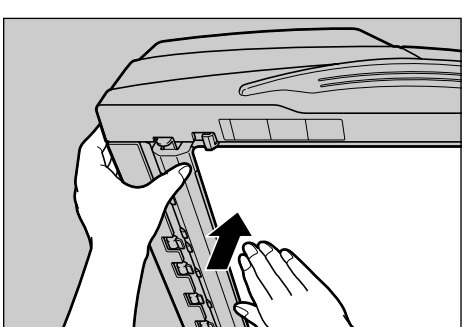
ZFQY090J

14 **Pull the white cover toward you and slowly remove the misfed paper.**



ZFQY100J

15 **Hold the middle part on the left of the white cover until it clicks into place.**



ZFQY110J

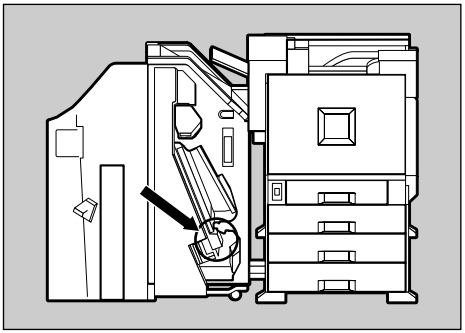
16 **Close the Auto Document Feeder.**

Removing Jammed Staples

When "Add Staples " appears on the panel display, or when the printer does not staple even after it is instructed to, the staples might be jammed.

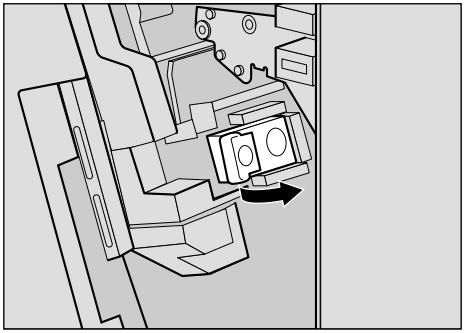
1 Open the front cover of the 2 Tray Finisher.

The stapler is attached to the position shown in the illustration.



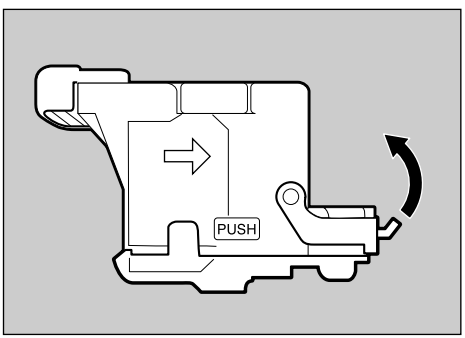
ZDJP216J

2 Remove the cartridge by pulling the green knob in the direction of the arrow.



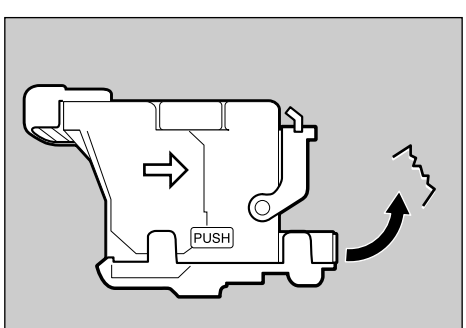
ZDJP217J

3 **Open the face plate of the cartridge to unlock it.**



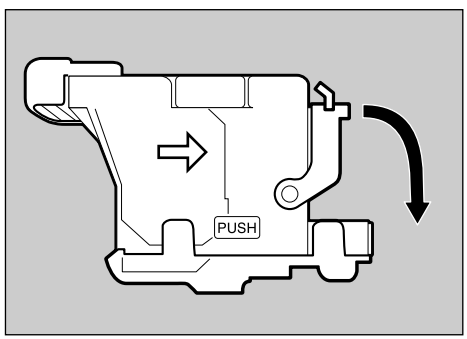
ZDJP227J

4 **Remove the jammed staples.**



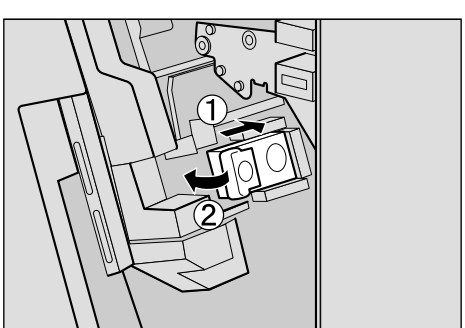
ZDJP228J

5 **Close the face plate of the cartridge until it clicks into place.**



ZDJP229J

6 **Slant and insert the cartridge (①), and push in until it clicks into place (②).**



ZDJP218J

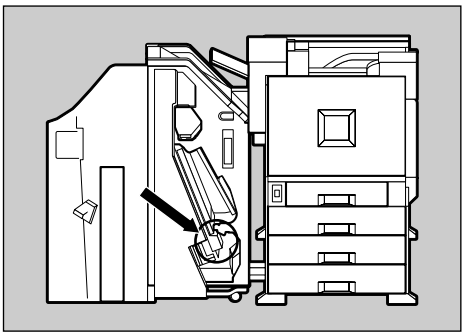
7 **Close the front cover of the 2 Tray Finisher.**

Adding Staples

When "Add Staples " appears on the panel display, add a new staple refill.

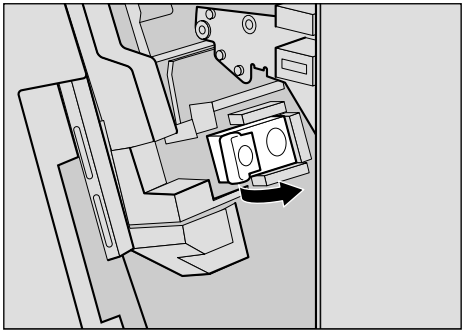
1 Open the front cover of the 2 Tray Finisher.

The stapler is attached to the position shown in the illustration.



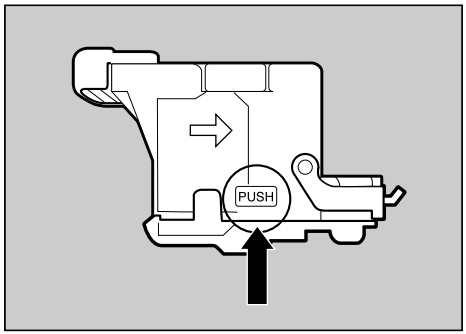
ZDJP216J

2 Remove the cartridge by pulling the green knob in the direction of the arrow.



ZDJP217J

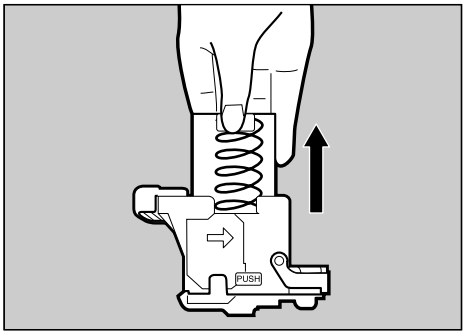
3 **Push the areas labeled "PUSH" located on both sides of the stapler.**



ZDJP222J

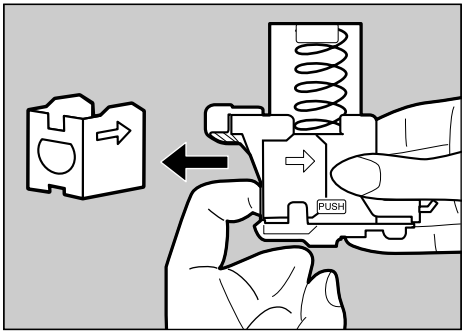
The case cover at top floats up.

4 **Pull the case cover up.**



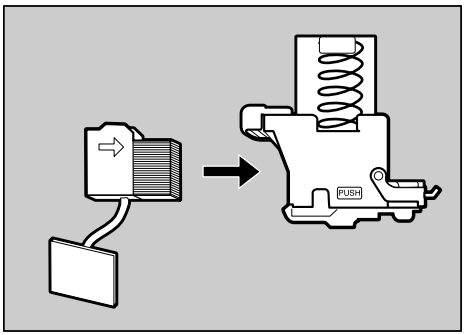
ZDJP223J

5 **Hook your finger in the hole of the empty refill case to pull it out.**



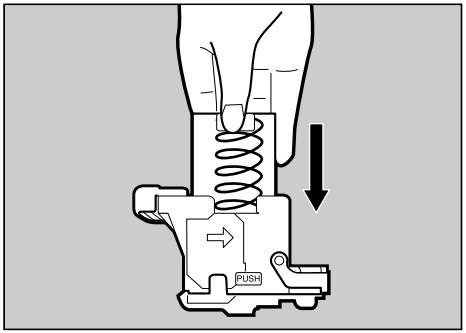
ZDJP224J

6 **Insert the new refill case in the direction of the arrow until it clicks into place.**



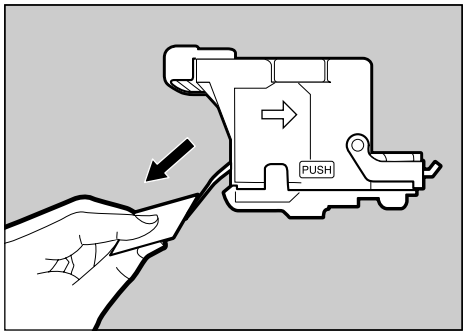
ZDJP225J

7 **Push the case cover down until it clicks into place.**



ZDJP230J

8 **Pull out the ribbon used for bundling the staples.**

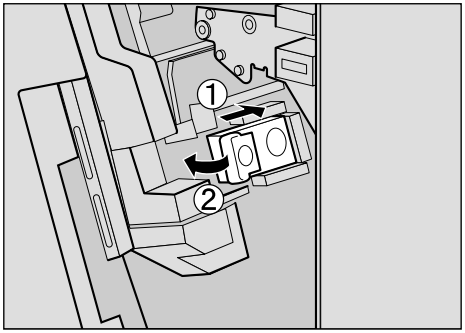


ZDJP226J

Note

❒ Remove the entire length of the ribbon.

9 **Slant and insert the cartridge (①), and push in until it clicks into place (②).**



ZDJP218J

10 **Close the front cover of the 2 Tray Finisher.**

Removing Punch-hole Chips

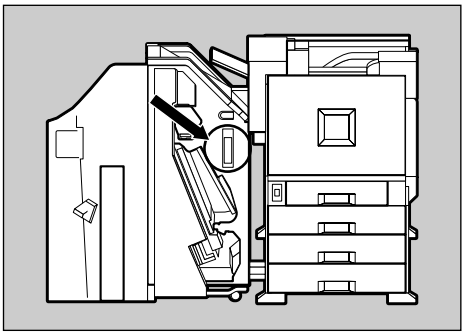
When "Hole punch receptacle is full. Empty it." appears on the panel display, the punch waste box is full. Follow these steps to remove paper chips.

Note

- ❒ The same message appears when the punch waste box is not installed correctly.

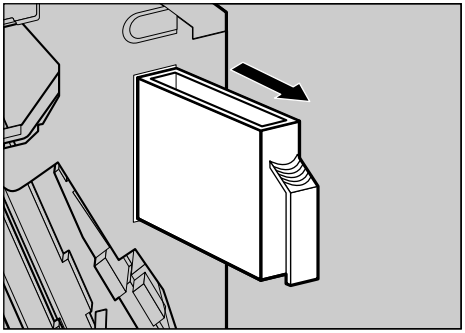
1 Open the front cover of the 2 Tray Finisher.

The punch waste box is attached to the position shown in the illustration.



ZDJP219J

2 Pull out the punch waste box and remove the paper chips.



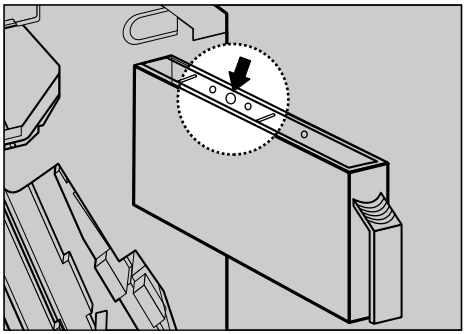
ZDJP220J

3 Reinstall the punch waste box.

4 Close the front cover of the 2 Tray Finisher.

When the message appears even after removing the Punch-hole chips

If the "Hole punch receptacle is full. Empty it." message appears on the control panel even when the punch waste box is not full, Punch-hole Chips might be stuck around the punch waste box hole as shown in the illustration. Remove the Punch-hole chips around the hole.



ZBGH030N

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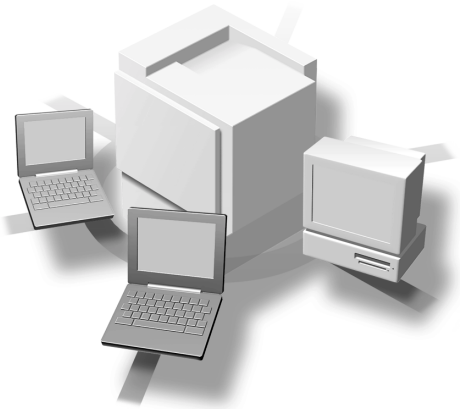
Administrator Reference 1
Copier System Edition



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in this manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Power Source

120 V, 60 Hz, 12 A or more (10A: Printer, 2A: Copier System)

Please be sure to connect the power cable to a power source as above.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains 7 milliwatt, 645 - 660 nanometer wavelength, AlGaInp Laser Diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This printer contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

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  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For more information, please contact your local dealer.

Fax options are not sold in some areas.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exist:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.***
- ***Disposal should take place at an authorized dealer or appropriate collection site.***
- ***If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *You should take care that the power cable will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner cartridge out of reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supplies at a household waste collection point. Disposal should take place at an authorized dealer or an appropriate collection site.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a “hot surface”. Touching a “hot surface” could result in a burn. (⚠: means "hot surface".)*
- *To install this machine, contact your service representative. It can be dangerous if electrical equipment is connected incorrectly.*
- *The service representative will install options. Do not loosen or remove any screws used in the rack.*

Note

- To move the machine, contact your service representative.
- The socket outlet on the back of the Scanner Unit is for the printer. Do not use it for other equipment.
- Power Connection: 120 V, 60 Hz, 12 A or more (10A: Printer, 2A: Copier System)
- For safety information, see also the Setup Guide.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's control panel.

Keys on the computer's keyboard.

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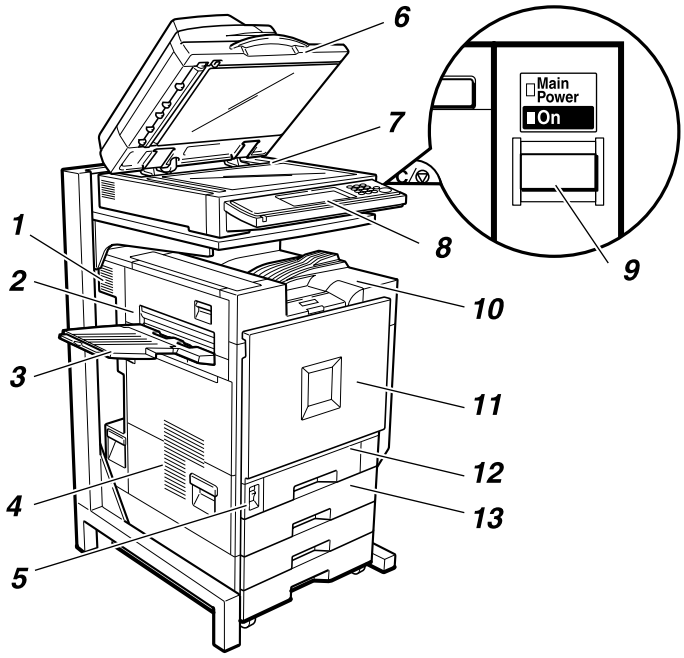
1. Guide to the Machine

Outside: Front and Left



ZFQH010N

1. Ventilator and Dustproof Filter

This hole helps to keep components inside the printer from overheating. Do not block or obstruct the ventilator. A malfunction may occur due to overheating. Remove the ventilator to replace the internal dustproof filter.

2. Upper Left Cover

Open this cover to remove misfed paper or when replacing the Fusing Unit.

3. External Tray

Printed output is stacked here with the print side up.

4. Ventilators

These holes help to keep components inside the printer from overheating. Do not block or obstruct the ventilators. A malfunction may occur due to overheating.

5. Main Power Switch

Use this switch to turn the main power on and off. When the main power switch is turned off, the Main Power indicator goes off and the machine is turned off completely. Normally, do not touch this switch.

6. Exposure Glass Cover (option) or Document Feeder (ADF) (option)

Lower the exposure glass cover over originals placed on the exposure glass for copying or scanning. If you have the document feeder, load a stack of originals here. They will be fed automatically one by one.

(The illustration shows the document feeder.)

7. Exposure Glass

Place originals face down here for copying or scanning.

8. Control Panel

Contains keys and buttons for machine operation and a panel display that shows the machine status.

⇒ p.6 "Control Panel"

9. Operation Switch

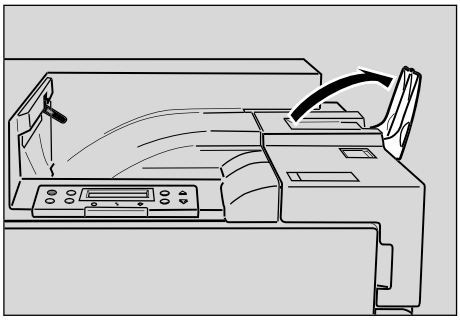
Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

10. Standard Tray

Output is stacked here with the print side down.

Note

❒ If printed A3 short-edge feed or 11x17 short-edge feed papers fall off the standard tray, raise the fence to prevent them from falling.



ZGBH010N

11. Front Cover

Open this cover when replacing the Waste Toner Bottle, Development Unit or Photoconductor Unit. A screwdriver is attached to the front cover.

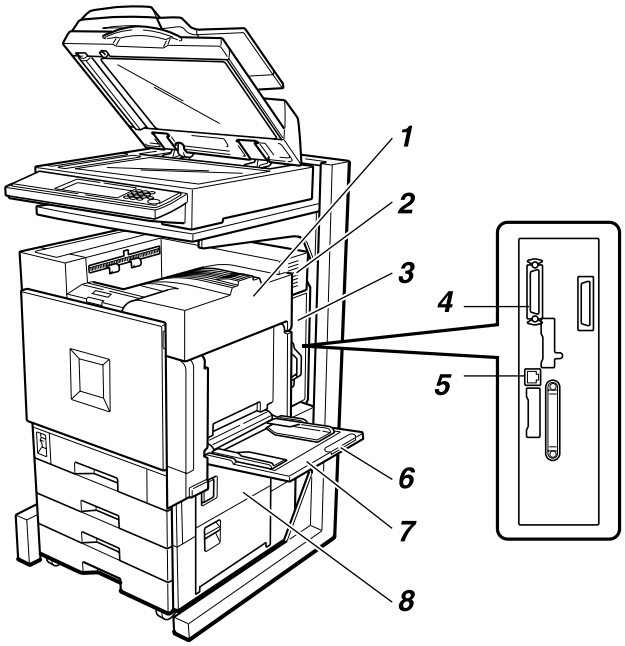
12. Tray 1

Loads up to 500 sheets of plain paper in this tray for printing. Exclusive for $11 \times 8\ ^{1}/_{2}$ paper.

13. Tray 2

Loads up to 500 sheets of plain paper in this tray for printing.

Outside: Right



ZFQH020J

1. Upper Right Cover

Open this cover to replace toner cartridge.

2. Ventilator

This hole helps to keep components inside the printer from overheating. Do not block or obstruct the ventilator. A malfunction may occur due to overheating.

3. Controller Board

Slide out to install options, such as memory units and interface unit.

4. Parallel Port

Use a parallel cable to connect the printer to the host computer.

5. Ethernet Port

Use a network interface cable to connect the printer to the network.

6. Bypass Tray Extension

Pull out this extension to load paper in the bypass tray when its length is longer than A4 ▭.

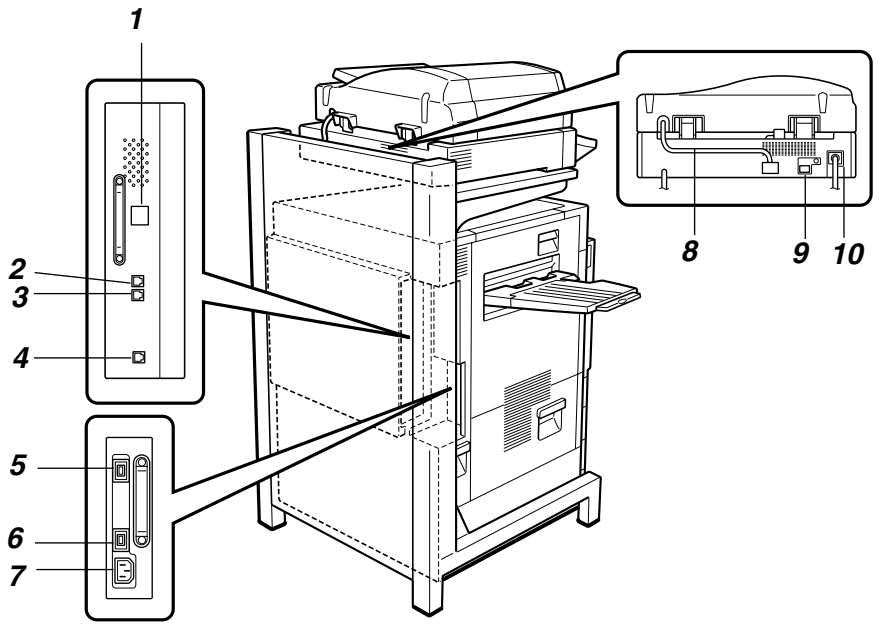
7. Bypass Tray

Use to print on thick paper, OHP transparencies, custom size paper, as well as plain paper. Up to 100 sheets of plain paper can be loaded.

8. Right Cover

Open this cover to remove misfed paper.

Outside: Rear



ZFQH040N

1. ISDN Line Connector (option)

⇒Appendix, "Connecting the Machine to the ISDN" in the Facsimile Reference <Advanced Features>

2. External Telephone Connector (option)

⇒Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Facsimile Reference <Advanced Features>

3. Analog Line Connector (option)

⇒Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Facsimile Reference <Advanced Features>

4. Extra G3 Interface Unit Connector (option)

⇒Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Facsimile Reference <Advanced Features>

5. Duplex Unit Port

Connect the cable for the Duplex Reversal Unit to this port.

6. 2 Tray Finisher Port

Connect the cable for the 2 Tray Finisher to this port.

7. Power Port

Connect the power cable to this port and the other cable end to the Printer Power Port.

8. Scanner Unit Connecting Cable

This cable connects the Scanner Unit and the Fax Unit.

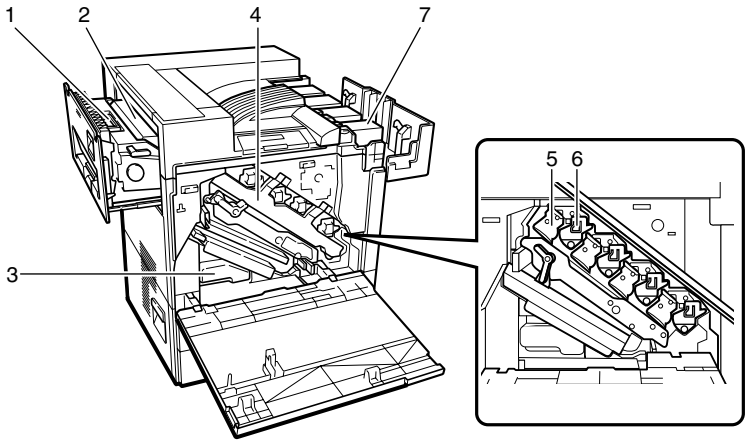
9. Printer Power Port

This cable connects the printer and the Scanner Unit.

10. Scanner Unit Power Cable

Connect the power cable to the Scanner Unit and then plug it into a wall outlet.

Inside



ZDJX703J

1. Fusing Unit

Fuses the image on paper.

When "Fusing Unit Replacement" appears on the panel display, replace this unit.

2. Fusing Oil Unit

Attach to the Fusing Unit.

When "Fusing Oil Unit Replacement" appears on the panel display, replace this unit.

3. Used Toner Bottle

Collects toner that is wasted during printing.

When "Used toner bottle is full." appears on the panel display, replace with a new Used toner bottle.

4. Inner Cover

Open this cover when replacing the Photoconductor Unit or Development Unit.

5. Photoconductor Unit

The printer comes with one black Photoconductor Unit and three color (yellow, cyan, magenta) Photoconductor Units.

When "Replacement of Photoconductor Unit is required." appears on the panel display, replace the appropriate Photoconductor Units.

6. Development Unit

The printer comes with one black Development Unit and three color (yellow, cyan, magenta) Development Units.

When "Replacement of Development Unit is required." appears on the panel display, replace the appropriate Development Units.

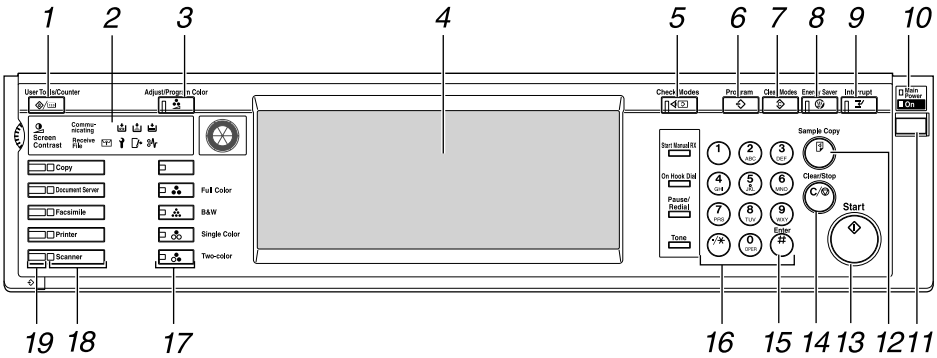
7. Toner Cartridge

Loads from the printer rear in the order of magenta (M), cyan (C), yellow (Y), and black (K).

When "Add Toner" appears on the panel display, replace the appropriate toner cartridge.

Control Panel

The illustration of the control panel will vary depending on the installed optional unit. The following illustration has all the options installed.



1. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements. ⇒"User Tools (System Settings)" in Administrator Reference 2 Copier System Edition
- Counter
  Press to check or print the total number of pages.

2. Indicators

Show errors and machine status.

3. 【Adjust/Program Color】 key

Use this key to register or adjust a color. ⇒Copy Reference <Basic Features>

4. Display panel

Shows operation status, error messages, and function menus.

5. 【Check Modes】 key

Press to check the entered settings.

6. 【Program】 key

Press to select the program mode. ⇒Copy Reference <Advanced Features> ⇒Facsimile Reference <Advanced Features>

7. 【Clear Modes】 key

Press to clear the previously entered settings.

8. 【Energy Saver】 key

Press to switch to and from Energy Saver mode.

9. 【Interrupt】 key

Press to interrupt a long job to make copies.

10. Main power indicator and On indicator

The main power indicator goes on when you turn on the main power switch.

The On indicator blinks when the power is on.

Important

❒ Do not turn off the power while the On indicator is blinking. Doing so may damage the hard disk.

11. Operation switch

Press this switch to turn the power on (the On indicator goes on). To turn the power off, press this switch again (the On indicator goes off).

Note

❒ The operation switch is ineffective during a system setting operation.

12. 【Sample Copy】 key

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets of copies or prints.

13. 【Start】 key

Press to start copying, scanning, or printing documents stored on the Document Server.

14. 【Clear Stop】 key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a job in progress.

15. 【#】 key

Press to enter a value.

16. Number keys

Use to enter the desired number of copies and data for selected modes.

17. Color Selection key

When using the copier, use this key to switch between 【Full Color】, 【B&W】, 【Single Color】 or 【Two Color】. ⇒Copy Reference <Basic Features>

18. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

⇒ p.12 “Changing Modes”

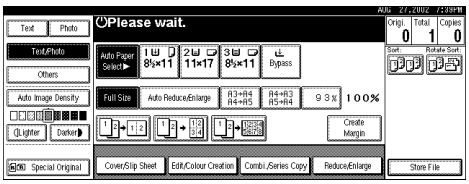
19. Function Status indicator

These show the status of the above functions:

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted. Change the panel display with the appropriate function key, and then follow the instructions.

Display panel

The screen displayed when the power is turned on is 【Copy】 which is the factory set default.



Important

- ❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display can be damaged.

Note

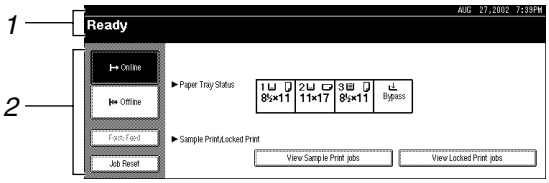
- ❒ You can change the display to printer priority. For more information, see "User Tools (System Settings)" in Administrator Reference 2 Copier System Edition.

Initial Printer Display

Press 【Printer】 to display initial printer display.

Note

- ❒ The following illustrations are examples for the machine with the options installed.



1. Operational status or messages

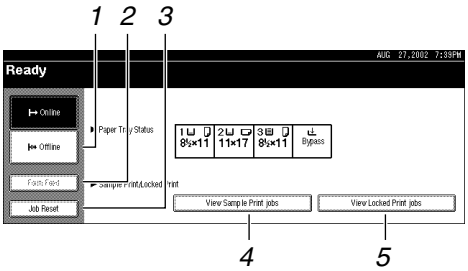
2. The current settings as well as the functions, which can be selected, are displayed.

Note

- ❒ The item, which is currently selected or specified, is highlighted.

Online

When the machine is online, it can receive data from the computer.



1. [Offline] key

Press this key to switch the printer offline.

2. [Form Feed] key

Press this key to print all the data left in the printer's input buffer.

Note

- ❒ When the machine is offline, the key is lightly shaded.

3. [Job Reset] key

Press this key to cancel the current print job.

4. [View Sample Print jobs] key

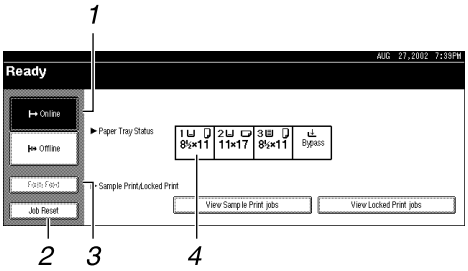
Press this key to specify Sample Print from your computer. You can print from the second page of the online data and change the printed pages.

5. [View Locked Print jobs] key

Press this key to specify Locked Print from your computer and print the online data.

Offline

When the machine is offline, it cannot receive data from the computer and you can make settings.



1. [Online] key

Press this key to switch the printer online.

2. [Job Reset] key

Press this key while in the Hex Dump Mode to cancel Hex Dump Mode.

3. [Form Feed] key

Press this key to print all the data left in the printer's input buffer.

4. Paper Tray Status

Shows the input tray and paper sizes, which is selected on the panel display.

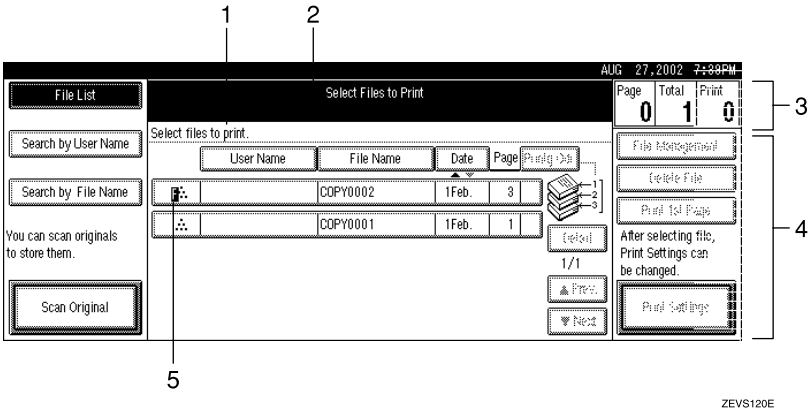
Note

- ❒ When the machine is offline, the key is lightly shaded.

Note

- ❒ If you cannot turn the machine offline, set **[Signal Control]** to **[Printer priority]** in **[Interface Settings/Parallel Interface]** of System Settings. For more information, see "User Tools (System Settings)" in Administrator Reference 2 Copier System Edition.
- ❒ If **[Signal Control]** is set to **[Job acceptance priority]** in **[Interface Settings/Parallel Interface]** of System Settings, the machine can receive print jobs and facsimiles from a computer even when offline.

Initial Document Server Display



1. **Operational status or messages**
2. **The current settings are displayed.**
3. **Displays printed pages, set pages, and print job pages read into memory.**
4. **Displays necessary keys for the Initial Document Server Display.**
5. **Displays stored mode.**

Common Key Operation

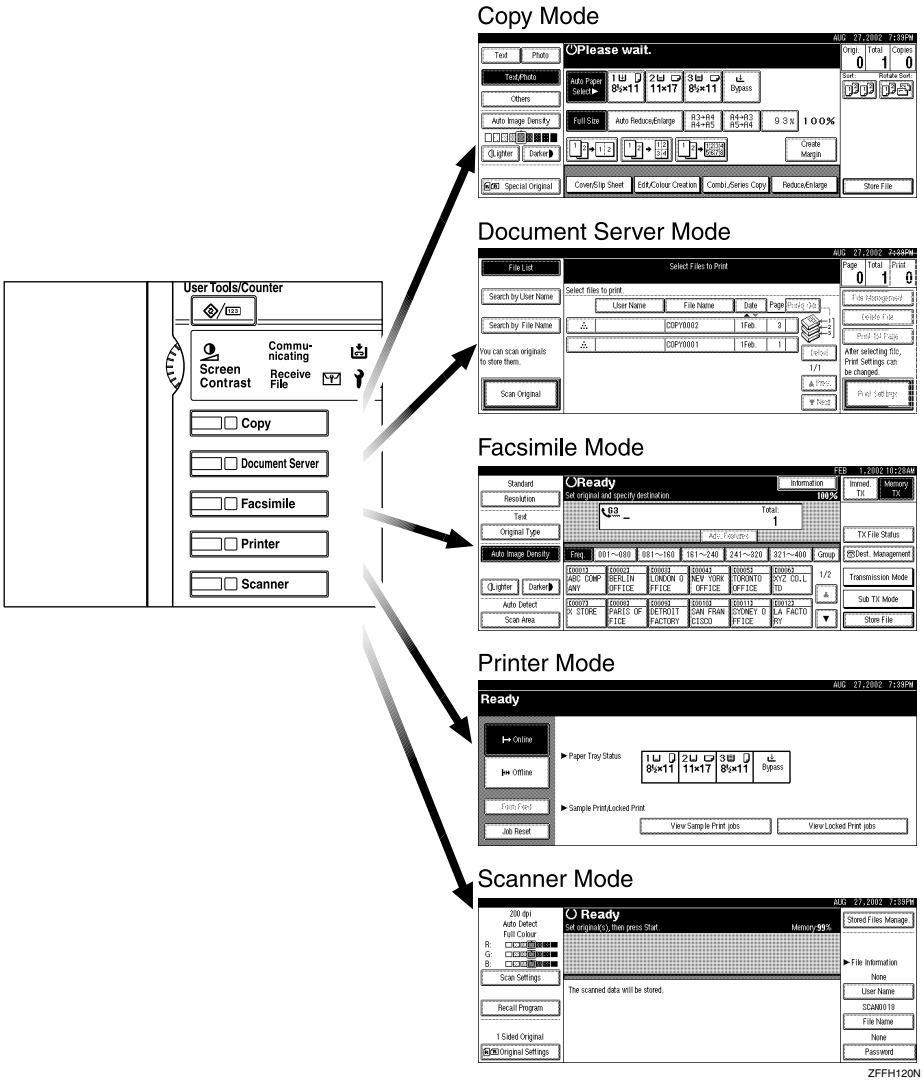
The following keys can be used in all screens.

❖ Key explanations

[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[▲Prev.][▼Next.]	Moves to the previous page or the next page when all the functions cannot be displayed on one page.
[OK][Yes]	Closes message screens.
[Clear]	Clears entered values and does not change the screen.
[Exit]	After setting the selected function or entering a value, the panel display returns to the previous screen.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax, printer and scanner machine as well. Press the **【Copy】**, **【Document Server】**, **【Facsimile】**, or **【Printer】**, **【Scanner】** key to use each function.



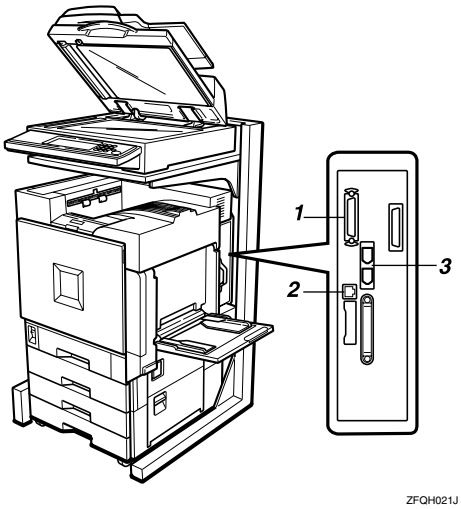
Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing the user tools
- During interrupt copying
- During on hook dialing for fax transmission
- While scanning an original

Connecting the Machine

Make sure that the shape and the position of the connector are as shown in the illustration.



1. Parallel Port

This is a connector inserting the parallel interface cable connecting to your computer.

2. 10BASE-T/100BASE-TX

This is the connector inserting a 10BASE-T/100BASE-TX cable. Use this to connect to a network.

3. IEEE 1394 Ports (option)

This is the connector inserting an IEEE 1394 interface cable. Use this to connect the optional 1394 Interface Unit Type 1045 and machine via the IEEE 1394 interface.

Reference

For more information about the parallel port and IEEE 1394 interface connections, see "Connecting the Machine" in the Setup Guide.

Requirements

Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, Network Interface Board, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Important

❒ The interface cable is not supplied. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

Reference

For more information about using the parallel port, see the Setup Guide.

For more information about using a network, see p.14 “Network cable requirements”.

Network cable requirements

The Network Interface Board can be installed to allow direct connection to an Ethernet network.

The Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000, Windows NT 4.0 *1 , Mac OS *2 , UNIX
Driver	PCL 5c, RPCS™, PostScript 3
File Server	NetWare 3.x, NetWare 4.x, NetWare 5/5.1
Protocol	TCP/IP, IPX/SPX, NetBEUI *3 , AppleTalk

*1 Under Windows NT 4.0, only × 86 CPU is supported.
*2 For information about usable versions of the Mac OS, see the "PostScript Supplement".
*3 To use NetBEUI, use the SmartNetMonitor for Client port.

In a mixed network environment, the protocol switches automatically.

Reference

For more information about network connection settings, see p.33 “Setup Guide for each Network Environment”.

Note

- ❒ Consult your network administrator before connecting the machine to a network.
- ❒ Make sure to use a properly shielded and grounded cable (UTP, STP, Category/Type5) for the connection to the host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

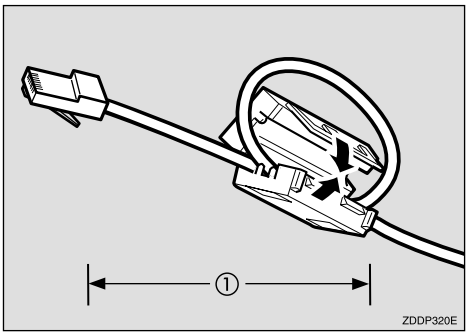
Connection to a Network

1 Turn off the main power switch.

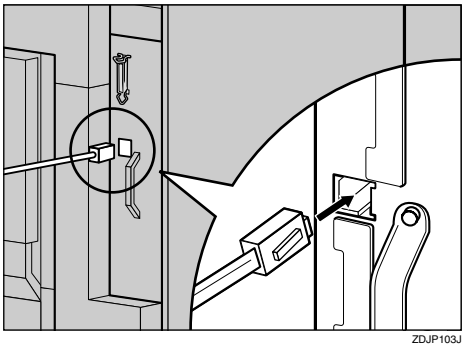
2 Loop the network interface cable and attach the ferrite core.

Note

- ❒ The network interface cable loop should be about 15 cm (6") (①) from the end of the cable (on the end closest to the machine).

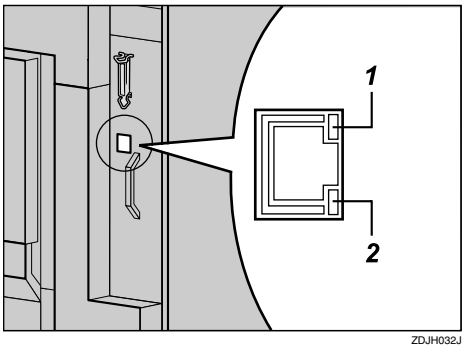


3 Connect the network interface cable to the port on the right side of the printer.



4 Connect the other end of the network interface cable to network equipment, such as a hub.

Reading the LED lamps



1. Yellow: Lights up when 100BASE-TX is being used. Turns off when 10BASE-T is being used.

2. Green: Lights up when the printer is connected properly to the network.

Parallel Connection

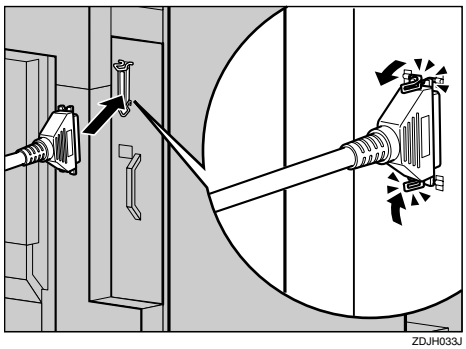
Use an interface cable to connect the printer to the host computer with a parallel connection. The parallel interface cable is not provided with the printer.

Note

- ❒ Printer's parallel connection is a standard bidirectional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.
- ❒ Use shielded interface cables. Using a cable other than a shielded cable could result in radio interference noise.

1 Turn off the printer and host computer power.

2 Connect the cable to the Parallel Port on the right side of the printer, and then fasten with both clasps.



3 Connect the other end of the cable to the interface connector of the host computer.

Reference

For more information about settings for printing with a parallel connection, see Printer Client Reference 1.

Connection to IEEE 1394 Interface

If the 1394 Interface Unit is installed, you can connect the IEEE 1394 interface cable to the machine.

Important

❒ To avoid electrical interference, use a shielded cable.

Limitation

❒ The IEEE 1394 interface can be used only with Windows 2000.

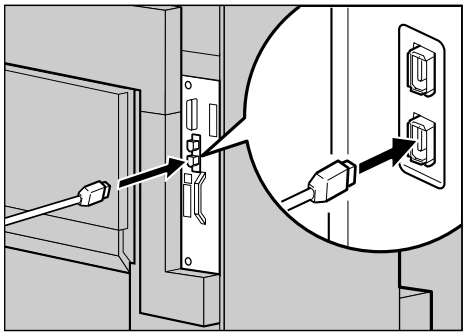
1 Turn off the computer power.

2 Turn off the main power switch.

Important

❒ Before turning off the main power switch, see p.19 "Turning On/Off the Power".

3 Connect the interface cable to the 1394 Interface Unit.



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Note

❒ Either connector can be used.

4 Connect the other end of the IEEE 1394 Interface cable to the computer.

5 Turn on the main power switch.

6 Turn on the computer power.

The connection between the printer and the computer is complete. Next, install the printer driver.

Reference

For more information about installation of Windows 2000, see Printer Client Reference 1.

Note

❒ If a printer driver installation dialog appears when you start a computer running Windows 2000, click **[Cancel]**. For more information about installation of Windows 2000, see Printer Client Reference 1.

Turning On/Off the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "*Timer Setting*" in Administrator Reference 2 Copier System Edition.

Power switches

This machine has two power switches.

❖ **Main power switch (on the front side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Important

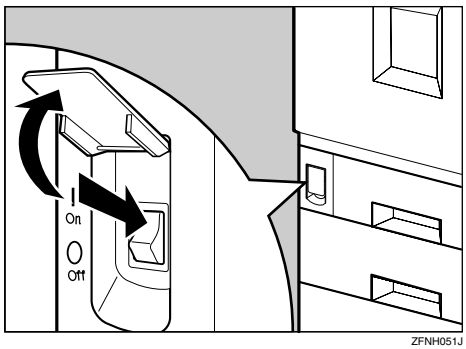
❒ If you leave the main power switch off for more than one hour, all fax files in memory are deleted.

❖ **Operation switch (on the control panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies, send faxes or print.

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Open the switch cover and turn on the main power switch (make sure that the Main Power indicator goes on).

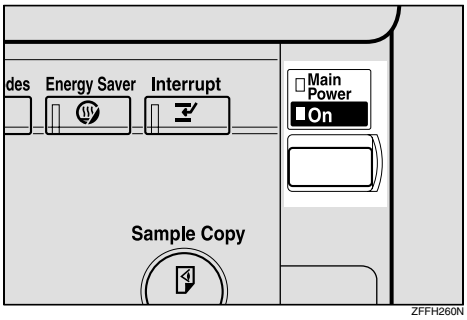


Important

❒ Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

1 Press the operation switch to make the On indicator go on.



The display panel will come on.

Note

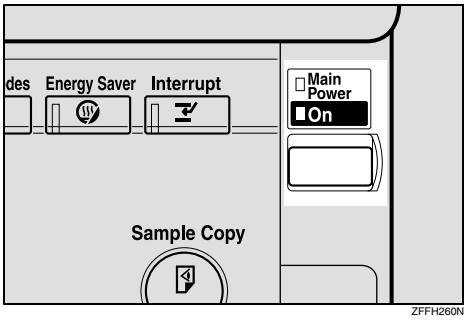
❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ If the User Code dialog box appears on the display panel instead of the copier display, enter a registered user code, and then press the **[#]** key. See "User Code" in Administrator Reference 2 Copier System Edition.

Turning Off the Power

1 Make sure that the exposure glass or the document feeder is in the right position.

2 Press the operation switch to make the On indicator go off.



Note

❒ Even if you press the operation switch, the indicator does not go off and blinks in the following cases:

- When the exposure glass or the document feeder is open
- When communication is in progress with external equipment
- When the hard disk is operating

Tuning Off the Main Power

Preparation

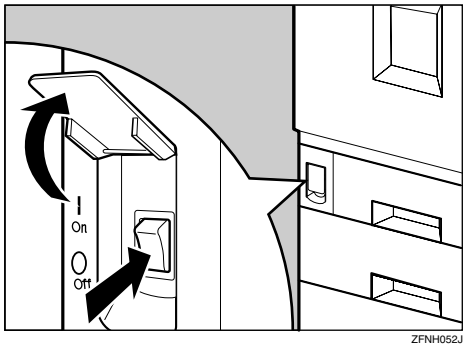
Normally, do not turn off the main power switch. When you have to turn off this switch for some reason, follow the procedure below.

Important

- ❒ Do not turn off the main power switch while the on indicator is lit or blinking. This may cause problems in the hard disk or memory.
- ❒ Be sure to turn off the main power switch before unplugging the power cord. This may cause problems in the hard disk or memory.
- ❒ Make sure that 100% is shown on the display before you turn the main power switch off or unplug the power cord. Fax files stored in memory will be deleted an hour after you turn the main power switch off or unplug the power cord.

1 Make sure the On indicator is off.

2 Open the switch cover and turn off the main power switch (make sure that the Main Power indicator goes off).



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Configuring the Network

Configuring the Network

Preparation

This section describes the network configuration using the control panel of the machine. Make the necessary settings for the functions you use.

Mode	Network Setting
Distribute received fax documents *1	IP Address, Subnet Mask, Gateway Address, Delivery Server IP Address, Fax RX File Transmission, Effective Protocol (TCP/IP)
Scanner (Network Twain Scanner)	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP)
Scanner (Network Delivery Scanner) *2	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), Delivery Server IP Address, Number of Recalls, Recall Interval time
Printer (TCP/IP) *3	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol
Printer (NetWare) *3 *4	Effective Protocol, NW Frame Type

*1 To use this function, the following are required:
- Scanner unit
- Scan Router V2 Professional (option)

*2 To use this function, the following are required:
- Scanner unit
- Scan Router V2 Lite (packaged with this machine) or Scan Router V2 Professional (option)

*3 Make the necessary settings for your network environment. For more information about settings, see p.23 “Configuring the Network with the Control Panel”.

*4 Configure the TCP/IP when you use Pure IP of NetWare 5/5.1.

This section describes the basic operation procedure. For more information about the settings, see "*Interface Settings/Network*" in Administrator Reference 2 Copier System Edition.

For a network environment that uses TCP/IP, you can use SmartNetMonitor for Admin (packed with this machine) or the Web browser to configure IP addresses.

Configuring the Network with the Control Panel

This section describes the basic procedures. Please make the appropriate settings for the network you are using.

Important

❒ These settings should be made by your systems administrator or after consulting with your systems administrator.

The following table shows the control panel settings and their default settings.

❖ Interface Settings/Network

Setting Name	Value	
IP Address	011.022.033.044	
Subnet Mask	000.000.000.000	
Gateway Address	000.000.000.000	
Access Control	000.000.000.000	
Access Mask	000.000.000.000	
Network Boot	None	
Effective Protocol	TCP/IP	Effective
	NetWare	Effective
	NetBEUI	Effective
	AppleTalk	Effective
NW Frame Type	Auto select	
Ethernet Speed	Auto Select	

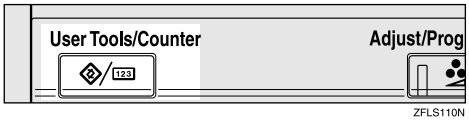
❖ File Transfer Settings

Setting Name	**Value**	
Delivery Server IP Address	000.000.000.000	
Fax RX File Transmission	Setting per Line	• Port 1: Do not Deliver. • Port 2: Do not Deliver. • Port 3: Do not Deliver.
	Print at Delivery	No
	Files to Deliver	All Files
	Delivery Failure File	—
Recall Interval Time	300 seconds	
Number of Recalls	No	

Network Settings

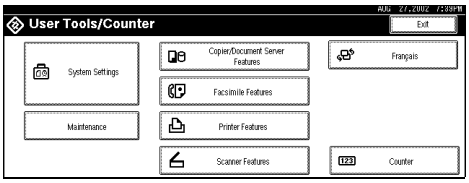
The following describes the settings required to use the machine in a network. For more information about the settings, see "*Interface Settings/Network*" in Administrator Reference 2 Copier System Edition.

1 **Press the 【User Tools/Counter】 key.**



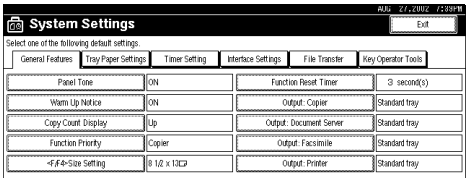
"User Tools/Counter" appears.

2 **Press [System Settings].**



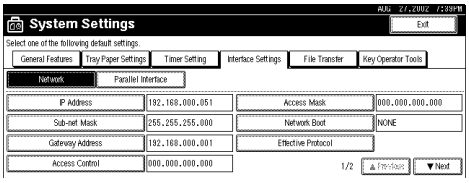
3 **Press [Interface Settings].**

The following screen appears on the panel display.

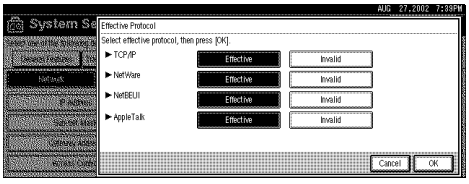


4 **Make sure that [Network] is selected.**

The following screen appears on the panel display.



5 **Press [Effective Protocol].**

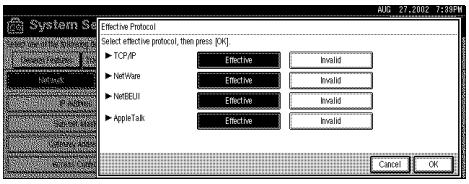


Note

- ❒ Consult the network administrator for help with these settings.
- ❒ You must configure IP Address to use the TCP/IP protocol. You don't have to configure it if Network Boot is DHCP.
- ❒ Press **[Invalid]** for protocols that you don't use.
- ❒ Press **[Effective]** for the TCP/IP protocol when you use Pure IP of NetWare 5/5.1.

❶ **Make sure that the [Effective Protocol] key is pressed.**

❷ **Select [Invalid] or [Effective] for each protocol.**

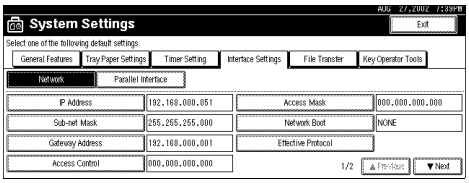


❸ **Press [OK].**

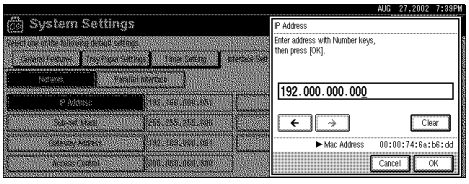
The following operation will be different, according to each protocol.

When Using TCP/IP

❶ **Make sure that [Network] is selected, and then press [IP Address].**



❷ **Use the number keys to enter the IP address.**



Note

- ❒ Press the **[←]** and **[→]** keys to move to the next entry field.
- ❒ If you enter the wrong IP address, press **[Clear]** and reenter the IP address.

❸ **Press [OK].**

❹ **Make the [Sub-net Mask], [Gateway Address], [Access Control], and [Access Mask] settings. For each item, press the corresponding button on the screen shown in step ❶, and then perform the same procedure as described in steps ❷ and ❸.**

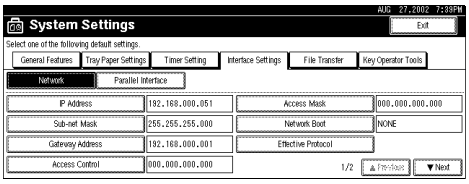
Acquiring the IP Address from the DHCP Server

To use the DHCP server to acquire the IP address, select **[DHCP]** from **[Network Boot]**.

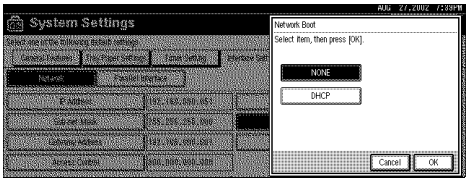
Note

- ❒ You need to set the server when you use DHCP. See "*Appendix*" in Administrator Reference 2 Copier System Edition.
- ❒ To always assign the same IP address to the machine, reserve the IP address for the machine on the DHCP server. See "*Appendix*" in Administrator Reference 2 Copier System Edition.
- ❒ Use the default IP address.

❶ **Make sure that [Network] is selected, and then press [Network Boot].**



❷ **Press [DHCP], and then press [OK].**



When using NetWare

To use the machine on NetWare, be sure to select the type of **[NW Frame Type]**.

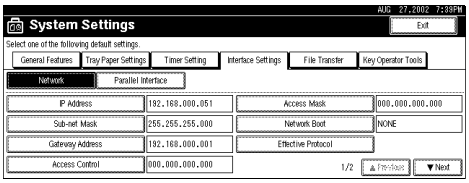
You can select the following frame types:

- Auto select (Default)
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

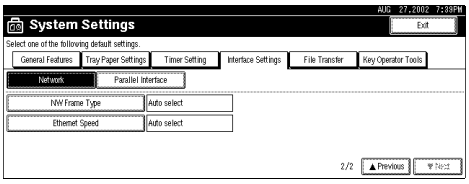
Note

- ❒ Select the same frame type which the file server uses.
- ❒ To use the machine in a Pure IP environment on NetWare 5/5.1, select **[Effective]** for the TCP/IP protocol in step **5**.

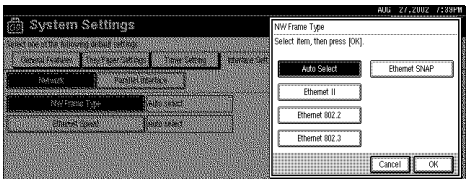
❶ **Make sure that [Network] is selected, and then press [▼Next].**



❷ **Press [NW Frame Type].**



❸ **Select the frame type, and then press [OK].**

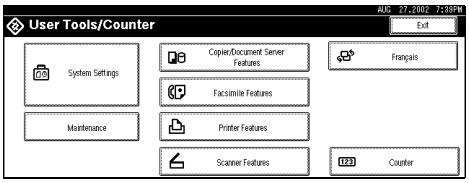


6 **Press [Exit].**

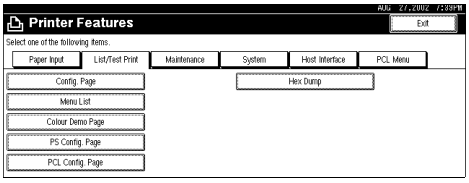
Returns to the **[User Tools/Counter]** display.

7 **Press [List/Test Print] to print out the settings.**

❶ **Press [Printer Features].**



❷ **Press [List/Test Print].**



❸ **Press [Config. Page].**

The configuration page will be printed.

8 **Press the 【User Tools/Counter】 key.**

Note

❒ The settings are applied and the initial display is shown.

File Transfer Settings

Preparation

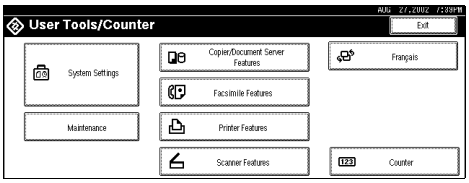
The File Transfer function requires the optional Hard Disk Unit.

The following describes the File Transfer settings required for sending received facsimile files and sending scanned files using the Scanner function. For more information about the settings, see "User Tools (System Settings)" in Administrator Reference 2 Copier System Edition.

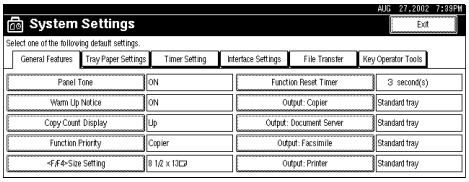
1 **Press the 【User Tools/Counter】 key.**

"User Tools/Counter" appears.

2 **Press [System Settings].**



3 **Press [File Transfer].**



The procedure after this varies depending on the items to be set. Refer to the following procedures, and then make the necessary settings.

- Assigning a Delivery Server IP Address
- Making Settings to Transmit Received Facsimile Files
- Setting the Recall Interval Time
- Setting the Number of Recalls

Note

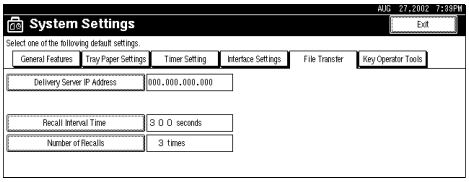
❒ After making necessary settings, go to step **4**.

Assigning a Delivery Server IP Address

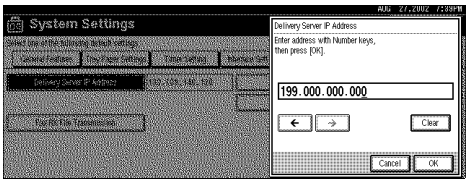
Note

❒ You must also set the Delivery Server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the Delivery Server IP address set on ScanRouter V2 Lite/Professional.

❶ **Press [Delivery Server IP Address].**



❷ **Use the number keys to enter the Delivery Server IP address.**



Note

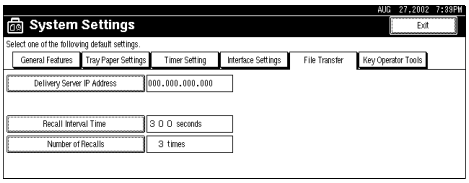
❒ Press the **[←]** or **[→]** key to move to the adjacent entry field.

❒ To correct the Delivery Server IP address entered, press **[Clear]**, and then enter the correct Delivery Server IP address.

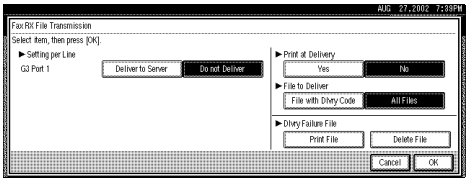
❸ **Press [OK].**

Making Settings to Transmit Received Facsimile Files

❶ **Press [Fax RX File Transmission].**



❷ **Make the following settings as required:**

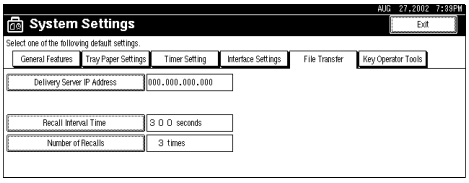


- Setting per Line
- Print at Delivery
- File to Deliver
- Delivery Failure File

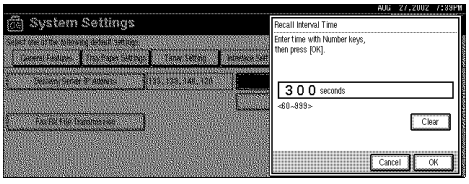
❸ **Press [OK].**

Setting the Recall Interval Time

❶ **Press [Recall Interval Time].**



❷ **Use the number keys to enter the Recall Interval Time.**



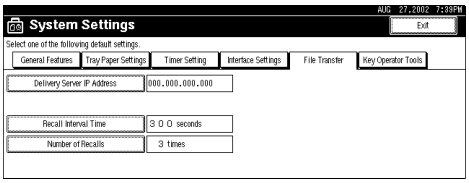
Note

❒ To correct the Recall Interval Time entered, press **[Clear]**, and then enter the correct Recall Interval Time.

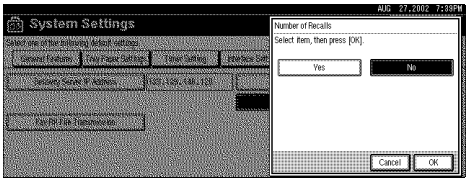
❸ **Press [OK].**

Setting the Number of Recalls

❶ **Press [Number of Recalls].**



❷ **To resend files to the Delivery Server, press [Yes].**

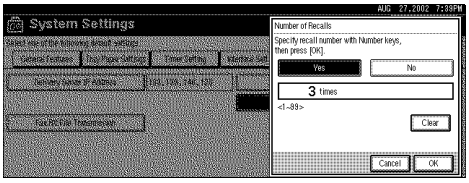


The menu to specify the Number of Recalls appears.

Note

❒ To not resend files, press **[No]** and go to step ❹.

❸ **Use the number keys to enter the Number of Recalls.**



Note

❒ To correct the entered Number of Recalls, press **[Clear]**, and then enter the correct Number of Recalls.

❹ **Press [OK].**

4 **Press [Exit].**

5 **Press the 【User Tools/Counter】 key.**

The new settings become effective and the display returns to the main function menu.

Test Print

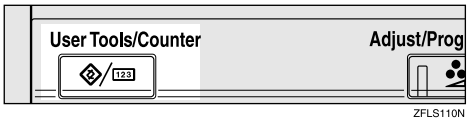
Test print in order to check that the printer prints normally. Test printing checks the printer actions, and does not test the connection to the host computer.

This section describes how to print the configuration page as an example.

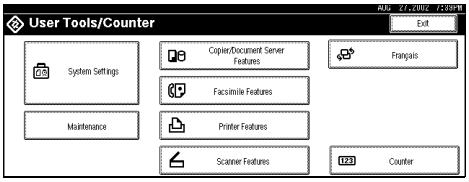
2

1 Press the 【User Tools/Counter】 key.

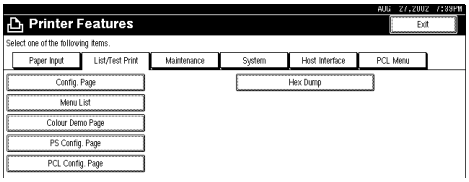
"User Tools/Counter" appears on the panel display.



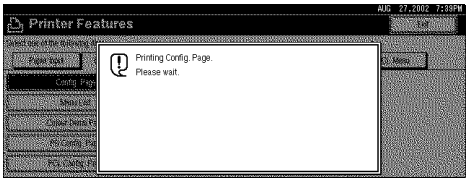
2 Press [Printer Features].



3 Press [List/Test Print].



4 Press [Config. Page].



The configuration page is printed.

Note

- ❒ If printing is not normal, check to see if an error message is shown on the panel display. If there is an error message, see "Troubleshooting" in Maintenance Guide 2 Copier System Edition.
- ❒ For more information about the configuration page, see "Interpreting the Configuration Page" in Administrator Reference 2 Copier System Edition.

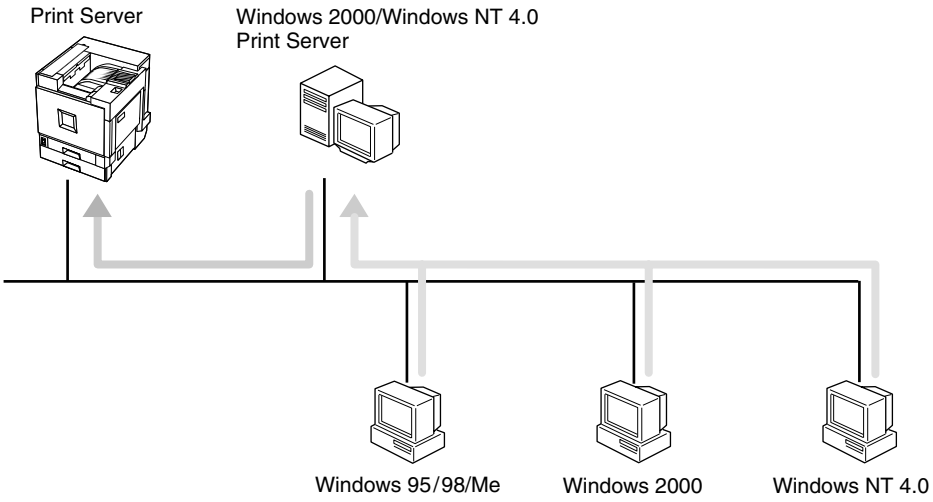
5 Press the 【User Tools/Counter】 key.

The initial display is shown.

3. Setup Guide for each Network Environment

Printing with a Print Server

Printing with a Windows 2000 or Windows NT 4.0 Print Server



1 Choose a protocol for the printer and print server.

2 Configure a protocol you want to use with the control panel.

⇒ p.23 “Configuring the Network with the Control Panel”.

3 Configure the printer.

⇒ "Windows 2000 Configuration" and "Windows NT 4.0 Configuration" in Administrator Reference 2 Copier System Edition.

4 Install the printer driver and SmartNetMonitor for Client.

⇒ "Windows 2000 Configuration" and "Windows NT 4.0 Configuration" in Administrator Reference 2 Copier System Edition.

5 Share the printer.

⇒ "Windows 2000 Configuration" and "Windows NT 4.0 Configuration" in Administrator Reference 2 Copier System Edition.

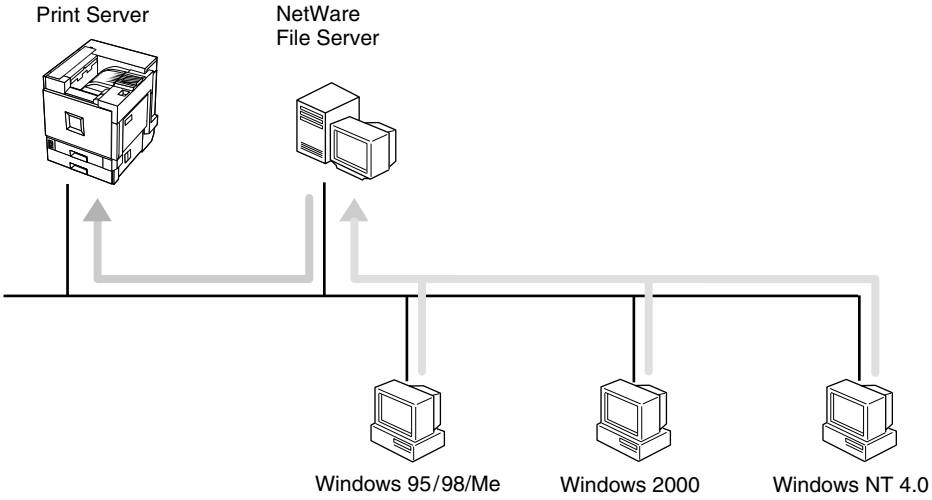
Printing with a NetWare Print Server

Set up a network printer in a NetWare environment.

For more information about setting up the clients, see "*NetWare Configuration*" in Printer Client Reference 2.

Configuring the Printer as a Print Server

A dedicated NetWare print server is not required because the printer can be configured as a print server.



1 Configure the printer for NetWare with the control panel.

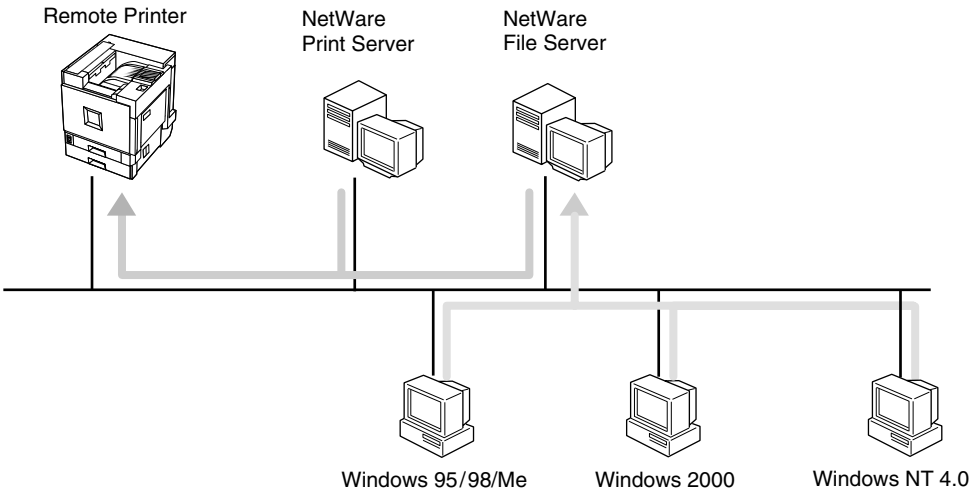
⇒ p.23 “Configuring the Network with the Control Panel”.

2 Configure NetWare. The procedure may vary depending on the NetWare version.

⇒ "NetWare Configuration" in Administrator Reference 2 Copier System Edition.

Configuring the Printer as a Remote Printer

If a dedicated NetWare print server is being used, the printer should be configured as a remote printer.

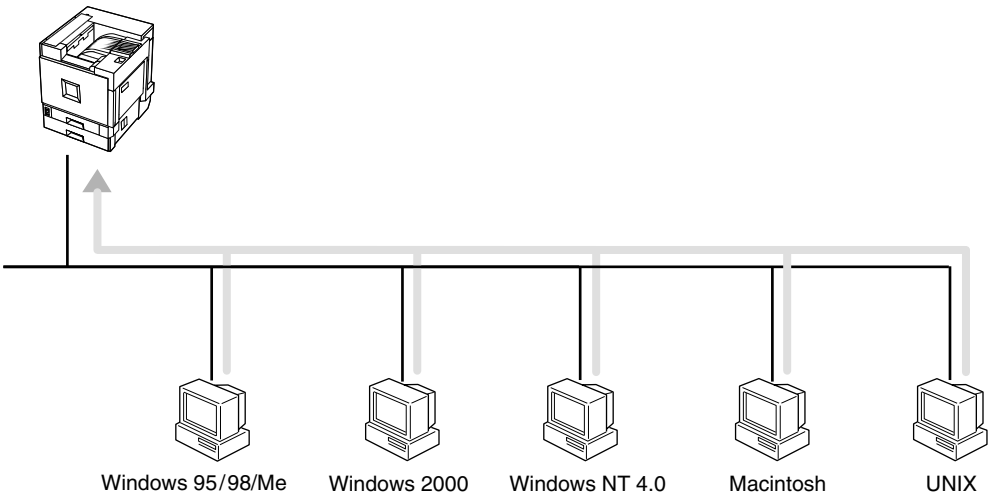


1 Configure the printer for NetWare with the control panel.

2 Configure NetWare. The procedure may vary depending on the NetWare version.

⇒ "NetWare Configuration" in Printer Client Reference 2.

Printing without Using a Print Server



1 Choose a protocol for the printer and print server.

2 Configure a protocol you want to use with the control panel.

⇒ p.23 “Configuring the Network with the Control Panel”.

4. Combined Function Operations

Copy Mode

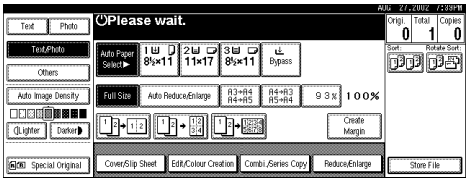
You can make basic copies, and enlarge/reduce, combine, or use other various functions to make copies. You can also add options to further increase the number of functions. For more details, see the Copy Reference.

Changing to Copy Mode

You can always make a copy when the machine isn't printing or scanning originals for faxes.

1 Press the 【Copy】 key.

The copier display appears on the panel display.



Reference

For more information, see the Copy Reference <Basic Features>.

Interrupt copying to make urgently needed copies

You can interrupt the current job to make a copy.

Note

❒ The display may vary depending on the settings described on "*User Tools (System Settings)*" in Administrator Reference 2 Copier System Edition.

Limitation

❒ You cannot use the interrupt copy function in the following cases:

- During fax immediate transmission
- While scanning an original for memory transmission
- During interrupt copying

When Scanning in the Copy or Document Server

During copying or scanning into the document server, you can use the following procedure to interrupt the current job and make a copy.

Limitation

❒ During interrupt copying, you cannot perform another interrupt copying.

1 Press the 【Interrupt】 key

If the machine is scanning originals, the scanning job will stop immediately and the interrupt display will appear on the panel display.

2 Remove the previous original and place the new original to be done by interrupt copying.

3 Press the 【Start】 key.

Interrupt copying starts.

4 After interrupt copying is complete, remove the original and delivered copies.

5 Press the 【Interrupt】 key again.

The display shown before interrupt copying started reappears.

6 Replace the previous original, and then press the 【Start】 key.

The previous job settings will be restored and the machine will continue from where it left off.

Printing with Copier, Document Server, Facsimile or Printer

During printing, you can use the following procedure to interrupt the current job and make a copy.

1 Press the 【Interrupt】 key.

The interrupt display appears on the panel display.

Note

❒ Printing does not stop yet.

2 Place the originals used for interrupt copying, and then press the 【Start】 key.

Printing stops and interrupt copying starts.

3 When copying is complete, remove the originals and the copies.

4 Press the 【Interrupt】 key.

The display shown before interrupt copying started reappears.

5 Replace the previous original, and then press the 【Start】 key.

Document Server Mode

The Document Server stores scanned copies and scanned documents for faxing. You can also combine stored jobs and print them.

In addition, you can forward stored fax transmissions.

Limitation

❒ The Document Server function requires the optional Hard Disk Unit.

Note

❒ If you want to re-send fax documents, go back to the Facsimile display.

Reference

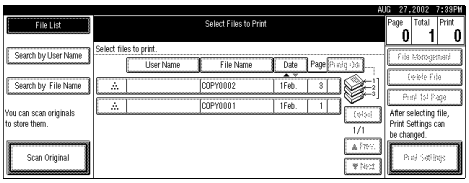
For more information about the Document Server, see "*Document Server*" in Administrator Reference 2 Copier System Edition.

Copying by Using the Document Server

You can print from the Document Server while using other functions.

1 Press the 【Document Server】 key.

The Document Server display appears on the panel display.



2 Select the desired documents, and then press [OK].

Note

❒ If the optional SR770 (2 Tray Finisher) or PT460 (Multi-bin) is installed on the machine, you can specify an output tray to which to deliver documents. For more information, see "*User Tools (System Settings)*" in Administrator Reference 2 Copier System Edition.

Storing Documents in the Document Server

Storing Documents in the Document Server

1. **Place originals.**
2. **Press the 【Document Server】 key.**
   The Document Server display appears on the panel display.
3. **Press [Scan Original].**
4. **Press the 【Start】 key.**
   Documents are stored for the Copier function.

Storing Documents while Copying

You can copy while storing files.

1. **Place originals.**
2. **Press the 【Copy】 key.**
   The Copier display appears on the panel display.
3. **Press [Store File], and then press [OK].**
4. **Press the 【Start】 key.**
   Both copying and storing documents will be started.

Storing Documents from the Fax Display

You can select to store and transmit documents at the same time or store documents only.

Limitation

- ❒ Documents stored with the Facsimile function do not appear in the file list of the Document Server display. For more information, see the Facsimile Reference <Advanced Features>.

1. **Place originals.**
2. **Press the 【Facsimile】 key.**
   The Facsimile display appears on the panel display.
3. **Press the [Store File] key.**
4. **Press [Store & Transmit] or [Store only], and then press the [OK] key.**

5 **If you selected [Store & Transmit], enter the numbers. If you selected [Store only], go to step 6.**

6 **Press the 【Start】 key.**

If you selected **[Store & Transmit]**, the machine starts storing documents and transmitting them. If you selected **[Store only]**, the machine starts storing documents.

Reference

For more information about this function, see "*Using the Document Server*" in the Facsimile Reference <Advanced Features>.

Interrupt the Operating Function and Start Storing

Even if another function is operating, you can use the Document Server.

Refer to the following procedure.

While Copying

1 **Press the 【Clear/Stop】 key.**

The copy job will be interrupted.

2 **Remove the originals.**

3 **Press the 【Document Server】 key.**

The Document Server display appears on the panel display.

4 **Place originals to be stored.**

5 **Press [Scan Original].**

The machine starts storing documents.

Note

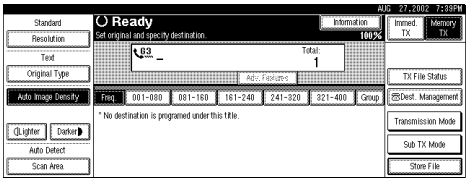
❒ After using the Document Server, press the 【Copy】 key to resume the interrupted job.

Facsimile Mode

Changing to Facsimile Mode

1 Press the 【Facsimile】 key.

The Facsimile display appears on the panel display.



Note

❒ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For more information, see the Facsimile Reference <Basic Features>.

Printer Mode

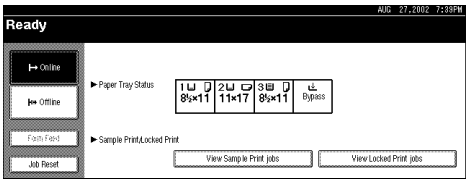
Changing to Printer Mode

To print from an application being run on a personal computer, you need not switch to Printer mode on this machine. You must switch to Printer mode, however, to perform the following operations:

- Form Feed
- Job Reset
- Sample Print
- Locked Print

1 Press the 【Printer】 key.

The Printer display appears on the panel display.



Printing

The machine can receive print data while another mode is functioning.

Note

❒ If "Function Priority" in the System Settings is not set as "Printer", printing is done after the current job. For more information, see "User Tools (System Settings)" in Administrator Reference 2 Copier System Edition.

1 Print the job from your computer.

Printing starts.

Note

❒ If User Codes have been set for the Printer function as described in Administrator Reference 2 Copier System Edition, you must enter your User Code from the Printer Driver.

Scanner Mode

Changing to Scanner Mode

This optional Scanner Unit has two scanner functions: “Network TWAIN Scanner” and “Network Delivery Scanner”.

Reference

To configure the function priority, see the Scanner Reference.

Limitation

❒ In the following cases, the machine cannot be used as a scanner.

- While scanning originals for copying
- While scanning a fax message for transmission
- During Immediate Fax transmission

Using the Network TWAIN Scanner

1 Place originals.

2 Configure the scan options using the computer.

3 Start the scan.

Reference

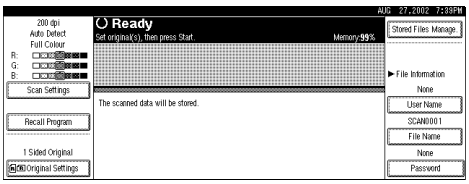
For more information, see the Scanner Reference.

Using the Network Delivery Scanner

1 Place originals.

2 Press the 【Scanner】 key.

The Scanner display appears on the panel display.



3 Specify [Scan Settings] or [Original Settings].

4 Press the 【Start】 key.

Reference

For more information, see the Scanner Reference.

Interrupting Scanning

If you want to scan while copying or faxing, follow the procedure below.

Scanning while copying

Usually, you cannot use this machine as a scanner until it finishes copying.

1 Press the 【Clear/Stop】 key.

Copying is interrupted.

2 Remove the originals.

3 Start the scan.

Note

❒ When the scan is completed, press the 【Copy】 key and restart copying.

Scanning while scanning a fax message for memory transmission

Usually, you cannot use the Scanner function until scanning a fax message for memory transmission is completed.

1 Press 【Clear/Stop】 key.

The fax message scan is interrupted.

Note

❒ When using Quick Memory delivery, previously scanned originals will be delivered. For more information, see the Facsimile Reference.

2 Remove the originals.

3 Start the scan.

Note

❒ When the scan is completed, press the 【Facsimile】 key and restart faxing.

Scanning while doing an Immediate Fax Transmission

Usually, you cannot use the Scanner function while it is doing Immediate Fax transmissions.

Preparation

Select Function Reset Timer to set “Instant”. For more information, see "*User Tools (System Settings)*" in Administrator Reference 2 Copier System Edition.

1 Press 【Clear/Stop】 key.

The immediate fax transmission is interrupted.

Note

❒ Previously scanned originals will be delivered.

2 Remove the originals.

3 Start the scan.

Note

❒ When the scan is completed, press the 【Facsimile】 key and restart faxing.

Scanning while printing

You can scan without interrupting printing.

Multi-Access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Performing multiple functions simultaneously like this is called Multi-accessing.

Note

❒ To specify which function to give priority to, use **[Print Priority]**. The factory setting is **[Copy]**. For more information, see "*User Tools (System Settings)*" in Administrator Reference 2 Copier System Edition.

❒ If the optional SR770 (2 Tray Finisher) or PT460 (Multi-bin) is installed on the machine, you can specify an output tray to which to deliver documents. For more information, see "*User Tools (System Settings)*" in Administrator Reference 2 Copier System Edition.

Multi-Access Operation

◎: If the desired operation is set as "Function Priority", it interrupts the current operation after the current page has been completed. If the current operation is set as "Function Priority", the interrupting operation is carried out automatically after the current operation ends.

○: If the desired operation is set as "Function Priority", it interrupts the current operation after the current job has been completed. If the current operation is set as "Function Priority", the interrupting operation is carried out automatically after the current operation ends.

●: Operation is enabled when a function key or the **【Interrupt】** key is pressed, or remote switching (when scanning) is carried out.

▲: The operation is enabled by pressing the **【Interrupt】** key to interrupt the current operation.

×: The operation can only be started after the current operation ends. (Operations cannot be carried out at the same time.)

Current Operation		Desired Operation	Color mode *1	Copy (including "Store File" operation): Operation	Copy: Copy	Copy with staple	Copy with sort	Interrupt Copy: Operation	Interrupt Copy: Copy	Fax: Operation of transmission	Fax: Send: Scan originals when memory transmission	Fax: Send: Memory transmission	Fax: Send: Immediate transmission	Fax: Receive: Reception	Fax: Receive: Print a received file	Printer: Data in	Printer: Print: Print	Printer: Print: Print with collating	Printer: Print: Print with stapling	Scanner: Operation	Scanner: Scan	
				BW	CL	BW	CL	BW	CL	BW	CL	BW	BW	BW	BW	BW	CL	BW	CL	BW	CL	BW	CL
Copy	Operating		BW CL	×	×	×	×	●	●	●	●	◎	●	◎	◎	◎	◎	◎	◎	●	●	●
	Copying (when scanning)		BW CL	◎	▲	▲	▲	●	●	●	●	◎	●	◎	▲	◎	▲	▲	▲	●	●	●
	Copying (when printing)		BW CL	◎	▲	▲	▲	●	●	◎	◎	◎	◎	◎	▲	◎	▲	▲	▲	◎	◎	◎*3
	Copying with staple (when scanning first set)		BW CL	◎	▲	▲	▲	●	●	●	●	◎	●	◎	▲	◎	▲	▲	▲	●	●	●
	Copying with staple (when printing second set)		BW CL	◎	▲	▲	▲	●	●	◎	◎	◎	◎	◎	▲	◎	▲	▲	▲	◎	◎	◎*3
	Copying with sort (when scanning first set)		BW CL	◎	▲	▲	▲	●	●	●	●	◎	●	◎	▲	◎	▲	▲	▲	●	●	●
	Copying with sort (when printing second set)		BW CL	◎	▲	▲	▲	●	●	◎	◎	◎	◎	◎	▲	◎	▲	▲	▲	◎	◎	◎*3
Interrupt Copy	Operation		BW CL	×	×	×	×	×	×	×	×	◎	×	◎	▲	◎	▲	▲	▲	×	×	×
	Copying		BW CL	×	×	×	×	×	×	×	×	◎	×	◎	▲	◎	▲	▲	▲	×	×	×
Fax	Operating a transmission		BW	●	●	●	●	●	●	×	×	◎	×	◎	◎	◎	◎	◎	◎	●	●	●
	Send	Scanning (when memory transmission)	BW	×	×	×	×	×	×	×	×	◎	×	◎	◎	◎	◎	◎	◎	×	×	×
		Memory transmitting	BW	◎	◎	◎	◎	◎	◎	◎	◎	▲	×	×	◎	◎	◎	◎	◎	◎	◎	◎
		Immediate transmitting	BW	×	×	×	×	×	×	×	×	×	×	×	◎	◎	◎	◎	◎	×	×	×
	Receive	Receiving	BW	◎	◎	◎	◎	◎	◎	◎	◎	×	×	×	◎	◎	◎	◎	◎	◎	◎	◎
		Printing (received file, etc)	BW	◎	○	○	○	●	●	◎	◎	◎*2	◎*2	◎*2	▲	◎	▲	▲	▲	◎	◎	◎*3
Printer	Data in		BW CL	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	▲	▲	▲	▲	▲	◎	◎	◎
	Print	Printing	BW CL	◎	○	○	○	●	●	◎	◎	◎	◎	◎	▲	▲	▲	▲	▲	◎	◎	◎*3
		Printing with collate	BW CL	◎	○	○	○	●	●	◎	◎	◎	◎	◎	▲	▲	▲	▲	▲	◎	◎	◎*3
		Printing with staple	BW CL	◎	○	○	○	●	●	◎	◎	◎	◎	◎	▲	▲	▲	▲	▲	◎	◎	◎*3
Scanner	Operating		BW CL	●	●	●	●	●	●	●	●	◎	◎	◎	◎	◎	◎	◎	◎		▲	▲
	Scanning		BW	×	×	×	×	×	×	×	×	◎	×	◎	◎	◎	◎	◎	◎	▲	▲	▲
			CL	×	×	×	×	×	×	×	×	◎	×	◎	◎*3	◎	◎*3	◎*3	◎*3	▲	▲	▲

JCF-ZFEH850E

*1 BW = Black & White, CL = Color Mode

*2 If a fax is being received, the operation is not performed until reception is complete.

*3 Scanning is "Print Priority".

Information about Installed Software

expat

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- The product manufacturer has not made any modification to the source code of the expat 1.1.
- The product manufacturer provides warranty and support to the software of the product including the expat 1.1 and the product manufacturer makes Mr. James Clark, the initial developer of the expat 1.1, free from these obligations.
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- MPL 1.1 is also available at:
  http://www.mozilla.org/MPL/MPL-1.1.html
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NetBSD

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JPEG Library

The software installed on this product is based in part on the work of the Independent JPEG Group.

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Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Declaration of Conformity

Product Name: Laser Printer
Model Number: AP3800C/AP828/SLP38c/DSc38
Responsible party: Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000
This device complies with part 15 of FCC Rules.
Operation is subject to the following two conditions:
1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Properly shielded cables must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.
○ means POWER OFF.
⏻ means STAND-BY

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UE USA G570-8450

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Introduction

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Software Version Conventions Used in This Manual

- NetWare 3.x means NetWare 3.12 and 3.2.
- NetWare 4.x means NetWare 4.1, 4.11 and IntranetWare.

Trademarks

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Keys on the computer's keyboard.

Configuring the Protocols

Configuring TCP/IP and IPP for Printing

Follow these instructions to configure the Network Interface Board and Windows 2000 to use the TCP/IP protocol and IPP.

Configuring the printer

Configure the printer to use the TCP/IP protocol.

- Confirm that the TCP/IP protocol is set to be active. (The factory default is active.)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

Reference

For more information about how to make the above settings, see "*Windows 2000 Configuration*" in Printer Client Reference 1 that comes with this printer.

If DHCP is used to assign IP addresses, see p.242 “When Using DHCP”.

Note

❒ After setting the IP address, use the ping command to confirm that it has been set correctly.

① Click **[Start]**, point to **[Programs]**, point to **[Accessories]** and then click **[Command Prompt]**.

② Type the following. (Example IP address is 192.168.15.16)

```
C:> ping 192.168.15.16
```

If the address has been configured correctly, the following message appears.

```
Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32
```

If the address has been configured incorrectly, the following message appears.

```
Request timed out.
```

Configuring a Windows 2000 computer

Follow these steps to configure a Windows 2000 computer to use the TCP/IP protocol.

1 Click [Start] on the taskbar, point to [Settings], and then click [Network and Dial-up Connections].

2 Click [Local Area Connection]. On the [File] menu, click [Properties].

3 Confirm that "Internet Protocol (TCP/IP)" is selected in the [Components checked are used by this connection:] box under the [General] tab.

Note

- ❒ If the check box of TCP/IP protocol is not selected, select the box.
- ❒ If the TCP/IP protocol is not installed, click **[Install]** under the **[General]** tab and install it. For more information about installing the TCP/IP protocol, see Windows 2000 Help file.

4 Configure the TCP/IP protocols with the appropriate IP address, subnet mask and other settings.

Confirm with the network administrator that the settings are correct.

Configuring NetBEUI for Printing

Follow these instructions to configure the Network Interface Board and Windows 2000 to use the NetBEUI protocol.

Configuring the printer

Configure the printer to use the NetBEUI protocol.

- Confirm that the NetBEUI protocol is set to be active. (The factory default is active.)

Reference

For more information about how to make the above settings, see "*Windows 2000 Configuration*" in Printer Client Reference 1 that comes with this printer.

Configuring a Windows 2000 computer

Follow these steps to configure a Windows 2000 computer to use the NetBEUI protocol.

1 **Click [Start] on the taskbar, point to [Settings], and then click [Network and Dial-up Connections].**

2 **Click [Local Area Connection]. On the [File] menu, click [Properties].**

3 **Confirm that "NetBEUI Protocol" is selected in the [Components checked are used by this connection:] box under the [General] tab.**

Note

- ❒ If the check box of the NetBEUI protocol is not selected, select the box.
- ❒ If the NetBEUI protocol is not installed, click **[Install]** under the **[General]** tab and install it. For more information about installing the NetBEUI protocol, see Windows 2000 Help file. "Network" installation installs the PCL 5c and RPCS printer driver and SmartNetMonitor for Client. When you print using TCP/IP, NetBEUI or IPP protocol in Peer-to-Peer Network, you must select this installation.

Installing Software

Preparation

Select "Network" installation when you use the printer for direct printing.

"Network" installation installs the PCL 5c and RPCS printer driver and SmartNetMonitor for Client. When you print using TCP/IP, NetBEUI or IPP protocol in Peer-to-Peer Network, you must select this installation.

"Custom" installation allows to install SmartNetMonitor for Client separately.

Installing by "Network" installation

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "INST-TOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select "Network" installation when the selection screen appears.

5 Follow the instructions on the screen.

6 Select a printer you want to use when the [Select Printer] dialog box appears.

7 **Click [Add..] when the [Select Port] dialog box appear.**

8 **Select [SmartNetMonitor for Client] and then click [OK].**

Available printers will be listed.

9 **Select a printer you want to use.**

TCP/IP

❶ **Select the printer you want to use, and then click [OK].**

Note

❒ Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]** and then type the IP address or host name.

NetBEUI

❶ **Click [NetBEUI].**

A list of printers that can be printed by the NetBEUI protocol appears.

❷ **Select the printer you want to use, and then click [OK].**

Note

❒ Printers that respond to an broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]** and then type the NetBEUI address. Confirm the NetBEUI address on the network configuration page. For more information about the printing of configuration page, see p.242 “When Using DHCP”.

❒ You cannot print to printers beyond routers.

IPP

❶ **Click [IPP].**

The IPP setting dialog box appears.

❷ **In [Printer URL], type "http://(printer's IP address)/printer" as the IP address of the printer.**

❸ **As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name differing from those of any existing port names.**

If you omit this, the address entered in **[Printer URL]** will be set as the IPP port name.

(Example IP address is 192.168.15.16)

`http://192.168.15.16/printer`

❹ **If using a proxy server and IPP user name, click [Detailed Settings] and configure the necessary settings.**

Note

❒ For more information about these setting, see the Help file.

10 **Click [OK].**

11 **Confirm the selected port is highlighted, and then click [Next].**

12 **Click [Finish].**

Note

❒ During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

13 **Restart the computer after installation is complete.**

14 Set up the options with the printer driver.

Note

- ❒ You can specify the "User Code" with the printer properties after installing the printer driver. See the Help file for the printer driver.
- ❒ You must set up the options when the bidirectional transmission is unable. For more information about the conditions of the bidirectional transmission, see p.25 “The conditions of the bidirectional transmissions”.

Changing Port Settings

Follow the steps to change SmartNetMonitor for Client settings, such as the proxy server settings or IPP URL.

Note

- ❒ There are no settings for the NetBEUI protocol.

1 From the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].

2 Click the [Ports] tab, and then click [Configure Port].

The **[Port Settings]** dialog box appears

- For TCP/IP protocol, you can configure Timeout Settings.
- For IPP, you can configure User Settings, Proxy Settings and Timeout Settings.

Note

- ❒ For more information about these settings, see SmartNetMonitor for Client Help file.

Printing with a Standard TCP/IP Port

Preparation

Select **[Typical]** installation when you use the printer with Standard TCP/IP port.

[Typical] installation installs the PCL 5c and RPCS printer driver.

Installing the Printer Driver

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

Important

- ❒ Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "INST-TOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select [Typical] installation, and then click [Next].

5 Follow the instructions on the screen.

6 **Select [Standard TCP/IP] when the "Select Port" dialog box appears, and then click [Next].**

7 **Click [Next] in the "Add Standard TCP/IP Printer Port Wizard" window.**

8 **Type the printer name or IP address in the "Printer Name or IP Address" box.**

9 **Click [Finish] in the "Add Standard TCP/IP Printer Port Wizard" window.**

10 **Confirm that the selected port has been displayed in the "Port" box, and then click [Next].**

Note

- ❒ During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

11 **Click [Finish].**

Note

- ❒ You can specify the "User Code" with the printer properties after installing the RPCS printer driver. See the Help file for the printer driver.

12 **Restart the computer after the installation is complete.**

13 **Set up the options with the printer driver.**

14 **You must set up the options when the bidirectional transmission is disabled.**

Reference

For more information about the status of the bidirectional transmission, see p.25 “The conditions of the bidirectional transmissions”.

For more information about settings for options, see p.24 “Setting Up Options”.

Configuring LPR Port Printing

Preparation

Select **[Typical]** installation when you use the printer with the LPR port.

[Typical] installation installs the PCL 5c and RPCS printer driver.

Installing the Printer Driver

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

Important

- ❒ Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "INST-TOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select [Typical] installation, and then click [Next].

5 Follow the instructions on the screen.

6 **Select [LPR Port] when the "Select Port" dialog box appears, and then click [Next].**

7 **Type the printer's IP address in the "Name or address of server providing lpd" box.**

8 **Type "lp" in the "Name of printer or print queue on that server" box, and then click [OK].**

9 **Confirm that the selected port has been displayed in the "Port" box, and then click [Next].**

10 **Click [Finish].**

Note

- During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

11 **Restart the computer after the installation is complete.**

12 **Set up the options with the printer driver.**

Reference

For more information about settings for options, see p.24 “Setting Up Options”.

Note

- You can specify the "User Code" with the printer properties after installing the printer driver. See the Help file for the printer driver.
- You must set up the options when the bidirectional transmission is disabled. For more information about the status of the bidirectional transmission, see p.25 “The conditions of the bidirectional transmissions”.

Setting Up Options

You must set up installed options, paper size and feed direction with the printer driver when the bidirectional transmission is disabled.

Limitation

- ❒ Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the [File] menu, click [Properties].

3 Click the [Accessories] tab.

Note

- ❒ If you use the RPCS printer driver, Click **[Change Accessories]** tab.
- ❒ If you use the PS printer driver, Click **[Device Settings]** tab.

4 Select options you have installed from the [Options] group and make any settings you require.

5 Click [OK] .

The conditions of the bidirectional transmissions

When the bidirectional transmissions is enabled, the information about the paper size and feed direction settings are automatically sent to the printer by the computer. You can also confirm the printer's condition from your computer.

- The bidirectional transmissions is supported by Windows 95/98/Me, Windows 2000 and Windows NT 4.0.
- If you use the RPCS printer driver and the bidirectional transmissions is enabled, the **[Change Accessories]** tab are grayed out.

Note

❒ The RPCS printer driver supports the bidirectional transmission and update the printer status automatically.

❒ The PCL 5c printer driver supports the bidirectional transmission, you can update the printer status manually.

❒ The PostScript 3 printer driver does not supports the bidirectional transmission.

To support the bidirectional transmissions, the following conditions below are required.

❖ Connecting with the parallel interface cable and the USB exchange cable.

- The computer supports the bidirectional transmissions.
- The Interface cable supports the bidirectional transmissions.
- The printer is connected to the computer using the standard parallel interface cable and the parallel connector.
- On Windows 2000, the **[Enable bidirectional support]** is selected and **[Enable printer pooling]** is not selected under the **[ports]** tab.

❖ Connecting with the network

- SmartNetMonitor for Client and the TCP/IP protocol are used.
- On Windows 2000, the **[Enable bidirectional support]** is selected and **[Enable printer pooling]** is not selected under the **[ports]** tab.
- SmartNetMonitor for Client included on the CD-ROM is installed.

Setting the Printer Shared

Limitation

- ❒ Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the [File] menu, click [Properties].

3 Select [Shared as:] under the [Sharing] tab.

4 Click [OK].

Configuring the Protocols

Configuring TCP/IP and IPP for Printing

Follow these instructions to configure the Network Interface Board and Windows NT to use the TCP/IP protocol and IPP.

Configuring the printer

Configure the printer to use the TCP/IP protocol.

- Confirm that the TCP/IP protocol is set to be active. (The factory default is active.)
- Assign an IP address and make other settings required for using the TCP/IP protocol.

Reference

For more information about how to make the above settings, see "*Windows NT 4.0 Configuration*" in Printer Client Reference 1 that comes with this printer.

If DHCP is used to assign IP addresses, see p.39 “The conditions of the bidirectional transmissions”.

Note

❒ After setting the IP address, use the ping command to confirm that it has been set correctly.

① Click **[Start]**, point to **[Programs]**, and then click **[Command Prompt]**.

② Type the following. (Example IP address is 192.168.15.16)

```
C:> ping 192.168.15.16
```

If the address has been configured correctly, the following message appears.

```
Reply from 192.168.15.16 : bytes=32 time<10ms TTL=32
```

If the address has been configured incorrectly, the following message appears.

```
Request timed out.
```

Configuring a Windows NT computer

Follow these steps to configure a Windows NT computer to use the TCP/IP protocol.

1 Open [Control Panel] and double-click the [Network] icon. Confirm that "TCP/IP Protocol" is listed in the [Network protocols] box under the [Protocols] tab.

Note

- ❒ If the TCP/IP protocol is not installed, click **[Add]** under the **[Protocols]** tab and install it. For more information about installing the TCP/IP protocol, see Windows NT Help file.

2 Configure the TCP/IP protocols with the appropriate IP address, subnet mask and other settings.

Confirm with the network administrator that the settings are correct.

3 Click the [Services] tab, and confirm that "Microsoft TCP/IP Printing" is installed.

If "Microsoft TCP/IP Printing" is not installed, click **[Add]** under the **[Services]** tab, and install it. For more information about installing and configuring network services, see Windows NT Help file.

Configuring NetBEUI for Printing

Follow these instructions to configure the Network Interface Board and Windows NT to use the NetBEUI protocol.

Configuring the printer

Configure the printer to use the NetBEUI protocol.

- Confirm that the NetBEUI protocol is set to be active. (The factory default is active.)

Reference

For more information about how to make the above settings, see "*Windows NT 4.0 Configuration*" in Printer Client Reference 1 that comes with this printer.

Configuring a Windows NT computer

Install the NetBEUI protocol on the Windows NT computer, and change the LAN adapter number (Lana Number).

1 Open [Control Panel] and double-click the [Network] icon. Confirm that "NetBEUI Protocol" is listed in the [Network Protocols] box under the [Protocols] tab.

Note

❒ If the NetBEUI protocol is not installed, click **[Add...]** under the **[Protocols]** tab, and install it. For more information about installing the NetBEUI protocol, see Windows NT Help file.

2 Change the Lana Number. Click the [Services] tab, click "NetBIOS Interface" in the [Network Services:] box , and click [Properties:].

3 **Click the Lana Number corresponding the Nbf protocol of the [Network Route] headline, and click [Edit].**

4 **Type "0" as the Lana Number.**

Note

- ❒ If the other protocol's Lana Number is configured with "0", you must change the Lana Number a number other than "0".

5 **Click [OK].**

6 **Click [Close], and close the [Network] dialog box.**

7 **After confirming the message to restart, click [Yes].**

Note

- ❒ After you change the Lana Number, you must restart the computer.

Installing Software

Preparation

Select "Network" installation when you use the printer for direct printing.

"Network" installation installs the PCL 5c and RPCS printer driver and SmartNetMonitor for Client. When you print using TCP/IP, NetBEUI or IPP protocol in Peer-to-Peer Network, you must select this installation.

"Custom" installation allows to install SmartNetMonitor for Client separately.

Installing by "Network" installation

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "INST-TOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select "Network" installation when the selection screen appears.

5 Follow the instructions on the screen.

6 Select a printer you want to use when the [Select Printer] dialog box appears.

7 **Click [Add..] when the [Select Port] dialog box appear.**

8 **Select [SmartNetMonitor for Client] and then click [OK].**

Available printers will be listed.

9 **Select a printer you want to use.**

TCP/IP

❶ **Select the printer you want to use, and then click [OK].**

Note

❒ Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]** and then type the IP address or host name.

NetBEUI

❶ **Click [NetBEUI].**

A list of printers that can be printed by the NetBEUI protocol appears.

❷ **Select the printer you want to use, and then click [OK].**

Note

❒ Printers that respond to an broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]** and then type the NetBEUI address. Confirm the NetBEUI address on the network configuration page. For more information about the printing of configuration page, see p.39 “The conditions of the bidirectional transmissions”.

❒ You cannot print to printers beyond routers.

IPP

❶ **Click [IPP].**

The IPP setting dialog box appears.

❷ **In [Printer URL], type "http://(printer's IP address)/printer" as the IP address of the printer.**

❸ **As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a name differing from those of any existing port names.**

If you omit this, the address entered in **[Printer URL]** will be set as the IPP port name.

(Example IP address is 192.168.15.16)

`http://192.168.15.16/printer`

❹ **If using a proxy server and IPP user name, click [Detailed Settings] and configure the necessary settings.**

Note

❒ For more information about these setting, see the Help file.

10 Click [OK].

11 Confirm the selected port is highlighted, and then click [Next].

12 Click [Finish].

Note

❒ During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

13 Restart the computer after installation is complete.

14 Set up the options with the printer driver.

Note

- ❒ You can specify the "User Code" with the printer properties after installing the printer driver. See the Help file for the printer driver.
- ❒ You must set up the options when the bidirectional transmission is unable. For more information about the conditions of the bidirectional transmission, see p.39 “The conditions of the bidirectional transmissions”

Changing Port Settings

Follow the steps to change SmartNetMonitor for Client settings, such as the proxy server settings or IPP URL.

Note

- ❒ There are no settings for the NetBEUI protocol.

1 From the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].

2 Click the [Ports] tab, and then click [Configure Port].

The **[Port Settings]** dialog box appears

- For TCP/IP protocol, you can configure Timeout Settings.
- For IPP, you can configure User Settings, Proxy Settings and Timeout Settings.

Note

- ❒ For more information about these settings, see SmartNetMonitor for Client Help file.

Configuring LPR Port Printing

Preparation

Select **[Typical]** installation when you use the printer with the LPR port.

[Typical] installation installs the PCL 5c and RPCS printer driver.

Installing the Printer Driver

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

Important

- ❒ Never have two versions of the same printer driver installed on your system at the same time. When upgrading to a new version of the printer driver, delete the old version, and then install the new one.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "INST-TOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select [Typical] installation, and then click [Next].

5 Follow the instructions on the screen.

6 **Select [LPR Port] when the "Select Port" dialog box appears, and then click [Next].**

7 **Type the printer's IP address in the "Name or address of server providing lpd" box.**

8 **Type "lp" in the "Name of printer or print queue on that server" box, and then click [OK].**

9 **Confirm that the selected port has been displayed in the "Port" box, and then click [Next].**

10 **Click [Finish].**

Note

- During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.

11 **Restart the computer after the installation is complete.**

12 **Set up the options with the printer driver.**

Reference

For more information about settings for options, see p.38 “Setting Up Options”.

Note

- You can specify the "User Code" with the printer properties after installing the printer driver. See the Help file for the printer driver.
- You must set up the options when the bidirectional transmission is disabled. For more information about the status of the bidirectional transmission, see p.39 “The conditions of the bidirectional transmissions”.

Setting Up Options

You must set up installed options, paper size and feed direction with the printer driver when the bidirectional transmission is disabled.

Limitation

- ❒ Changing the printer settings requires Full Control Access permission. Members of the Administrators and Power Users groups have Full Control Access permission by default. When you set up options, log on using an account that has Full Control Access permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the [File] menu, click [Properties].

3 Click the [Accessories] tab.

Note

- ❒ If you use the RPCS printer driver, Click **[Change Accessories]** tab.
- ❒ If you use the PS printer driver, Click **[Device Settings]** tab.

4 Select options you have installed from the [Options] group and make any settings you require.

5 Click [OK] .

The conditions of the bidirectional transmissions

When the bidirectional transmissions is enabled, the information about the paper size and feed direction settings are automatically sent to the printer by the computer. You can also confirm the printer's condition from your computer.

- The bidirectional transmissions is supported by Windows 95/98/Me, Windows 2000 and Windows NT 4.0.
- If you use the RPCS printer driver and the bidirectional transmissions is enabled, the **[Change Accessories]** tab are grayed out.

Note

❒ The RPCS printer driver supports the bidirectional transmission and update the printer status automatically.

❒ The PCL 5c printer driver supports the bidirectional transmission, you can update the printer status manually.

❒ The PostScript 3 printer driver does not supports the bidirectional transmission.

To support the bidirectional transmissions, the following conditions below are required.

❖ Connecting with the parallel interface cable and the USB exchange cable.

- The computer supports the bidirectional transmissions.
- The Interface cable supports the bidirectional transmissions.
- The printer is connected to the computer using the standard parallel interface cable and the parallel connector.
- On Windows NT 4.0, the **[Enable bidirectional support]** is selected and **[Enable printer pooling]** is not selected under the **[ports]** tab.

❖ Connecting with the network

- SmartNetMonitor for Client and the TCP/IP protocol are used.
- On Windows NT 4.0, the **[Enable bidirectional support]** is selected and **[Enable printer pooling]** is not selected under the **[ports]** tab.
- SmartNetMonitor for Client included on the CD-ROM is installed.

Setting the Printer Shared

Limitation

- ❒ Changing the printer settings requires Full Control Access permission. Members of the Administrators and Power Users groups have Full Control Access permission by default. When you set up options, log on using an account that has Full Control Access permission.

Use the **[Printers]** window to set up the printer.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the [File] menu, click [Properties].

3 Select [Shared] in the [Sharing] tab.

Note

- ❒ If you use alternate drivers for Windows 95/98/Me client, service pack 4 or more is required. And install the appropriate printer driver for each client.

4 Click [OK].

The printers attached to the network are displayed.

3. NetWare Configuration

This chapter describes how to configure the printer to use as a print server or a remote printer in a NetWare environment.

Note

❒ NetWare must be set to active using the operation panel of the printer. For more information about how to set it, see Administrator Reference 1 that comes with this printer.

❖ SmartNetMonitor for Admin

To use a printer in a NetWare environment, configure the NetWare printing environment by using SmartNetMonitor for Admin.

Note

❒ If you configure NetWare printing environment by using SmartNetMonitor for Admin under following environment, NetWare Client which is provided by Novell is required.

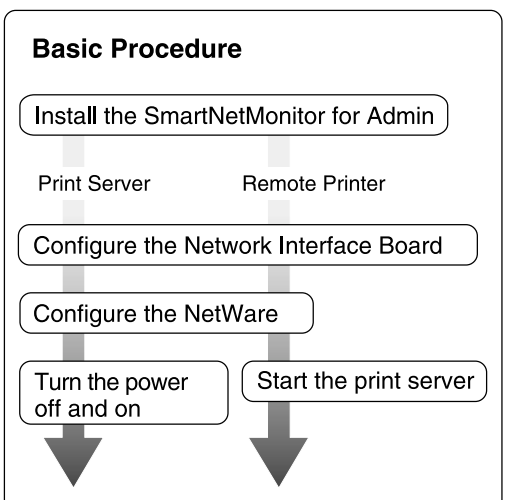
- NDS mode in Windows 95/98
- NDS or Bindary mode in Windows 2000/Windows NT4.0

❖ Printers listed by SmartNetMonitor for Admin

SmartNetMonitor for Admin displays a list of printers, which are connected to the network.
If you cannot find out the printer from the displayed list, refer to the configuration page printed from the printer. For more information about printing a configuration page, see p.161 “Printing a Configuration Page”.

NetWare 3.x - Advanced Settings

The actual procedures for configuring the printer differ depending on whether the Network Interface Board is configured as a print server or as a remote printer. This section describes how to configure it in the NetWare 3.x environment.



Note

❒ This section assumes NetWare is functional and that the necessary environment for the NetWare Print Service is available.

Installing SmartNetMonitor for Admin

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "INST-TOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select "Custom" installation and then click [Next].

5 Remove the check mark from the RPCS Printer Driver and PCL 5c Printer Driver.

6 Click to select [SmartNetMonitor for Admin], and then click [Install].

7 Click [OK].

8 Follow the instructions on the screen.

After installation is completed, see p.45 “Setting Up as a Print Server” when you use the printer as a print server.

See p.47 “Setting Up as a Remote Printer” when you use the printer as a remote printer.

Note

- ❒ If you require restarting the computer after installation of SmartNetMonitor for Admin was completed, restart the computer and continue to configuration.

Setting Up as a Print Server

1 Log on to the file server as a Supervisor or a Supervisor equivalent.

2 Run SmartNetMonitor for Admin.

3 Click the [Group] menu and click [Open LAN] and select [IPX/SPX].

A list of printers appears

Note

- ❒ If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see p.161 “Printing a Configuration Page”.
- ❒ If no printer name appears in the list, match the frame types of the IPX/SPX protocol between the computer and printer. Use the **[Network]** dialog box of Windows to change the frame type of the computer. For more information about changing the frame type of equipment, see "*Configuring the Printer for the Network*" in Administrator Reference 1.

4 Click to select the printer you want to configure, and then click [NIB Setup Tool] on the [Tools] menu.

5 Click to select [Wizard], and then click [OK].

6 Type the device name into the [Device Name] box and comment into the [Comment] box as necessary, and then click[Next].

7 Select the [NetWare] check box, and then click [Next].

8 Click to select [Bindery Mode], type the file server name into the [File Server Name:] box, and then click [Next].

In the **[File Server Name:]** box, type the name of the file server in which a print server is to be created. You can also select a file server from the list that appears by clicking **[Browse]**.

9 Type the print server name into the [Print Server Name] box, printer name into the [Printer Name] box, and print queue name into the [Print Queue Name] box, and then click [Next].

- In the **[Print Server Name]** box, type the name of the NetWare print server within 47 characters.
- In the **[Print Queue Name]** box, type the name of the NetWare printer.
- In the **[Print Queue Name]** box, type the name of the print queue to be added to NetWare.

10 After confirming the settings, click [Next].

The settings take effect, and the NIB setup tool exits.

11 Exit SmartNetMonitor for Admin.

12 Turn the printer power off and on.

Note

❒ To confirm that the printer is configured correctly, type as follows from the command prompt.

```
F:> USERLIST
```

❒ If the printer works as configured, the name of the print server appears as an attached user.

Setting Up as a Remote Printer

1 Log on to the file server as a Supervisor or a Supervisor equivalent.

2 Run the SmartNetMonitor for Admin.

3 Click the [Group] menu and click [Open LAN] and select [IPX/SPX].

A list of printers appears.

Note

- ❒ If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see p.161 “Printing a Configuration Page”.
- ❒ If no printer name appears in the list, match the frame types of the IPX/SPX protocol between the computer and printer. Use the **[Network]** dialog box of Windows to change the frame type of the computer. For more information about changing the frame type of equipment, see "*Configuring the Printer for the Network*" in Administrator Reference 1.

4 Click to select the printer you want to configure, and then click [NIB Setup Tool] on the [Tools] menu.

5 Click to select [Property Sheet] and click [OK].

6 Click the [NetWare] tab, and make the following settings.

❶ **In the [Print Server Name] box, type the name of the print server.**

❷ **In the [File Server Name] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse]** dialog box.

❸ **In the [Print Server Operation Mode] group, click [As Remote Printer].**

❹ **In the [Remote Printer No.] box, type the printer number.**

Important

❒ Use the same printer number as that to be created in the printer server.

❺ **Click [OK] to close the property sheet.**

❻ **After a confirmation dialog box appears, click [OK].**

7 **On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.**

8 **Type "PCONSOLE" from the command prompt.**

```
F:> PCONSOLE
```

9 **Create a print queue as follows.**

Note

❒ If you use a currently defined print queue, go to step 10.

❶ **From the [Available Options] menu, select [Print Queue Information] and press 【ENTER】.**

❷ **Press 【INSERT】 and type a print queue name.**

❸ **Press 【ESC】 to return to the [Available Options] menu.**

10 **Create a printer as follows.**

❶ **From the [Available Options] menu, select [Print Server Information] and press 【ENTER】.**

❷ **To create a new print server, press 【INSERT】 and type a print server name.**

If you use an currently defined print server, select one of the print servers shown in the **[Print Server]** list.

Important

❒ Use the same name as that specified in the NIB Setup Tool. (Step 6).

❸ **From the [Print Server Information] menu, select [Print Server Configuration].**

❹ **From the [Print Server Configuration] menu, select [Printer Configuration].**

❺ **Select the printer which is indicated as "Not Installed".**

Important

❒ Use the same number as that specified as Remote Printer No. using the NIB Setup Tool. (Step 6-❹).

❻ **If you change the name of the printer, type a new name.**

A name "Printer x" is assigned to the printer. x stands for the number of the selected printer.

❼ **As type, select [Remote Parallel, LPT1].**

The IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.

❽ **Press the 【ESC】 key, and click [Yes] in the confirmation dialog box.**

❾ **Press the 【ESC】 key to return to [Print Server Configuration Menu].**

11 Assign print queues to the created printer as follows.

❶ **From [Print Server Configuration Menu], select [Queues Serviced By Printer].**

❷ **Select the printer created in step 10.**

❸ **Press the 【INSERT】 key to select a queue serviced by the printer.**

Note

❒ You can select more than one queue at a time.

❹ **Follow the instructions on the screen to make other necessary settings.**

When you have finished the above steps, confirm that the queues are assigned.

12 Press the 【ESC】 key until "Exit?" appears, and select [Yes] to exit PCONSOLE.

13 Start the print server by typing the following from the console of the NetWare Server.

If it is running, restart it after exiting it.

❖ **To exit**

```
CAREE: unload pserver
```

❖ **To start**

```
CAREE: load pserver print_server_name
```

Note

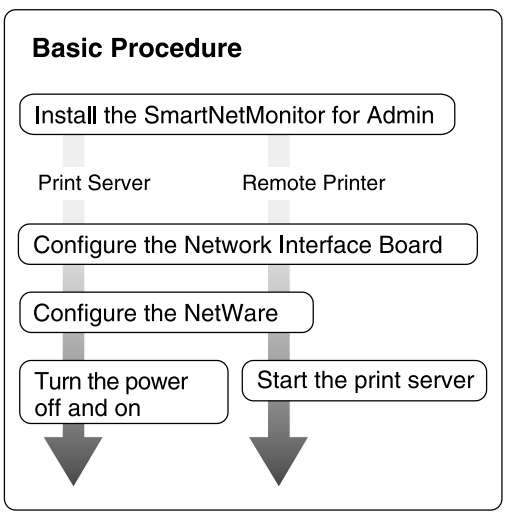
❒ If the printer works as configured, "Waiting for job" appears.

NetWare 4.x, 5 - Advanced Settings

The actual procedures for configuring the printer differ depending on whether the Network Interface Board is configured as a print server or as a remote printer. This section describes how to configure it in the NetWare 4.x, 5 environment.

❖ To use NetWare 5

- If you use Pure IP, use the printer as a print server. You cannot use the printer as a remote printer when you use Pure IP.
- If you use Pure IP, configure the printer to use the TCP/IP protocol. For more information about how to make the settings, see "*Configuring the printer for the Network*" in Administrator Reference 1 that comes with this printer.



Installing SmartNetMonitor for Admin

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "INST-TOOL.EXE" located on the CD-ROM root directory.

3 Follow the instructions on the screen.

4 Select "Custom" installation and then click [Next].

5 Remove the check mark from the RPCS Printer Driver and PCL 5c Printer Driver.

6 Click to select [SmartNetMonitor for Admin], and then click [Install].

7 Click [OK].

8 Follow the instructions on the screen.

After installation is completed, see p.45 “Setting Up as a Print Server” when you use the printer as a print server.

See p.47 “Setting Up as a Remote Printer” when you use the printer as a remote printer.

Note

- ❒ If you require restarting the computer after installation of SmartNetMonitor for Admin was completed, restart the computer and continue to configuration.

Setting Up as a Print Server

1 Log on to the file server as a Supervisor or a Supervisor equivalent.

2 Run SmartNetMonitor for Admin.

3 Click the [Group] menu and click [Open LAN] and select [IPX/SPX] or [TCP/IP].

A list of printers appears

Note

- ❒ If you use Pure IP, select **[TCP/IP]**.
- ❒ If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see p.161 “Printing a Configuration Page”.
- ❒ If no printer name appears in the list, match the frame types of the IPX/SPX protocol between the computer and printer. Use the **[Network]** dialog box of Windows to change the frame type of the computer. For more information about changing the frame type of equipment, see "*Configuring the Printer for the Network*" in Administrator Reference 1.

4 Click to select the printer you want to configure, and then click [NIB Setup Tool] on the [Tools] menu.

Note

- ❒ If you use Pure IP, see p.55 “Using Pure IP in the NetWare 5 environment”

5 Click to select [Wizard], and then click [OK].

6 Type the device name into the [Device Name] box and comment into the [Comment] box as necessary, and then click[Next].

7 Select the [NetWare] check box, and then click [Next].

8 Click to select [NDS Mode], type the file server name into the [File Server Name:] box, the NDS tree name into the [NDS Tree:] box and the context into the [NDS Context:] box, and then click [Next].

In the **[File Server Name:]** box, type the name of the file server in which a print server is to be created. You can also select a file server from the list that appears by clicking **[Browse]**.

Clicking **[Browse]**, you can select a NDS context among those listed in the **[Browse]** dialog box.

As a context, object names are typed from a lower object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

9 Type the print server name into the [Print Server Name] box, printer name into the [Printer Name] box, print queue name into the [Print Queue Name] box, and print queue volume into the [Print Queue Volume], and then click [Next].

- In the **[Print Server Name]** box, type the name of the NetWare print server within 47 characters.
- In the **[Printer Name]** box, type the name of the NetWare printer.
- In the **[Print Queue Name]** box, type the name of the print queue to be added to NetWare.
- In the **[Print Queue Volume]**, type the volume of print queue. As a volume, object names are typed from a lower object and divided by a period. You can select a volume by clicking **[Browse]**.

10 After confirming the settings, click [Next].

The settings take effect, and the NIB setup tool exits.

11 Exit SmartNetMonitor for Admin.

12 Turn the printer power off and on.

Note

- ❒ To confirm that the printer is configured correctly, type as follows from the command prompt.

```
F:> NLIST USER /A/B
```

- ❒ If the printer works as configured, the name of the print server appears as an attached user.

Using Pure IP in the NetWare 5 environment

1 Log on to the file server as an Admin or an Admin equivalent.

2 Run SmartNetMonitor for Admin.

3 Click [Property Sheet] and click [OK].

The **[NIB Setup Tool]** dialog box appears.

4 Click the [NetWare] tab, and make the following settings.

❶ **In the [Print Server Name:] box, type the name of the print server.**

❷ **In the [File Server Name:] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse File Server]** dialog box.

❸ **In the [NDS Context:] box, type the context of the print server.**

Clicking **[Browse]**, you can select a NDS tree and a NDS context among those listed in the **[Browse Context]** dialog box.

As a context, object names are typed from a lower object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

❹ **In the [Print Server Operation Mode] group, click [As Print Server].**

❺ **Click [OK] to close the property sheet.**

❻ **After a confirmation dialog box appears, click [OK].**

5 Exit SmartNetMonitor for Admin.

After this step, go to step 12 on p.53 “Setting Up as a Print Server”.

Setting Up as a Remote Printer

1 Log on to the file server as an Admin or an Admin equivalent.

2 Run the SmartNetMonitor for Admin.

3 Click the [Group] menu and click [Open LAN] and select [IPX/SPX].

A list of printers appears.

Note

- ❒ If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see p.161 “Printing a Configuration Page”.
- ❒ If no printer name appears in the list, match the frame types of the IPX/SPX protocol between the computer and printer. Use the **[Network]** dialog box of Windows to change the frame type of the computer. For more information about changing the frame type of equipment, see "*Configuring the Printer for the Network*" in Administrator Reference 1.

4 Click to select the printer you want to configure, and then click [NIB Setup Tool] on the [Tools] menu.

5 Click to select [Property Sheet] and click [OK].

6 Click the [NetWare] tab, and make the following settings.

❶ **In the [Print Server Name] box, type the name of the print server.**

❷ **In the [File Server Name] box, type the name of the file server in which a print server is to be created.**

Clicking **[Browse]**, you can select a file server among those listed in the **[Browse]** dialog box.

❸ **In the [NDS Context] box, type the context in which the print server is to be created.**

Clicking **[Browse]**, you can select a context among those listed in the **[Browse]** dialog box.

As an context, object names are typed from a lower level object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

❹ **In the [Print Server Operation Mode] group, click [As Remote Printer].**

❺ **In the [Remote Printer No.] box, type the number of the printer.**

Important

❒ Use the same number as that of the printer to be created in the print server.

❻ **Click [OK] to close the property sheet.**

7 **On the [NIB] menu, click [Exit] to exit the NIB Setup Tool.**

8 **From Windows, run NW Admin.**

Reference

For more information about NWAdmin, see the documentation that comes with the NetWare.

9 **Create a print queue as follows.**

❶ **Select the container object the print queue is located in among those in the directory tree, and click [Create] on the [Object] menu.**

❷ **In the [Class of new object] box, click "Print Queue", and click [OK].**

❸ In the [Print Queue name] box, type the name of the print queue.

❹ In the [Print Queue Volume] box, click [Browse] button.

❺ In the [Available objects] box, click the volume in which the print queue is created, and click [OK].

❻ After confirming the settings, click [Create].

10 Create a printer as follows.

❶ Select the container object the printer is located in, and click [Create] in the [Object] menu.

❷ In the [Class of new object] box, click "Printer", and click [OK]. When you are using NetWare 5, click "Printer (Non NDPS)".

❸ In the [Printer name] box, type the name of the printer.

❹ Click [Define additional properties] to check a box, and click [Create].

11 Assign print queues to the created printer as follows.

❶ Click [Assignments], and click [Add] in the [Assignments] group.

❷ In the [Available objects] box, click the queue created in step 9, and click [OK].

❸ Click [Configuration], and in the [Printer type] box, select [Parallel] using the drop-down menu, and then click [Communication].

❹ Click [Manual load] in the [Communication type] group, and click [OK].

❺ After confirming the settings, click [OK].

12 Create a print server as follows.

❶ Select the context specified using the NIB Setup Tool (Step 6-❶), and on the [Object] menu, click [Create].

❷ In the [Class of new object] box, click "Print Server", and click [OK]. When you are using NetWare 5, click "Print Sever (Non NDPS)".

❸ **In the [Print Server name] box, type the name of the print server.**

Important

❒ Use the same name as that specified using the NIB Setup Tool. (Step 6).

❹ **Click [Define additional properties] to check a box, and click [Create].**

13 Assign the printer to the created print server as follows.

❶ **Click [Assignments], and click [Add] in the [Assignments] group.**

❷ **In the [Available objects] box, click the queue created in the step 10, and click [OK].**

❸ **In the [Printers] group, click the printer assigned in step 2, and click [Printer Number].**

❹ **Type the printer number and click [OK].**

Important

❒ Use the same number as that specified as Remote Printer No. using the NIB Setup Tool. (Step 6-5).

❺ **After confirming the settings, click [OK].**

14 Start the print server by typing the following from the console of the NetWare Server.

If it is running, restart it after exiting it.

❖ **To exit**

```
CAREE: unload pserver
```

❖ **To start**

```
CAREE: load pserver print_server_name
```

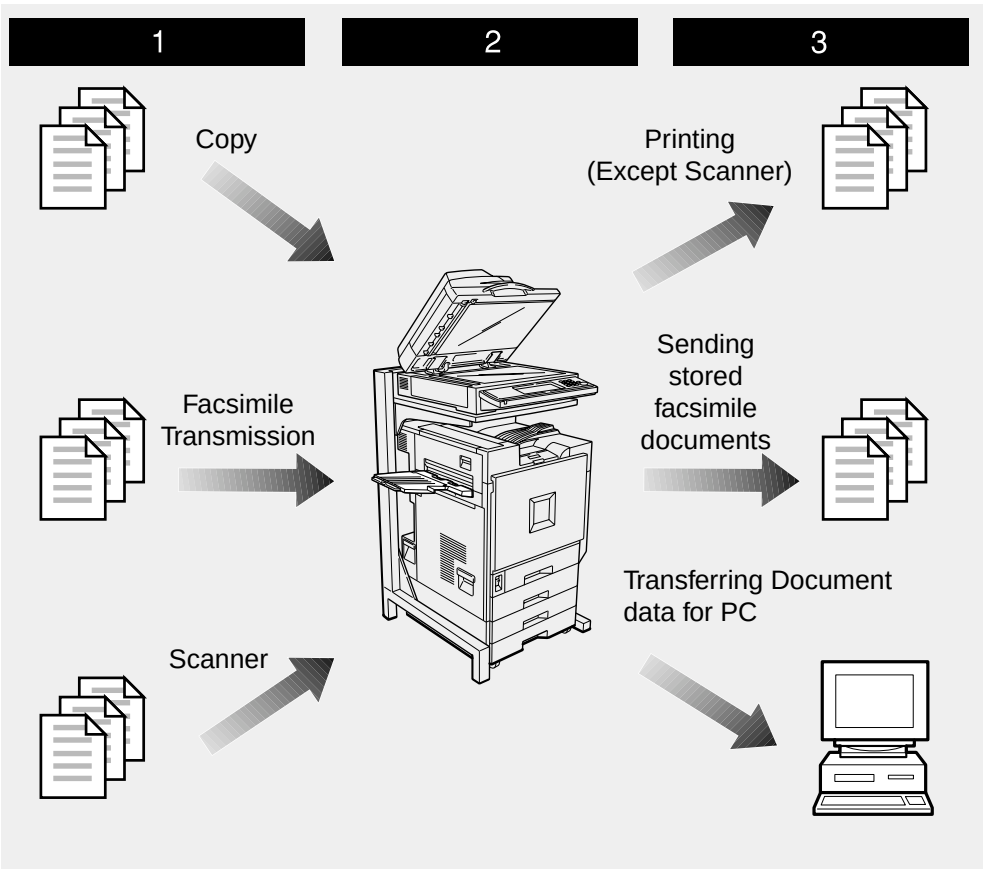
Overview

The Document Server enables you to save documents in the optional Hard Disk Drive (40 GB) and then edit and print them as you want.

You can save the following:

- Data from documents scanned using the document feeder
- Data from documents scanned using the exposure glass
- With the Printer Function, storing documents in the Hard Disk Drive using functions of Sample Print or Locked Print is available. For more information, see "Sample Print/Locked Print" in Addendum for Printer Client Reference.

- Data sent from a computer



Process

1 Prepare the documents you want to save.

2 Save the documents.

- The documents are saved in the optional Hard Disk Drive (40 GB) .

3 Print the documents, send faxes, and transfer the documents and the data to a PC.

- You can print saved documents with any settings you desire at any time.
- Scanned document data can be transferred to a PC.
- You can resend saved documents you desire at any time.

Important

- ❒ Do not turn off the main power switch when the Operation Switch is on or the On indicator is lit. If you turn it off during an operation, the memory or hard disk might be damaged.
- ❒ Avoid any strong shocks to the machine. This could damage the hard disk drive or delete stored files. For precautionary reasons, files should be copied to another local computer.

Limitation

- ❒ The Document Server function requires the optional Hard Disk Drive (40 GB).
- ❒ Data for documents in the Document Server function list that were scanned in using the Scan function and stored using the Facsimile function are not displayed.
- ❒ The documents stored by scanning are not available to print.
- ❒ You can fax documents stored using the facsimile feature. To fax documents, use the Facsimile Feature display.
- ❒ Optional Desk Top Binder V2 Professional or Desk Top Binder V2 Lite are required for transferring data to your computer.

Relationship between Document Server and Other Functions

The following table lists the relationship between the Document Server and other machine functions.

Function name	How to issue storage instructions	Displaying a list	Printing documents	Sending documents
Copy	Copy/Document Server	Enabled	Enabled	Disabled
Facsimile	Facsimile	Enabled	Enabled	Enabled
Scanner	Scanner	Disabled	Disabled	Disabled

Reference

For information about storing, sending and manipulating files when using the Facsimile function, see "Using Document Server" in "Sending a Stored File" in <Advanced Features> of the Facsimile Reference.

For information about storing and manipulating files when using the scanner function, see "Using Document Server" in the Scanner Reference.

Features and Benefits

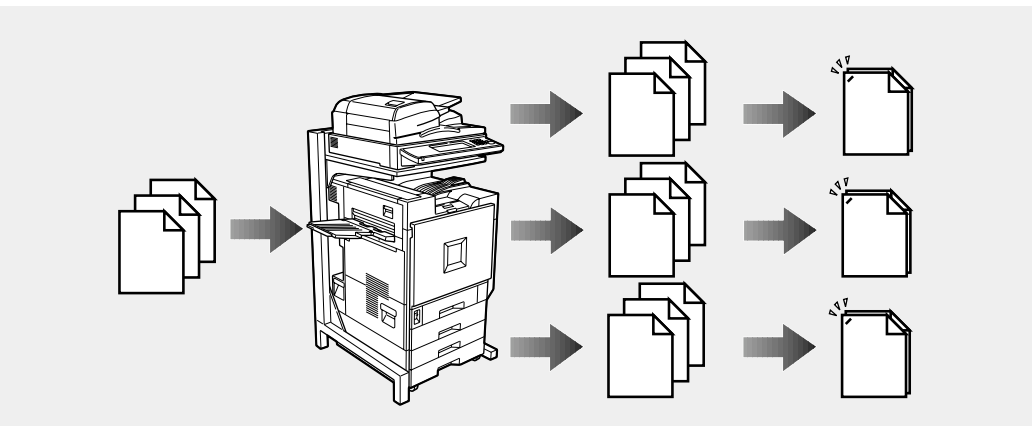
On Demand Printing

Use to print any saved document as required.

❖ Your current situation might be…

Are you wasting time always looking for the same document because you regularly make copies of that document?

- When you need to print multiple sets of documents 2-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.



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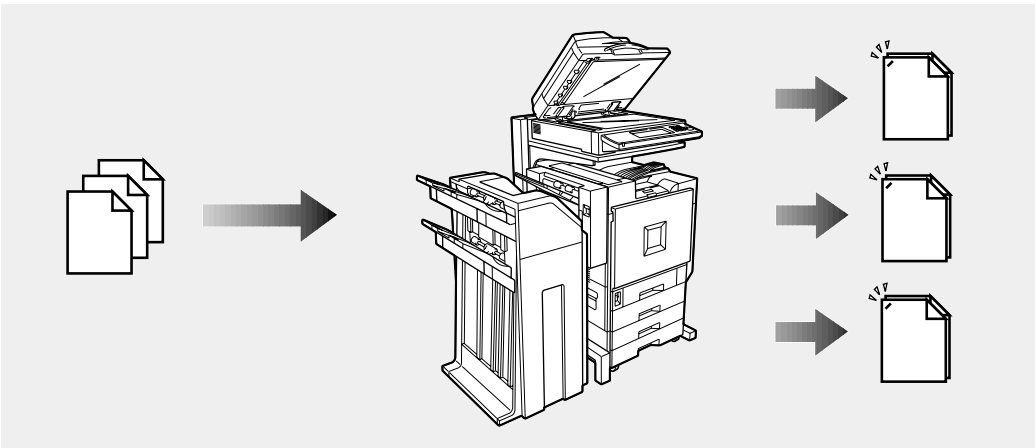
❖ With the Document Server

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling.
You can store fax documents and document data so that you can print them whenever necessary.



ZFFH070E

Note

- ❒ Stapling require the installation of the optional 2 Tray Finisher.
- ❒ Duplex printing require the installation of the optional duplex unit.
- ❒ You can use a password to prevent others from printing saved documents.

File Merge Printing

You can combine multiple scanned documents to print them in one set.

❖ Your current situation might be…

You want to combine several originals that are different in density, size, and paper weight.

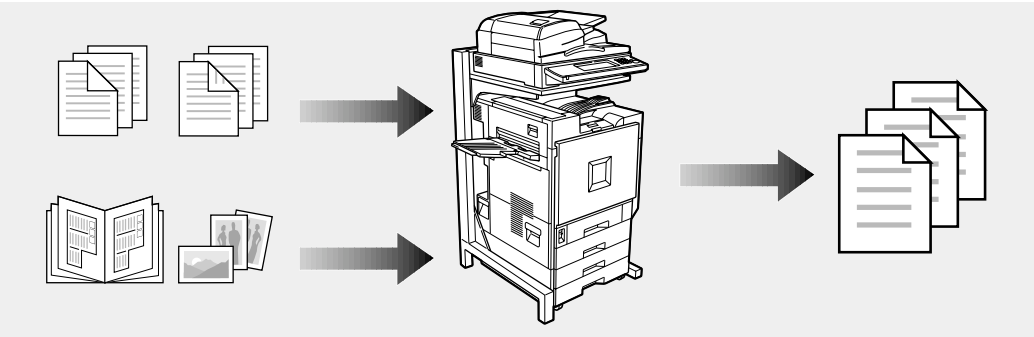
- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals

ZFFH080E

❖ With the Document Server

Set the print order to print documents together.

When scanning, you can mix documents fed from the ADF with documents placed on the Exposure Glass.



ZFFH090E

Note

❒ You can check the print result by printing a sample set before making a large print run by pressing the 【**Sample Copy**】 key. If you are not satisfied with the print result of some pages of the set, you can scan that part again.

Facsimile Resend

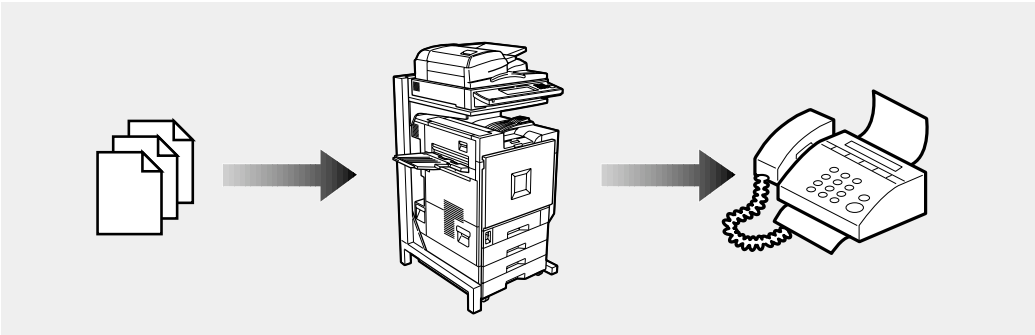
You can send a stored document repeatedly. For more information about sending a stored document repeatedly, see "Sending a Stored File" in the Facsimile Reference <Advanced Features>.

❖ You current situation might be...

- When you need to retransmit multiples sets of the same documents, you have to scan them again and again.

❖ With the Document Server

You can send the original data stored in memory whenever necessary. You can merge and send data stored from a previous fax with additional scanned originals.



ZFEH800J

Operation from a Computer

If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer you can check the contents of the stored documents, print copies for confirmation and perform other operations. You can also delete data stored in the Document Server. In addition, you can also export documents stored in the Document Server to your computer as a file.

You can also perform tasks on data stored in the Document Server from your computer, rather than from the machine.

Note

❒ You can perform the following operations from your computer:
- Search by File Name and User Name
- Indicate easily the 1st page of your documents
- Display the document information, change the file name and the password
- Delete documents
- Copy documents to your computer
- Print documents
- Send the stored facsimile documents

❒ Desk Top Binder V2 Lite or optional Desk Top Binder V2 Professional must be installed to operate Document Server form your computer.

Reference

For more detailed information, refer to Desk Top Binder V2 Professional/Lite manuals or the Help file.

Scanning Originals

You can scan the originals you want to save in the Document Server using the control panel of the machine. The originals can be either on the exposure glass or in the document feeder.

The saved documents will automatically be named in the order of scanning as “COPY0001”, “COPY0002”….

Reference

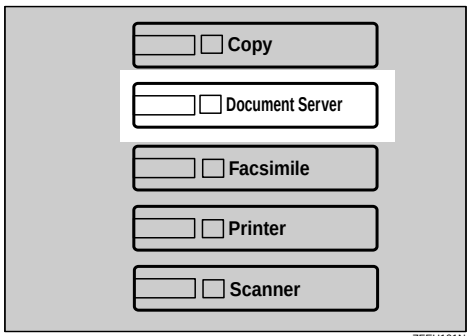
Storing documents using other than Document Server, see the manuals for each function.

Note

- ❒ You can set whether to automatically delete documents stored in the Document Server after a set number of days. The factory default is set to delete after one day. To change the setting, see p.122 “Key Operator Tools”.
- ❒ You can change the file names that are assigned automatically.
- ❒ You can use a password to prevent others from printing saved documents.
- ❒ After storing a file, you may not be able to change the file name or User Name of the file for a while.
- ❒ When you scan color documents during color printing, the indicator may not blink for a while even though the Scanner has started.

Scanning in Document Server Mode

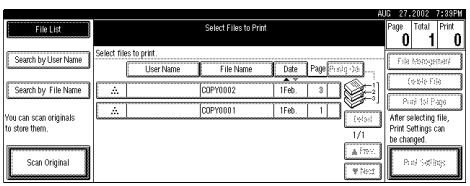
1 Press the 【Document Server】 key.



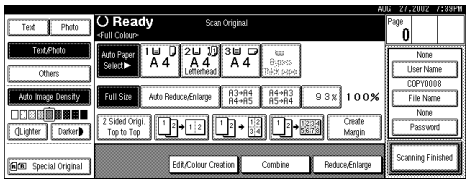
ZFEH101N

The “Select Files to Print” display appears.

2 Press [Scan Original].



The “Scan Original” display appears.



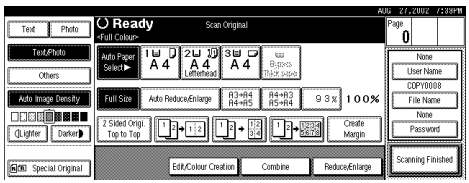
3 **Enter a file name, user name, or password if necessary.**

Note

- ❒ If you do not wish to register a file name, go to step **4**.
- ❒ If you do not register a file name, one is automatically assigned.

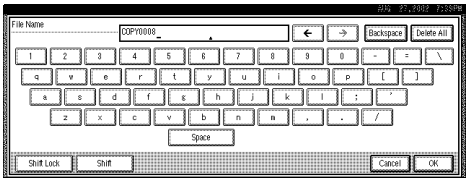
To change the file name

❶ **Press [File Name].**



The "Change File Name" display appears.

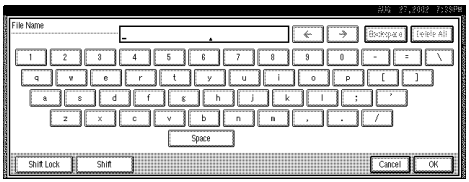
❷ **Press [Delete All] to delete the old file name.**



Note

- ❒ You can also use **[Backspace]** to delete unnecessary characters.

❸ **Enter a new file name.**



Note

- ❒ A string of up to 10 characters can be entered as a file name. Note that only eight characters of each file name are displayed in the document list.

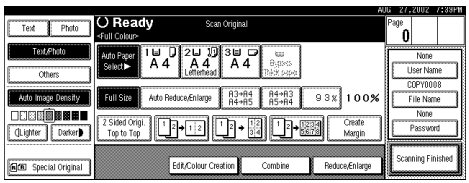
Reference

For more information about how to enter characters, see p.149 “Entering Text”.

❹ **Click [OK].**

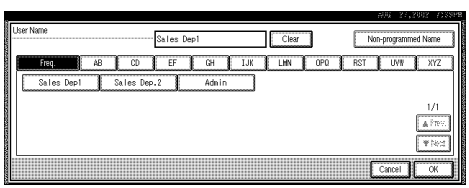
To register or change the user name

❶ **Press [User Name].**



If user names have already been registered, the "Change User Name" display appears. If user names have not been registered, go to step ❸.

❷ **To change your user name to a registered user name, select a registered user name from the list, and then press [OK].**



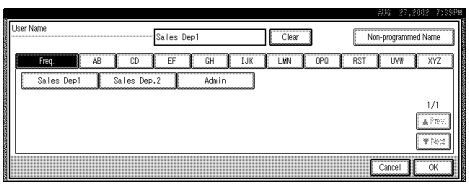
This has changed to the User Name that has been set.

To change your user name to an unregistered user name, go to the next step.

Reference

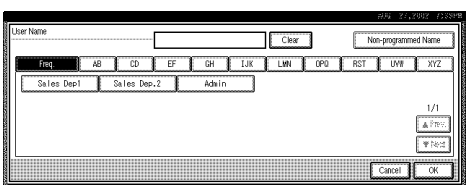
For more information about how to register users, see p.128 “To Register the New User Code”.

❸ **To enter an unregistered user name, press [Non-programmed Name].**



The screen used to enter the user name appears.

❹ **Enter the new user name.**



Reference

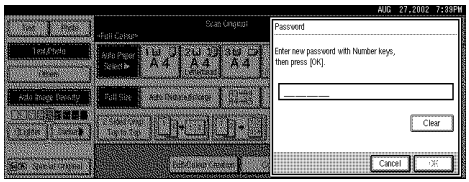
For more information about how to enter characters, see p.149 “Entering Text”.

❺ **Press [OK].**

To set or change the password

❶ **Press [Password].**

❷ **Enter the password using the number keys (4 digits).**



Note

❒ To change the number entered, press **[Clear]** or the **【Clear/Stop】** key and enter a new number.

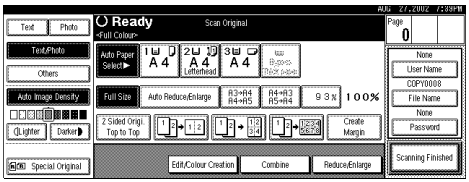
❸ **Press [OK] or the 【#】 key.**

4 Place your originals either on the exposure glass or in the document feeder.

Reference

For more information about how to place the types of originals that can be placed, see the Copier Reference.

5 Make any desired settings.



Note

❒ Press **[Scanning Finished]** to cancel the file name, password, or print settings and return to the “Select Files to Print” display.

Reference

For details, see the explanations of each function in this manual.

6 Press the 【Start】 key.

The machine starts scanning, and the document will be saved in the Document Server. The saved documents are displayed on the “Select Files to Print” display.

Note

❒ To stop scanning, press the **【Clear/Stop】** key.

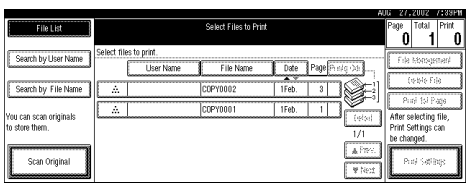
❒ To resume the paused scanning job, press **[Resume]** in the confirmation dialog box. To delete the saved images and cancel the job, press **[Cancel]**.

❒ When a password is stored, 🔒 appears on the left side of the file name.

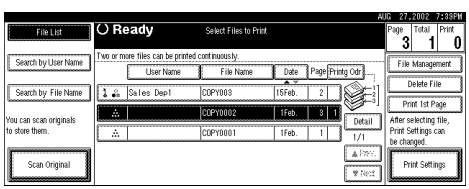
7 **Press [Scanning Finished].**

To change the file name, user name, or password

❶ **Select the document for which the user name, file name, or password is to be changed.**

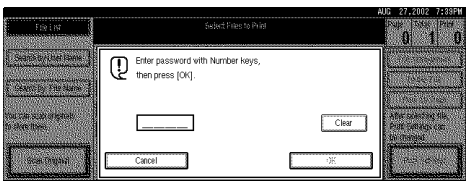


- If no password is set for the document, the line for the selected document is highlighted.

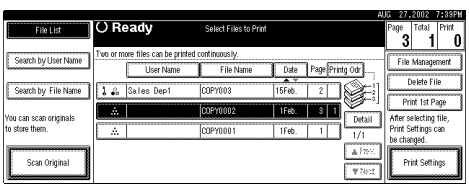


- If a password has already been set for the document, the password entry dialog box appears.

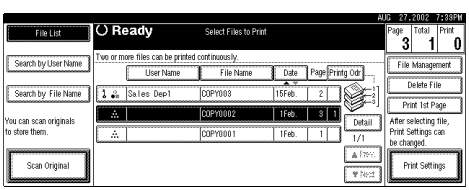
Enter the password, and then press **[OK]**.



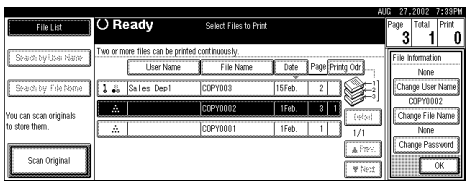
The line for the selected document is highlighted.



❷ **Press [File Management].**



❸ **Press [Change File Name], [Change User Name], or [Change Password].**



❹ **Enter the new file name, user name, or password using the letter keys or number keys, and then press [OK].**

Reference

For more information about changing the file name, see p.72 “To change the file name”.

For more information about changing the user name, see p.73 “To register or change the user name”.

For more information about changing the password, see p.74 “To set or change the password”.

❺ **Press [OK].**

Printing Saved Documents

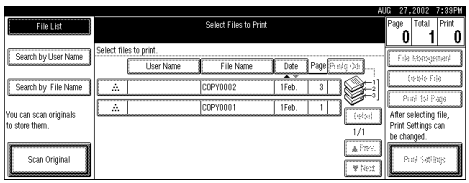
You can print any of the documents saved in the Document Server.

Follow these steps to select a document and print it out.

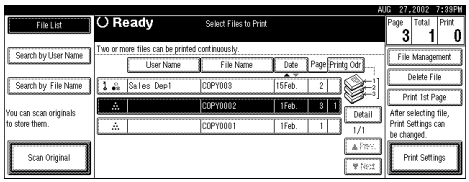
1 Press the [Document Server] key.

The "Select Files to Print" display appears.

2 Press the line for the document you want to print.

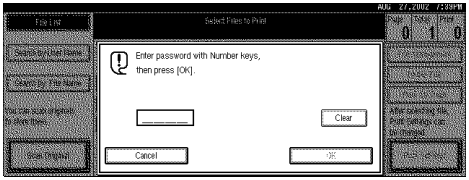


- If no password is set for the document, the line for the selected document is highlighted.

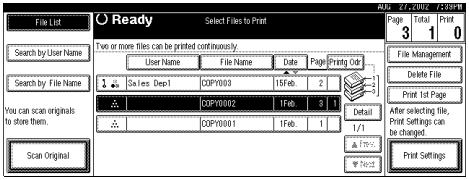


- If a password has been set for the document, the password entry dialog box appears.

Enter the password, and then press **[OK]**.



The selected line is highlighted.



Note

- ❒ You can search for the document you desire by the file name or the user name. ⇒ p.87 "To Search by File Name"
- ❒ You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- ❒ If the desired file name is not shown, see the next or previous screen using **[▼ Next]** or **[▲ Prev.]**.

- ❒ If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press **[Print 1st Page]** followed by the **【Start】** key.
- ❒ Press the selected line again to cancel the print job.

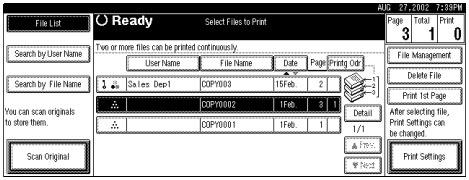
3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

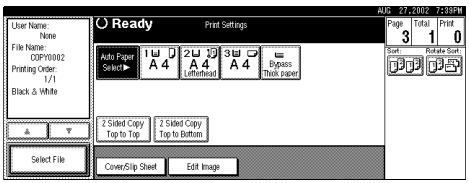
Note

- ❒ Up to 30 documents can be selected for printing.
- ❒ If several files have been selected, you may not be able to print if the size or the resolution of each file is different.
- ❒ To change the print order, press the highlighted lines to cancel their selection, and then select them again in the order you want to print.
- ❒ Press the **【Clear Modes】** key to cancel all the settings.
- ❒ If you press **[Printg Odr]**, the selected documents are displayed in printing order.

4 If you need to change any of the print settings, press [Print Settings].



The “Print Settings” display appears.



Note

- ❒ The print settings are stored in the machine after printing and applied to the next printing.
- ❒ If several files have been selected, the print settings of the first file are stored in memory but those of the other files are not.
- ❒ The print setting items are listed below. For more information about the print results according to each setting, see the Copy Reference <Basic Features>.

❖ Binding format

- 2-Sided Copy Top to Top
- 2-Sided Copy Top to Bottom

❖ Cover handling

- Cover/Slip Sheet
- Edit

❖ Finish

- Sort
- Stack
- Staple

❒ When multiple documents are printed at the same time, the print settings made for the document printed first are applied to all other documents.

❒ If you select multiple files, you can confirm the file names or print order of the files you selected in step **3** by scrolling through the list with **[▼]** or **[▲]**.

❒ Press **[Select File]** to return to the "Select Files to Print" display.

5 **Enter the required number of prints using the number keys.**

Note

❒ Up to 99 can be entered.

❒ To change the value entered, press the **【Clear/Stop】** key and enter the new value.

❒ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. ⇒ p.81 "Sample Copy".

6 **Press the 【Start】 key.**

The machine starts printing.

Note

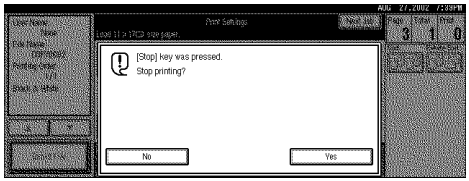
❒ To pause the print job, press the **【Clear/Stop】** key. In the confirmation dialog box, press **[Resume]** to resume it, or press **[Cancel]** to cancel it.

Stopping printing

You can stop printing in progress.

1 Press the 【Clear/Stop】 key.

The following confirmation dialog box appears.



2 Press [Yes].

The printing operation stops.

Note

❒ To cancel printing from being stopped, press **[Print]** in the confirmation dialog box. Printing then continues for the remaining part of the document.

Changing the number of copies during printing

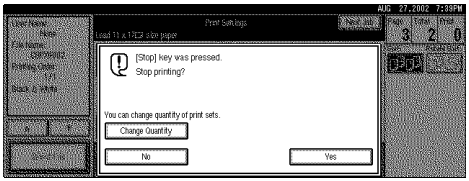
You can change the number of copies during printing.

Limitation

❒ The number of copies can only be changed with the Sort function selected in the print settings.

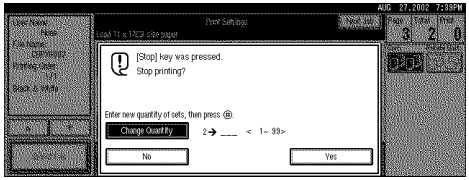
1 Press 【Clear/Stop】.

The following dialog box appears.

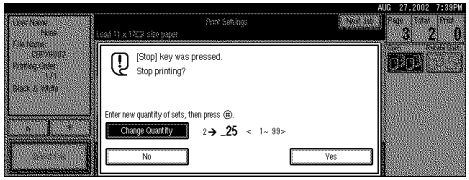


2 Press [Change Set Qty.].

3 **Use the number keys to enter a new number of copies.**



4 **Press the 【#】 key.**



5 **Press [Print].**

Printing restarts.

Sample Copy

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the 【Sample Copy】 key.

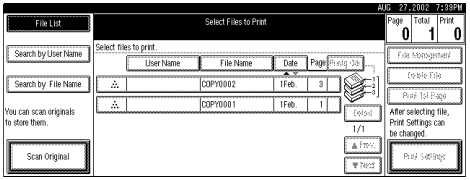
Limitation

❒ This function can be used only when the Sort function has been turned on.

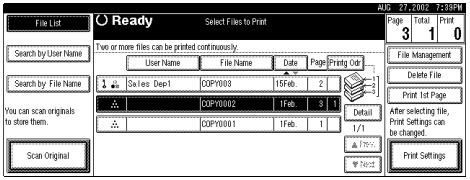
1 **Press the 【Document Server】 key.**

The "Select File to Print" display appears.

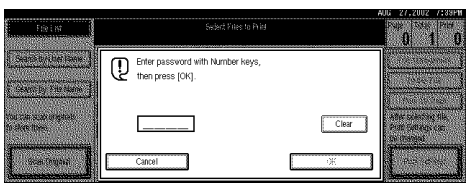
2 **Select the document to be printed.**



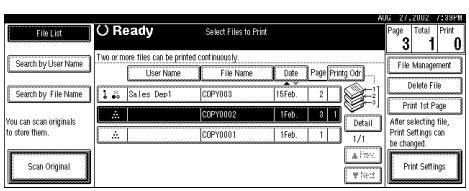
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears.
  Enter the password, and then press **[OK]**.



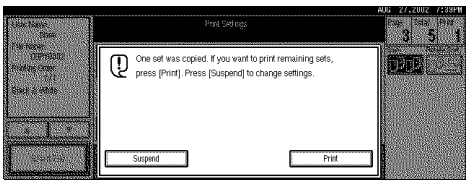
The selected line is highlighted.



Note

- ❒ You can search for a desired document by user or file name by using **[Search by User Name]** or **[Search by File Name]**, respectively.
  ⇒ p.122 “User Code Management”
- ❒ You can sort document names in the list by the user names, file names, or dates. To sort the documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- ❒ You can scroll up or down the file names listed by using **[Prev.]** or **[Next]**, respectively.
- ❒ To cancel a document selection, press the highlighted line for the selected document.

3 **Press the 【Sample Copy】 key.**



4 **After the first set is printed out, press [Print] to print the rest of the print job. Press [Suspend] to cancel printing and return to the “Print Settings” menu for changing the settings.**

Print First Page

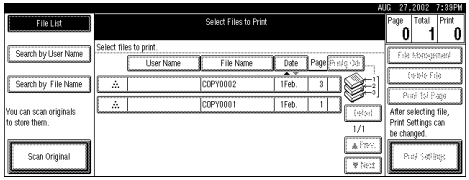
You can print the first page of the document selected in the “Select Files to Print” display to check the contents.

If more than one document is selected, the first page of each document is printed.

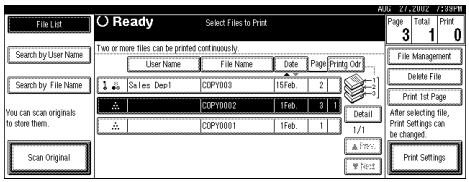
1 Press the 【Document Server】 key.

The "Select File to Print" display appears.

2 Select the document to be printed.

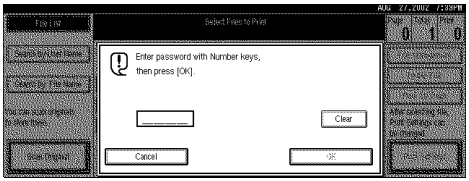


- If no password is set for the document, the line for the selected document is highlighted.

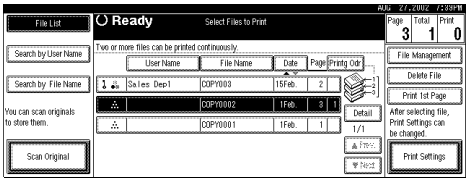


- If a password has been set for the document, the password entry dialog box appears.

Enter the password, and then press **[OK]**.



The selected line is highlighted.

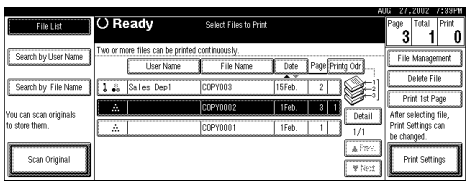


Note

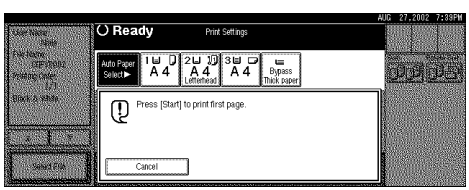
- ❒ You can search for a desired document by the user or file name, using **[Search by User Name]** or **[Search by File Name]**, respectively. ⇒ p.122 “User Code Management”

  [You can sort document names in the list by the user names, file names, or dates. To sort the documents, press [User Name], [File Name], or [Date].]
- ❒ You can scroll up or down the file names listed by using **[Prev.]** or **[Next]**, respectively.
- ❒ To cancel a document selection, press the highlighted line for the selected document.

3 **Press [Print 1st Page].**



The following confirmation dialog box appears.



4 **Press the 【Start】 key.**

The first page is printed out.

Note

❒ To cancel printing of the first page, press **[Cancel]**.

Deleting Saved Documents

All unnecessary documents should be deleted.

This section describes how to delete saved documents.

Important

- ❒ You can save up to 1,000 documents in the Document Server. No more documents can be saved when there are 1,000 documents in the Document Server. You should delete unnecessary documents. The maximum number of files that can be stored is 1,000. However, under the following conditions the maximum will be less than 1,000:
  - When there are more than 2,000 pages in a file
  - When more than 2,000 pages have been stored
  - When there is less disk space available to files in the Document Server because other files are stored on the disk
- ❒ You can set the timer to delete the documents stored in the Document Server with the User Tools.

Note

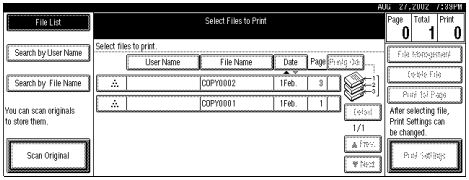
- ❒ You can delete all the saved documents at a time with the User Tools.

Follow these steps to delete saved documents.

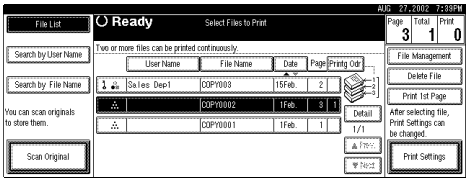
1 Press the [Document Server] key.

The "Select Files to Print" display appears.

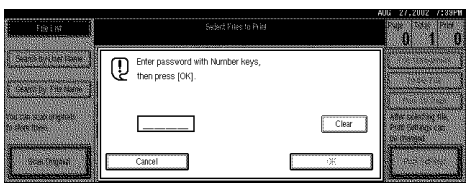
2 Select the document to be deleted.



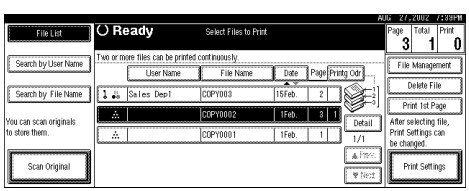
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears.
  Enter the password, and then press **[OK]**.



The selected name is highlighted.

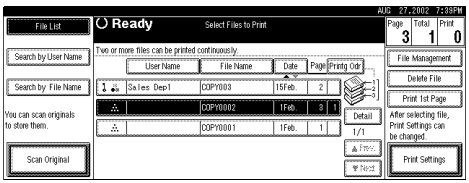


Note

- ❒ You can search for the document you desire by the file name or the user name. ⇒ p.87 “To Search by File Name”
- ❒ You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- ❒ If the desired file name is not shown, see the next or previous screen using **[▼ Next]** or **[▲ Prev.]**.
- ❒ If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press **[Print 1st Page]** followed by the **[Start]** key. ⇒ p.83 “Print First Page”
- ❒ Press the selected line again to cancel the print job.

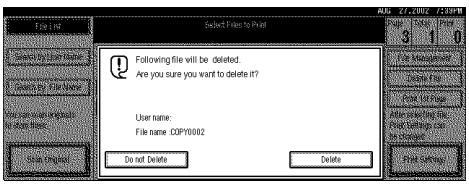
3 **Repeat step 2 if you want to select more than one document.**

4 **Press [Delete File].**



A confirmation dialog box appears.

5 **Press [Delete] to delete the document.**



Note

- ❒ To cancel the delete operation, press **[Do not Delete]**.

Searching Saved Documents

You can use either the **[Search by File Name]** or **[Search by User Name]** key to search for documents stored on the Document Server. You can also list the stored documents in the order you prefer. If you install Desk Top Binder V2 Lite/Professional on your computer, you can search and sort the documents from your computer.

Reference

For details about Desk Top Binder V2 Lite/Professional, see the manual or the Help file of Desk Top Binder V2 Lite/Professional.

❖ Search by File Name

You can search the documents stored in the Document Server by the file name.

❖ Search by User Name

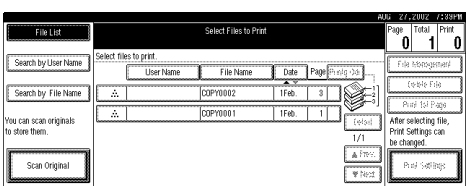
You can search the documents stored in the Document Server by the user name.

To Search by File Name

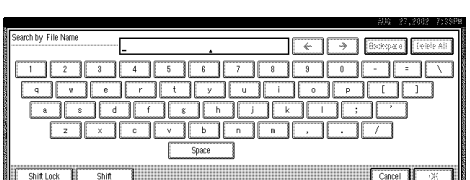
This searches for documents on the Document Server that match a file name.

1 **Press the [Document Server] key.**

2 **Press [Search by File Name].**



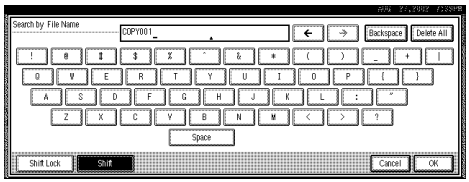
3 **Enter the file name using the letter keys.**



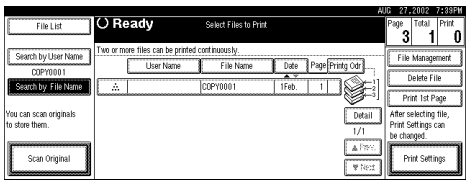
Reference

For details on entering characters, refer to p.149 “Entering Text”.

4 **Press [OK].**



Only the files beginning with the name entered appear in the "Select Files to Print" display.



Note

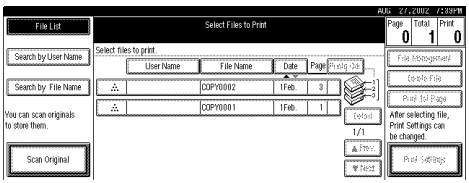
❒ To display all the files saved in the Document Server, press **[File List]**.

To Search by User Name

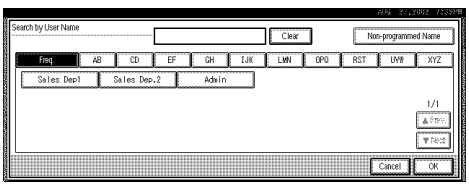
This searches for documents on the Document Server that match a user name.

1 **Press the 【Document Server】 key.**

2 **Press [Search by User Name].**

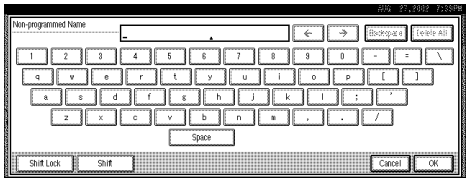


3 **To specify a registered user name, select the user name from the displayed list, and then press [OK].**



To specify an unregistered user name, follow the procedure below.

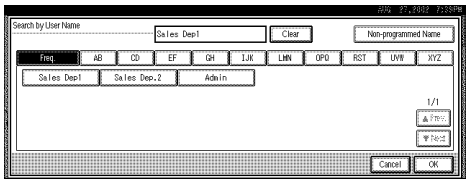
4 **To specify an unregistered user name, press [Non-programmed Name]. The entry dialog box below appears. Enter the unregistered user name in the entry dialog box, and then press [OK].**



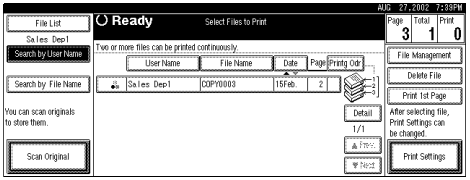
Reference

For more information about how to enter characters, see p.149 “Entering Text”.

5 **Press [OK].**

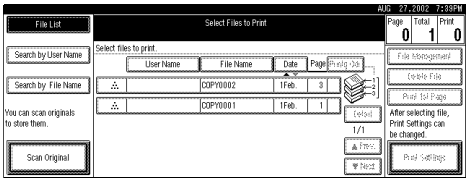


Only the files beginning with the name entered appear in the “Select Files to Print” display.



Note

❒ To display all the files saved in the Document Server, press **[File List]**.

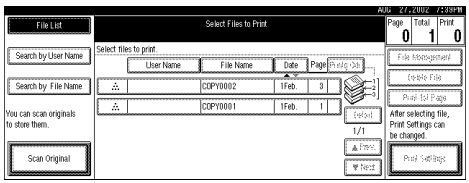


To Check the Details of Stored Documents

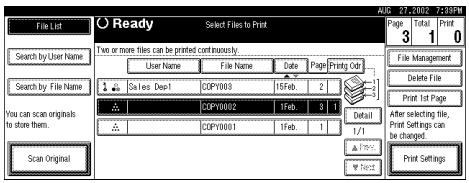
1 Press the [Document Server] key.

The “Select Files to Print” display appears.

2 Select the document for which you want detailed information.

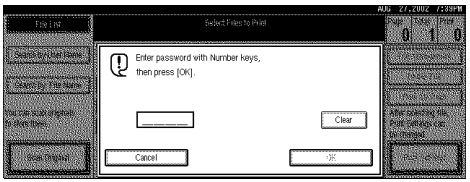


- If no password is set for the document, the line for the selected document is highlighted.

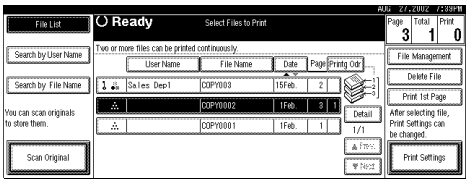


- If a password has been set for the document, the password entry dialog box appears.

Enter the password and press **[OK]**.



The selected name is highlighted.



Note

❒ You can search for a desired document by the user or file name, using **[Search by User Name]** or **[Search by File Name]**, respectively. ⇒ p.122 “User Code Management”

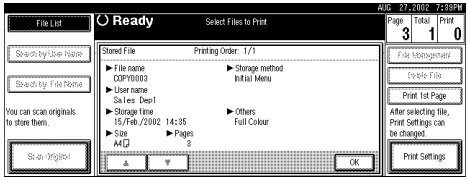
[You can sort document names in the list by the user names, file names, or dates. To sort the documents, press [User Name], [File Name], or [Date].]

❒ You can scroll up or down the file names listed by using **[▲Prev.]** or **[▼Next]**, respectively.

- ❒ If you cannot determine the contents of a desired document by its file name, you can print just the first page of the document for checking purposes. To do this, select the document to be checked, and then Press **[Print 1st Page]**.
- ❒ To cancel document selection, press the highlighted line for the selected document.

3 **Press [Detail].**

The detailed information about the document is displayed.



Note

- ❒ If you have selected several documents, use **[▲]** or **[▼]** to view the details of each document.
- ❒ Press **[OK]**. The "Select Files to Print" display appears.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the User Tools, be sure to exit from the User Tools.

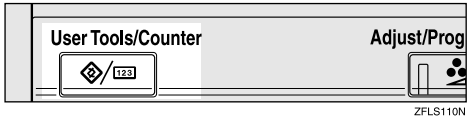
The selected key is highlighted.

Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **【Energy Saver】** key is pressed.

Depending on whether options are installed or not, the illustrations may differ.

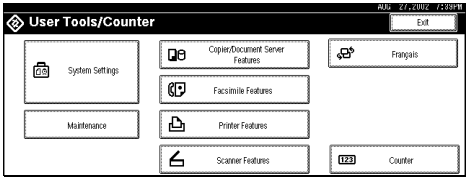
Changing the Settings

1 **Press the 【User Tools/Counter】 key.**

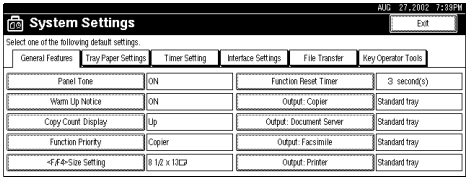


The User Tools Main Menu appears.

2 **Press [System Settings].**



3 **Select the desired menu and press the desired key.**



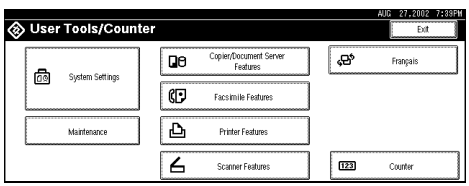
4 **Change the settings by following the instructions on the display panel. Then press [OK].**

Note

- ❒ **[OK]**: Press to set the new settings and return to the previous menu.
- ❒ **[Cancel]**: Press to return to the previous menu without changing any data.
- ❒ To cancel the changes made to settings and return to normal the function display, press the **【User Tools/Counter】** key.

Exiting from the User Tools

1 After changing the User Tools settings, press [Exit] on the User Tools Main Menu.



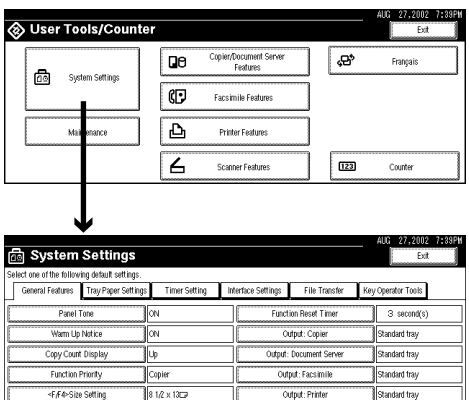
Changing the User Tools is finished, and the machine is ready for copying or printing.

Note

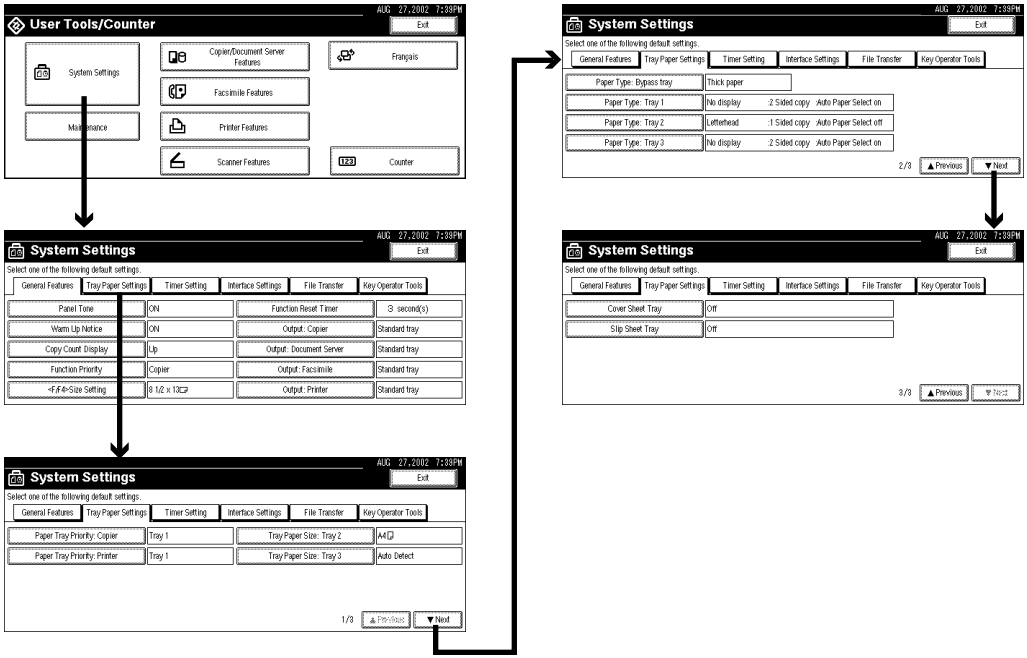
❒ You can also exit from the User Tools by pressing the 【**User Tools/Counter**】 key.

User Tools Menu (System Settings)

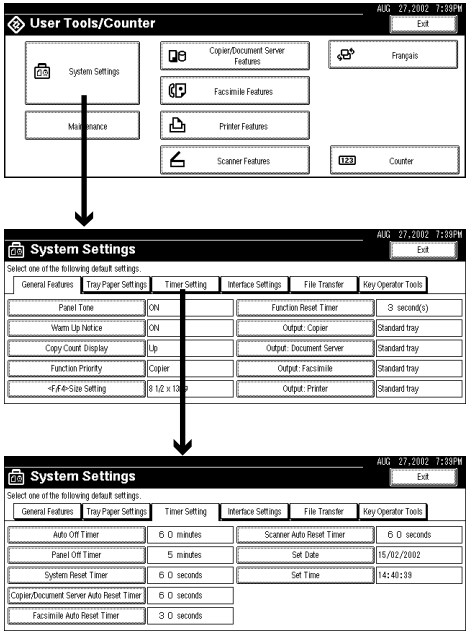
❖ "General Features"⇒ p.101



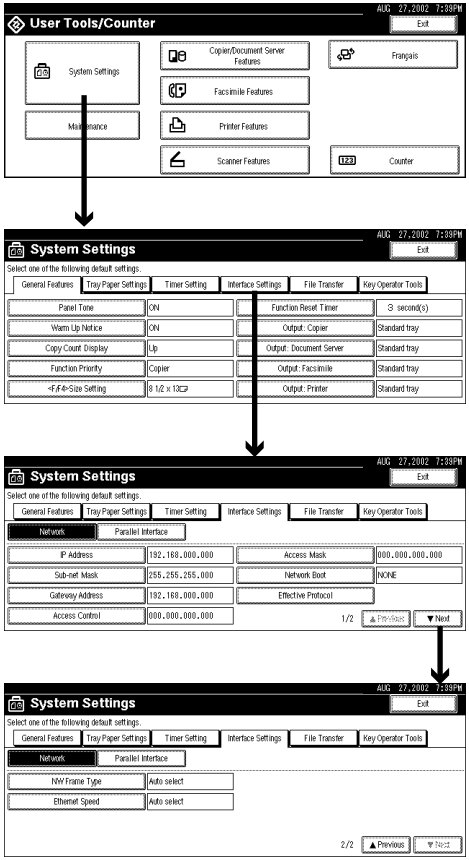
❖ "Tray Paper Settings 1/3"⇒ p.105,"Paper Size Settings 2/3"⇒ p.108,"Paper Size Settings 3/3"⇒ p.110



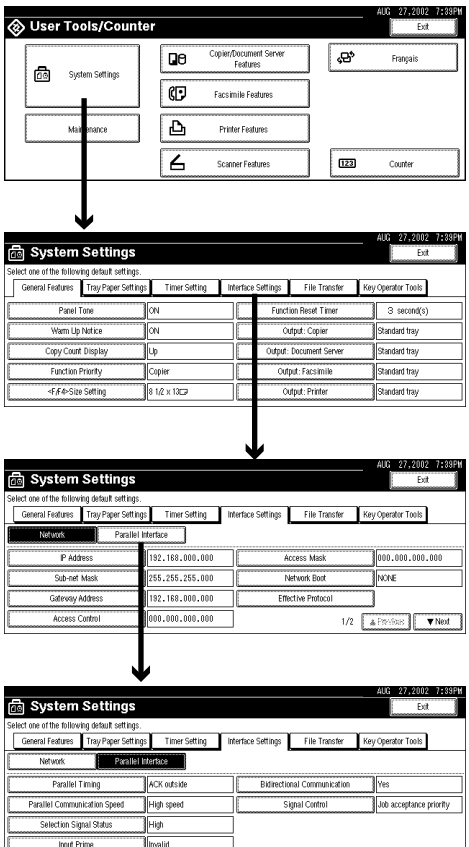
❖ "Timer Setting"⇒ p.111



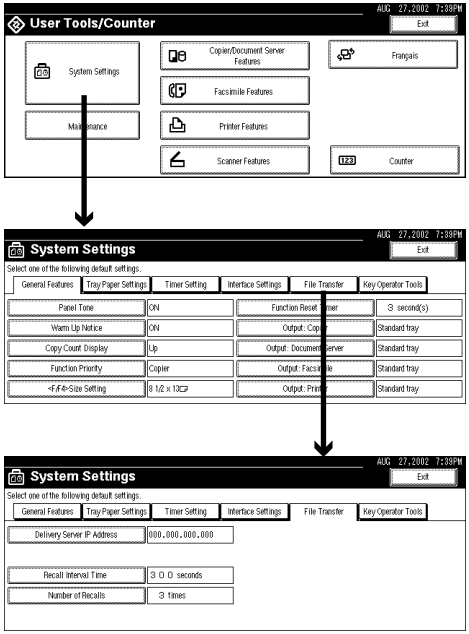
❖ "Interface Settings/Network 1/2—2/2"⇒ p.114



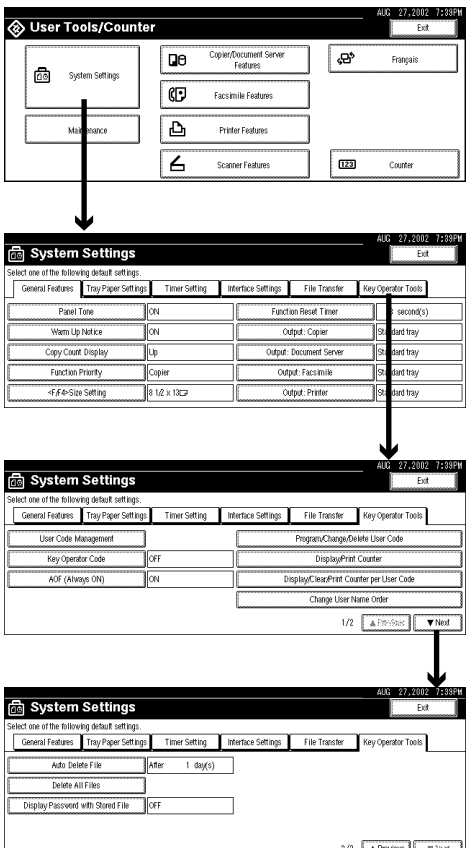
❖ “Interface Settings/Parallel Interface”⇒ p.117



❖ "File Transfer"⇒ p.119



❖ "Key Operator Tools"⇒ p.122



Settings You Can Change with the User Tools

Reference

For how to access the User Tools, seep.92 “Accessing the User Tools (System Settings)”.

General Features

❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.

Note

❒ Default: *ON*

❖ Warm Up Notice (for Copy/Document Server function only)

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

Note

❒ If the “Panel Tone”setting is “Off”, the beeper does not sound irrespective of the “Warm Up Notice”setting.

❒ Default: *ON*

❖ Copy Count Display (for Copy/Document Server function only)

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

Note

❒ Default: *Up (count up)*

❖ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

Note

❒ Default: *Copier*

❖ <F/F4> Size Settings

Currently three types of F size are available: $8^1/_2$"×13", $8^1/_4$"×13", and 8"×13". The document feeder or exposure glass sensor cannot distinguish these three types of originals. This function sets the F size for the document feeder or exposure glass sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting. You'll find it very convenient to use the machine with the F size setting.

Note

❒ Default: $8^1/_2$"×13"

❖ Function Reset Timer

The length of time the machine waits before changing modes when using the multi-access function. This is useful if you make many copies where you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job.

Note

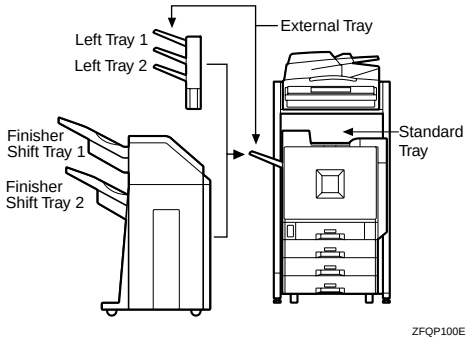
❒ Default: *Set Time*

❒ When you select "Set Time", enter the time (3~180 seconds by 1 second steps) with the number keys.

❒ The default time setting is 30 seconds.

❖ Output: Copier

You can specify a tray to which documents are delivered.



- *Standard Tray*
- External Tray
- Finisher Shift Tray 1
- Finisher Shift Tray 2
- Left Tray 1
- Left Tray 2

❖ Output: Document Server

You can specify a tray to which documents are delivered.

- *Standard Tray*
- External Tray
- Finisher Shift Tray 1
- Finisher Shift Tray 2
- Left Tray 1
- Left Tray 2

Note

❒ For details about output trays, refer to p.103 “Output: Copier”.

❖ Output: Facsimile

You can specify a tray to which documents are delivered.

- *Standard Tray*
- External Tray
- Finisher Shift Tray 1
- Finisher Shift Tray 2
- Left Tray 1
- Left Tray 2

Note

❒ For details about output trays, refer to p.103 “Output: Copier”.

❖ Output: Printer

You can specify a tray to which documents are delivered.

- *Standard Tray*
- External Tray
- Finisher Shift Tray 1
- Finisher Shift Tray 2
- Left Tray 1
- Left Tray 2

Note

- ❒ The output trays set on the printer driver have priority over the output tray specified above.
- ❒ For details about output trays, refer to the illustration in p.103 “Output: Copier”.
- ❒ If 2 Tray Finisher is installed and the Staple function is selected, the machine outputs the paper from Finisher Tray 2 regardless of the output setting.

Tray Paper Settings 1/3

❖ Paper Tray Priority: Copier (for Copy/Document Server function only)

You can specify the output tray for delivery.

- Tray 1
- Tray 2
- Tray 3
- Tray 4

Note

- ❒ Default: *Tray 1*
- ❒ When optional paper feed units are installed, Tray 3 and Tray 4 are displayed.
- ❒ When the optional 2000-sheet Large Capacity Tray is installed, Tray 3 is displayed.

❖ Paper Tray Priority: Printer (for printer function only)

You can specify the output tray for delivery.

- Tray 1
- Tray 2
- Tray 3
- Tray 4

Note

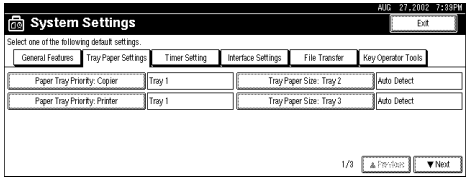
- ❒ Default: *Tray 1*
- ❒ When optional paper feed units are installed, Tray 3 and Tray 4 are displayed.
- ❒ When the optional 2000-sheet Large Capacity Tray is installed, Tray 3 is displayed.

❖ Specifying the Priority Paper Tray

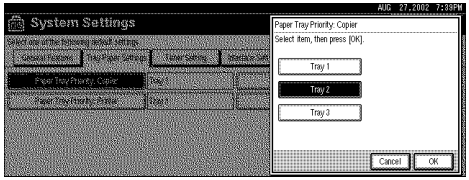
You can specify the Priority Paper Tray when copying or printing. The Priority Paper Tray is the tray selected when the machine is turned on and also the tray initially used by Auto Paper Select and Auto Tray Switching.

Tray 1 is the Priority Paper Tray. However, if the optional 2000-sheet Large Capacity Tray is installed, Tray 3 is the Priority Paper Tray.

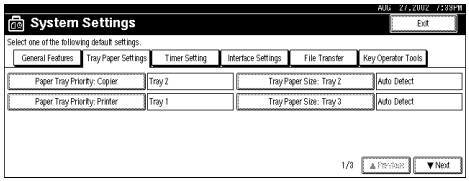
① Press **[Paper Tray Priority: Copier]** or **[Paper Tray Priority: Printer]**.



② Select the tray to be used as the Priority Paper Tray and then press **[OK]**.



The Priority Paper Tray is set and the display returns to the System Settings.



❖ Tray Paper Size: (Tray 2–4)

Select the size of the copy paper set in the paper tray.

Note

❒ Tray 1 is A4 ▯ paper exclusive. Load only the A4 size paper.

❖ The paper sizes you can set for trays 2 and 4 are as follows:

Auto Detect, A3▭, B4JIS ▭, A4▯, A4▭, B5JIS ▯, B5JIS ▭, A5 ▯, 11"×17" ▭, 8 1/2" ×14" ▭, 8 1/2" ×11" ▯ , 8 1/2" ×11" ▭, 8" ×13" ▭, 8 1/2" ×13" ▭, 8 1/4" ×13" ▭, 7 1/4" ×10 1/2" ▯, 8K ▭, 16K ▯, 16K ▭

❖ The paper sizes you can set for tray 3 is as follows:

- When the optional paper feed unit (500 ×1 or 500×2) is installed
  Auto Detect, A3▭, B4JIS ▭, A4▯, A4▭, B5JIS ▯, B5JIS ▭, A5 ▯, 11"×17" ▭, 8 1/2" ×14" ▭, 8 1/2" ×11" ▯ , 8 1/2" ×11" ▭, 8" ×13" ▭, 8 1/2" ×13" ▭, 8 1/4" ×13" ▭, 7 1/4" ×10 1/2" ▯, 8K ▭, 16K ▯, 16K ▭
- When the optional 2000-sheet Large Capacity Tray is installed
  A4▯, 8 1/2" ×11" ▯

Reference

Setup Guide "Loading Paper"

Important

- ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

Note

- ❒ The tray fence for the optional 2000-sheet Large Capacity Tray is fixed. If you need to change the paper size, contact your service representative.

Paper Size Settings 2/3

❖ Paper Type: Bypass Tray

Sets the display so you can see what type of paper is loaded in the bypass tray.

❖ The paper types you can set for the bypass tray are as follows:

- No Display, Recycled Paper, Special Paper, Color Paper, Letterhead, Preprinted Paper, Punched Paper, Label Paper, Bond Paper, Cardstock, Thick Paper, OHP, Plain: Dup. Back, Thick: Dup. Back

Note

- ❒ Default: *No display*
- ❒ Letterhead is not available for printer function.

❖ Paper Type (Tray1–4)

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

❖ The paper types you can set for trays 1-4 are as follows:

- No Display, Recycled Paper, Special Paper, Color Paper, Letterhead, Preprinted Paper, Punched Paper, Bond Paper, Cardstock

Note

❒ Default:

- Paper Type: *No display*
- Copying Method: 2 Sided Copy
- Apply Auto Paper Select: Yes

❒ A key mark is displayed next to the paper tray if No is selected.

❒ Letterhead is not available for printer function.

❒ When you set the same size and type of paper on the different trays, and set each tray as "2 Sided Copy" or "1 Sided Copy", you must set the upper tray as "2 Sided Copy". However, if either one of the trays is set as "Paper Tray Priority", set the tray to "2 Sided Copy".

Limitation

❒ Auto paper select can only be selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

Paper Size Settings 3/3

❖ Cover Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

Note

- ❒ The functions that use the Cover Sheet Tray setting are the front cover function and both covers function.
- ❒ When Mode Selected is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.
- ❒ You can only set the Copying Method in Duplex setting when At Mode selected is selected.

❖ Slip Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

Note

- ❒ When you use the Slip Sheet function, you can use the output tray specified in the Slip Sheet Tray setting.
- ❒ When At Mode selected is selected, the options are only displayed when the cover function or slip sheet function is selected.

Reference

See "Cover/Slip Sheet" in the Copy Reference <Advanced Features>.

Timer Setting

When entering Set Time mode, if a key operator code has been set, you must enter the code (up to 8 digits). ⇒ p.127 “User Code”

❖ Auto Off Timer

The machine turns off automatically to conserve energy after a specified amount of time has past after a job. This function is called "Auto Off".
The machine status after the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.
The Time can be set from 10 seconds to 240 minutes.

Note

- ❒ Default: 60 minute
- ❒ Enter numbers with number keys
- ❒ Use the **[←]** and **[→]** keys to switch between minutes and seconds.
- ❒ Press **[Clear]** if you enter the wrong value.
- ❒ Auto off may not work while an error is displayed.
- ❒ The Auto Off function is not available in the following cases:
  - When the warning display has appeared
  - When paper has been misfed
  - When the cover is open
  - When the "Add Toner" message has appeared
  - When the cartridge is being changed
  - When the "User Tools/Counter" display has appeared
  - During Fuser Adjust
  - When the facsimile, printer or another function is in use

- When operation has been interrupted during printing
- When On Hook dial is being used
- When the Quick dial or Group dial destination is being entered
- When the Data In indicator is blinking
- When the "Sample Print/Locked Print" display has appeared

❖ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

Note

❒ The default setting is the same time interval as the Auto Off Timer default setting, so the Panel Off Timer is not used. This setting is only used if the Auto Off Timer setting is set to a longer interval than the Panel Off Timer setting.

❒ The default: 1 minute

❒ Enter a time interval between 10 seconds and 240 minutes with the number keys.

❒ Press the **[←]** or **[→]** keys to move the cursor between minutes and seconds.

❒ Press **[Clear]** if you enter the wrong value.

❖ System Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or when an interrupted job is cleared. This setting sets the system reset interval.

Note

❒ Default: Yes, 60 seconds

❒ The time can be set from 10 to 999 seconds.

❒ Press **[Clear]** if you enter the wrong value.

❖ Copier/Document Server Auto Reset Timer

Specifies the time to elapse before the copier and Document Server functions are reset.

Note

- ❒ If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- ❒ Default: Yes, 60 seconds
- ❒ The time can be set from 10 to 999 seconds.

❖ Facsimile Auto Reset Timer

Specifies the time to elapse before the facsimile function is reset.

Note

- ❒ Default: 30 seconds
- ❒ The time can be set from 30-999 seconds.
- ❒ Press **[Clear]** if you enter the wrong value.

❖ Scanner Auto Reset Timer

Specifies the time to elapse before the scanner function is reset.

Note

- ❒ If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- ❒ Default: Yes, 60 seconds
- ❒ The time can be set from 10-999 seconds.
- ❒ Press **[Clear]** if you enter the wrong value.

❖ Set Date

Set the date for the copier's internal clock.

Note

- ❒ To change among year, month and day, press the **[←]** and **[→]** keys.
- ❒ Press **[Clear]** if you enter the wrong value.

❖ Set Time

Set the time for the copier's internal clock.

Note

- ❒ To change between minutes and seconds, press the **[←]** and **[→]** keys.
- ❒ Press **[Clear]** if you enter the wrong value.

Interface Settings/Network $^{1}/_{2}$—$^{2}/_{2}$

❖ IP Address

Before using this machine with the network environment, you must configure the IP address. When using the DHCP server, you do not need to set an IP address.

Note

- ❒ Default: *011.022.033.044*
- ❒ Do not use an IP address that has been used for another machine. To get the addresses, contact your network administrator.
- ❒ Press the **[←]** or **[→]** key to move between each group of three numbers.
- ❒ Press **[Clear]** if you enter the wrong number.

❖ Sub-net Mask

A number used to mathematically "mask" or hide an IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

Note

- ❒ Default: *000.000.000.000*
- ❒ Press the **[←]** or **[→]** key to move between each group of three numbers.
- ❒ Press **[Clear]** if you enter the wrong number.

❖ Gateway Address

A gateway is a connection or interchange point that connects two networks. Configure the gateway address for the router or host computer used as a gateway.

Note

- ❒ Default: *000.000.000.000*
- ❒ To get the address, contact your network administrator.

❖ Access Control and Access Mask

You can control the client access. Access control and Access mask should be set together.

- Access Control is the IP address to restrict the clients who use this machine.
- Access Mask is the IP address to check the IP address of Access Control when restricting the clients who access this machine.

Note

- ❒ Default: *000.000.000.000*
- ❒ If you do not want to set any limitation for this machine, use the default settings.
- ❒ Press the **[←]** or **[→]** key to move between each group of three numbers.
- ❒ Press **[Clear]** if you enter the wrong number.

❒ If you set access control as 192.168.15.16, clients addresses might be assigned as follows:

Address for access mask	Client Address
000.000.000.000	xxx.xxx.xxx.xxx
255.000.000.000	192.xxx.xxx.xxx
255.255.000.000	192.168.xxx.xxx
255.255.255.000	192.168.15.xxx
255.255.255.255	192.168.15.16

❖ Network Boot

Select how to set an IP address from a client.

Note

❒ Default: *NONE*

❒ For details about settings, consult your network administrator.

❖ Effective Protocol

Select the protocol, to use in the network.

Note

❒ Default: *TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk: Effective*

❖ NW Frame Type

Select the frame type when you use NetWare.

Note

❒ Default: *Auto select*

❖ Ethernet Speed

Set the access speed for networks.
Select a speed that matches your network environment. "Auto Select" should usually be specified.

Note

❒ Default: *Auto select*

Interface Settings/Parallel Interface

❖ Parallel Timing

Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

Note

❒ Default: *ACK outside*

❖ Parallel Communication Speed

Specifies the communication speed for the parallel interface. If the communication speed is set too fast, data transfers may not flow smoothly. If this occurs, change the setting to “Standard”.

Note

❒ Default: *High speed*

❖ Selection Signal Status

Specifies the level for the select signal setting of the parallel interface.

Note

❒ Default: *High*

❖ Input Prime

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Note

❒ Default: *Invalid*

❖ Bidirectional Communication

Specifies the printer's response mode and so forth for a status request when using the parallel interface. If you experience problems when using other manufacturers printers, set this to “Off”. However, if this is set to “Off”, asynchronous functions will not work.

Note

❒ Default: *Yes*

❖ Signal Control

Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

Note

❒ Default: *Job acceptance priority*

File Transfer

Make these settings as required when using ScanRouter V2 Lite/Professional.

Note

- ❒ The file transfer function requires the optional Hard Disk Drive (40 GB).
- ❒ The optional ScanRouter V2 Professional is required for distributing received fax documents.

❖ Delivery Server IP Address

Specifies the IP address of the ScanRouter V2 Lite/Professional delivery server for distributing documents or data from the machine.

Note

- ❒ Default: *000.000.000.000*
- ❒ Press the **[←]** or **[→]** key to move between each group of three numbers.
- ❒ Press **[Clear]** if you enter the wrong number.
- ❒ You must also set the delivery server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the delivery server IP address set on ScanRouter V2 Lite/Professional.

❖ Fax RX File Transmission

- Setting per Line
  Specifies whether or not received fax documents should be sent to ScanRouter V2 Professional for each of the fax lines.

  Note
  - ❒ Default: *G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver*

- Print at Delivery
  Specifies whether or not received fax documents that are sent to ScanRouter V2 Professional should also be printed by the machine at the same time.

  Note
  - ❒ Default: *No*

- File to Deliver
  Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should be sent to ScanRouter V2 Professional.

  Note
  - ❒ Default: *File with Dlvry Code*

- Delivery Failure File (Dlvry Failure File)
  If a received fax document cannot be sent to ScanRouter V2 Professional, the document is stored in the machine's memory. To print this stored data, select “Print File”; to delete the data, select “Delete File”.

  Note
  - ❒ If the machine can send data to ScanRouter V2 Professional, data is sent automatically.
  - ❒ If you delete the data, you will not be able to distribute or print the data.

❖ Recall Interval Time

Specifies the interval the machine waits before resending data or a document, if it could not be sent to ScanRouter V2 Professional.

Note

- ❒ Default: *300 Seconds*
- ❒ Enter an interval within the range of “60 -999 seconds” (in one second intervals) with the number keys.
- ❒ Press **[Clear]** if you enter the wrong number.

❖ Number of Recalls

When sending documents or data stored in this machine to ScanRouter V2 Professional again, you can set the maximum number of times you can send.

Note

- ❒ Default: *No*
- ❒ Enter the number of times within the range of “1 to 99” with the number keys.
- ❒ Press **[Clear]** if you enter the wrong number.
- ❒ This setting is for the Scanner function. The distribution of received fax documents will still be performed.

Key Operator Tools

If an access code has been set, you cannot use the Key Operator Tools unless you enter the access code (max. 8 digits). ⇒ p.123 “Key Operator Code”

Reference

For details about user codes, ⇒ p.127 “User Code”

❖ User Code Management

Allows you to control who uses the machine by setting user codes for users.
To use function selected with "User Code Management", you must enter a registered user code. User codes must be registered for user code management. For more information about user codes, see p.127 “User Code”.

Note

❒ You can select following functions and modes;

- Copier
  Full color, Black & White, Single Color, Tow-color
- Printer
  PC Control: ON, PC Control: OFF, Color *1 , Black & White *1
  *1 Selectable when PC Control: OFF is selected.
- Others
  Document Server, Facsimile, Scanner

❖ Key Operator Code

Important

❒ The administrator must properly manage the key operator codes set for the machine.

This specifies whether or not to use passwords (max. 8 digits) to control use of the "Timer Setting" or "Key Operator Tools" settings for the access codes.

Note

❒ Default: *OFF*

❒ If you select "ON", enter the access code (max. 8 digits) with the number keys, and then select "Partial" or "All Initial Settings" to set the access limit.

- If you selected "Partial"
  A key operator code is only required for the "Timer Setting" and "Key Operator Tools" for initial settings. "Menu Protect" will be set for "Maintenance" in the Printer Features.
- If you selected "All Initial Settings"
  A key operator code will be required to access all the items in the System Settings, Maintenance, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.

❒ If you select "All Initial Settings", you will need to enter the key operator code to access the Key Operator Code screen.

❖ AOF (Always ON)

Activate the Auto Off Timer settings. Normally, you need not change this setting.

Note

❒ Default: ON

❖ Program/Change/Delete User Code

Adds, changes or deletes user codes (max 8 digits). ⇒ p.127 “User Code”

Note

- ❒ You can register up to 100 user codes. If you add the optional User Account Enhance Unit, you can register up to 500 user codes.
- ❒ You can also register user codes from SmartNetMonitor for Admin.
- ❒ Even if you change the user codes, the counter values are not cleared.
- ❒ If you clear a user code, the counter values associated with it are also automatically cleared.
  - **[Program/Change]**
    This registers new user codes and changes the functions that can be used with user codes and user names.
  - **[Delete]**
    Deletes a user code.
  - **[Delete All]**
    Deletes all the user codes.

❖ Display/Print Counter

Allows you to view and print the various counters.

- Display/Print Counter
  Displays counters for each functions (Total, Copier, Facsimile, and Printer).
- Print Counter List
  Prints out a list of counters for all functions (Total, Copier, Facsimile, Printer, A3/DLT, 2-Sided Copy and Staple).

① If you want to print Counter List, press **[Print Counter List]**, and then press start.

Note

- ❒ If you do not want to print, then press **[Cancel]**.

② Press **[Exit]**

❖ Display/Clear/Print Counter per User Code

Allows you to view and print the various counters accessed with user codes and to set the values to 0.

Important

❒ If you use “Delete All” for the user codes, the user code names (Fax function), counter values, and communication settings will also be deleted. Be sure to print the list of these settings before pressing the “OK” key.

Note

❒ Press **[▲]** or **[▼]** to show all counters.

- Print Counter all User Code
  Prints the counter values for all of the user codes.
- Clear Counter all User Code
  Sets the counter value for all of the user codes to 0.
- Print Counter per User Code
  Prints the counter values for each of the user codes.
- Clear Counter per User Code
  Sets the counter value for each of the user codes to 0.

Reference

For more information about printing the counter, see p.141 “Printing the Counter”, and about clearing the counter, see p.145 “Clearing the Counter”.

❖ Change User Name Order

Changes the order of the registered user codes.

Note

❒ You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from “PLANNING” to “DAILY”.

❒ Select the user code you want to move and press the **[←]**, **[↑]**, **[↓]**, and **[→]** keys to change its position. To move it to the end, press “To End”.

❖ Auto Delete File

You can select whether the files on the Document Server will be deleted after a specified amount of time or not.

Note

- ❒ Default: *No*
- ❒ When "Yes" is selected for "Auto Delete File", the Auto Delete File function applies to the files stored after the "Yes" setting is made.
- ❒ When "No" is selected for "Auto Delete File", files stored on the Document Server are not deleted.
- ❒ If you select **[Yes]**, you can set the time interval from 1 to 180 days by one day steps.
- ❒ The factory setting for the time interval is "1 Day". With this factory setting, documents are deleted one day (24 hours) after being stored on the Document Server.

❖ Delete All Files

You can delete all stored files on the Document Server.

Note

- ❒ You can delete stored files even if a password is set for a file.
- ❒ A confirmation dialog box appears. To delete all stored files, click **[OK]**.

❖ Display Password with Stored File

You can select whether the documents which have passwords will be temporarily displayed or not.

Note

- ❒ If you forget the password, press **[Yes]**. After checking your password, be sure to press **[No]**.

User Code

To use this function, the optional User Account Enhance Unit TypeB must be installed on the printer. The management and control items for each function are as follows:

❖ Copier

Limits the users who can use the Copy function and manages the use of each user code.

Note

❒ Specify "ON" for "Copier" in the User Code Management settings (⇒ p.122).

❖ Document Server

Limits the users who can use the Document Server function and manages the use of each user code.

Note

❒ Specify "ON" for "Document Server" in the User Code Management settings (⇒ p.122).

❖ Facsimile

Limits the users who can use the Fax function and manages the use of each user code.

Note

❒ Specify "ON" for "Facsimile" in the User Code Management settings (⇒ p.122).

❖ Printer

Limits the users who can use the Printer function and manages the use of each user code.

Note

❒ Specify "ON" for "Printer" in the User Code Management settings (⇒ p.122).

❖ Scanner

Limits the users who can use the Scanner function and manages the use of each user code.

Note

❒ Specify "ON" for "Scanner" in the User Code Management settings (⇒ p.122).

Important

❒ The functions associated with each user code are the same. If you change or delete user codes, the management data and limits associated with that user code will become invalid.

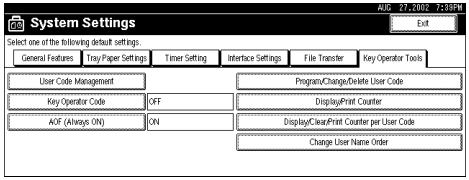
To Register the New User Code

1 **Press the 【User Tools/Counter】 key.**

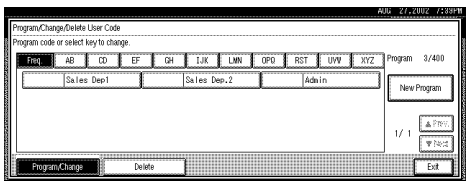
2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

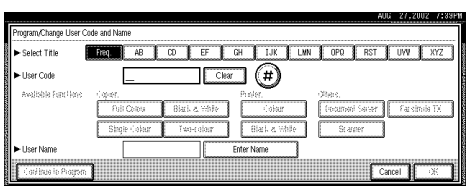
4 **Press [Program/Change/Delete User Code].**



5 **Press [New Program].**



6 **Press the key for the classification you want to use from "Title Select".**



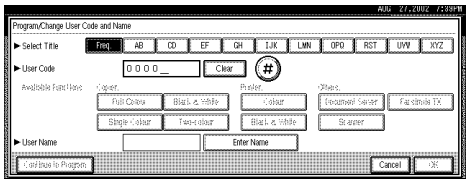
Note

❒ The keys you can select are as follows.

- **[Freq.]**… Added to the page that is displayed first.
- **[AB]**, **[CD]**, **[EF]**, **[GH]**, **[IJK]**, **[LMN]**, **[OPQ]**, **[RST]**, **[UVW]**, **[XYZ]**,… Added to the list of items in the title selected.

❒ You can only select one page for "Title Select".

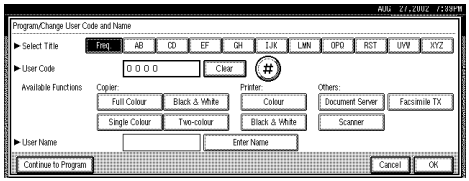
7 **Enter the user code (8 digits max), and then press [#].**



Note

❒ If you make a mistake, press **[Cancel]** or the **【Clear/Stop】** key, and then enter the code again.

8 **Select the functions to be used with the user code from "Available Functions".**



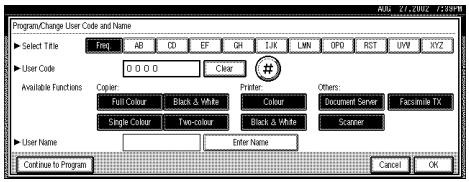
Note

❒ The functions that can be selected are as follows.

- Copier:
  [Full Colour], **[Single Colour]**, **[Black & White]**, **[Two-colour]**
- Printer:
  [Colour], **[Black & White]**
- Others:
  [Document Server], **[Scanner]**

❒ Select "Yes" for each function of the user code. ⇒ p.122 "User Code Management"

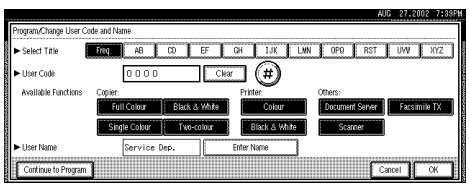
9 **Press [Enter Name], and then enter the name for the user code.**



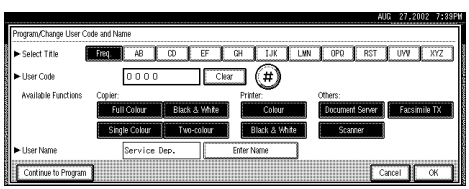
Note

- ❒ For details on how to enter the name for the user code, see p.149 “Entering Text”.
- ❒ This can be used to attach the user name to documents in the Document Server. You do not need to enter a user code for this. For more information about Document Server, see p.61 “Document Server”.

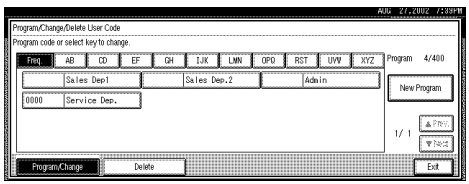
10 **To continue registering user codes, press [Continue to Program], and then repeat the procedures from step 6.**



11 **Press [OK].**



12 **Press [Exit].**



The display returns to the initial settings screen.

Changing the User Code

Important

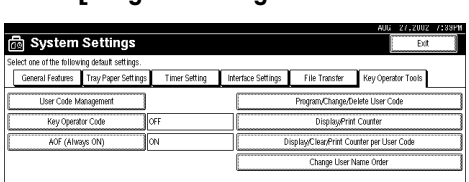
- ❒ This operation also deletes a user code registered for multiple functions. Current be specific using the deleted user code will be disabled.

1 **Press the【User Tools/ Counter】key.**

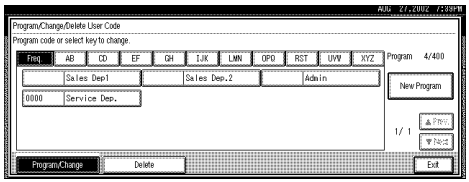
2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

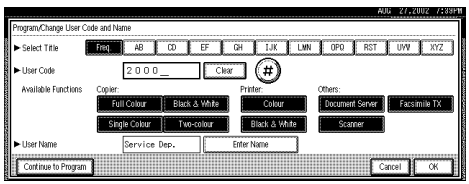
4 **Press [Program/Change/Delete User Code].**



5 **Select the user code you want to change.**



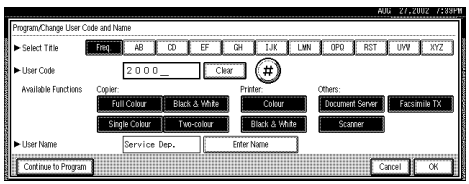
6 **Enter the new information for the item that you want to change.**



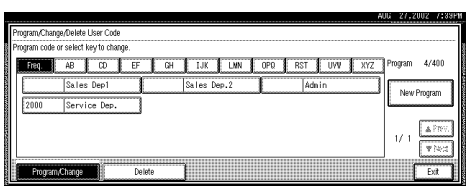
Note

- ❒ To change a user code, select **[Clear]**, enter a new user code with the number keys, and then select **[#]**.
- ❒ For "Available Functions", highlighted buttons indicate the currently available functions. To disable an available function, select the corresponding button so that it is not highlighted. To enable an unavailable function, select the corresponding button to highlight it.
- ❒ To change a user name, select **[Enter Name]**, and then enter a new user name in the input dialog box. For more information about how to enter characters, see p.149 “Entering Text”.

7 **Press [OK].**



8 **Press [Exit].**



The display returns to the initial settings screen.

Clearing the User Code

Important

- ❒ This operation also deletes a user code registered for multiple functions. Current be specific using the deleted user code will be disabled.

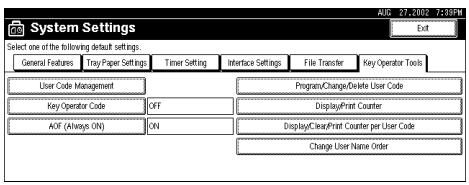
To clear a user code

1 Press the 【User Tools/ Counter】key.

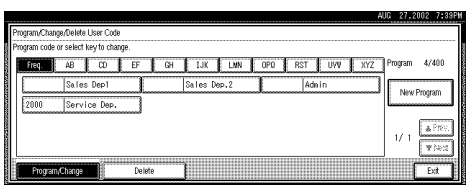
2 Press [System Settings].

3 Press [Key Operator Tools].

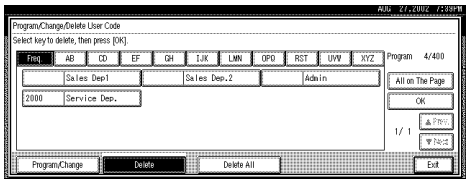
4 Press [Program/Change/Delete User Code].



5 Press [Delete].



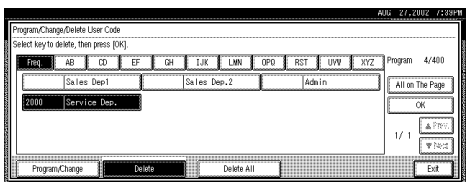
6 **Select the user code you want to delete.**



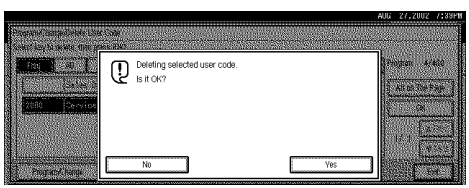
Note

❒ Press **[All on The Page]** when you want to select all the user codes displayed on the page.

7 **Press [OK].**



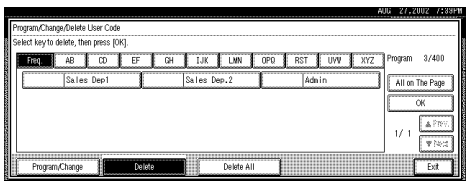
8 **Press [Yes] in the confirmation screen.**



Note

❒ If you don't want to quit deleting, press **[No]**.

9 **Press [Exit].**



The display returns to the initial settings screen.

To delete all user codes

Important

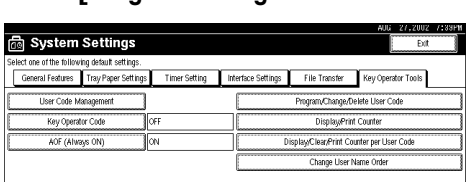
- ❒ Using **[Print Counter]**, you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

1 **Press the 【User Tools/ Counter】 key.**

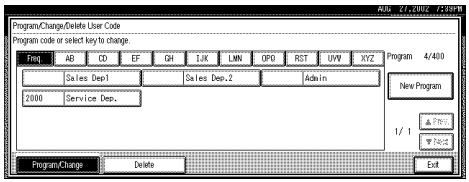
2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

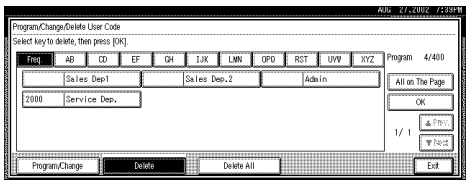
4 **Press [Program/Change/Delete User Code].**



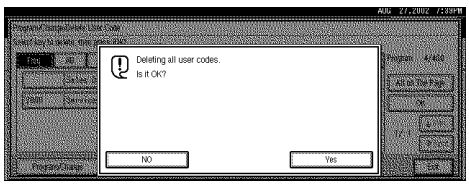
5 Press [Delete].



6 Press [Delete All].



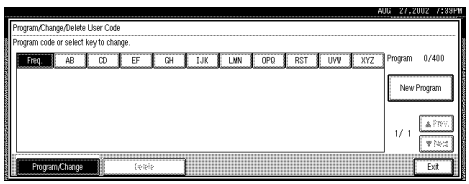
7 Press [Yes] in the confirmation screen.



Note

- ❒ If you don't want to quit deleting, press **[No]**.

8 **Press [Exit].**



The display returns to the initial settings screen.

To display the counter for each user code

Using "Copy Counter", you can check the counter for each user code for the Copy/Document Server function.

Using "Print Counter", you can check the counter for each user code for the Printer function and Facsimile function.

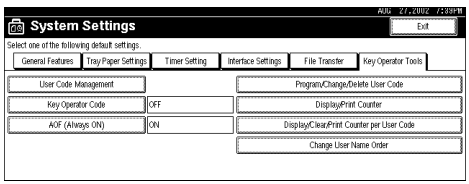
Using “Transmission Counter”, you can print the list for number of pages sent by fax and the charge for each fax sent.

1 **Press the 【User Tools/ Counter】 key.**

2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

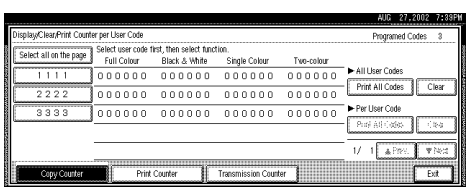
4 **Press [Display/Clear/Print Counter per User Code].**



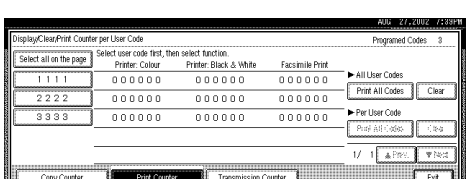
5 **Press [Print Counter] or [Transmission Counter].**

The individual function counters for each user code are displayed.

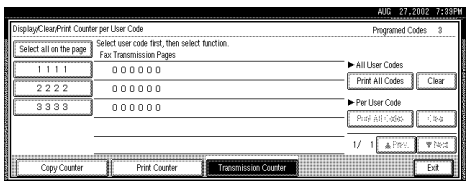
❖ Copy Counter



❖ Print Counter



❖ Transmission Counter



Printing the Counter

The three printable counters per User Code are the "Copy Counter", "Print Counter", and "Transmission Counter". You can print one or more of these counters at one time.

Printing the Number of Prints (Counter) for Each User Code

Using "Copy Counter", you can print the counter list for each user code for the Copy/Document Server function.

Using "Print Counter", you can print the counter list for each user code for the Printer function and Facsimile function.

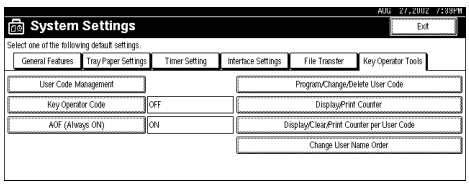
Using "Transmission Counter", you can print the list for number of pages sent by fax and the charge for each fax sent.

1 **Press the 【User Tools/Counter】 key.**

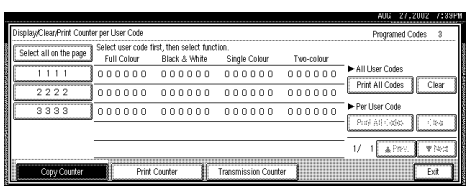
2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

4 **Press [Display/Clear/Printer Counter per User Code].**



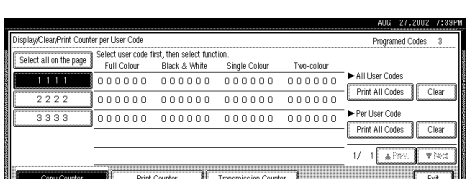
5 **Select a User Code from the left side of the display.**



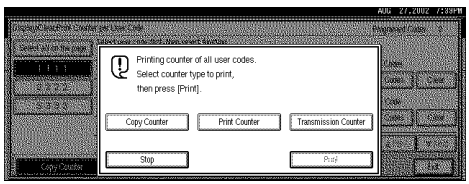
Note

- ❒ Press **[All on The Page]** if you want to select all user codes on the page.

6 **Press [Print All Codes] of Per User Code.**



7 **Press either [Copy Counter], [Print Counter] or [Transmission Counter].**



Note

❒ You can select both **[Copy Counter]**, **[Print Counter]** and **[Transmission Counter]** at the same time.

8 **Press [Print].**

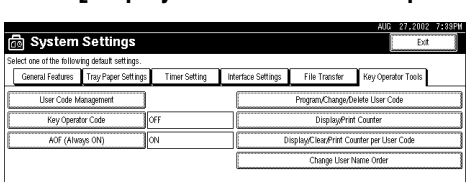
Printing the Number of Prints (Counter) for All User Codes

1 **Press the 【User Tools/Counter】 key.**

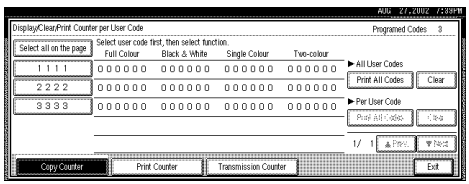
2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

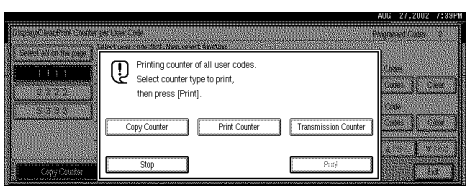
4 **Press [Display/Clear/Print Counter per User Code].**



5 **Press [Print All Codes] of All User Code.**



6 **Press either [Copy Counter], [Print Counter] or [Transmission Counter].**



Note

- ❒ You can select **[Copy Counter]**, **[Print Counter]** and **[Transmission Counter]** at the same time.

7 **Press [Print].**

Clearing the Counter

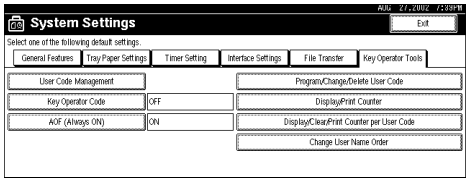
Clearing the Number of Prints (Counter) for Each User Code

1 **Press the 【User Tools/Counter】 key.**

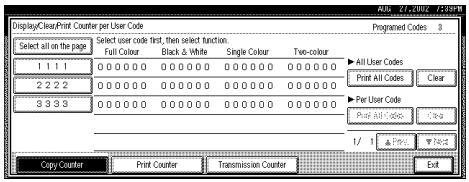
2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

4 **Press [Display/Clear/Print Counter per User Code].**



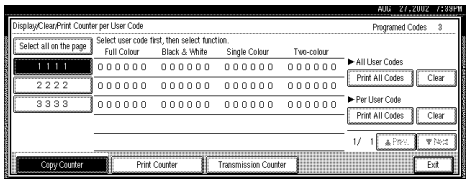
5 **Select a User Code from the left side of the display.**



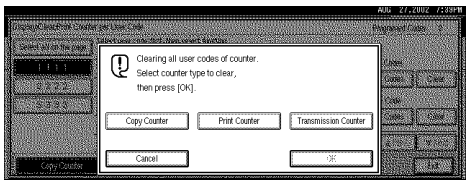
Note

❒ Press **[All on The Page]** if you want to select all user codes on the page.

6 **Press [Clear] for Per User Code.**



7 **Press [Copy Counter], [Print Counter] or [Transmission Counter].**



Note

- ❒ You can select **[Copy Counter]**, **[Print Counter]** and **[Transmission Counter]** at the same time.

8 **Press [OK].**

The user code counter will be clear.

Note

- ❒ If you want to cancel the operation, press **[Cancel]**.

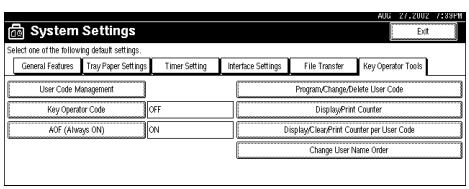
Clearing the Number of Prints (Counter) for All User Codes

1 **Press the 【User Tools/Counter】 key.**

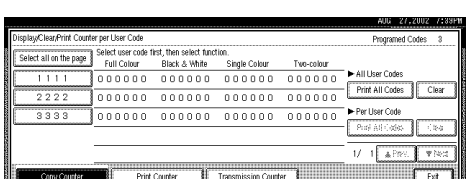
2 **Press [System Settings].**

3 **Press [Key Operator Tools].**

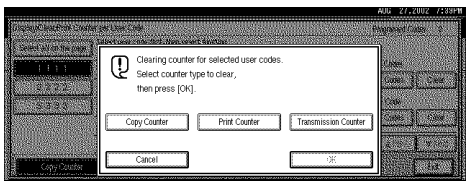
4 **Press [Display/Clear/Print Counter per User Code].**



5 **Press [Clear] for All User Codes.**



6 **Press [Copy Counter], [Print Counter] or [Transmission Counter].**



Note

❒ You can select **[Copy Counter]**, **[Print Counter]** and **[Transmission Counter]** at the same time.

7 **Press [OK].**

All user code counters will be clear.

Note

❒ If you want to cancel the operation, press **[Cancel]**.

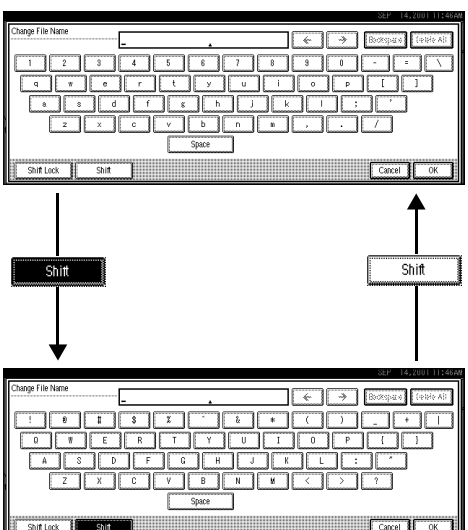
Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  012345689

Keys



Note

❒ When entering uppercase or lowercase continuously, use **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letter you want to enter.

Deleting characters

1. Press [Backspace] or [Delete All] to delete characters.

Menu Chart

This section describes how to change the default settings of the printer and provides information on the parameters included in each menu.

Category	Function menu
Paper Input ⇒ p.156	Bypass Paper Size
List/Test Print ⇒ p.160	Config. Page
	Menu List
	Color Demo Page
	PS Config. Page
	PCL Config.Page
	Hex Dump
Maintenance ⇒ p.166	Image Density
	4 Color Graphic Mode
	Menu Protect

Category	Function menu	
System ⇒ p.168	Misfed Recovery	
	Print Error Report	
	Auto Continue	
	Memory Overflow	
	Sub Paper Size	
	Page Size	
	Duplex	
	Job Separation	
	Resolution	PCL
		PS
	Toner Saving	
	B&W Page Detect	
Host Interface ⇒ p.174	I/O Buffer	
	I/O Timeout	
PCL Menu ⇒ p.176	Orientation	
	Form Lines	
	Font Source	
	Font Number	
	Point Size	
	Font Pitch	
	Symbol Set	

Accessing the Printer Features

1. **Press the 【User Tools/Counter】 key.**
2. **Press [Printer Features].**
3. **Select the desired item by pressing the tab, and change the settings.**

Note

- **[OK]**: Press to set the new settings and return to previous menu.
- **[Cancel]**: Press to return to previous menu without changing any setting.

Exiting from the Printer Features

1 **After changing Printer Features, press [Exit] to return to the User Tools/Counter menu.**

2 **Press [Exit].**

Note

❒ You can also exit from the User Tools/Counter menu by pressing the 【User Tools/Counter】 key.

Paper Input Menu

You can set the paper size set to the Bypass Tray in the Paper Input menu.

There is 1 menu item in the "Paper Input" menu.

- Bypass Size

Reference

For more information about loading paper in the tray, see Maintenance Guide 2.

Paper Input Parameter

Menu	Description
Bypass Paper Size	The paper size for the bypass tray. For more information about paper sizes that can be set in the bypass tray, see "*Paper and Other Media*" in Maintenance Guide 2.

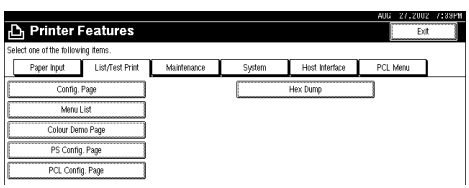
Specifying a custom paper size

To use paper of a custom size, follow the procedure below to specify the custom paper size.

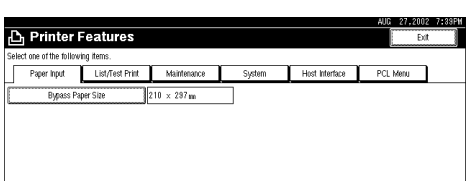
1 Press the 【User Tools/Counter】 key.

2 Press [Printer Features].

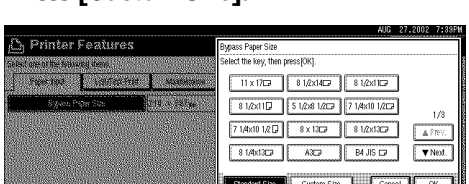
3 Press [Paper Input].



4 Press [Bypass Paper Size].

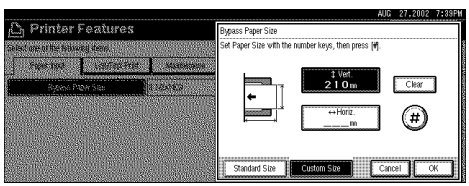


5 Press [Custom Size].



6 **Enter the paper size.**

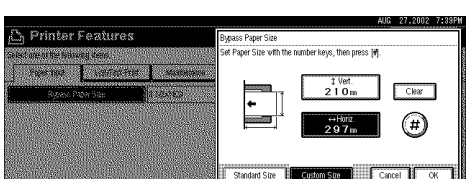
❶ **Enter the vertical size of the paper in [Vert.] with number key, and then press [#].**



Note

- ❒ When **[Horiz.]** is highlighted, press **[Vert.]** to highlight **[Vert.]** and then you can enter the value.
- ❒ If you want to clear the displayed value, press **[Clear]**.

❷ **Enter the horizontal size of the paper in [Horiz.] with number key, and then press [#].**

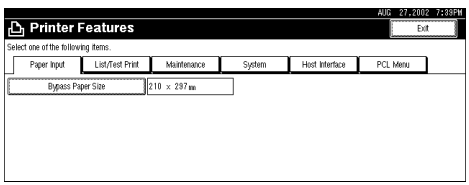


Note

- ❒ When **[Vert.]** is highlighted, press **[Horiz.]** to highlight **[Horiz.]** and then you can enter the value.

❸ **Press [OK].**

The set paper size is displayed.



7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

List/Test Print Menu

You can print the current file list about the print settings and the printing environment in the List/Test Print menu. You can also print and confirm the font types and all the printable letters.

There are 6 menu items in the "List/Test Print" menu.

- Config. Page
- Menu List
- Color Demo Page
- PS Config. Page
- PCL Config.Page
- Hex Dump

List/Test Print Parameters

Menu	Description
Config. Page	You can print the current configuration of the printer. See p.161 “Printing a Configuration Page”.
Menu List	You can print the Menu List which shows the function menus of this printer.
Color Demo Page	You can print the Color Demo Page.
PS Config. Page	You can print a list of the installed PS Fonts.
PCL Config.Page	You can print the current configuration of the PCL.
Hex Dump	You can print the Hex Dump.

Printing a Configuration Page

This section describes the printing procedure of “Configuration Page”. The basic printing method is the same for printing other lists.

Important

- ❒ The configuration page is printed in A4 or Letter (8 $^1/_2 \times 11$). Set A4 or Letter (8 $^1/_2 \times 11$) in the input paper tray or the Bypass Tray.

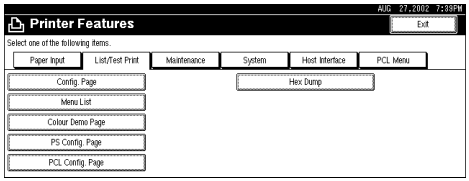
Reference

For more information, see p.163 “Interpreting the Configuration Page”.

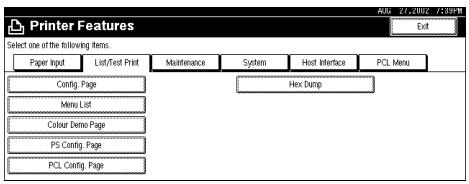
1 **Press the 【User Tools/Counter】 key.**

2 **Press [Printer Features].**

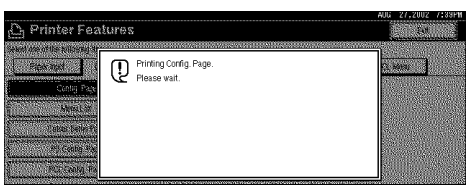
3 **Press [List/Test Print].**



4 Press [Config. Page].



In a short time, the printing a configuration page will start.



Interpreting the Configuration Page

System Reference

❖ **Unit Number**
Shows the serial number assigned to the board by its manufacturer.

❖ **Firmware Version**
Shows the version number of the printer controller firmware.

❖ **System Version**
Shows the system version of the machine.

❖ **NIB Version**
Shows the version number of the Network Interface Board.

❖ **IEEE 1394**
Shows "Installed" when the IEEE 1394 Interface Unit Type 1045 is installed properly.

❖ **Accounting Module**
Shows "Installed" when the User Account Enhance Unit TypeB is installed properly.

❖ **Printer Language**
Shows the version number of the printer language.

❖ **Options**
Shows the options that you installed.

❖ Pages Printed

Shows the total number of pages printed by the printer to date.

❖ Engine Version

Shows the version number of the printer engine.

❖ Panel Version

Shows the panel version of the machine.

❖ Total Memory

Shows the total amount of memory (SDRAM) installed on the printer.

❖ Hard Disk Drive

Shows "Installed" when the Printer Hard Desk Drive is installed properly.

Paper Input

Shows the settings made under the "Paper Input" menu.

Reference

For more information, see p.156 “Paper Input Menu”.

System

Shows the settings made under the "System" menu.

Reference

For more information, see p.168 “System Menu”.

PCL Menu

Shows the settings made under the "PCL Menu".

Reference

For more information, see p.176 “PCL Menu”.

Host Interface

Shows the settings made under the "Host Interface" menu.

When DHCP is active on the network, the actual IP Address, Subnet Mask and Gateway Address appear in parentheses on the configuration page.

Reference

For more information about "Host Interface" menu, see p.174 “Host Interface Menu”.

Error Log

Shows the log of printer errors.

Maintenance Menu

There are 3 menu items in the "Maintenance" menu.

- Image Density
- 4 Color Graphic Mode
- Menu Protect

Maintenance Menu Parameters

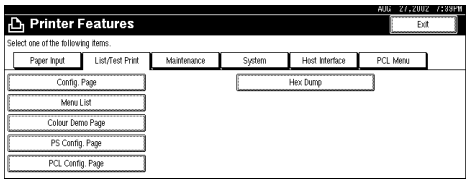
Menu	Description
Image Density	You can select the print image density for each color. -3 to +3
4 Color Graphic Mode	You can select 4 color graphic mode. • Photo Priority • Text Priority
Menu Protect	You can protect menu settings against accidental changes. It makes it impossible to change the menu settings you make with the normal procedure unless you perform the required key operation.⇒ p.123 “Key Operator Code” • Off • Level 1 • Level 2 **Note** ❒ Default: Off

Changing the Maintenance Menu

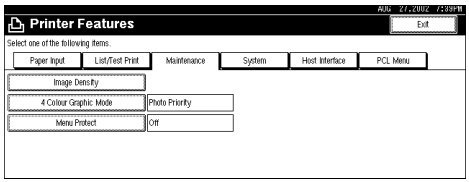
1 Press the【User Tools/Counter】key.

2 Press [Printer Features].

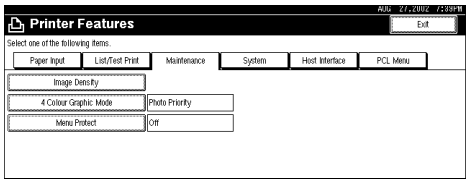
3 Press [Maintenance].



4 Press [4 Color Graphic Mode].



5 Select item that you want to specify, and then press [OK].



System Menu

You can make settings that are related to the basic printing operation in the System Settings. You can use the printer as the factory default settings or change the settings to suit your printing environment. The changed settings in the System Settings is saved even the printer's power is turned off.

There are 11 menu items in the "System" menu.

- MisfeedRecovery
- Print Error Report
- Auto Continue
- Memory Overflow
- Sub Paper Size
- Page Size
- Duplex
- Job Separation
- Resolution
- Toner Saving
- B&W Page Detect

System Parameters

Menu	Description
Misfeed Recovery	You can store data for the case of paper misfeeds while printing. • On • Off **Note** ❒ Default: On
Print Error Report	You can select whether or not to have a error report printed when a printer error or memory error occurs. • On • Off **Note** ❒ Default: Off
Auto Continue	You can set printing operation when the indicated paper size or paper type by the printer driver is not found. • Off • 0 minute • 1 minute • 5 minutes • 10 minutes • 15 minutes **Note** ❒ Default: Off

Menu	Description
Memory Overflow	You can set printing operation when transmitted data is too large to process due to memory overflow. • Not Print • Error Report **Note** ❒ Default: Not Print
Sub Paper Size	You can enable the Sub Paper Size feature. When you select "Auto", the printer substitutes the paper of a certain size which is to be an alternative if the paper currently specified is not loaded. When you select "Off", the printer uses the paper in the current specified paper input tray regardless of its size. • Off • Auto **Note** ❒ Default: Off
Page Size	You can specify the default paper size. 11 × 17, 8 1/2 × 14, 11 × 8 1/2, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, A3, B4, A4, B5, A5, A6, 8K, 16K, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL, Custom Size

Menu	Description
Duplex	You can select whether you want to print on both sides of each page. • Off • Short Edge Bind • Long Edge Bind **Note** ❒ Default: Off ❒ This menu appears only when the optional Duplex Unit is installed.
Job Separation	You can set whether to separate output trays and output alternately by each job. • Off • On **Note** ❒ Default: Off ❒ This menu appears only when the optional 2 Tray Finisher is installed.
Resolution	You can set the print resolution in dots per inch. ❖ **PCL** 300 dpi, 600 dpi ❖ **PS** 600 dpi, 1200 x 600 dpi, 1200 x 600 dpi **Note** ❒ Default: PCL 600 dpi, PS 1200 x 600 dpi

Menu	Description
Toner Saving	You can select whether or not to enable "Toner Saving". • Off • On **Note** ❒ Default: Off
B&W Page Detect	You can specify whether the Black & White Page Detect feature is enabled. Even if color is specified for the printer driver Color Mode, every page will be printed in Black and White Mode if the print job is black and white. In this case, the consumables needed in the Color Mode will not be used. • Off • On **Note** ❒ Default: On ❒ If the print job contains a color page, the remaining pages will be printed in the Color Mode even if some or all of them are black and white. ❒ If the first page of the print job is color and the remaining pages are black and white, the whole print job will be printed in the Color Mode. ❒ Depending on the kinds of data, the print job may not be done properly even if the function is specified.

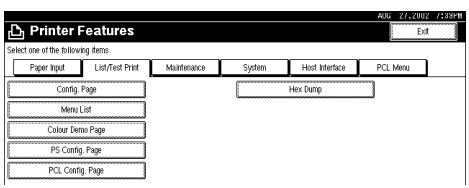
Changing the System Menu

The following examples changing the settings for "Misfeed Recovery".

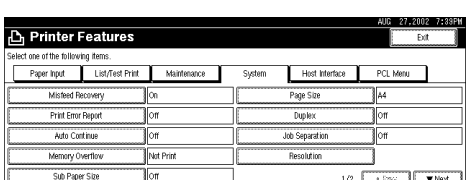
1 **Press the 【User Tools/Counter】 key.**

2 **Press [Printer Features].**

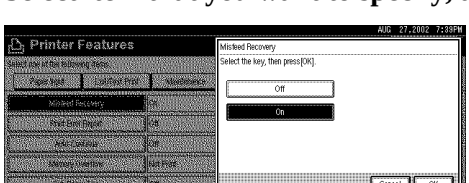
3 **Press [System].**



4 **Press [Misfeed Recovery].**



5 **Select item that you want to specify, and then press [OK].**



Host Interface Menu

There are 2 menu items in the "Host Interface" menu.

- I/O Buffer
- I/O Timeout

Host Interface Parameters

Menu	Description
I/O Buffer	You can set the size of the I/O Buffer. Normally it is not necessary to change this setting. 128 KB, 256 KB, 512 KB **Note** ❒ Default: 128 KB
I/O Timeout	You can set how many seconds the printer should wait before ending a print job. If data from other port often appears in the middle of the print job, you should increase the timeout value. 10 seconds, 15 seconds, 20 seconds, 25 seconds, 60 seconds **Note** ❒ Default: 15 seconds

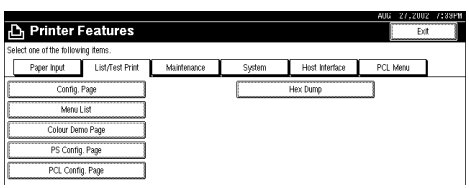
Changing the Host Interface Menu

The following example describes changing the setting for "I/O Timeout".

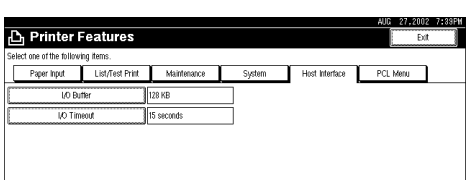
1 **Press the 【User Tools/Counter】 key.**

2 **Press [Printer Features].**

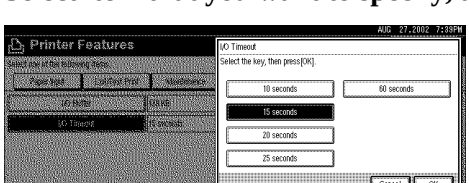
3 **Press [Host Interface].**



4 **Press [I/O Timeout].**



5 **Select item that you want to specify, and then press [OK].**



PCL Menu

There are 7 menu items in the "PCL Menu".

- Orientation
- Form Lines
- Font Source
- Font Number
- Point Size
- Font Pitch
- Symbol Set

PCL Parameters

Menu	Description
Orientation	You can set the page orientation. • Portrait • Landscape **Note** ❒ Default: Portrait
Form Lines	You can set the number of lines per page. 5-128 **Note** ❒ Default: 64 (Metric version), 60 (Inch version)

Menu	Description
Font Source	You can set the location of the default font. • Resident • RAM • HDD **Note** ❒ Default: Resident ❒ You can select only fonts downloaded to printer RAM or HDD. RAM or HDD will not appear when no font is downloaded.
Font Number	You can set the ID of the default font you want to use. • 0 to 50 **Note** ❒ Default: 0
Point Size	You can set the point size you want to use for the default font. 4 to 999.75 by 0.25 **Note** ❒ Default: 12.00 ❒ This setting is effective only for a variable-space (proportional) font.
Font Pitch	You can set the number of characters per inch you want to use for the default font. 0.44 to 99.99 by 0.01 **Note** ❒ Default: 10.00 ❒ This setting is effective only for a fixed-space (proportional) font.

Menu	Description
Symbol Set	You can specify the set of print characters for the default font. The available options are as follows. Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0 **Note** ❒ Default: Roman-8

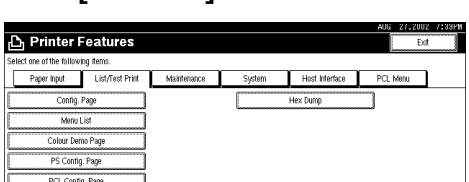
Changing the PCL Menu

The following example describes changing the setting for "Orientation".

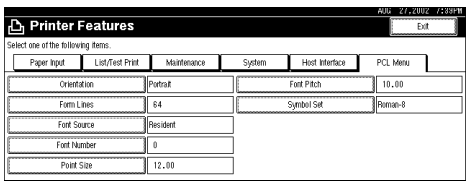
1 **Press the 【User Tools/Counter】 key.**

2 **Press [Printer Features].**

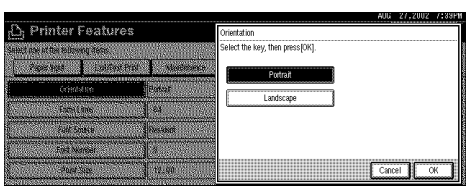
3 **Press [PCL Menu].**



4 Press [Orientation].



5 Select item that you want to specify, and then press [OK].



Changing Names and Comments

You can change printer names and make a comment on printers to ease your identifying the printers listed on SmartNetMonitor for Client.

The following utilities are used to change printer names and comments.

❖ SmartNetMonitor for Admin

Allows you to change names and comments when the TCP/IP protocol or IPX/SPX protocol is available. You can install SmartNetMonitor for Admin from the CD-ROM that comes with the printer. For more information about installing SmartNetMonitor for Admin, see p.52 “Installing SmartNetMonitor for Admin”.

❖ Web Browser

Allows you to change names and comments when the TCP/IP protocol is available.

Note

- ❒ Each of the names, in a TCP/IP protocol form (printer name) and in a NetBEUI protocol form, is changed individually. Comments are, however, common to both of them.
- ❒ The factory default name consists of "RNP" and the last 3 bytes of the MAC address of the network interface board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". Comments are not configured.

SmartNetMonitor for Admin

1 Run SmartNetMonitor for Admin.

2 Click the [Group] menu, point to [Open LAN], and select [TCP/IP] or [IPX/SPX]. A list of printers appears.

Note

❒ Select the protocol of the printer you want to change the settings.

3 On the list, click to select the printer whose network interface board you want to change the settings.

4 From the [Tools] menu, select [NIB Setup Tool].

The NIB Setup Tool starts up.

5 Select [Property Sheet], and then click [OK].

TCP/IP

❶ Click the [General] tab, and then type the name into the [Device Name] box and comment into the [Comment] box.

- In the **[Device Name]** box, type the name of the printer within 47 characters. The factory default name consists of "RNP" and the last 3 bytes of the MAC address of the network interface board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". No name of 9 characters is permitted if prefixed with "RNP". Also, when DHCP is selected as an IP address setting, the number of characters is limited to within 13 characters.
- In the **[Comment]** box, type any comment on printers within 31 characters.

NetBEUI

❶ **Click the [General] tab, and then type the comment into the [Comment] box.**

In the **[Comment]** box, type any comment on printers within 31 characters.

❷ **Click the [NetBEUI] tab.**

❸ **Type the name into the [Computer Name] box.**

- In the **[Computer Name]** box, type the name that helps you to identify printers using the NetBEUI protocol. The factory default name consists of "RNP" and the last 3 bytes of the MAC address of the network interface board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". A maximum of 13 characters of capital English letters, numeric, or symbols (except "*+,/:;<=>?[\]|. and space) can be used. No name is permitted if prefixed with "RNP". You must avoid the duplication of the same name on a network.
- In the **[Comment]** box, type any comment on printers within 31 characters.

6 Click [OK].

The NIB Setup Tool exits, and the setting is transmitted to the printer.

7 Exit SmartNetMonitor for Admin.

Web Browser

1 Run the Web browser.

2 Type the address "http:// (IP address of the printer you want to change the settings)".

The status of the selected printer is displayed on the Web browser.

3 Click [Configuration].

A dialog box that prompts you to type the user name and password appears.

4 Type the user name and password, and then click [OK].

Type only the password in this dialog box. The factory default password is "password".

5 Change names and comments.

TCP/IP

❶ Click the [General] tab, and then type the name into the [Printer Name] box and comment into the [Comment] box.

- In the **[Printer Name]** box, type the name of the printer within 47 characters. The factory default name consists of "RNP" and the last 3 bytes of the MAC address of the network interface board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". No name of 9 characters is permitted if prefixed with "RNP". Also, when DHCP is selected as an IP address setting, the number of characters is limited to within 13 characters.
- In the **[Comment]** box, type any comment on printers within 31 characters.

NetBEUI

❶ **Click [NetBEUI].**

❷ **Type the name into the [Computer Name] box and comment into the [Comment] box.**

- In the **[Computer Name]** box, type the name that helps you to identify printers using the NetBEUI protocol. The factory default name consists of "RNP" and the last 3 bytes of the MAC address of the network interface board. For example, when the MAC address is 00:00:74:62:7D:D5, the factory default name is "RNP627DD5". A maximum of 13 characters of capital English letters, numeric, or symbols (except "*+,/:;<=>?[\]|. and space) can be used. No name is permitted if prefixed with "RNP". You must avoid the duplication of the same name on a network.
- In the **[Comment]** box, type any comment on printers within 31 characters.

6 **Click [Apply].**

The setting is transmitted to the printer.

7 **Exit the Web browser.**

Displaying the Status of Printer

You can view the status of printers using SmartNetMonitor for Admin, SmartNetMonitor for Client, or Web browser.

SmartNetMonitor for Admin

1 Run SmartNetMonitor for Admin.

2 Click the [Group] menu, point to [Open LAN], and select [TCP/IP] or [IPX/SPX].

The status of printers is indicated with an icon in the list.

Note

❒ For more information about the status icons, see the Help file.

3 To get further information, click the desired printer to select from the list, and then click [Open] on the [Device] menu.

The status of the printer is displayed on a dialog box.

Note

❒ For more information about each item on the dialog box, see the Help file.

SmartNetMonitor for Client

To view the status of printers using SmartNetMonitor for Client, you must, in advance, configure SmartNetMonitor for Client so it monitors the printer whose status you want to view.

Monitoring Printers

1 Run SmartNetMonitor for Client.

The SmartNetMonitor for Client icon appears at the right end of the taskbar.

2 Right-click the SmartNetMonitor for Client icon, and check if the desired printer is configured on the pop-up menu that appears.

If it is configured, see p.187 “Displaying the Status of Printers”.

3 If the desired printer is not configured, click [Options] on the pop-up menu.

The **[SmartNetMonitor for Client - Options]** dialog box appears.

4 Click the printer to be monitored, and select the [To Be Monitored] check box from the [Monitoring Information Settings] group.

Note

- ❒ Selecting the **[Displayed on Task Bar]** check box will bring up the status of a printer with an icon on the SmartNetMonitor for Client icon on the task tray.

5 Click [OK].

The dialog box closes and the configured printer is monitored.

Displaying the Status of Printers

1 Run SmartNetMonitor for Client.

2 The status of printers is displayed on the SmartNetMonitor for Client icon on the task tray.

Note

- ❒ For more information about the status icons, see the Help file.

3 To get further information on the status, right-click the SmartNetMonitor for Client icon and click the desired printer.

The status of the printer is displayed on a dialog box.

Note

- ❒ For more information about each item on the dialog box, see the Help file.

Web Browser

1 Run the Web browser.

2 Type the address "http:// (IP address of the printer whose status you want to view)".

The status of the selected printer is displayed on the Web browser.

3 Click [Status] and you can check the status of the printer.

Note

- ❒ For more information about each item, see the Help file.

Configuring the Printer using SmartNetMonitor for Admin

Using SmartNetMonitor for Admin, you can not only monitor the status of network printers but also allows you to change the configurations of the network interface board using the TCP/IP protocol or IPX/SPX protocol.

OS	Protocol Stack
Microsoft Windows 95/98/Me	TCP/IP provided with Windows 95/98/Me IPX/SPX provided with Windows 95/98/Me NetWare network client provided with Windows 95/98 Novell Client for Windows 95/98
Microsoft Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client for Windows NT/2000
Microsoft Windows NT4.0	TCP/IP provided with Windows NT IPX/SPX provided with Windows NT Client Service for NetWare provided with Windows NT Novell Client for Windows NT/2000

The following describes the method of changing the network interface board configuration.

Changing the Network Interface Board Configuration

1 Run SmartNetMonitor for Admin.

2 Click the [Group] menu, point to [Open LAN], and select [TCP/IP] or [IPX/SPX]. A list of printers appears.

Note

❒ Select the protocol of the printer you want to change the configure.

3 On the list, click to select the printer you want to change the configure.

4 From the [Tools] menu, select [NIB Setup Tool].

The NIB Setup Tool starts up.

5 Select [Wizard] or [Property Sheet], and then click [Next].

- When configuring the network interface board for the first time, select **[Wizard]**.
- When changing the configuration of the network interface board or configuring it in detail, select **[Property Sheet]**.

Selecting [Wizard]

❶ **Fill in the necessary items, and then click [Next].**

Selecting [Property Sheet]

❶ **1. A configuration list appears on the dialog box.**

For more information about each item on the dialog box, see the Help file.

Locking the Menus on the Printer's Operating Panel

1 Run SmartNetMonitor for Admin.

2 Click the [Group] menu, point to [Open LAN], and then select [TCP/IP] or [IPX/SPX].

A list of printer appears.

Note

❒ Select the protocol of the printer you want to change the configuration.

3 Click to select the desired printer.

4 From the [Tools] menu, select [Lock Menu of Device Option Panel].

The Web browser starts up, and the screen that prompts you to type the user name and a password appears.

5 Type the user name and password, and then click [OK].

The general configuration window appears.

6 From the [Lock Menu of Device Option Panel] pull down menu, select [Apply].

7 Click [Refresh].

8 Exit the Web browser.

Changing the Paper Type

1 Run SmartNetMonitor for Admin.

2 Click the [Group] menu, point to [Open LAN], and select [TCP/IP] or [IPX/SPX].

A list of printer appears.

Note

❒ Select the protocol of the printer you want to change the configuration.

3 On the list, click to select the printer whose paper type you want to change.

4 From the [Tools] menu, select [Paper Type Settings].

The Web browser starts up, and the screen that prompts you to type the user name and a password appears.

5 Type the user name and a password, and then click [OK].

The paper type configuration window appears.

6 Select the sheet type, and then click [Apply].

7 Exit the Web browser.

Managing the Number of Copies to be Printed

Preparation

Optional User Account Enhance Unit TypeB must be installed to manage the number of copies to be printed. For more information about installing User Account Enhance Unit TypeB, see "*Installing the User Account Enhance Unit TypeB*" in the Setup Guide.

1 Run SmartNetMonitor for Admin.

2 Click the [Group] menu, point to [Open LAN], and then select [TCP/IP] or [IPX/SPX].

A list of printer appears.

Note

- ❒ Select the protocol of the printer you want to change the configuration.

3 On the list, click to select the printer whose statistics information you want to manage.

4 From the [Tools] menu, select [User Management Tool].

The screen that prompts you to type a password appears.

5 Type a password, and then click [OK].

Note

- ❒ The factory default password is "password".

The User Code Maintenance Tool starts up.

For more information about using the User Management Tool, see the Help file for SmartNetMonitor for Admin.

Configuring the Energy Save Mode

1 Run SmartNetMonitor for Admin.

2 Click the [Group] menu, point to [Open LAN], and select [TCP/IP] or [IPX/SPX].

A list of printer appears.

Note

- ❒ Select the protocol of the printer you want to change the configuration.

3 Click [Group], point to [Energy Save Mode], and select any energy saver mode from the menu that appears.

For more information about settings, see the Help file for SmartNetMonitor for Admin.

Configuring the Network Interface Board with a Web Browser

The Network Interface Board functions as a Web server in addition to allowing a printer to function as a network printer. You can use a Web Browser to view the printer status and configure the Network Interface Board.

❖ Configuring the printer

This requires the TCP/IP protocol to be installed. After the printer has been configured to use the TCP/IP protocol, it will be possible to adjust the settings using a Web Browser.

Reference

For more information about configuring the printer to use the TCP/IP protocol, see Printer Client Reference 1 that comes with this printer.

❖ Operating system browser requirements

OS	Browser
Windows 95/98/Me	Microsoft Internet Explorer 3.02/4.0 or later Netscape Navigator 3.0/4.0 or later
Windows 2000	
Windows NT 4.0	
Mac OS 7.6.1 ~ 9.0	
Solaris 2.5 ~ 8	

Limitation

- ❒ Sometimes after clicking **[Back]** , the previous page may not appear. In this case, click **[Refresh]** or **[Reload]** .
- ❒ The text on the screen may disappear or be aligned incorrectly if the font size settings of the browser are too large. It is recommended that you use a font size equal to or smaller than "10 point" with Netscape Navigator, and "Medium" or smaller with Internet Explorer.

Going to the Top Page

After launching the Web Browser, type the IP address of the printer. See the example below. This example is for the English version.

http://192.168.15.16/

(In this example, the IP address of the Network Interface Board is 192.168.15.16.)

Note

- ❒ If a DNS server is used on the network, you can type the host name as an URL. For example, http://webmonitor.netprinter.com/. In order to do this, you must the register the IP address and host name of the Network Interface Board with the DNS server. Consult the network administrator for information about how to do this.
- ❒ If the network uses proxy servers, the browser may run slowly.

1. Header Buttons

You can register favorite URLs with **[URL]**. To view the Help section, click **[Help]**.

Important

- ❒ It costs to use the browser to access a website.

Note

- ❒ The Help file is stored in the following folder on the CD-ROM in HTML format. The third folder, "(Language)" may be substituted by an appropriate language name.

  \HELP\WSMHLP\(Language)

2. Menu Buttons

Buttons to configure the Network Interface Board and confirm the status of the printer.

Note

- ❒ When you click **[Network Config]**, a dialog box appears requesting the user name and password. Type only the password in this dialog box. The factory default password is "password".
- ❒ The password is the same as that used for remote maintenance and that used in the NIB Setup Tool. If you change a password with the Web Browser, the other passwords are also changed.

3. Status

Displays the name and comments of the Network Interface Board, and the printer status.

Linking the address (URL) to the [Help] button

You can link the address (URL) of the **[Help]** button to the Help files on the computer or on a Web server.

① Copy the Help files on the CD-ROM to the desired location. The Help files are located in folders labeled with abbreviated language names. For example, English Help files are in the **[EN]** folder. Be sure to copy the entire **[EN]** folder to the new location.

② Using a Web Browser, navigate to the Top Page and click **[Network config]**.

③ Type your password, (it is not necessary to type a user name) and click **[OK]**.

④ Type the path to the Help files in the **[Help URL]** box.
If you copied the Help files to "C:\HELP\EN", type "file://C:/HELP/". For example if you copied the files to a web server and the index URL is "http://a.b.c.d/HELP/EN/index.html", type "http://a.b.c.d/HELP/".

⑤ Click **[Apply]**.
When a warning message appears, select to continue configuration.

SNMP

The Network Interface Board functions as a SNMP (Simple Network Management Protocol) agent using the UDP and IPX protocols. Using the SNMP manager you can get information about the printer.

The factory default community names are "public" and "admin". You can get MIB information using these community names.

Reference

For more information about configuring the community name, see p.207 “SNMP” in "Remote Maintenance by telnet".

Limitation

❒ The kinds of supported MIBs differ depending on the printer.

❖ Supported MIBs

- MIB-II
- PrinterMIB
- HostResourceMIB
- RicohPrivateMIB

Remote Maintenance by telnet

You can view the printer status and configure the Network Interface Board using telnet.

Note

- ❒ You should specify a password so that only the network administrator, or a person having network administrator privileges, can use remote maintenance.

Using telnet

The following is a sample procedure in using telnet.

Limitation

- ❒ Only one person at a time can be logged on to do remote maintenance.

1 Using the IP address or host name of the printer, start telnet.

```
% telnet IP_address
```

Note

- ❒ In order to use the host name instead of the IP address, you must write it to the /etc/hosts file.

2 Type the password.

Note

- ❒ The factory default is "password".

3 Type a command.

Reference

For more information about telnet commands, see p.199 “Commands List”.

4 **Exit telnet.**

```
msh> logout
```

When the configuration is changed, a confirmation message requests whether or not the changes should be saved.

5 **Type "yes" to save the changes, and press 【ENTER】.**

If you do not want to save the changes, type "no" and press 【ENTER】. If you want to make additional changes, type "return" at the command line, and press 【ENTER】.

Note

- ❒ If the "Can not write NVRAM information" message appears, the changes are not saved. Repeat the steps above.
- ❒ The Network Interface Board is reset automatically when the settings are changed.
- ❒ When the Network Interface Board is reset, the active print job which has already been sent to the printer will finish printing. However, jobs that have not been sent yet will be canceled.

Commands List

This is a list of commands that can be used via remote maintenance.

Note

- ❒ Type "help" to see a list of commands that can be used.

```
msh> help
```

- ❒ Type "help command_name" to display information about the syntax of that command.

```
msh> help command_name
```

TCP/IP address

Use the ifconfig command to configure TCP/IP for the printer (IP address, subnet mask, broadcast address, default gateway address).

❖ Reference

msh> ifconfig

❖ Configuration

msh> ifconfig naf0 *parameter address*

Parameter	Meaning
(no parameter)	IP address
netmask	subnet mask
gateway	default gateway address
broadcast	broadcast address

The following is an example for configuring an IP address of 192.168.15.16.

msh> ifconfig naf0 192.168.15.16

The following is an example for configuring a subnet mask of 255.255.255.0.

msh> ifconfig naf0 netmask 255.255.255.0

Note

- ❒ This affects the configuration of the Network Interface Board of the IP address that is used.
- ❒ To type an address using hexadecimal, prefix it by "0x".

Address

❖ Subnet Mask

A number used to mathematically "mask" or hide the IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

❖ Default Gateway Address

A gateway is a connection or interchange point that connects two networks. A gateway address is for the router or host computer used as a gateway.

Note

❒ To get the above addresses, contact your network administrator.

Access Control

Use the access command to view and configure access control.

❖ Reference

msh> access

❖ Configuration

msh> access *parameter address*

Parameter	Meaning
control	Access Control Address
mask	Access Control Mask

Note

- The Access Control Address and the Access Control Mask are used to limit access to the computer used for printing by denying access to users based on their IP address. If it is not necessary to limit access, set the Access Control Mask to "0.0.0.0".
- When the Access Control Address matches the masked result of the IP address computer attempting to print, print jobs from that IP address will be accepted by the Network Interface Board.
- For example, if you assign 192.168.15.16 as the Access Control Address of the Network Interface Board, the IP addresses that can print are as follows. XXX means any number from 1 to 254 is acceptable.

Access Control Mask	IP addresses that can access the printer
0. 0. 0. 0	XXX.XXX.XXX.XXX
255. 0. 0. 0	192.XXX.XXX.XXX
255.255. 0. 0	192.168.XXX.XXX
255.255.255. 0	192.168. 15.XXX
255.255.255.255	192.168. 15. 16

Network Boot

Use the set command to configure the boot method.

msh> set *parameter* {on | off}

"on" means active and "off" means inactive.

Parameter	Meaning
dhcp	DHCP (Dynamic Host Configuration Protocol)

Note

- ❒ When you use DHCP, the server also needs to be configured.
- ❒ DHCP takes precedence over all other settings.

Protocol

Use the set command to allow/prevent remote access for each protocol.

msh> set *protocol* {up | down}

Protocol	
appletalk tcpip netware netbeui lpr ftp rsh diprint web snmp ipp	"up" means active and "down" means inactive.

Note

- ❒ If you prohibit remote access using TCP/IP and then log out, you cannot use remote access. If this was a mistake, you can use the printer operation panel to allow access by TCP/IP.
- ❒ When you prevent access via TCP/IP, you are also prevented from using lpr, ftp, rsh, diprint, web, snmp and ipp.

Printer status

The following commands can be used to get information about the current status of the printer.

msh> *command*

Command	Information that is displayed
status	Status of printer. Information about the print jobs.
info	Information about the paper tray, output tray, printer language of printer.
prnlog [ID]	Lists the last 16 print jobs.

Note

- ❒ More information about any print job is displayed when the ID number is added after the prnlog command.

Reference

For more information about the meaning of the data returned with these commands, see p.228 “Print Job Information”.

Network Interface Board configuration settings information

Use the show command to display the Network Interface Board configuration settings.

```
msh> show [-p]
```

Note

❒ Add "-p" to the show command to have the information displayed one screen at a time.

Reference

For more information about the meaning of the data returned with this command, see p.230 “Configuring the Network Interface Board”.

System log information

Use the syslog command to display information stored in the printer's system log.

```
msh> syslog
```

Reference

For more information about the displayed information, see p.233 “System Log Information”.

SNMP

Use the snmp command to display and edit SNMP configuration settings such as the community name.

Note

- ❒ You can configure from ten SNMP access settings numbered 1–10.
- ❒ Default access settings 1 and 2 are as follows.

Number	1	2
Community name	public	admin
IP address	0.0.0.0	0.0.0.0
Access type	read-only trap off	read-write trap off

❖ Display

Shows the SNMP information and available protocols.

```
msh> snmp ?
msh> snmp [-p] [registered_number]
```

Note

- ❒ If the -p option is added, you can view the settings one by one.
- ❒ Omitting the number displays all access settings.

❖ Community name configuration

You can set the community name of the Network Interface Board.

```
msh> snmp number name community_name
```

Note

- ❒ The community name must consist of 15 characters or less.

❖ Access type configuration

You can select the access type from those listed below.

msh> snmp *number* type *access_type*

Access type	Type of access which is permitted
read	Read only
write	Read and write
trap	User is notified of trap messages.
no	All access is denied.

❖ Protocol configuration

You should use the following command to set the protocols to active or inactive. If you set a protocol to inactive, all access settings set to use that protocol are disabled.

msh> snmp {ip | ipx} {on | off}

- "on" means active and "off" means inactive

To change the protocol of an access settings, use the following command. However, if you disabled a protocol with the above command, making it active here will have no effect.

msh> snmp *number* active {ip | ipx} {on | off}

❖ Access configuration

You can configure an address of a host depending on the protocols used.
The Network Interface Board accepts requests only from hosts having addresses with access types of "read-only" or "read-write". Type "0" to have the Network Interface Board accept requests from any host without requiring a specific type of access.

Command syntax:

msh> snmp *number* {ip | ipx} *address*

Note

- ❒ To specify the TCP/IP protocol, type ip followed by a space and then the IP address.
- ❒ To specify the IPX/SPX protocol, type ipx followed by a space and then the IPX address followed by a decimal and then the MAC address of the Network Interface Board.

The following is an example of how to configure registration number 3 with the IP address 192.168.15.16.

msh> snmp 3 ip 192.168.15.16

The following is an example of how to configure registration number 3 with the IPX address 7390A448, and the MAC address 00:00:74:62:5C:65.

msh> snmp 3 ipx 7390A448:000074625C65

IPP

Use the ipp command to configure the IPP settings.

❖ Viewing setting

The following command displays the current IPP settings.

```
msh> ipp
```

Example output:

```
timeout=900(sec)
auth basic
```

- The "timeout" setting specifies how many seconds the computer keeps trying to access the network printer to send print jobs when no connection could be made.
- The "auth" setting indicates the user authorization mode.

❖ IPP timeout configuration

Specify how many seconds to wait before canceling a print job if it has been interrupted for some reason. The range of time can be changed between 30 to 65535 seconds.

```
msh> ipp timeout {30 -65535}
```

❖ IPP user authorization configuration

Use the IPP user authorization to restrict users that can print with IPP. The factory default is "off" .

```
msh> ipp auth {basic|digest|off}
```

- "basic" and "digest" are user authorization setting.
- "off" removes a user's authorization.

Note

❒ If you select "basic" or "digest", see next section "*Configuring IPP user authorization*" for how to configure the user name. Up to ten user names are available.

❖ Configuring IPP user authorization

Use the following command:

msh> ipp user

The following message appears.

msh> Input user number (1 to 10):

Type the number, user name and password.

msh> IPP user name:user1
msh> IPP password:*****

After configuring the settings, the following message appears.

User configuration changed.

SMB

Use the smb command to configure or delete the computer name or workgroup name for NetBEUI.

msh >smb *parameter*

Parameter	Settings
smb comp	Your computer name consisting of up to 13 characters
smb group	Workgroup name consisting of up to 15 characters
smb comment	Comment consisting of up to 31 characters
smb clear comp	Clears complete name
smb clear group	Clears Workgroup name
smb clear comment	Clears comment

ROUTE

Use the route command to control the routing table.

This command allows you to configure and display routing information. You can change the network configuration from remote PC using this command.

Note

❒ The maximum number of routing tables are 16.

Parameter	Topics of setting
route add {host | net} destination gateway	Adds a host/network route to "destination", and a gateway address to "gateway" in the table. Host becomes the default setting.
route delete {host | net} destination	Deletes a host/network route from the table. Host becomes the default setting.
route get {destination }	Displays only route information corresponding to a specified destination. When the destination is unspecified, all routing information is displayed.
route active {host | net} destination *1 on/off	You can turn the specified destination on or off. Host becomes the default setting.
route flush	Deletes all routing information.

*1 IP address

SLP

Use this command to configure SLP settings.

You can search the NetWare server using SLP in the PureIP environment of NetWare5. To use the slp command, you can configure the value of TTL which can be used by SLP multi-cast-packet.

Note

- ❒ The default value of TTL is "1". A search is executed only within a local segment. If the router does not support multi-cast, the settings are not available even if the TTL value is increased.
- ❒ The acceptable TTL value is 1 - 255.

```
msh> slp ttl {1 -255}
```

Changing the password

Use the passwd command to change the remote maintenance password.

Important

- ❒ Be sure not to forget or lose the password.

Note

- ❒ The default factory password is "password".

1 **Type "passwd".**

```
msh> passwd
```

2 **Type the current password.**

```
Old password:
```

3 **Type the new password.**

```
New password:
```

Note

- ❒ The password must consist of 3 to 8 alphanumeric characters and symbols. Upper and lower case characters are considered unique. For example, R is different from r.
- ❒ The password is the same as that used in the configuration of the Network Interface Board using a Web Browser and that used in the NIB Setup Tool. If you change a password from telnet, the other passwords are also changed.

4 **Type the new password once again.**

```
Retype new password:
```

Getting Printer Information over the Network

Printer current status

You can check the printer's status using the telnet command.

❖ telnet

Use the status command.

Messages	Description	Comments
Call Service Center	There is a malfunction in the printer.	Turn the printer off and on.
Call Service Center: SC***-*	An error has occurred in the printer.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Cover Open: Duplex Unit	The cover of the optional Duplex Unit is open.	Close the cover of the optional Duplex Unit.
Cover Open: Front Cover	Close the front cover.	Close the front cover.
Cover Open: Mailbox	The cover of the Mailbox is open.	Close the cover of the Mailbox cover.
Empty: Black Toner	The toner cartridge is empty.	Replace the new toner cartridge.
Empty: Cyan Toner	The toner cartridge is empty.	Replace the new toner cartridge.
Empty: Magenta Toner	The toner cartridge is empty.	Replace the new toner cartridge.
Empty: Yellow Toner	The toner cartridge is empty.	Replace the new toner cartridge.
Energy Saver Mode	The printer is in Energy Save Mode.	Wait for a while.

Messages	Description	Comments
Error: Command Transmission	An error has occurred in the engine or controller.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Error: DIMM Value	An error has occurred in the DIMM.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Error: Ethernet Board	An error has occurred in the Network Interface Board.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Error: HDD Board	An error has occurred in the optional Hard Disk Drive.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Error: IEEE 1394 Board	An error has occurred in the optional 1394 Interface Unit.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Error: Memory Switch	An error has occurred in printer.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Error: Optional RAM	An error has occurred in the optional Memory Unit.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.

Messages	Description	Comments
Error: Parallel I/F Board	An error has occurred in the parallel interface board.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Full: Finisher	All output trays of the optional Finisher are full.	Remove paper from the Finisher.
Full: Finisher Tray 1	Output tray 1 of the optional Finisher is full.	Remove paper from the Finisher.
Full: Finisher Tray 2	Output tray 2 of the optional Finisher is full.	Remove paper from the Finisher.
Full: Hole Punch Receptacle	Hole Punch Receptacle of the optional Finisher is full.	Remove Hole Punch Receptacle from the Finisher.
Full: Mailbox	All output trays of the optional Mailbox are full.	Remove paper from the Mailbox.
Full: Mailbox Tray 1	The output tray 1 of the optional Mailbox is full.	Remove paper from the output tray 1 of the optional Mailbox.
Full: Mailbox Tray 2	The output tray 2 of the optional Mailbox is full.	Remove paper from the output tray 2 of the optional Mailbox.
Full: Mailbox Tray 3	The output tray 3 of the optional Mailbox is full.	Remove paper from the output tray 3 of the optional Mailbox.
Full: Mailbox Tray 4	The output tray 4 of the optional Mailbox is full.	Remove paper from the output tray 4 of the optional Mailbox.
Full: Output Tray(s)	All output trays are full.	Remove paper from all output trays.
Full: Standard Tray	The standard tray is full.	Remove paper from standard trays.

Messages	Description	Comments
Full: Waste Toner	The waste toner is full	Replace a new waste toner.
Hex Dump Mode	The printer is in Hex Dump Mode.	Wait for a while. If the "Hex Dump Mode" message does not change, on the panel display press 【On Line】 to return to the "Ready " condition.
Low: Black Toner	The toner cartridge is not set correctly or toner is almost running out.	Set the toner cartridge correctly.
Low: Cyan Toner	The toner cartridge is not set correctly or toner is almost running out.	Set the toner cartridge correctly.
Low: Magenta Toner	The toner cartridge is not set correctly or toner is almost running out.	Set the toner cartridge correctly.
Low: Yellow Toner	The toner cartridge is not set correctly or toner is almost running out.	Set the toner cartridge correctly.
Low: Staples	The staple is not set correctly or staple is almost running out.	Set the staple cartridge correctly.
Malfunction: Duplex Unit	An error has occurred in the optional Duplex Unit.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Malfunction: Finisher	An error has occurred in the optional Finisher.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.

Messages	Description	Comments
Malfunction: Input Tray(s)	An error has occurred in the Input Tray(s).	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Malfunction: Output Shift	An error has occurred in the output tray when use the output shift feature.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Malfunction: Punch Unit	An error has occurred in the optional Punch Unit.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Malfunction: Stapler	An error has occurred in the optional Staple Unit.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Malfunction: Tray 1	An error has occurred in the tray 1.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Malfunction: Tray 2	An error has occurred in the tray 2.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Malfunction: Tray 3	An error has occurred in the tray 3.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.

Messages	Description	Comments
Malfunction: Upper Tray 4	An error has occurred in the tray 4.	First, turn the power switch off and then on. If the message appears again, call your sales or service representative.
Mismatch: Paper Size	The paper size setting of the tray differs from that of actual paper size in the tray.	Load paper of the indicated paper size into the paper tray being used. See "*Paper and Other Media*" in Maintenance Guide 2.
Mismatch: Paper Size and Type	The paper type setting of the tray differs from that of actual paper type in the tray.	Load paper of the indicated paper size and type into the paper tray being used. See "*Paper and Other Media*" in Maintenance Guide 2.
Mismatch: Paper Type	The paper type setting of the tray differs from that of actual paper type in the tray.	Load paper of the indicated paper type into the paper tray being used. See "*Paper and Other Media*" in Maintenance Guide 2.
Nearly Full: Waste Toner Bottle	The waste toner is full nearly	Replace a new waste toner.
No Paper: Bypass Tray	There is no paper in the bypass tray.	Load paper into the bypass tray. See Maintenance Guide 2.
No Paper: Input Tray(s)	There is no paper in the paper tray.	Load paper into the paper tray. See Maintenance Guide 2.
No Paper: Selected Tray	There is no paper in the current tray.	Load paper into the current tray. See Maintenance Guide 2.
No Paper: Tray 1	There is no paper in the paper tray (Tray1).	Load paper into the bypass tray. See Maintenance Guide 2.

Messages	Description	Comments
No Paper: Tray 2	There is no paper in the optional Paper Feed Unit (Tray2).	Load paper into the bypass tray. See Maintenance Guide 2.
No Paper: Tray 3	There is no paper in the optional Paper Feed Unit (Tray3).	Load paper into the bypass tray. See Maintenance Guide 2.
No Paper: Tray 3 (LCT)	There is no paper in the optional LCT (Tray3).	Load paper into the bypass tray. See Maintenance Guide 2.
No Paper: Tray 4	There is no paper in the optional Paper Feed Unit (Tray4).	Load paper into the bypass tray. See Maintenance Guide 2.
No Paper: User Selected Tray	There is no paper in the selected tray.	Load paper into the selected tray. See Setup Guide.
Not Detected: Duplex Unit	The optional Duplex Unit is not set correctly.	Set the optional Duplex Unit correctly. If the message appears again, call your sales or service representative.
	An error has occurred in the Duplex Unit.	
Not Detected: Fusing Unit	The fusing unit is not set correctly.	Set the fusing unit correctly. If the message appears again, call your sales or service representative.
Not Detected: Input Tray(s)	The input tray is not set correctly.	Set the input tray correctly. If the message appears again, call your sales or service representative.
Not Detected: Black Toner	The toner cartridge is not set correctly.	Set the toner cartridge correctly. If the message appears again, call your sales or service representative.

Messages	Description	Comments
Not Detected: Cyan Toner	The toner cartridge is not set correctly.	Set the toner cartridge correctly. If the message appears again, call your sales or service representative.
Not Detected: Magenta Toner	The toner cartridge is not set correctly.	Set the toner cartridge correctly. If the message appears again, call your sales or service representative.
Not Detected: Yellow Toner	The toner cartridge is not set correctly.	Set the toner cartridge correctly. If the message appears again, call your sales or service representative.
Not Detected: Tray 1	The paper tray (Tray 1) is not set correctly.	Set the paper tray (Tray 1) correctly. If the message appears again, call your sales or service representative.
Not Detected: Tray 2	The paper tray (Tray 2) is not set correctly.	Set the paper tray (Tray 2) correctly. If the message appears again, call your sales or service representative.
Not Detected: Tray 3	The optional Paper Feed Unit (Tray 3) is not set correctly.	Set the optional Paper Feed Unit (Tray 3) correctly. If the message appears again, call your sales or service representative.
Not Detected: Tray 3 (LCT)	The optional LCT (Tray 3) is not set correctly.	Set the optional LCT (Tray 3) correctly. If the message appears again, call your sales or service representative.
Not Detected: Tray 4	The optional Paper Feed Unit (Tray 4) is not set correctly.	Set the optional Paper Feed Unit (Tray 4) correctly. If the message appears again, call your sales or service representative.

Messages	Description	Comments
Not Detected: User Selected Tray	The selected tray is not set correctly.	Set the selected tray correctly. If the message appears again, call your sales or service representative.
Offline	The printer is Offline.	If you want to change into On Line, press 【On Line】.
On Line	The printer is Online.	You can print the job data.
Online		
Paper in Finisher	There is paper in the optional Finisher.	Remove the paper. See Maintenance Guide 2.
Paper Misfeed: Duplex Unit	There is misfeed in the Duplex Unit.	Remove the misfed paper. See Maintenance Guide 2.
Paper Misfeed: Front Cover	There is misfeed in the printer.	Remove the misfed paper. See Maintenance Guide 2.
Paper Misfeed: Input Tray	There is misfeed in the printer.	Remove the misfed paper. See Maintenance Guide 2.
Paper Misfeed: Mailbox	There is misfeed in the Mailbox.	Remove the misfed paper.
Paper Misfeed: Output Tray	There is misfeed in output tray.	Remove the misfed paper.
Printing...	---	Wait for a while.
Warming Up/Adjusting...	The printer is warming up or toner is being supplied.	Wait until the panel display change the "Ready ".

Printer configuration

You can check the printer configuration using telnet.

❖ telnet

Use the info command. ⇒ p.205 “Printer status”

Note

- ❒ "*" (asterisk) is displayed with the current setting.
- ❒ Regarding *1 - *5, see below table.

Item	Description
Input Tray	
No.	ID number of the paper tray
Name	Name of the paper tray*1
PaperSize	Paper size loaded in the paper tray*2
Status	Current status of the paper tray*3
Output Tray	
No.	ID number of the output tray
Name	Name of the output tray*4
Status	Current status of the output tray*5
Printer Language	
No.	ID number of the printer language used by the printer
Name	Name of the printer language used in the printer
Version	Version of the printer language

❖ *1 Input Tray: Name

Name	Description
Tray X	Name of installed paper tray. (X is the number of tray.)
Tray 3 (LCT)	Lage Capacity Tray
Bypass Tray	Bypass Tray

❖ *2 Input Tray: Paper Size

Paper Size	Description
A3 (297 × 420 mm)	A3 (297 × 420)
B4JIS (257 × 364 mm)	B4 (257 × 364)
A4 (297 × 210 mm)	A4 (297 × 210)
A4 (210 × 297 mm)	A4 (210 × 297)
B5JIS (257 × 182 mm)	B5 (257 × 182)
B5JIS (182 × 257 mm)	B5 (182 × 257)
A5 (210 × 148 mm)	A5 (210 × 148)
A5 (148 × 210 mm)	A5 (148 × 210)
A6 (105 × 148 mm)	A6 (105 × 148)
11 × 17	DL (11 × 17)
8 1/2 × 14	LG (8 $^{1}/_{2}$ × 14)
11 × 8 1/2	LT (11 × 8 $^{1}/_{2}$)
8 1/2 × 11	LT (8 $^{1}/_{2}$ × 11)

Paper Size	Description
5 1/2 × 8 1/2	HL (5 $^{1}/_{2}$ × 8 $^{1}/_{2}$)
Custom(XXXxYYY mm)	Custom Size
10 1/2 × 7 1/4	10 $^{1}/_{2}$ × 7 1/4
7 1/4 × 10 1/2	7 $^{1}/_{4}$ × 10 $^{1}/_{2}$
8 1/4 × 13	8 $^{1}/_{4}$ × 13
8 1/2 × 13	8 $^{1}/_{2}$ × 13
4 1/8 × 9 1/2	4 $^{1}/_{8}$ × 9 $^{1}/_{2}$
3 7/8 × 7 1/2	3 $^{7}/_{8}$ × 7 $^{1}/_{2}$
DL (110 × 220 mm)	DL (110 × 220)
C5 Env (162 × 229 mm)	C5 Env (162 × 229)
8 × 13	8×13
C6 Env (114 × 162 mm)	C6 Env (114 × 162)
8K (267 × 390 mm)	8K (267 × 390)
16K (267 × 195 mm)	16K (267 × 195)
16K (195 × 267 mm)	16K (195 × 267)
NCS	There is no tray.
**	The paper size is not selected.

❖ *3 Input Tray: Status

Status	Description
Normal	—
NoTray	There is no paper tray
PaperEnd	There is no paper in the paper tray

❖ *4 Output Tray: Name

Name	Description
Standard Tray	Standard Tray
External Tray	External Tray
Mailbox Tray X	Name of Mailbox tray (X is the number fo tray.)
Finisher Tray 1	Finisher Tray 1
Finisher Tray 2	Finisher Tray 2
Left Tray 1	Left Tray 1
Left Tray 2	Left Tray 2

❖ *5 Output Tray: Status

Status	Description
Normal	----
PaperExist	There is paper in the output tray
OverFlow	Output tray is full of paper
Error	Other error

Understanding the Displayed Information

This section describes how to read status information returned by the Network Interface Board.

Print Job Information

The status of the print job can be viewed using the following commands.

- telnet : Use the status command. ⇒ p.205 “Printer status”

Item name	Meaning
Rank	Status of print job. • Active Printing or preparing for printing. • Waiting Waiting to be transferred to the printer.
Owner	Print request user name.
Job	Print request number.
Files	The name of the document.
Total Size	The size of the data (spooled). Always displayed "0 bytes".

Print Log Information

This is a record of the most recent ten jobs that have been printed.

This log can be displayed with the following commands.

- telnet : Use the prnlog command. ⇒ p.199 “Commands List”

Name	Meaning
ID	Print request ID.
User	Print request user name.
Page	The number of pages that is printed.
Time	The time when the print request was received
User ID	User id that is to be configured in the printer driver.
JobName	The name of the document for printing.

Configuring the Network Interface Board

The Network Interface Board settings can be displayed and confirmed using the commands below.

- telnet : Use the show command. ⇒ p.199 “Commands List”

Item name	Meaning
Common	
Mode	
Protocol Up/Down	Up means active, Down means inactive.
AppleTalk	
TCP/IP	
NetWare	
NetBEUI	
Ethernet interface	
NVRAM version	Internal version number.
Device name	
Comment	
Location	
Contact	
Soft switch	
AppleTalk	
Mode	AppleTalk protocol in selection.
Net	Network number.
Object	Macintosh printer name.
Type	The type of printer.
Zone	Name of the zone that the printer belongs to.

Item name	Meaning
TCP/IP	
Mode	Up means active, Down means inactive.
ftp	
lpr	
rsh	
diprint	
web	
telnet	
download	
snmp	
ipp	
EncapType	Frame type.
Network boot	Network boot.
Address	IP address.
Netmask	Subnet mask.
Broadcast	Broadcast address.
Gateway	Default gateway address.
AccessCtrl	Access control address.
AccessMask	Access control mask.
Time server	
Home page URL	URL of homepage.
Home page link name	URL name of homepage.
Help page URL	URL of help page.
SNMP protocol	Protocol used with SNMP.

Item name	Meaning
NetWare	
EncapType	Frame type.
RPRINTER number	Remote printer number.
Print server name	Print server name.
File server name	Name of the connect file server.
Context name	Context of print server.
Switch	
Mode	Active mode.
NDS/Bindery	(this value is fixed)
Packet negotiation	
Print job timeout	Time of the job timeout.
NetBEUI	
Switch	
Mode	(this value is fixed)
Direct print	(this value is fixed)
Notification	Notification of print job completion.
Workgroup name	Name of the workgroup.
Computer name	Name of the computer.
Comment	Comment.
Share name[1]	Share name (name of the printer type).
Shell mode	Mode of remote maintenance tool.

Message List

This is a list of messages written to the printer's system log. The system log can be viewed using the syslog command.

System Log Information

You can use the following methods to view the system log.

- telnet : Use the syslog command. ⇒ p.199 “Commands List”

Message	Description and Solutions
Access to NetWare server "file server name" denied. Either there is no account for this print server on the NetWare server or the password was incorrect.	(In print server mode) Cannot log in to the file server. Confirm that the print server is registered on the file server. If a password is specified for the print server, delete it.
add_sess: community<community name> already defined.	The same community name already exists. Use another community name.
add_sess: session<community name> not defined.	A requested community name is not defined.
add_sess: bad trap addr:<IpAddress>, community:<community name>	The IP address (0.0.0.0.) is unavailable when the community access type is TRAP. Specify the host IP address for the TRAP destination.
add_sess_ipx: bad trap addr: <IPX address>, community:<community name>	The IPX address (00:00:00:00:00:00) is unavailable when the community access type is TRAP. Specify the host IPX address for the TRAP destination.
add_sess_ipx: community <community name> already defined.	The same community name already exists. Use another community name.

Message	Description and Solutions
add_sess_ipx: session_ipx<community name> not defined.	A requested community name is not defined.
ANONYMOUS FTP LOGIN FROM <IP address>, <password>	An anonymous login has been made with a password <password> from the host <IP address>.
anpd start. (AppleTalk)	An anpd (AppleTalk Network Package Daemon) has started.
Attach FileServer="file server name"	Attached to the file server as a nearest server.
Attach to print queue "print queue name"	(In print server mode) Attached to the print queue name.
Cannot create service connection	(In remote printer mode) Cannot establish a connection with the file server. The number of file server users may exceed the maximum number that the file server can handle.
Cannot find rprinter ("print server name"/"printer number")	The printer having the number displayed on the print server does not exist. Confirm the number of the printer registered to the print server.
Change IP address from DHCP Server.	The IP address changes when DHCP LEASE is renewed. To always assign the same IP address, set a static IP address to the DHCP server.
child process exec error! (process name)	Failed to start the network service. Turn the printer off and then on. If this does not work, contact your service or sales representatives.
Connected DHCP Server(<DHCP server address>).	The IP address was successfully received from the DHCP server.
connection from <IP address>	Logged on from the host <IP address>.

Message	Description and Solutions
Could not attach to FileServer <error number>	(In remote printer mode) Cannot attach to the file server. For some reason, the file server refuses the connection. Check the file server configuration.
Could not attach to PServer <print server>	(In remote printer mode) Cannot attach to the print server. For some reason, the print server refuses the connection. Check the print server configuration.
Current Interface Speed:xxxMbps	The speed of the network (10 Mbps or 100 Mbps).
Current IP address <current IP address>	The IP address <current IP address> was received from the DHCP server.
Current IPX address	The current IPX address.
DHCP lease time expired.	DHCP lease time has expired. The printer tries to discover the DHCP server again. The IP address used up to now becomes invalid.
DHCP server not found.	The DHCP server cannot be found. Make sure the DHCP server is running on the network.
dhcpcd start.	A dhcpcd (DHCP client service) has started.
diprinted started	Direct print service has started.
Duplicate IP=(IP address>(from <MAC address>).	The same IP address is used. An IP address must be unique. Check the address of the device indicated in The same IP address is used. An IP address must be unique. Check the address of the device indicated in <MAC address>.
Established SPX Connection with PServer,(RPSocket=(socket number>), connID=<connection ID>	(In remote printer mode) A connection with the print server has been established.

Message	Description and Solutions
Exit pserver	(In print server mode) Exits the print server because the necessary print server settings have not been made.
Frametype="frame type name"	The "frame type name" is configured to be used on NetWare.
httpd start.	An httpd has started.
inetd start.	An inetd has started.
ipp disable.	Printing with ipp is disabled.
ipp enable	Printing with ipp is enabled.
LeaseTime=<lease time>(sec), RenewTime=<renew time>(sec).	The resource lease time that was received from the DHCP server is in seconds. The renewal time is also in seconds.
Login to fileserver "file server name" ("NDS|BINDERY")	(In print server mode) Logged in to the file server with NDS or BINDERY mode.
multid start.	Data transmission service for multiprotocols has started.
nbstart start. (NetBEUI)	The service for NetWare protocol stack setting has started.
NBT Registration Broadcast(<NetBIOS name>)	Use a local broadcast to map <NetBIOS name> with the IP address.
nptd start.	A nbtd (NetBIOS over TCP/IP Daemon) has started. (Available only in DHCP mode)
NetBEUI Computer Name="computer name"	The NetBEUI Computer Name is defined as "computer name".
nmsd start. (NetBEUI)	A nmsd (Name Server Daemon) has started.

Message	Description and Solutions
npriter start. (NetWare)	(In remote printer mode) NetWare service has started in remote printer mode.
nwstart start. (NetWare)	The service for NetWare protocol stack setting has started.
Open log file "file name"	(In print server mode) The specified log file has been opened.
papd start.	AppleTalk print service has started.
phy release file open failed.	Replacing the Network Interface Board is required. Contact your sales or service representatives.
Print queue "print queue name" cannot be serviced by printer 0, "print server name"	(In print server mode) The print queue name cannot be serviced. Make sure that print queue volume exists on the specified file server.
Print server <print server name> has no printer.	(In print server mode) The printer object is not assigned to the print server <print server name>. Using NWAdmin, assign the printer object, and then restart the printer device.
Print session full	Cannot accept the print session.
Printer "printer name" has no queue	(In print server mode) The print queue is not assigned to the printer. Using NWAdmin, assign the print queue to the printer, and then restart it.
pserver start. (NetWare)	(In print server mode) NetWare service has started.

Message	Description and Solutions
Required computer name (<Computer name>) is duplicated name	The same computer name is detected on the network. The start job determines the computer name by adding the computer name to the suffix (0,1....). Configure a new computer name that is unique.
Required file server ("file server name") not found	Cannot find the required file server.
restarted.	LPD has started.
sap enable, saptype=<SAP type>, sapname=<sap name>	The SAP function has started. The SAP (SAP type and SAP name) packet is issued to advertise the service on the SAP table on the NetWare server.
Set context to <NDS context name>	A <NDS context name> has been set.
shutdown signal received. network service rebooting...	Rebooting the network service.
smbd start. (NetBEUI)	An smbd (SMB (Server Message Block) service) has started.
Snmp over ip is ready.	Communication over TCP/IP with SNMP is available.
Snmp over ipx is ready.	Communication over IPX with SNMP is available.
snmpd start.	SNMP service has started.
The print server received error "error number" during attempt to log in to the network.Access to the network was denied.Verify that the print server name and password are correct.	Cannot log in to the file server. The print server is not registered or the password is specified. Register the print server without specifying a password.

Precautions

Please pay attention to the following when using the Network Interface Board. When configuration is necessary, follow the appropriate procedures below.

Connecting a Dial Up Router to a Network

When the NetWare file server and the printer are on the opposite side of a router, packets are continuously sent back and forth, possibly causing communications charges to increase. Because the packet transmission is a specification of NetWare, you need to change the configuration of the router. If the network you are using does not allow you to configure the router, configure the printer.

Configuring the router

Filter the packets so that they do not pass over the dial up router.

Note

- ❒ The MAC address of the printer doing the filtering is printed on the printer configuration page. For more information about printing a configuration page, see the Setup Guide that comes with the printer.
- ❒ For more information about configuring the printer if the router cannot be configured, see the instructions below.

Configuring the printer with NetWare

1 Following the setup method in this manual, configure the file server.

2 Set the frame type for a NetWare environment.

Reference

For more information about selecting a frame type, see Administrator Reference 1 that comes with the printer.

Configuring the printer without NetWare

1 While not printing, the Network Interface Board sends packets on the network. Set the NetWare to inactive.

Reference

For more information about selecting a protocol, see Administrator Reference 1 that comes with the printer.

PostScript Printing from Windows

When printing PostScript from Windows, see the PostScript 3 Supplement provided as a PDF file on the CD-ROM labeled "Operating Instructions".

NetWare Printing

Form Feed

You should not configure the form feed on NetWare. The form feed is controlled by the printer driver on Windows. If the NetWare form feed is configured, the printer might not print properly. If you want to change the form feed setting, always configure it on Windows.

- With Windows 95/98/Me, clear the **[Form feed]** check box under the **[Printer Settings]** tab in the printer properties dialog box.
- With Windows 2000, clear the **[Form feed]** check box under the **[NetWare Settings]** tab in the printer properties dialog box.
- With Windows NT 4.0, clear the **[Form feed]** check box under the **[NetWare Settings]** tab in the printer properties dialog box.

Banner Page

You should not configure a banner page on NetWare. If you want to change the banner page setting, always configure it on Windows.

- With Windows 95/98/Me, clear the **[Enable banner]** check box under the **[Printer Settings]** tab in the printer properties dialog box.
- With Windows 2000, clear the **[Enable banner]** check box under the **[NetWare Settings]** tab in the printer properties dialog box.
- With Windows NT 4.0, clear the **[Enable banner]** check box under the **[NetWare Settings]** tab in the printer properties dialog box.

Printing after resetting the printer

After resetting the remote printer, it will be cut off from the print server for about 30-40 seconds before connecting again. Due to the NetWare specification, print jobs may be accepted, but they will not be printed during this interval.

When using the printer as a remote printer, wait about 2 minutes after resetting the printer before attempting to print.

When Using DHCP

Note the following points when using DHCP (Dynamic Host Configuration Protocol).

Select "DHCP" for "Network Boot" on the panel display, If you use DHCP. See Administrator Reference 1 for more information.

Configure the printer with a reserved IP address

To always assign the same IP address, configure a reserved IP address using the DHCP server.

Note

- ❒ When multiple DHCP servers are used, reserve the same address with each DHCP server. The Network Interface Board needs to receive information from the DHCP server that it contacts.
- ❒ If you do not know the MAC address, it can be found on the configuration page printed by the printer.
- ❒ For details about the settings for IP address, see the Help files for the operating system you use.
- ❒ When you select the printer in the DHCP environment using SmartNetMonitor for Client, use the printer name that is displayed with SmartNetMonitor for Admin or shown on the configuration page.

Additional information

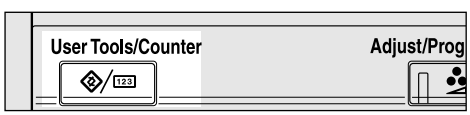
- When the DHCP server does not assign an IP address, the Network Interface Board uses 11.22.33.44 as a temporary IP address. You can confirm the printer's IP address on the network configuration page.
- Because 11.22.33.44 is a special IP address, you cannot print using this address.
- When using the DHCP relay agent in a network environment that uses a dial up router to connect to the Network Interface Board, an increase in communication fees can occur.

Other Functions

Changing the Display Language

You can change the language used on the display. The default setting is English.

1 **Press the 【User Tools/Counter】 key.**



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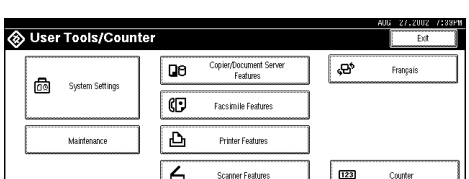
"User Tools/Counter" appears on the panel display.

2 **Press [Francais].**

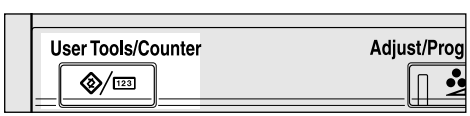


The display language is changed to French.

Displaying the Total Counter

You can display the total number of sheets used for all functions and total number of sheets used for copying.

1 **Press the 【User Tools/Counter】 key.**



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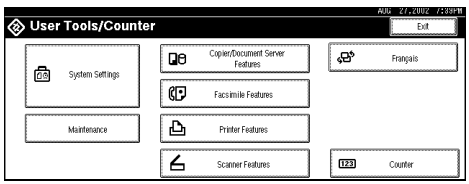
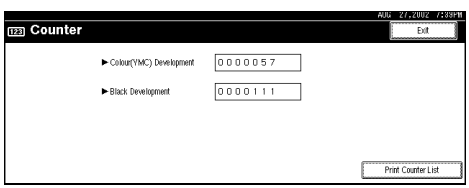
"User Tools/Counter" appears on the panel display.

2 **Press [Counter].**

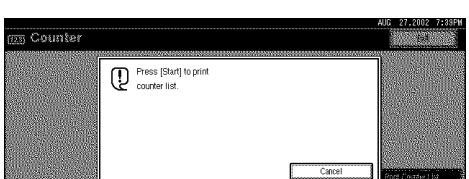


The totals are displayed.



3 **To print a counter list, Press [Print Counter List].**

A confirmation dialog box appears.



4 **Press the 【Start】 key.**

A counter list is printed.

Memory Capacity and Paper Size

Resolution	Paper Size	Non-Duplex Printing		Duplex Printing	
		Can be printed	Guarantee	Can be printed	Guarantee
600 × 600 dpi	A3/11×17	192 MB (Standard)	192 MB (Standard)	192 MB (Standard)	192 MB (Standard)
	B4/8$^{1}/_{2}$×11				
	8$^{1}/_{2}$×14				
	A4/8$^{1}/_{2}$×11				
	B5				
	A5				
1200 ×600 dpi	A3/11×17	192 MB (Standard)	192 MB (Standard)	192 MB (Standard)	320 MB (64 + 256 MB)
	B4/8$^{1}/_{2}$×11				256 MB (128 + 128 MB)
	8$^{1}/_{2}$×14				
	A4/8$^{1}/_{2}$×11				192 MB (Standard)
	B5				
	A5				

Resolution	Paper Size	Non-Duplex Printing		Duplex Printing	
		Can be printed	Guarantee	Can be printed	Guarantee
1200 × 1200 dpi	A3/11×17	192 MB (Standard)	320 MB (64 + 256 MB)	192 MB (Standard)	—
	B4/8$^{1}/_{2}$×11				
	8$^{1}/_{2}$×14				
	A4/8$^{1}/_{2}$×11		192 MB (Standard)		320 MB (64 + 256 MB)
	B5				
	A5				192 MB (Standard)

Specifications

Mainframe

❖ Configuration:
Desktop

❖ Print Process:
Laser beam scanning & Electrophotographic printing
Dual component toner development

❖ Printing Speed:
Monochrome: Maximum 38 pages per minute (A4▯, 11× $8^1/_2$▯)
Color: Maximum 28 pages per minute (A4▯, 11× $8^1/_2$▯)

❖ Parallel Interface:
Interface
Standard 36-pin printer cable and a parallel port on the host computer
IEEE 1284 I/F (Compatible, ECP, Nibble)
- Do not use a cable more than 2.5 meters (8.2 feet) long.

❖ Resolution:
1,200 × 1,200 dpi (RPCS, PostScript 3)
1,200 × 600 dpi (RPCS, PostScript 3)
600 × 600 dpi (PCL 5c, RPCS, PostScript 3)
300 × 300 dpi (PCL 5c) *monochrome only

❖ Printer Language:
PCL 5c, RPCS, Adobe PostScript Level 3

❖ Fonts:

PCL 5c

Agfa Font 35 Manager Intellifonts, 10 TrueType fonts, and 1 Bitmap font Agfa Font Manager available, 31 fonts.

PostScript 3

136 fonts (Type 2:24, Type 14:112)

❖ Paper size:

See "*Paper and Other Media*" in Maintenance Guide 2.

❖ Paper Weight:

See "*Paper and Other Media*" in Maintenance Guide 2.

❖ Power Source:

120V, 60Hz

❖ Power Consumption:

Printing	1200 W or less
Energy Saver	45 W or less

❖ Noise Emission *1 :

Sound Power Level

	Mainframe only
During Printing	68 dB (A)
Stand-by	42 dB (A)

Sound Pressure level [*2]

	Mainframe only
During Printing	55 dB (A)

[*1] The preceding measurements made in accordance with ISO7779 are actual values.
[*2] Measured at the position of a bystander.

❖ Dimensions:

	Width	Depth	Height
Printer only (tray not extended)	575 mm (22.7")	678mm (26.7")	715 mm (28.2")

❖ Weight:

Approximately 82 kg (181 lb) (toner cartridge and power cord included)

❖ Warm-up Time:

Less than 120 seconds (23°C, 73F)

❖ Paper Input Capacity:

Standard paper tray	500 sheets × 2 [*1]
Bypass tray [*2]	100 sheets [*1]
Optional Paper Feed Units	500 sheets × 1,500 sheets ×2 [*1]
Paper Bank PS470	2,000 sheets [*1]

[*1] Paper weight: 60 - 105 g/m^2 (16 - 28 lb)
[*2] You can load up to 10 envelopes at the same time.

❖ Paper Output Capacity:

Face down: 500 sheets (80 g/m^2, 20 lb)
Face up: 100 sheets (80 g/m^2, 20 lb)

❖ Paper weight and number of sheets to be set:

	Supported paper weight	**Maximum number of sheets (plain paper)**
Tray 1	60 - 105 g/m^2 (16 - 28 lb)	550 (80 g/m^2, 20 lb)
Tray 2	60 - 105 g/m^2 (16 - 28 lb)	550 (80 g/m^2, 20 lb)
Bypass Tray	52 - 162 g/m^2 (14 - 42 lb)	100 (80 g/m^2, 20 lb)
PAPER FEED UNIT Type 3800C (500 × 1)	60 - 105 g/m^2 (16 - 28 lb)	500 (80 g/m^2, 20 lb)
PAPER FEED UNIT Type 3800C (500 × 2)	60 - 105 g/m^2 (16 - 28 lb)	500 (80 g/m^2, 20 lb)
Paper Bank PS470	60 - 105 g/m^2 (16 - 28 lb)	2000 (80 g/m^2, 20 lb)

❖ Memory:

Standard 64 MB, up to 384 MB (with the optional Memory Unit)

❖ Network:

Topology: Ethernet (10BASE-T/100BASE-TX)
Protocol: TCP/IP, NetBEUI, IPX/SPX, AppleTalk

Options

PAPER FEED UNIT Type 3800C (500 × 1)

❖ **Dimensions (W×D×H):**
540 × 600 × 172 mm (21.3" × 23.7" × 6.8")

❖ **Paper Weight:**
60 - 105 g/m^2 (16 - 28 lb)

❖ **Paper Size:**
A5 (Long edge feed) - A3, 8$^1/_2$×11 - 11×17 (Short edge feed)

PAPER FEED UNIT Type 3800C (500 × 2)

❖ **Dimensions (W×D×H):**
540 × 600 × 270 mm (21.3" × 23.7" × 10.7")

❖ **Paper Weight:**
60 - 105 g/m^2 (16 - 28 lb)

❖ **Paper Size:**
A5 (Long edge feed) - A3, 8$^1/_2$×11 - 11×17 (Short edge feed)

Paper Bank PS470 (Large capacity tray)

❖ **Dimensions (W×D×H):**
540 × 600 × 270 mm (21.3" × 23.7" × 10.7")

❖ **Paper Weight:**
60 - 105 g/m^2 (16 - 28 lb)

❖ **Paper Size:**
A4 (Long edge feed) or 8$^1/_2$×11 (Short edge feed)

SR770 (2 Tray Finisher)

❖ **Dimensions (W×D×H):**
680 × 620 × 1,030 mm (26.8" × 24.4" × 40.6")

❖ **Paper Size:**
A5 (Long edge feed) - A3, 8$^1/_2$×11 - 11×17 (Short edge feed)

❖ **Paper Weight:**
60 - 105 g/m^2 (16 - 28 lb)

❖ **Stack Capacity:**

- Upper Tray:
  500 sheets (A4/11×8$^1/_2$/B5/A5 (Long edge feed) - 80 g/m^2, 20 lbs.)
- Lower Tray
  2,000 sheets (A4/11×8$^1/_2$ (Long edge feed) - 80 g/m^2, 20 lbs.)
  750 sheets (A3, B4, A4 (Short edge feed), B5, 8$^1/_2$×14, 11×17, 8$^1/_2$×11 (Short edge feed))
  500 sheets (A5 (Long edge feed))

❖ **Weight:**
53 kg (116.9 lb)

PT460 (Multi bin)

❖ **Dimensions (W×D×H):**
Mainframe: 54×409×215 mm (2.1"×16.1"×8.5")
Tray: 405×367×28 mm (15.9"×14.4"×1.1")

❖ **Paper Size:**
A3, A4, A5, B4, B5, 11×17, Legal, 8 $^{1}/_{2}$×11 (Detectable size from Paper Feed Unit)

❖ **Paper Weight:**
60 - 105 g/m^2 (16 - 28 lb)

❖ **Stack Capacity:**
Tray 1: 100 sheets 80 g/m^2
Tray 2: A4, smaller than 8 1/2×11→250 sheets sheets 80 g/m^2
B4, Legal→100 sheets sheets 80 g/m^2

❖ **Weight:**
Mainframe: 1.5 kg (.3.3 lb)
Tray: 0.49kg (1.0 lb)×2

Duplex Unit Type 3800C

❖ Dimensions (W×D×H):

90 × 524 × 430 mm (3.6" × 20.7" × 17.0")

❖ Paper Size:

A5 (Long edge feed) - A3, 17×11 - $10^1/_2 \times 7^1/_4$ (Long edge feed)

❖ Weight:

8 kg (3.6 lb)

Printer Hard Disk Type 3800C

❖ Storage Capacity (Formatted):

20 GB, 40 GB

- Spool print data to collate
- Spool Sample/Locked Print data
- Store PostScript fonts

Note

❒ You can install PostScript fonts with this optional Hard Disk Drive. With Macintosh, types of fonts supported are PostScript Type 1 and PostScript Type 2. To download them, use Printer Utility for Mac.

Memory Unit TypeB 64/128/256MB

❖ **Module Type:**
SO-DIMM (Small Outline Dual-in-line Memory Module)

❖ **Memory Type:**
SDRAM (Synchronous Dynamic RAM)

❖ **Number of Pins:**
144 pins

User Account Enhance Unit TypeB

❖ **Capacity:**
64 KB

- Store User Code (Up to 400 users)

1394 Interface Unit Type 1045

❖ **Interface:**
IEEE Std 1394-1955 compliant, IEEE Std 1394-2000 compliant.

❖ **Interface Connector:**
IEEE 1394 (6 pin × 2)

❖ **Required cable:**
1394 interface cable (6 pin × 4 pin, 6 pin × 6 pin)

Important

❒ You cannot plug devices together so as to create loops.

❒ Do not use a cable more than 4.5 meters long.

❖ **Connectable number of device in a bus:**
Maximum 63

❖ **Allowed cable hops in a bus:**
Maximum 16

❖ **Data Transmission:**
400 Mbps (Maximum)

❖ **Power supply:**
Non power supply
Cable Power repeated (IEEE 1394a-2000 compliant)

Important

❒ In Windows 2000, the 1394 Interface Unit can only be used with Service Pack 1 or later. If the Service Pack is not installed, the connectable number of device in a 1394 bus is only one, and the client cannot access the 1394 Interface Unit without using an account has the Administrators permission.

❒ The optional 1394 Interface Unit is not supported by Windows 95/98/Me, Windows NT 4.0 and Macintosh.

❒ In Windows 95/98/Me and Windows 2000, if the "plug and play" function starts, click **[Cancel]** in the **[New Hardware Found]** or **[Device Driver Wizard]** dialog box.

❒ Do not plug or unplug the 1394 interface cable while installing the printer driver.

- Do not turn off or on the device while installing the printer driver.
- Do not uninstall the printer driver, when the 1394 Interface Unit is installed. Unplug the 1394 interface cable to uninstall the printer driver.

Note

- The 1394 Interface Unit could not receive data from more than one PC at the same time. In this case, an error message appears. The printer can accept data sent from other PCs, after the first print job has finished.
- The bidirectional transmissions are not supported by the 1394 Interface Unit.
- When the 1394 Interface Unit is installed successfully, the printer icon automatically changes from "Use Printer Offline" to "Ready ", according to the 1394 interface cable plug.

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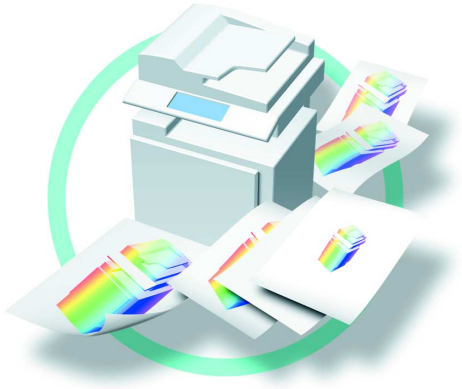
Copier Feature Expander Type 3800C

Operating Instructions

Copy Reference <Basic Features>



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machint all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in Administrator Reference 1 Copier System Edition before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Fax options are not sold in some areas.

Operator Safety

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two 7-milliwatt, 645-660 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office product.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above.

Notice

Do not make copies of any item for which copying is prohibited by law. Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

The color on each color key may differ slightly from that of the actual copy.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Notice

⚠ *CAUTION:*

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

How to Read this Manual

Symbols

The following set of symbols is used in this manual.

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates information or preparations required prior to operating.

Note
This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel

【 】
Keys built into the machine's control panel

Manuals for This Machine

Two Copy Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

Describes basic functions such as Reduce/Enlarge and Duplex copying as well as how to make basic copies.

Advanced Features (on CD-ROM)

The Advanced Features manual describes more advanced functions and also explains settings for user tools.

❖ **Chapter 1 Advanced Copying/Edit Image**
Describes functions for registering and creating color copies, or editing functions such as the attaching cover pages or transparencies and the copying by changing length and width ratio.

❖ **Chapter 2 Troubleshooting**
Describes how to adjust the color or image and what to do when copies do not come out as expected.

❖ **Chapter 3 User Tools (Copier/Document Server Features)**
Describes each setting when copying.

❖ **Chapter 4 Specifications**
Describes about the machine's specifications, as well as the original paper and the type of paper used.

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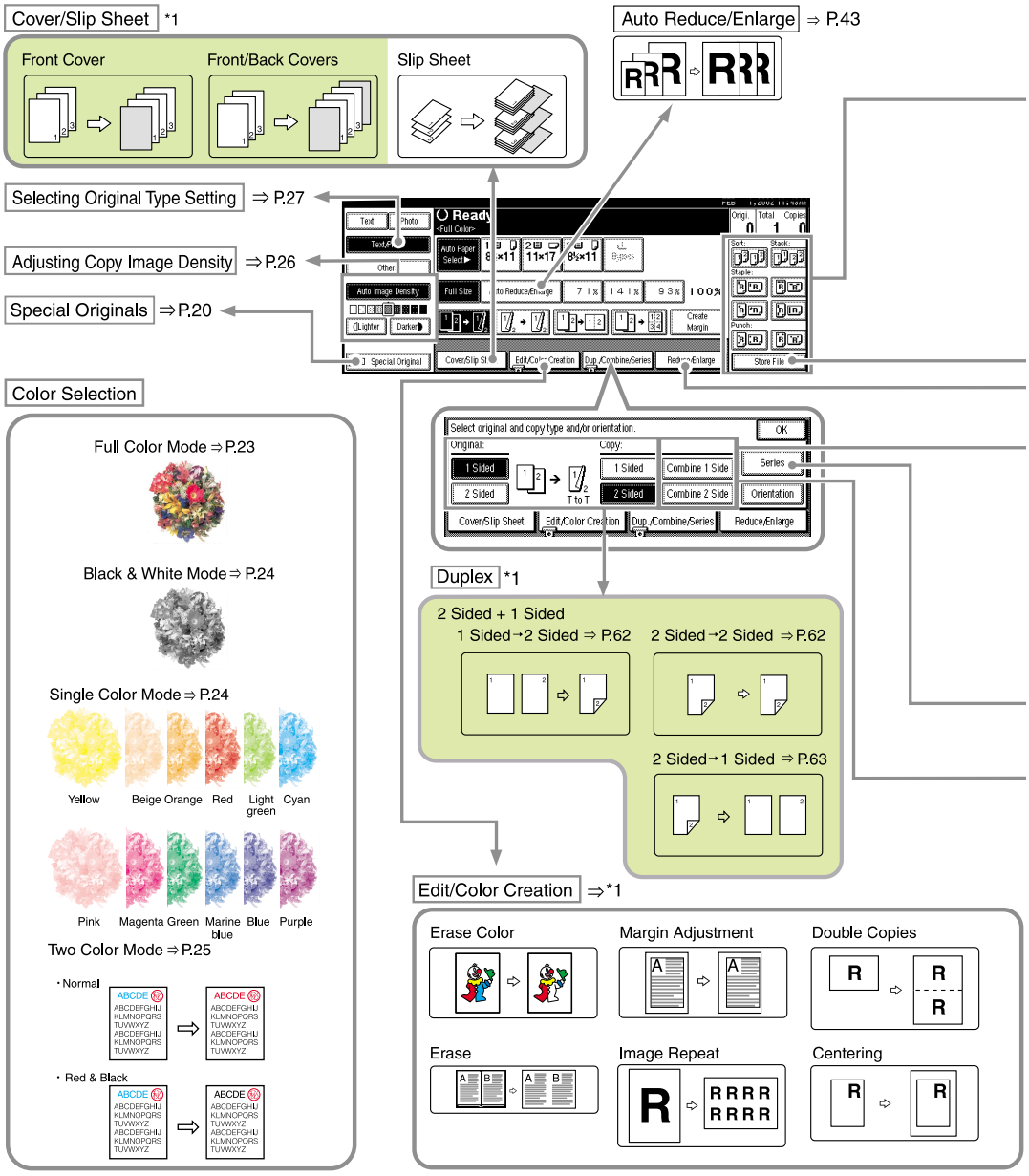
What You Can Do with This Machine (Copy Mode)



An optional unit is required

Sort *4

Sort ⇒ P.45

Rotate Sort ⇒ P.46

Shift Sort ⇒ P.46*3

Stack *3

Stack ⇒ P.47

Staple *3 *4

Staple ⇒ P.49

Punch ⇒ P.55*3

Document Server ⇒ *1

Combine 2 Side ⇒ P.68*2

1 Sided 4 Pages → Combine 2 Side

2 Sided 4 Pages → Combine 2 Side

1 Sided 8 Pages → Combine 2 Side

2 Sided 8 Pages → Combine 2 Side

1 Sided 16 Pages → Combine 2 Side

2 Sided 16 Pages → Combine 2 Side

Reduce/Enlarge

Preset Reduce/Enlarge ⇒ P.38

Zoom ⇒ P.41

Size Magnification*1

Size Magnification

Directional Magnification (%)

Directional Size Magnification (Inch)

Combine 1 Side ⇒ P.66

1 Sided 2 Pages → Combine 1 Side

2 Sided 2 Pages → Combine 1 Side

1 Sided 4 Pages → Combine 1 Side

2 Sided 4 Pages → Combine 1 Side

1 Sided 8 Pages → Combine 1 Side

2 Sided 8 Pages → Combine 1 Side

Series ⇒ *1

Book → 1 Sided

Book → 2 Sided*2

Front & Back*2

*1: See the Advanced Features manual about these functions.

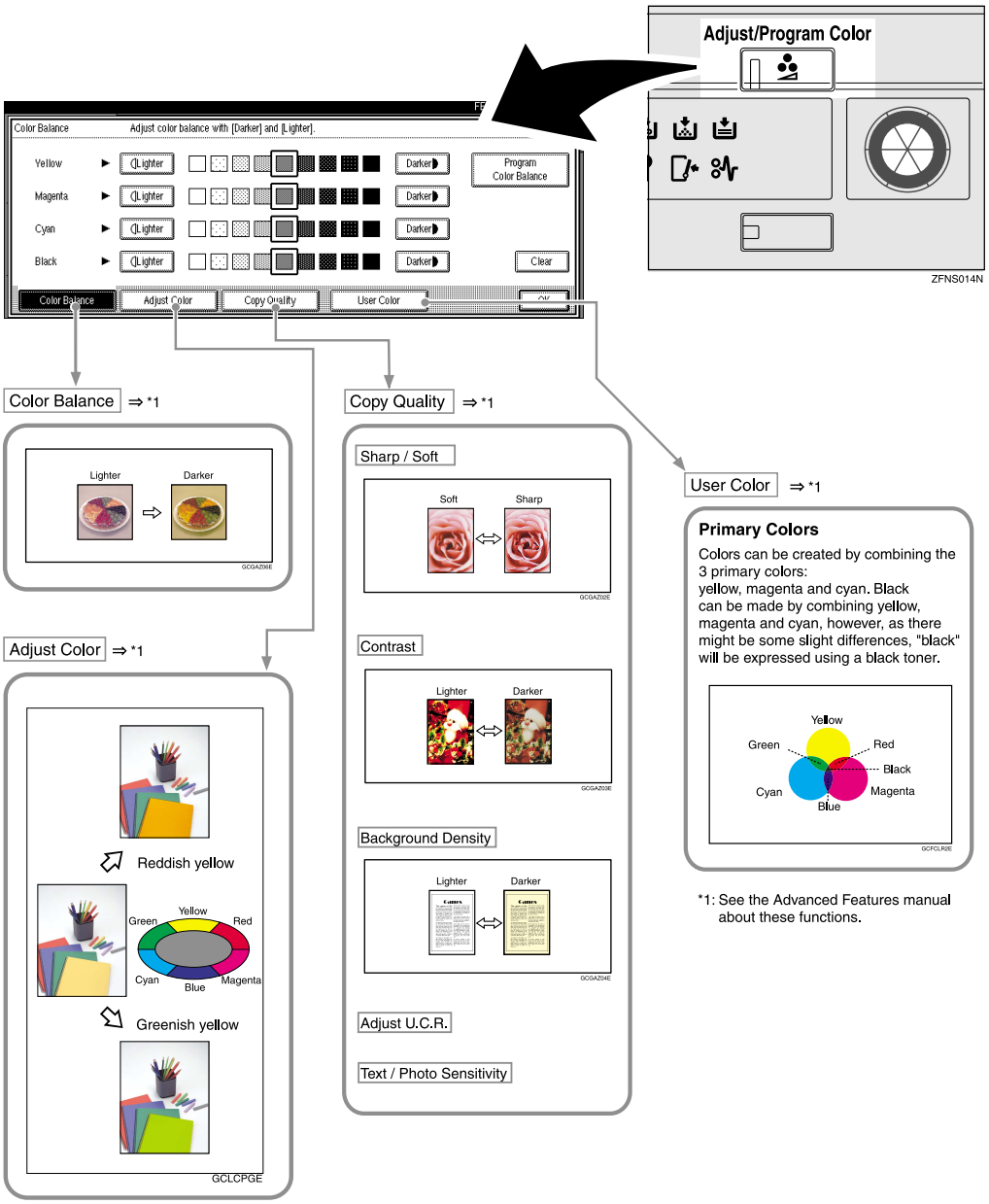
*2: The optional hard disk unit (40 GB) and duplex unit is required.

*3: The optional 2 Tray Finisher is required.

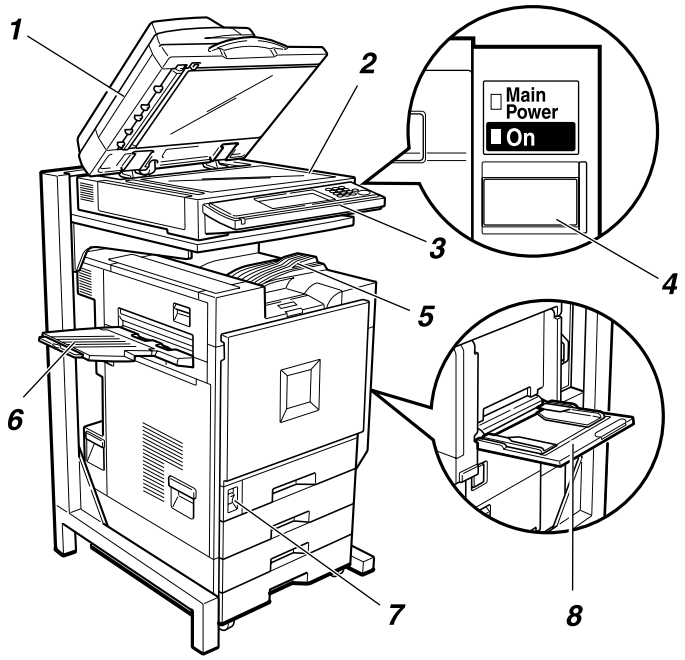
*4: The optional hard disk unit (40 GB) is required.

*5: The optional document feeder (ADF) is required.

What You Can Do with This Machine (Color Mode)



Guide To Components



1. Exposure Glass Cover<option>/Document Feeder (ADF)<option>

The illustrations in this manual show the optional document feeder (ADF) installed. The optional document feeder (ADF) automatically feeds a stack of originals one by one.

2. Exposure Glass

Place originals face down here for copying. ⇒ p.17 "Placing Originals"

3. Control Panel

⇒ p.6 "Control Panel"

4. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

Note

- ❒ If the machine does not operate, check if the main power switch is turned on. If it is off, turn it on.

5. Standard Tray

Copied paper is delivered here face down.

⇒ "Output: Copy", Administrator Reference 2 Copier System Edition

6. External Tray

Copied paper is delivered here face up.

7. Main Power Switch

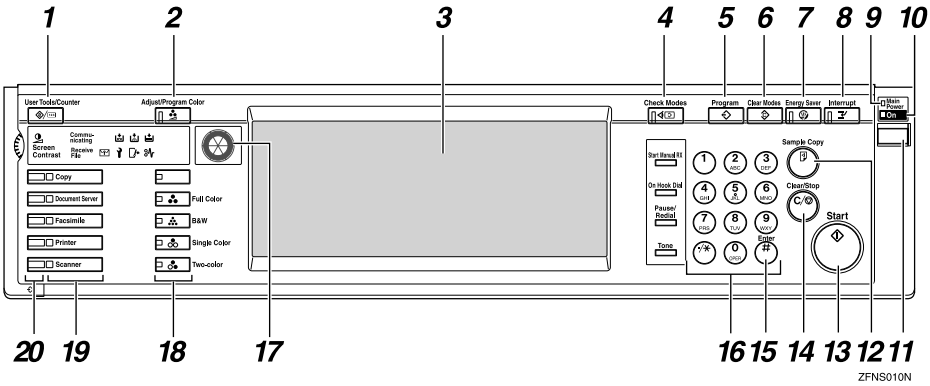
When the main power switch is turned off, the main power indicator will turn off, and the power will be shut off. Do not touch this switch normally.

8. Bypass Tray

Use when copying onto thick paper, OHP transparencies, and custom size paper. ⇒ p.32 "Copying from the Bypass Tray"

Control Panel

The illustration of the control panel will differ depending on the installed optional unit. The following illustration has all the options installed.



1. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements.
  ⇒ "User Tools", *Advanced Features* manual
- Counter
  Press to check or print the total number of copies made.

2. 【Adjust/Program Color】 key

Use this key to register or adjust a color.⇒ "Adjust Color", "Color Balance", "Copy Quality", "User Color", *Advanced Features* manual

3. Display Panel

Shows the operation status, error messages, and function menus. ⇒ p.8 "Display Panel"

4. 【Check Modes】 key

Press to check the entered copy job settings.

5. 【Program】 key

Press to select the Program mode. ⇒ "Program", *Advanced Features* manual

6. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

7. 【Energy Saver】 key

Press to switch to and from the Energy Saver mode. ⇒ "Energy Saver Mode", *Advanced Features* manual

8. 【Interrupt】 key

Press to interrupt a long copy job to make copies. ⇒ "Interrupt Copy", *Advanced Features* manual

9. Main Power indicator

This indicator lights up when the main power switch is turned on.

10. On indicator

This indicator lights up when the operation switch is turned on.

11. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

12. 【Sample Copy】 key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ "Sample Copy", *Advanced Features* manual

Note

❒ The optional hard disk unit (40 GB) is required to use this function.

13. 【Start】 key

Press to start copying. Also, press to start scanning and printing in Document Server mode.

14. 【Clear/Stop】 key

- Clear
  Press to delete an entered number.
- Stop
  Press to stop a copy job in progress.

15. 【#】 key

Press to enter a value.

16. Number keys

Use to enter the desired number of copies and data for selected modes.

17. Color Circle

Use this to adjust the color.

18. Color Selection key

Use this key to switch between **[Full Color]**, **[Black & White]**, **[Single Color]** or **[Two Color]**. ⇒ p.23 "Selecting a Color Mode"

19. Function keys

Press the appropriate key to choose any of the following functions:

⇒ p.14 "Changing Modes"

- Copy
- Document Server (option)
- Facsimile (option)
- Printer
- Scanner

20. Function Status indicator

These show the status of the above functions.

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

Display Panel

The display panel shows the status of the machine, error messages and function menus.

Important

- ❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display can be damaged.
  - *1 N = Newton
  - *2 Kgf = Kilogram force (1 kgf ≒ 9.8 N)

Note

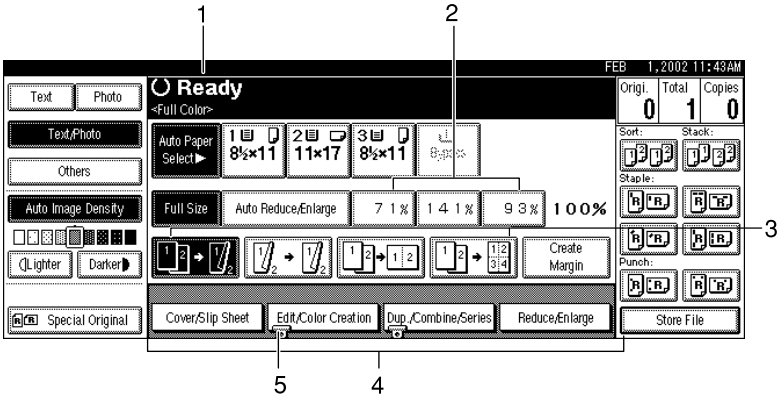
- ❒ The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.
- ❒ When you select or specify an item on the display panel, it is highlighted like Full Size.
- ❒ Keys appearing as OK cannot be used.

Displays and Key Operations

Note

- ❒ The following illustrations are examples for a machine with the optional 2 Tray Finisher, paper bank, duplex unit and hard disk unit (40 GB) installed.

❖ Initial copy display (Full Color/Black & White/Two-Color)



1. Displays the operational status, selected color mode, or messages.

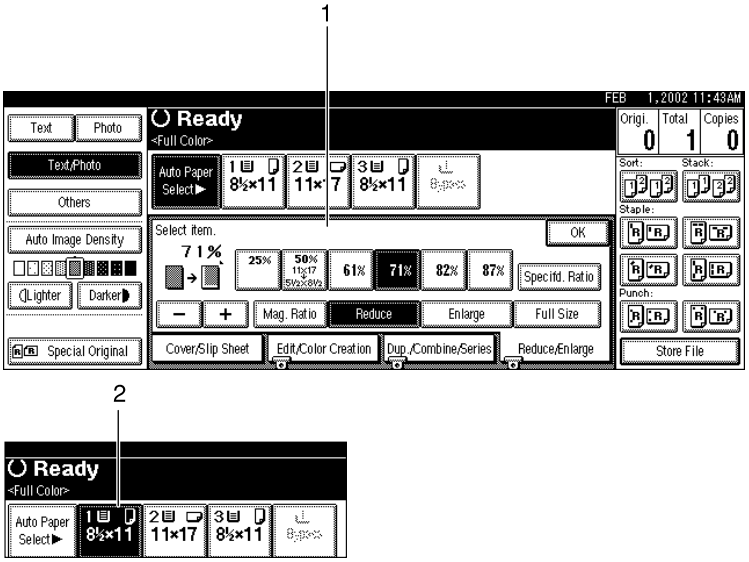
2. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. ⇒ "Shortcut R/E", *Advanced Features* manual

3. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. ⇒ "Copy Function Key: F1–F5", *Advanced Features* manual

4. Shows the available functions. Press a function name to display its menu. For example, press [Reduce/Enlarge] to bring up the Reduce/Enlarge menu.

5. A clip mark appears for a currently set function.

❖ Function menu



1. **Items you can select.**

2. **The key highlighted indicates the tray feeding the paper.**

Turning On the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ "Panel Off Timer", "Auto Off Timer", Administrator Reference 2 Copier System Edition

Power switches

This machine has two power switches. ⇒ p.5 "Guide To Components", p.6 "Control Panel"

❖ **Operation Switch (right side of the control panel)**

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main Power Switch (left front side of the machine)**

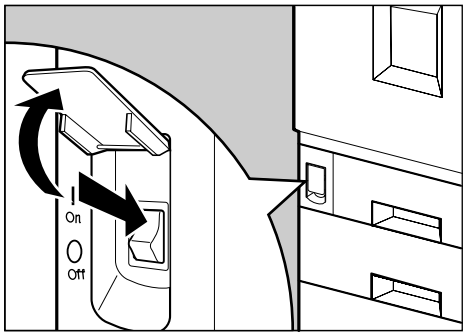
Important

❒ The documents stored in the fax memory will be deleted if the main power switch is turned off for more than one hour. ⇒ "Power Failure Report", Facsimile Reference *Advanced Features* manual

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Open the switch cover, and then turn on the main power switch. The main power indicator lights.



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Important

❒ Do not turn the main power switch off right after turning it on. This might damage the hard disk or the memory.

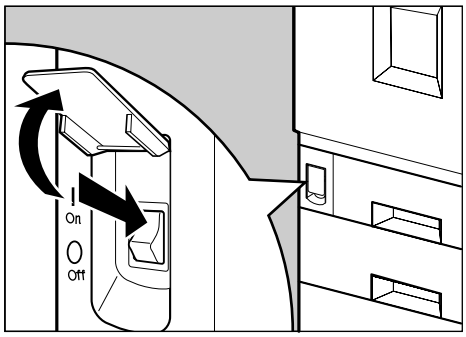
Note

❒ During the warm-up period (less than 119 seconds), you can use the Auto Start function.

1

Turning On the Power

1 Make sure that the main power switch on the front lower left side of the machine is set to On.



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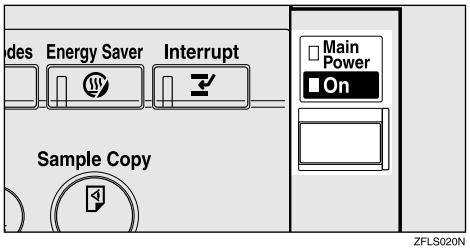
2 Press the operation switch.

The **On** indicator lights.

The display panel will come on.



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Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ If "Ready" is not displayed, enter the user code. ⇒ "User Code Management","User Code", Administrator Reference 2 Copier System Edition

Turning Off the Power

1 Press the operation switch.

The **On** indicator goes off.

Note

❒ In the following cases, even if you press the operation switch, the indicator does not go off, but blinks:

- When the optional exposure glass cover or the optional document feeder (ADF) is open.
- When communication is in progress with external equipment.
- When the hard disk is operating.

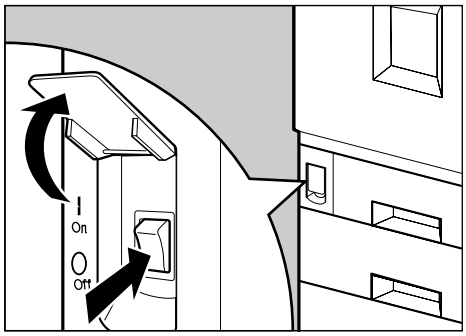
Turning Off the Main Power

1 Make sure that the On indicator is off.

Important

- ❒ Do not turn off the main power switch when the **On** indicator is lit or blinking. This might damage the hard disk or cause the memory to malfunctions.
- ❒ Pull out the power plug after you turn off the main power switch. If you do not, the hard disk or memory might be damaged. This could cause malfunctions.
- ❒ Make sure 100% is displayed for remaining memory space before turning off the main power or unplugging the power cord.
- ❒ The documents stored in the fax memory will be deleted if the main power switch is turned off for more than one hour. ⇒ "Power Failure Report", Facsimile Reference *Advanced Features* manual

2 Turn off the main power switch to make the main power indicator go off.



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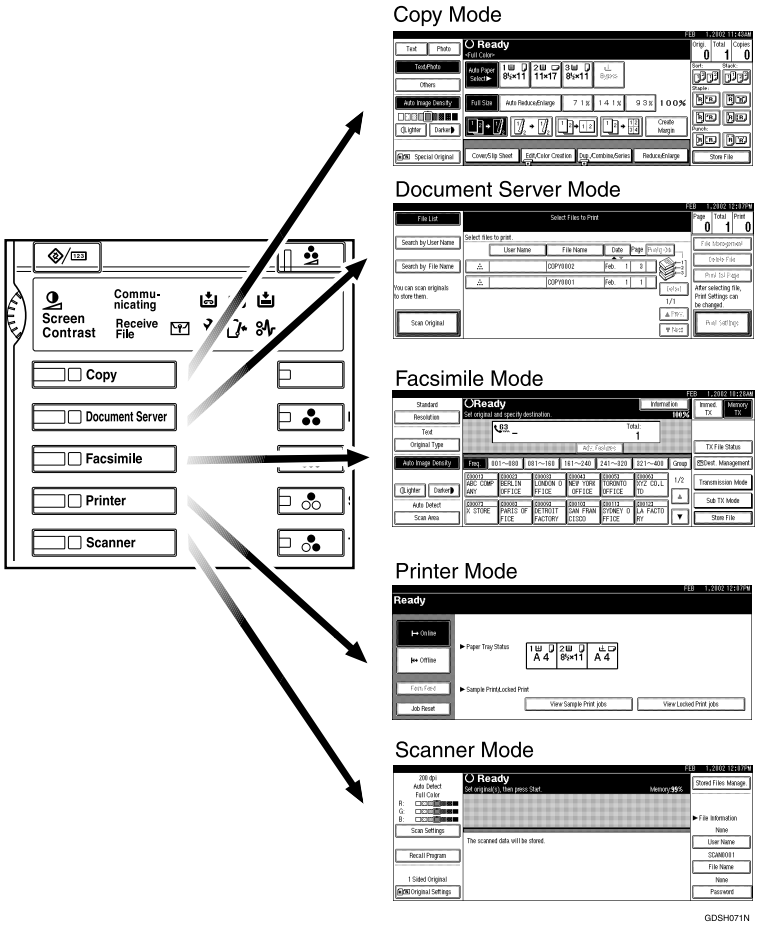
Changing Modes

This machine is a copier, document server, facsimile, printer and scanner. When you turn on the operation switch, the copier screen is shown and the machine is ready to make copies. When the machine is not in Copy mode, press the **【Copy】** key on the left of the operation panel to use copier functions.

The initial screen can be changed when the operation switch is turned on. ⇒ "Function Priority" , Administrator Reference 2 Copier System Edition



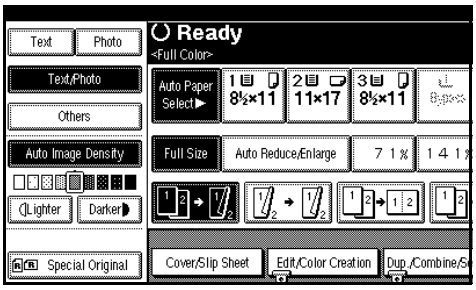
Limitation

❒ You cannot switch modes under the following circumstances:

- During Interrupt Copying
- When scanning in a fax message for transmission
- During Immediate Transmission
- During On Hook Dialing for fax transmission
- While scanning an original
- When accessing the User Tools

Basic Procedure

1 Make sure that the machine is in Copy mode.



If the machine is not in Copy mode, press the 【Copy】 key.

2 When the machine is set for user codes, enter a user code of up to 8 digits with the number keys, and then press the 【#】 key.

Reference

⇒ "User Code", Administrator Reference 2 Copier System Edition

3 Make sure that there are no previous settings remaining.

Note

❒ To clear settings, press the 【Clear Modes】 key.

4 Place your originals.

Reference

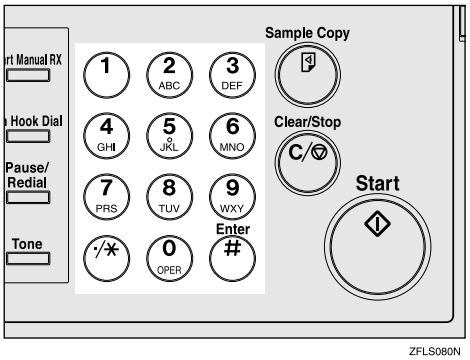
⇒ p.17 “Placing Originals”.

5 Set your desired settings.

Reference

See the explanation of each function.

6 Enter the number of copies required with the number keys.



Note

❒ The maximum number of copies that can be set is 99.

❒ To change the number entered, press the 【Clear/Stop】 key, and then enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

❒ When outputting to the standard tray, the copied side will be facing down.

❒ When outputting to the external tray, the copied side will be facing up.

❒ To stop the machine during a multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes】 key.

Saving Color Copies

- There is no difference between color prints and color copies in regard to fading. However, for long-term storage, make sure to store in a binder away from direct sunlight.
- The toner may melt if the copy and a half dried print are put on top of each other.
- The toner may also melt when using solvent type adhesive agents for pasting copies.
- When folding copies, the toner in the folds will come off.
- The toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- The toner may melt if the copies are placed in places of extremely high temperatures such as near heaters.

Placing Originals

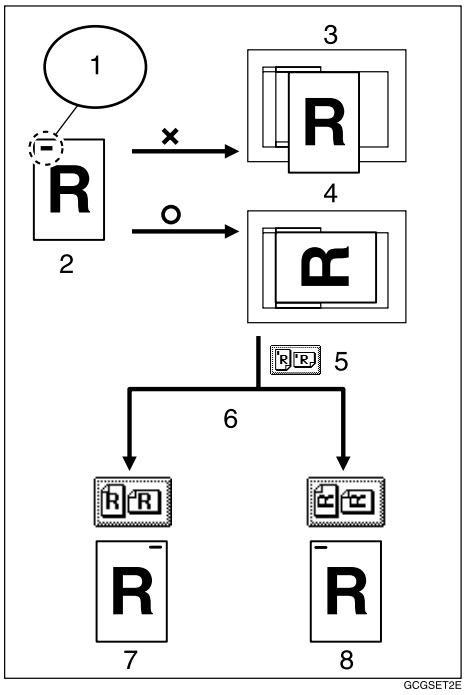
Limitation

- ❒ Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will to be copied.

Note

- ❒ Some copy functions may produce different results depending on the orientation of the originals. For details, see the explanation for each function.
- ❒ : When the text or images on the original are straight on Portrait or Landscape orientation.

  : When the text or images on the original are sideways on Portrait or Landscape orientation.
- ❒ To use the Staple or Punch function on originals such as A3, B4 or 11" × 17", which cannot be scanned if the original's orientation is not changed, select the orientation to staple, punch or for duplex, combine copying correctly as shown below:



1. **Staple here**
2. **A3 , 11" × 17"**
3. **Unable to place**
4. **Change the orientation**
5. **Staple**
6. **Select the orientation**
7. **Wrong stapling position**
8. **Correct stapling position**

- ❒ It is recommended to use this function together with the Auto Paper Select, Preset Reduce/Enlarge function.
- ❒ Each of the following options is necessary when using the Staple, Punch, Duplex and Combine (2 Sided) functions:
  - Staple → 2 Tray Finisher
  - Punch → 2 Tray Finisher, Punch Kit

- Duplex → Duplex unit, hard disk unit (40 GB)
- Combine (2 Sided) → Duplex unit, hard disk unit (40 GB)

Reference

⇒ p.19 “Original Orientation”

Placing Originals on the Exposure Glass

1 Lift the optional exposure glass cover or the optional document feeder (ADF).

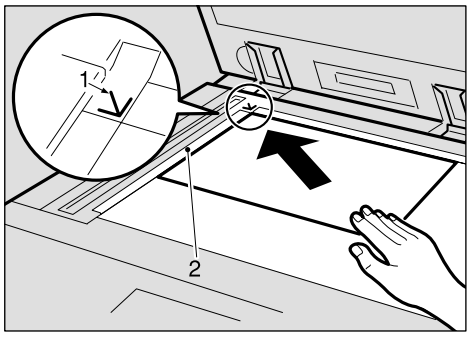
Important

❒ Do not open the optional document feeder (ADF) forcefully. Otherwise, the cover of the optional document feeder (ADF) can be damaged.

Note

❒ Be sure to open the optional document feeder (ADF) by more than 30°. Otherwise the original size might not be detected correctly.

2 Place the original face down on the exposure glass. The original should be aligned to the left scale.



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1: Reference mark

2: Left scale

Note

❒ Start with the first page to be copied.

3 Lower the optional exposure glass cover or the optional document feeder (ADF).

Placing Originals in the Optional Document Feeder (ADF)

Note

❒ The last page should be at the bottom.

❒ Do not stack originals beyond the limit mark on the side fence of the optional document feeder (ADF).

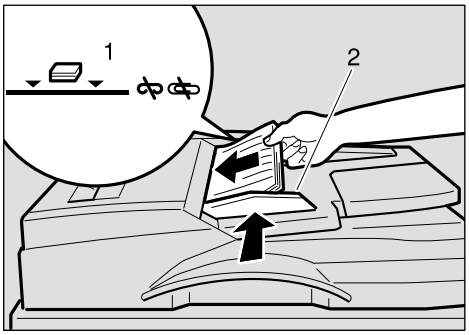
❒ The original might become dirty if it is written in pencil or other writing equipment.

Reference

Regarding originals that the optional document feeder (ADF) can handle. ⇒ "Originals", *Advanced Features* manual

1 Set the document guide to the original size.

2 Place the aligned originals face up into the optional document feeder (ADF).



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1: Limit mark

2: Document guide

Note

- ❒ Straighten curls in the originals before placing them in the optional document feeder (ADF).
- ❒ To avoid a multi-sheet feed, shuffle the originals before placing them in the optional document feeder (ADF).

Original Orientation

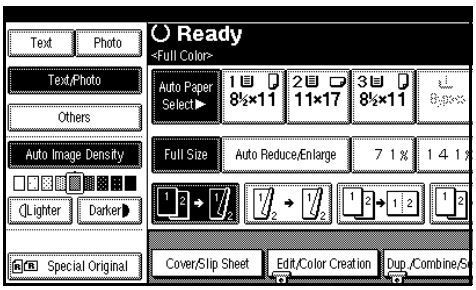
You can set the original orientation in the following ways.

To use the Staple or Punch function on originals such as A3, B4 or 11" × 17", which cannot be scanned if the original's orientation is not changed, select the orientation to staple, punch or for duplex, combine copying correctly.

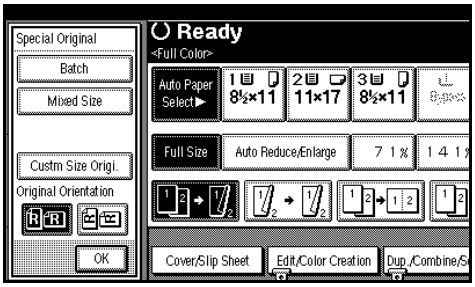
Note

- ❒ Each of the following options is necessary when using the Staple, Punch, Duplex and Combine (2 Sided) functions:
  - Staple → 2 Tray Finisher
  - Punch → 2 Tray Finisher, Punch Kit
  - Duplex → Duplex unit, hard disk unit (40 GB)
  - Combine (2 Sided) → Duplex unit, hard disk unit (40 GB)

1 Press **[Special Original]**.



2 Select the original orientation.



3 Press **[OK]**.

Batch Mode

The optional document feeder (ADF) is required.

Up to 80 standard originals can be placed in the optional document feeder (ADF) at a time.

Important

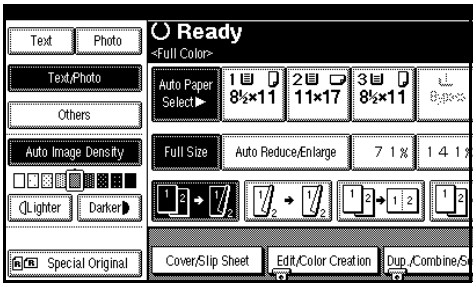
- ❒ When placing special originals, such as translucent paper, place them one by one.

Note

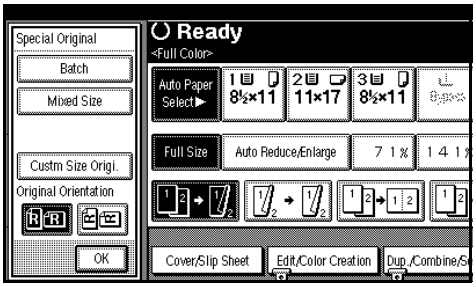
- ❒ You can scan A3 sized color 2 sided originals of more than 50 pages and A3 sized color 1 sided originals of more than 100 pages using the Batch mode. The maximum number of pages to be scanned can change depending on the color or paper size.
- ❒ **[Batch]** can be changed to **[SADF]**. ⇒ "Switch to Batch", *Advanced Features* manual

1

1 Press [Special Original].



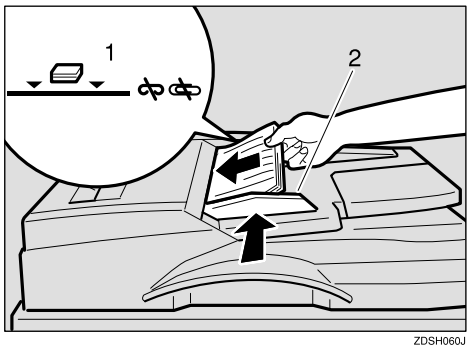
2 Press [Batch].



3 Press [OK].

4 Place your originals, and then press the 【Start】 key.

5 After all the previously placed originals are fed, place the next originals.



1: Limit mark

2: Document guide

Note

❒ When the Sort, Combine or 1 Sided→2 Sided mode has been set, press the 【#】 key after all originals are scanned.

SADF Mode

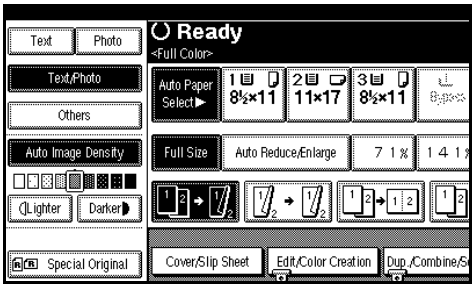
The optional document feeder (ADF) is required.

This function automatically feeds originals when they are placed one by one in the optional document feeder (ADF).

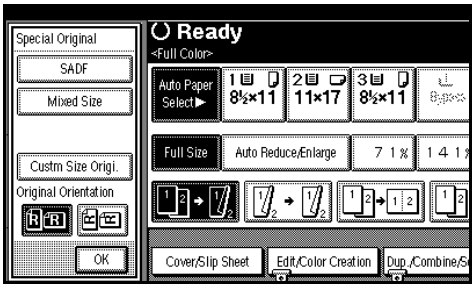
Note

❒ It is necessary to set **[Switch to Batch]** to **[SADF]** when using the SADF mode. ⇒ "Switch to Batch", *Advanced Features* manual

1 Press [Special Original].



2 Press [SADF].



3 Press [OK].

4 Place one page of an original, and then press the 【Start】 key.

5 Once the "Place the next original" appears, place the next original.

Note

- ❒ The original will be automatically fed without having to press the **[Start]** key.
- ❒ You can also change the time when the message is displayed. ⇒ "SADF Auto Reset", *Advanced Features* manual
- ❒ After all the originals have been read, press the **[#]** key in Sort, Combine, 1 Sided→2 Sided mode.

Mixed Size Mode

The optional document feeder (ADF) is required.

When originals of different sizes are placed on the optional document feeder (ADF) at a time, the machine automatically checks the size of the originals and makes copies.

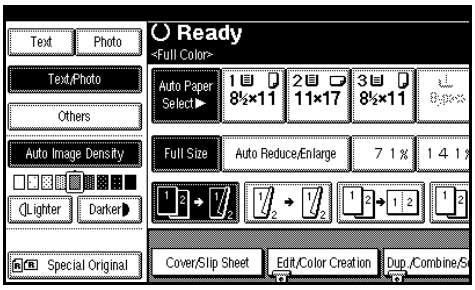
Limitation

- ❒ When placing originals of different sizes in the optional document feeder (ADF) and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.
- ❒ The weight range for originals placed with this function is 60 – 81g/m^2, 16 – 20 lb.
- ❒ The sizes of the original that can be placed together with this function are as follows:

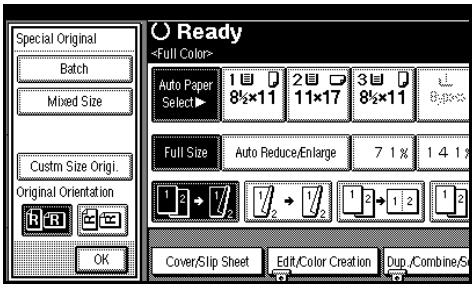
Metric version	A3, B4, A4, B5
Inch version	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"

- ❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the document guide.
- ❒ Copying speed and scanning speed will be reduced.

1 Press [Special Original].

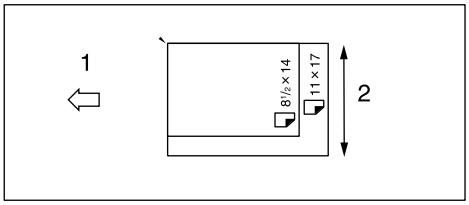


2 Press [Mixed Size].



3 Press [OK].

4 Align the rear and left edges of the originals as shown in the illustration.



1: Place in the optional document feeder (ADF).

2: Vertical size

5 Adjust the guide to the widest original size.

1

6 **Place the aligned originals face up into the optional document feeder (ADF).**

7 **Press the 【Start】 key.**

Note

❒ After all the originals have been read, press the 【#】 key in Sort, Combine, 1 Sided→2 Sided mode.

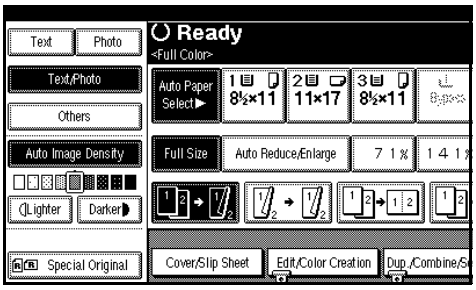
Placing Custom Size Originals

When placing custom size originals in the optional document feeder (ADF), specify the size of the originals.

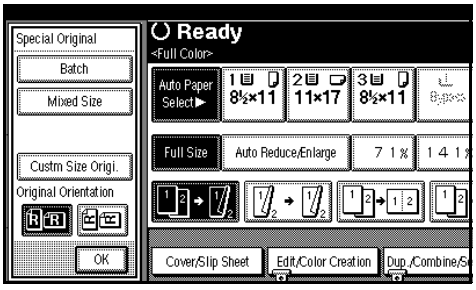
Limitation

❒ The paper that can be placed with this function can have a vertical length of 128-297mm (5.1" – 11.6"), and a have a horizontal length of 128-432mm (5.1" – 17").

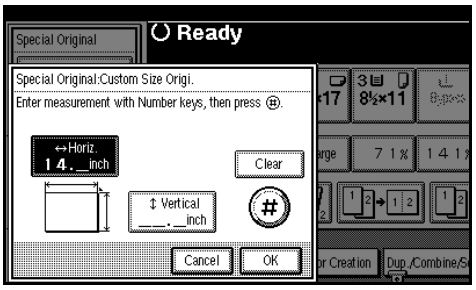
1 **Press [Special Original].**



2 **Press [Custm Size Origi.].**



3 **Enter the horizontal size of the original with the Number keys, and then press [#].**

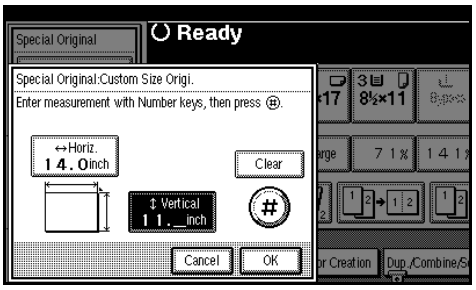


Note

❒ You can enter the horizontal size of up to 432mm (17").

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key, and then enter the value again.

4 **Enter the vertical size of the original with the Number keys, and then press [#].**



Note

❒ You can enter the vertical size of up to 297mm (11.6").

5 **Press [OK].**

6 **Place your originals, and then press the 【Start】 key.**

Basic Functions

The following basic functions are explained in this section.

❖ **Selecting a Color Mode**
Full Color, Black & White, Single Color and Two Color

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text/Photo, Photo, Map, Pale and Generation Copy

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

Note

❒ You can select the functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is turned on.

❒ You can change the default settings for basic functions.

Reference

⇒ "User Tools", *Advanced Features* manual

Selecting a Color Mode

Select a color mode that best suits your originals and copying requirements.

Full Color Mode

Copies can be made using 4 colors: yellow, magenta, cyan, and black.

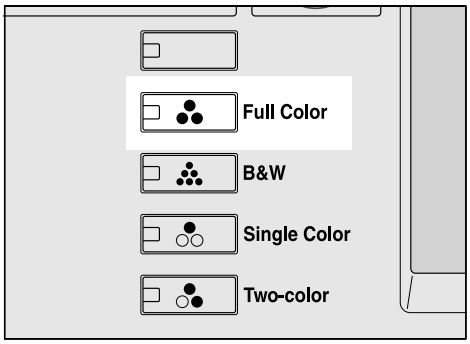
Note

❒ Color preferences and specific colors on the copy can be adjusted.

Reference

⇒ "Adjust Color", "Color Balance", *Advanced Features* manual

1 **Press the 【Full Color】 key.**



Note

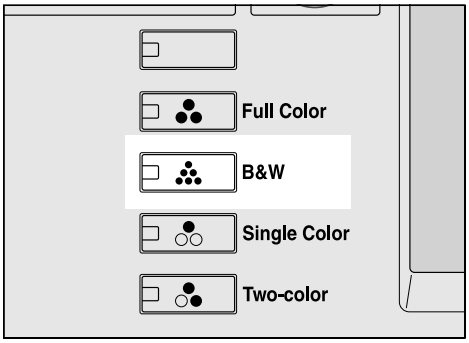
❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

1

Black & White Mode

This mode makes copies in black and white color.

1 **Press the 【Black & White】 key.**



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Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

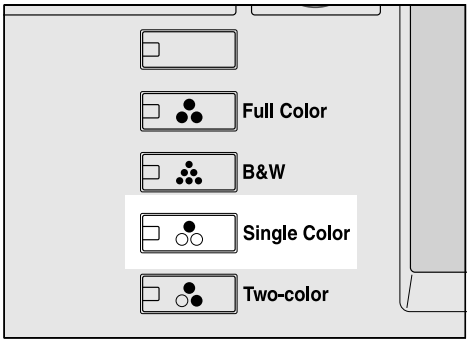
Single Color Mode

This mode makes copies in a single color.

Note

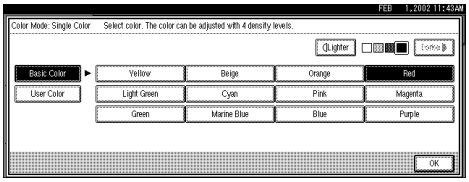
❒ Even the same single color, yellow, magenta, cyan will be copied using one color toner, however, beige, orange, red, light green, pink, green, marine blue, blue, and purple will be copied using a two color toner.

1 **Press the 【Single Color】 key.**



ZFNS220N

2 **Select a color.**



Note

❒ Each color can be adjusted in four levels of density.

❒ Make sure that **[Basic Color]** is highlighted when selecting from 12 colors, which are not in the user colors.

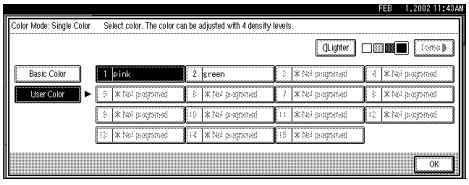
Selecting a single color from user colors

Note

❒ When copying with the registered colors, the copies will come out lighter than the sample color.

❶ **Press [User Color].**

❷ **Select a color from the user colors.**



3 **Adjust the density by pressing [Lighter] or [Darker].**

4 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Two Color Mode

There are two types of two color mode:

❖ **Two Color Mode**
Copies using two specified colors.

Note

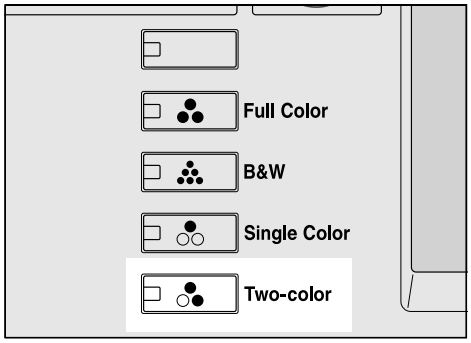
❒ Select colors from basic colors or user colors.

❖ **Two Color Mode (Red & Black)**
Copies the red colored areas in the original in red, and other areas in black or white.

Two Color Mode

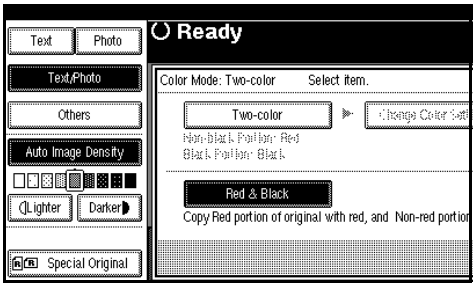
This mode makes copies in two colors.

1 **Press the 【Two-color】 key.**

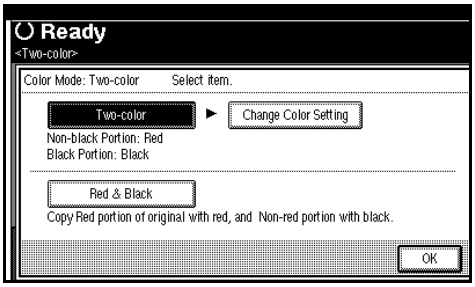


ZFNS230N

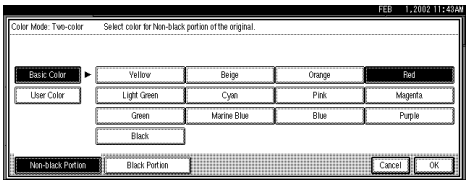
2 **Press [Two-color].**



3 **Press [Change Color Setting].**



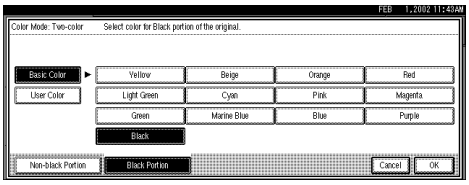
4 **Press [Black Portion], and then select the color to be replaced by black.**



Note

❒ When selecting a color from the user colors, press **[User Color]**.

5 **Press [Non-black Portion], and then select the color to replace the black color of the original.**



6 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

1

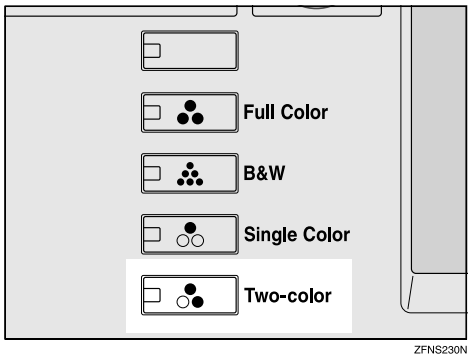
Two Color Mode (Red & Black)

Copies the red colored areas in the original in red, and other areas in black or white.

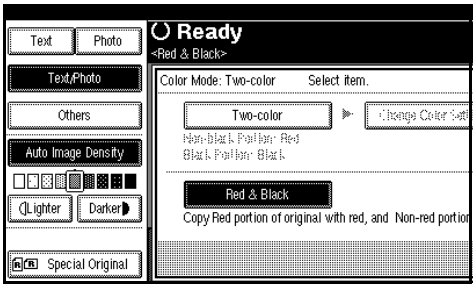
Note

❒ If you set the color width to "Wide" a reddish color close to orange or purple will be recognized as a Red. This adjustment is also active when using "Erase Color". ⇒ "Erasing Colors", *Advanced Features* manual

1 **Press the 【Two-color】 key.**



2 **Press [Red & Black].**



3 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types of adjustment available:

❖ **Auto Image Density**

The machine automatically detects and adjusts the image density and copies so that the background of dirty originals, such as newspapers and recycled paper, does not come out.

❖ **Manual Image Density**

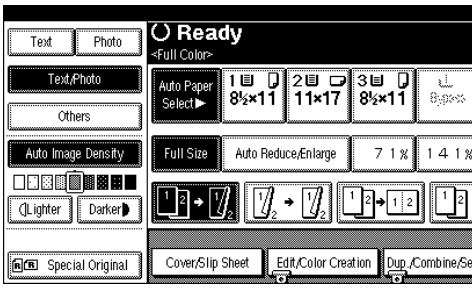
You can adjust the image density manually from 9 levels.

❖ **Combined Auto and Manual Image Density**

Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Auto Image Density

1 **Make sure that [Auto Image Density] is selected.**



Note

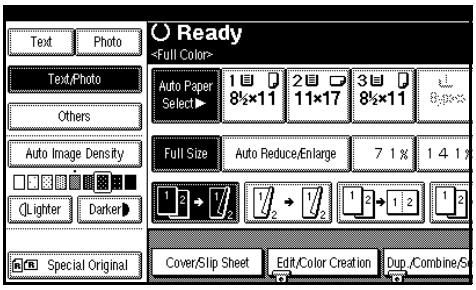
❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Manual Image Density

1 **Press [Auto Image Density] to cancel it.**

2 **Press [Lighter] or [Darker] to adjust the image density.**



Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

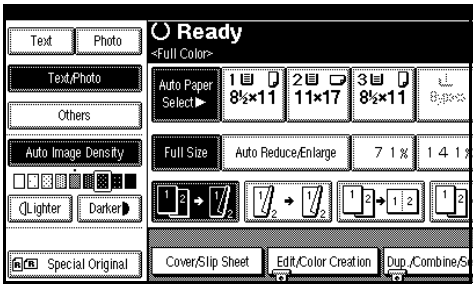
Combined Auto and Manual Image Density

1 **Make sure that [Auto Image Density] is selected.**

Note

❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

2 **Press [Lighter] or [Darker] to adjust the density.**



Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**

Select this mode when your originals contain only text (no pictures).

❖ **Text/Photo**

Select Text/Photo when your originals contain photographs or pictures with texts.

❖ **Photo**

Delicate tones of photographs and pictures can be reproduced with this mode.

Note

❒ If you select "Text/Photo" or "Photo" for the original type, select the photo type from the three below:

- Glossy Photo
- Printed Photo
- Copied Photo

❖ **Generation**

If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

❖ **Pale**

Select this mode for originals that have lighter lines written in pencil or for faint copied slips. The faint lines will be clearly copied.

❖ **Map**

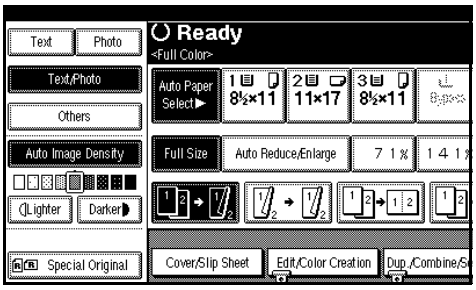
Reading with settings suitable for Map originals. "Others" is displayed when "Original Type Display" (copy/document server box initial settings) has been set to "Display".

1

Note

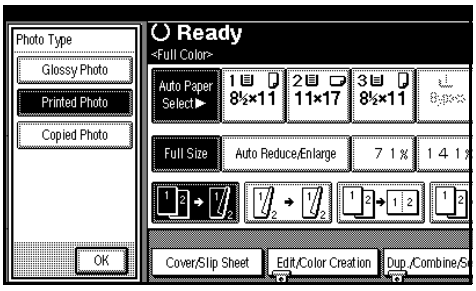
- ❒ You can replace all the original type keys with **[Original Type]**. ⇒ "Original Type Display", *Advanced Features* manual
- ❒ You can adjust the quality level for each original type. ⇒ "Copy Quality", *Advanced Features* manual

1 **Press the appropriate key to select the original type.**



Selecting Photo or Text/Photo

1 **Select the type of photo.**



Note

- ❒ You can also set the type of photo to be prioritized. ⇒ "Original Type Priority", *Advanced Features* manual

2 **Press [OK].**

Note

- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Maps, Pale and Generation Copies

1 **Press [Others].**

2 **Select the type of original.**

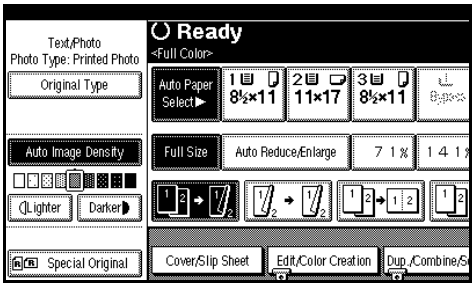
3 **Press [OK].**

Note

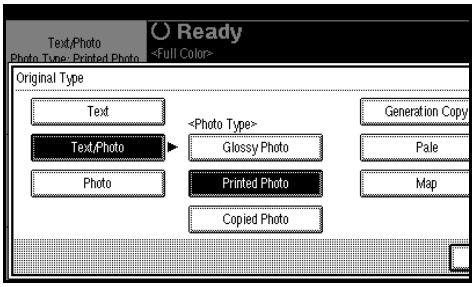
- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Displaying the Hidden Original Type

1 **Press [Original Type].**



2 **Select the type of original.**



Note

- ❒ You can also select the type of photo when selecting Photo, Text/Photo.

3 **Press [OK].**

Note

- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Copy Paper

Select the paper size for copying.

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ p.31 "Rotated copy"

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: A Paper Tray, Bypass Tray or paper bank.

Limitation

- ❒ Auto Paper Select is applied to only the tray that is set to "Yes" in "Apply Auto Paper Select", when setting "No Display" or "Recycled Paper" in "Paper Tray" in the "Paper Settings". ⇒ "Paper Type : Tray 1-4", Administrator Reference 2 Copier System Edition
- ❒ If you set all the paper trays to "No Display" or "Recycled Paper", you cannot use Auto Paper Select.

Note

- ❒ See the following table for copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Where Original Is Placed	Paper Size and Direction
Exposure glass	A3▭, B4▭, A4▯▭, B5▯▭
Optional document feeder (ADF)	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, $8^1/_2$" × 13"▯▭, 8K▭, 16K▭

❖ Inch version

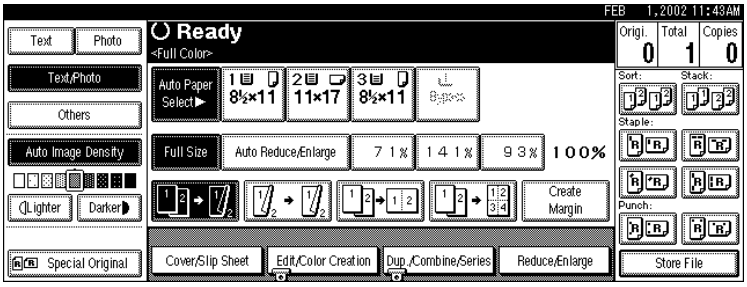
Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭
Optional document feeder (ADF)	A4▯, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭, US EXE▭

- ❒ For some originals, the original size might not be detected correctly.
- ❒ When you load special paper, such as recycled paper, you can have the paper type shown on the display. ⇒ "Special Paper Indication", *Advanced Features* manual

1

Auto Paper Select

1 Make sure that [Auto Paper Select] is selected.



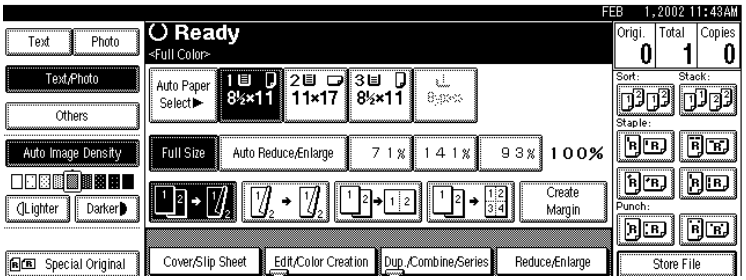
Note

- ❒ Press **[Auto Paper Select]**, if not selected.
- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.
- ❒ The tray with a key mark will not be automatically selected.

Manual Paper Select

1 Select the paper tray, Bypass Tray or paper bank.

The selected paper tray will be highlighted.



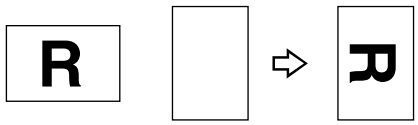
Note

- ❒ If "Yes" has been selected in "Original Type Display" of the User Tools, press **[Auto Paper Select]**. ⇒ "Paper Display", *Advanced Features* manual
- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Rotated copy

If the direction in which your original is placed (landscape or portrait) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ "Auto Paper Select" on p.29 "Selecting Copy Paper" and ⇒ p.43 "Auto Reduce/Enlarge"

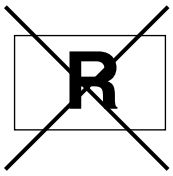
Original Orientation	Paper Orientation	Copy Orientation



GCROTA0E

Limitation

- ❒ The default setting for "Auto Tray Switching" is "With Image Rotation". "Without Image Rotation" or "Off", Rotated Copy function cannot be used. ⇒ "General Features 1/5", *Advanced Features* manual
- ❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, place your original in the landscape direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 portrait	GCROTA1E	When enlarging to →	B4, A3	 GCROTA2E
You can rotate:	A4, B5, or A5 landscape	GCROTA3E	When enlarging to →	B4, A3	GCROTA4E

- ❒ You cannot use the Rotated Copy function when "Top Slant", "Left 2" or "Top 2" is selected for stapling or if the Punch, Cover, Slip Sheet function is selected when using the optional 2 Tray Finisher. ⇒ p.49 "Staple" , p.55 "Punch" and ⇒ "Cover", "Slip Sheets", *Advanced Features* manual

Copying from the Bypass Tray

Use the Bypass Tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, and copied paper that cannot be placed in the paper tray.

Preparation

When copying from the Bypass Tray, select **[1 Sided]** for copying in **[Dup./Combine/Series]** (for example **[1 Sided]**→ **[1 Sided]** or **[2 Sided]**→ **[1 Sided]**).

Note

❒ The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3▭, A4▭, A5▭, Folio▭
Inch version	A3▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭, $8^1/_2$" ×$5^1/_2$"▭

❒ If you do not use standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	• Vertical: 90 – 305mm • Horizontal: 148 – 458mm
Inch version	• Vertical: 3.6" – 12" • Horizontal: 5.9" – 18"

❒ When using paper larger than 433mm (17″) in size, load it so that it is fed straight into the machine.

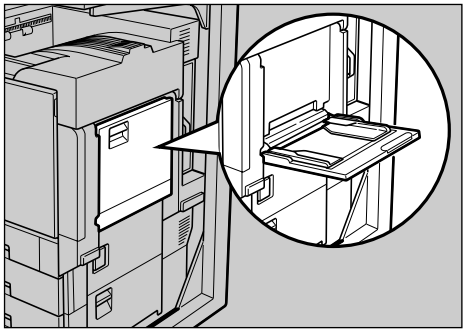
❒ When paper larger than 433mm (17″) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

❒ To make copies onto OHP transparencies or thick paper exceeding 128g/m^2, 35 lb., specify the paper type in. ⇒ p.34 "When Copying onto OHP Transparencies or Thick Paper"

❒ The maximum number of sheets you can load at a time depends on the paper type.

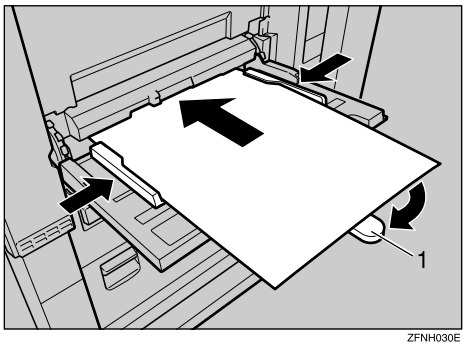
❒ It is not possible to output to the Finisher when using the Bypass Tray.

1 **Open the Bypass Tray.**



ZFNH020E

2 **Adjust the guides to copy paper size.**



ZFNH030E

1. **Extender**

Important

❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeed might occur.

3 Gently insert the copy paper face up until the beeper sounds.

The ▤ indicator on the display automatically goes on.

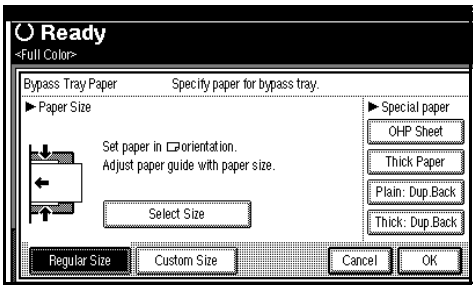
Note

- ❒ Do not stack paper over the limit mark, otherwise a skewed image or paper misfeeds might occur.
- ❒ If the beeper is turned off, the beeper does not sound. Gently insert the copy paper until it stops.
- ❒ Swing out the extender to support paper sizes larger than A4▭, $8^1/_2$" × 11"▭.
- ❒ Fan the paper to get air between the sheets to avoid a multi-sheet feed.

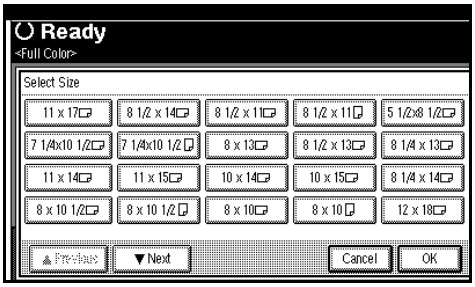
When copying onto standard size paper

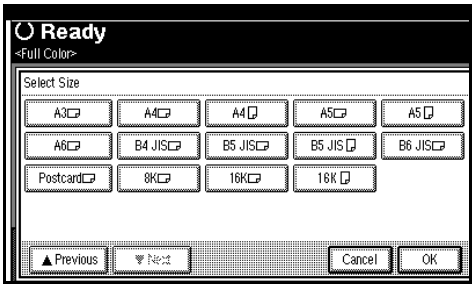
❶ Press the 【#】 key.

❷ Press [Select Size].



❸ Select the paper size, and then press [OK].





Note

- ❒ The copy paper sizes that can be selected are as follows:
  - A3▭, A4▯▭, A5▯▭, A6▭, B4 JIS▭, B5 JIS▯▭, B6▭, Postcard▭, 8K▭, 16K▯▭, 11×17▭, $8^1/_2$×14▭, $8^1/_2$×11▯▭, $5^1/_2$×$8^1/_2$▭, $7^1/_4$×$10^1/_2$▯▭, 8×13▭, $8^1/_2$×13▭, $8^1/_4$×13▭, 11×14▭, 11×15▭, 10×14▭, 10×15▭, $8^1/_4$×14▭, 8×$10^1/_2$▯▭, 8×10▯▭, 12×18▭
- ❒ When copying on 12×18 sized paper, the image will be moved to the center and copied.

❹ Press [OK] twice.

4 Place your originals, and then press the 【Start】 key.

5 When your copy job is finished, press the 【Clear Modes】 key to clear the setting.

1

When Copying onto OHP Transparencies or Thick Paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type. ⇒ p.34 "When Copying onto Custom Size Paper", p.36 "When Copying on the Back Side of the Paper"

Note

❒ Copying onto OHP transparencies or thick paper may take about 2 minutes.

1 Open the Bypass Tray, and then adjust the guides to the paper size.

Important

❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeed might occur.

2 Gently insert the OHP transparencies or a thick paper face up until the beeper sounds.

Important

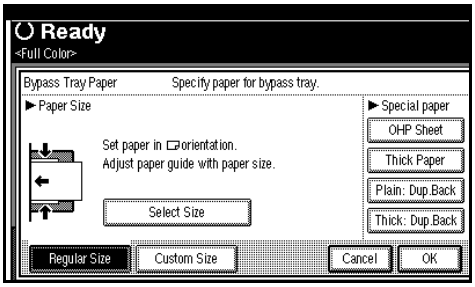
❒ When you load an OHP transparency, make sure that its front and back faces are properly positioned.

❒ To avoid paper misfeeds, fan the paper before loading it in the tray.

3 Press the 【#】 key.

Display for "Bypass Tray Paper" is shown.

4 Select [OHP Sheet] or [Thick Paper].



5 Press [OK].

6 Place your originals, and then press the 【Start】 key.

Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

7 When your copy job is finished, press the 【Clear Modes】 key to clear the settings.

When Copying onto Custom Size Paper

Important

❒ You should specify the size of copy paper to avoid paper misfeeds.

1 Open the Bypass Tray, and then adjust the guides to the paper size.

Important

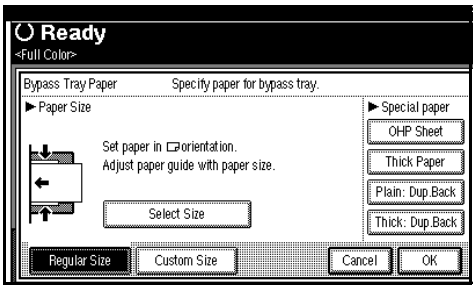
❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeeds might occur.

2 Gently insert the paper face up until the beeper sounds.

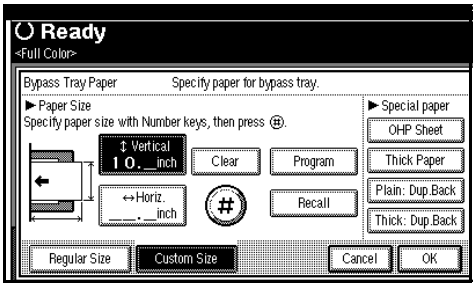
The ≡ indicator on the display automatically goes on.

3 **Press the 【#】 key.**

4 **Press [Custom Size].**



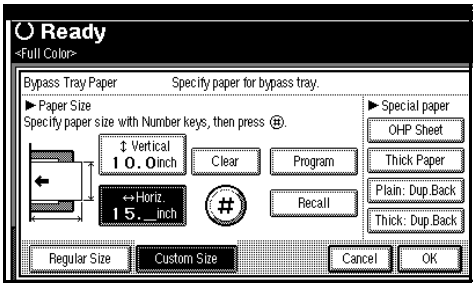
5 **Enter the vertical size of the paper with the number keys, and then press [#].**



Note

- ❒ The size that you can enter is between 90 (3.5″) to 305mm (12″).
- ❒ To change the number entered, press **[Clear]** or the **【Clear/Stop】** key and enter the new number.

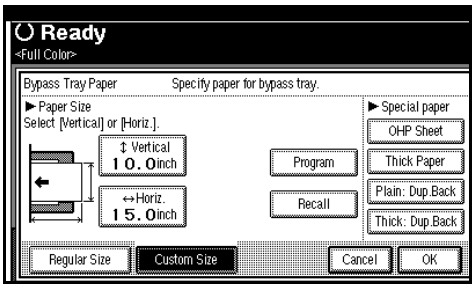
6 **Enter the horizontal size of the paper with the number keys, and then press [#].**

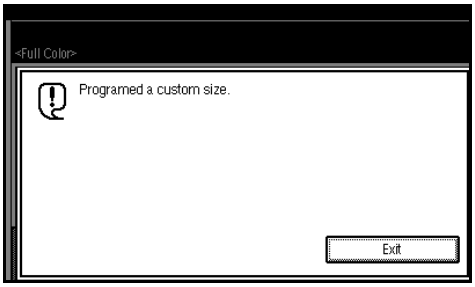


Note

- ❒ The size that you can enter is between 148 (5.8″) to 458mm (18″).
- ❒ If **[Horiz. mm]** is not highlighted, press **[Horiz. mm]**.
- ❒ To change the number entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter the new number.
- ❒ When entering a size over 305mm (12″), the image will be moved to the center of paper and copied.

7 **To register the custom size entered, press [Program] and then press [Exit].**





Note

- ❒ If you do not register the custom size, go to step **8**.
- ❒ Only one custom size can be stored.
- ❒ To recall the custom size stored, press **[Recall]**.
- ❒ If you do not register the custom size, the size you set is deleted when modes are cleared.

8 **Press [OK].**

9 **Place your originals, and then press the 【Start】 key.**

1

When Copying on the Back Side of the Paper

Using the Bypass Tray, you can make copies on the back of paper on which the front side of the paper has already been copied.

Note

- ❒ Do not use paper that has been copied once using other equipment.
- ❒ Copies made on the back side of paper should be originals that have a very low image area, such as text originals.
- ❒ If the paper is curled, straighten it out and then re-set it. If the paper is not straightened out, it can cause paper jams.

The orientation of placing originals and paper and when copying.

Take care with placing the orientation of paper and originals.

❖ Top to top

Orientation of placing originals	Placing originals on the Bypass Tray	Orientation of copying
Exposure glass		
Optional document feeder (ADF)		
Exposure glass		
Optional document feeder (ADF)		

GCMRY03E

❖ Top to bottom

Orientation of placing originals	Placing originals on the Bypass Tray	Orientation of copying
Exposure glass		
Optional document feeder (ADF)		
Exposure glass		
Optional document feeder (ADF)		

GCMRY04E

1 **Open the Bypass Tray, and then adjust the guides to the paper size.**

Important

- ❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeed might occur.

2 **Gently insert the copied paper with the copied side face down (the non-copied side face up) until the beeper sounds.**

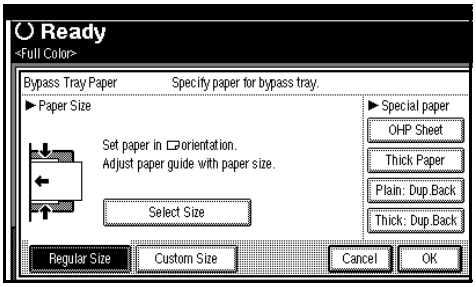
The ≡ indicator on the display automatically goes on.

3 **Press the [#] key.**

Display for "Bypass Tray Paper" is shown.

4 **Select the paper size.**

5 In Special Paper, select **[Plain: Dup. Back]** or **[Thick: Dup. Back]**.

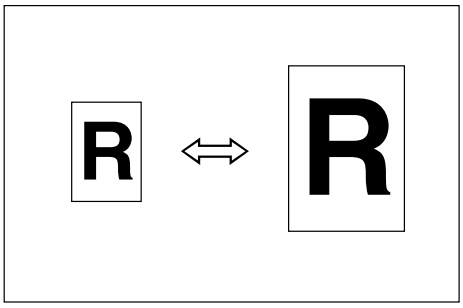


6 Press **[OK]**.

7 Place your originals, and then press the **【Start】** key.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



❖ The Starting Point

The starting position for enlarging and reducing varies depending on how the original is scanned. When placing originals on the exposure glass, the starting point will be where the original touches the reference mark on the far left. When placing originals in the optional document feeder (ADF), the originals' lower left corner will be the starting point.

Note

- ❒ Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. ⇒ p.40 "Create Margin Mode"
- ❒ You can change the preset ratios to other ratios you frequently use. ⇒ "Enlarge" and "Reduce", *Advanced Features* manual
- ❒ You can set and display three ratios on the initial display. ⇒ "Shortcut R/E", *Advanced Features* manual
- ❒ You can specify if **[Reduce]**, **[Enlarge]** or **[Mag. Ratio]** is to be given priority and displayed when **[Reduce/Enlarge]** is pressed. ⇒ "Reproduction Ratio 2/2", *Advanced Features* manual
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

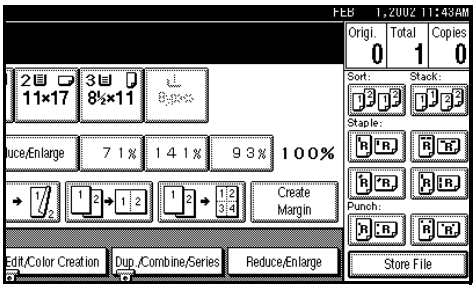
❖ Metric version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)	A3→A5, F→A5
25	--

❖ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2$"×$8^1/_2$"→11"×17"
155 (enlarge area by 2)	$5^1/_2$"×$8^1/_2$"→$8^1/_2$"×14"
129	$8^1/_2$"×11"→11"×17"
121	$8^1/_2$"×14"→11"×17"
85	F→$8^1/_2$"×11"
78	$8^1/_2$"×14"→$8^1/_2$"×11"
73	11"×15"→$8^1/_2$"×11"
65	11"×17"→$8^1/_2$"×11"
50 (reduce area by $^1/_4$)	11"×17"→$5^1/_2$"×$8^1/_2$"
25	--

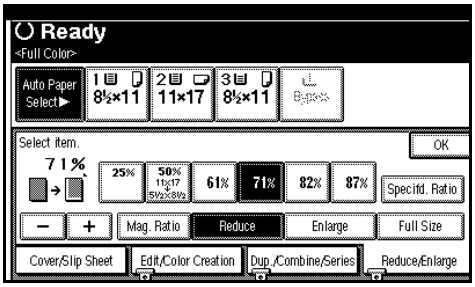
1 Press [Reduce/Enlarge].



Note

❒ To select a preset ratio on the initial display, press the short-cut reduce/enlarge key and go to step **5**.

2 Press [Enlarge] or [Reduce].



3 Select a ratio.

4 Press [OK].

5 Place your originals, and then press the 【Start】 key.

1

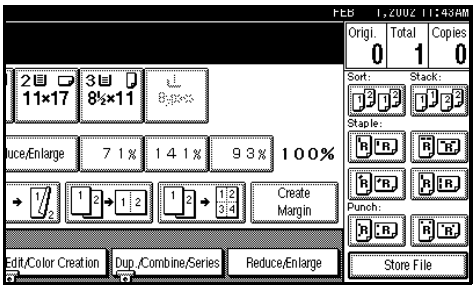
Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. By combining it with the Reproduction function, you can also provide the Reduce/Enlarge copy with a margin.

Note

❒ You can change the Reproduction ratio for "Create Margin". ⇒ "Reproduction ratio $^{2}/_{2}$", *Advanced Features* manual

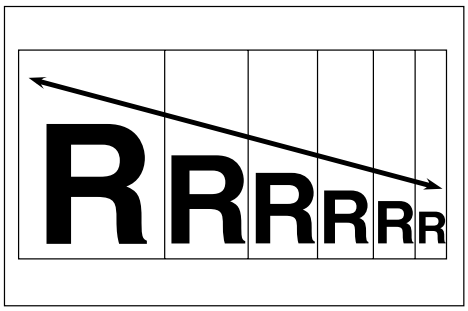
1 Press [Create Margin] displayed on the initial display.



2 If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the 【Start】 key.

Zoom

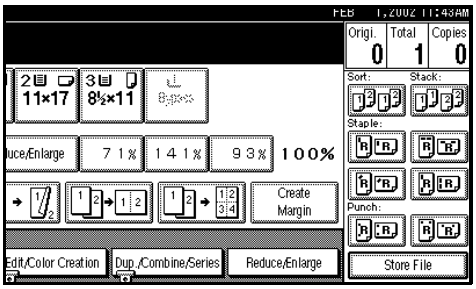
You can change the reproduction ratio in 1% steps.



Note

- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ You can select a preset ratio which is near the desired ratio, and then adjust the ratio with **[+]** or **[−]**.

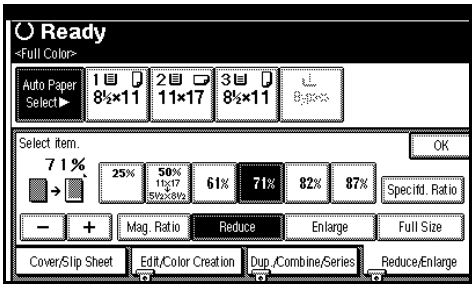
1 **Press [Reduce/Enlarge].**



2 **Enter the ratio.**

To select the ratio with [+] and [−]

❶ **Adjust the ratios with [+] or [−].**



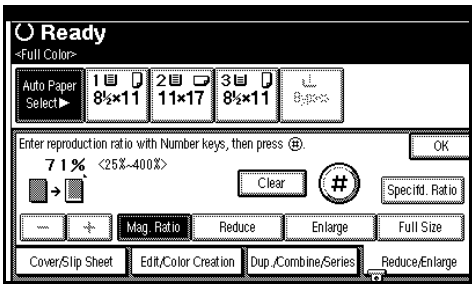
Note

- ❒ To change the ratio in 1% steps, just press **[+]** or **[−]**. To change the ratio in 10% steps, press and hold down **[+]** or **[−]**.
- ❒ To change the ratio entered, press **[+]** or **[−]** again.

To enter the ratio with the number keys

❶ **Press [Mag. Ratio].**

❷ **Enter the desired ratio with the number keys.**



Note

- ❒ To change the ratio entered, press **[Clear]** or the **【Clear/Stop】** key and enter the new ratio.

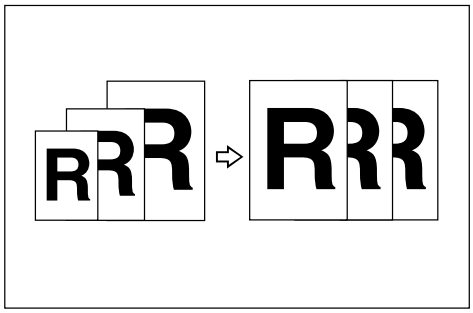
❸ **Press [#] to set the ratio.**

❹ **Press [OK].**

3 Place your originals, and then press the 【Start】 key.

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

- ❒ You cannot use the Bypass Tray with this function.

Note

- ❒ When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use:

❖ Metric version

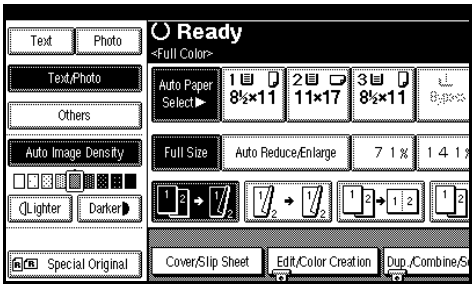
Where Original Is Placed	Original Size and Direction
Exposure glass	A3▭, B4▭, A4▯▭, B5▯▭
Optional document feeder (ADF)	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, 8K▭, 16K▭

❖ Inch version

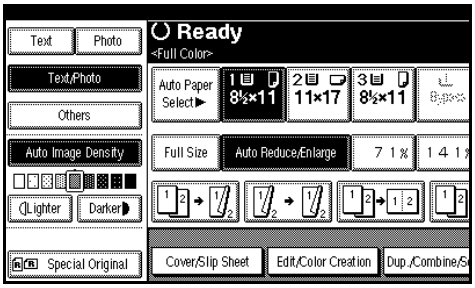
Where Original Is placed	Original Size and Direction
Exposure glass	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭, 8" × 13"▭
Optional document feeder (ADF)	A4▯, 11" × 17"▭, 10" × 14"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭, $5^1/_2$" × $8^1/_2$"▯▭, US EXE▭

- ❒ The reproduction ratios the machine will select are 25 – 400%.
- ❒ For some originals, the original size might not be detected correctly. ⇒ "Sizes difficult to detect", *Advanced Features* manual
- ❒ You can also place originals of different sizes in the optional document feeder (ADF) at the same time. ⇒ p.21 “Mixed Size Mode”
- ❒ You cannot use the Rotated Copy function when enlarging to B4 or A3. When enlarging to B4 or A3 size copy paper, place the original in the ▭ direction.

1 Press **[Auto Reduce/Enlarge]**.



2 Select the paper tray.



Note

- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

❖ Sort

The optional hard disk unit (40 GB) is required:

- Sort
- Rotate Sort
- Shift Sort

Note

❒ *The optional 2 Tray Finisher is required.*

❖ Stack

The optional 2 Tray Finisher is required.

❖ Staple

The optional 2 Tray Finisher and hard disk unit (40 GB) are required.

Limitation

❒ The maximum capacity for Sort, Rotate Sort, and Stack with A5 ▭ is 100 sheets.

Note

❒ When the number of copies exceeds the tray capacity, remove copies from the tray.

❒ The maximum tray capacity is as follows:

❖ Metric version

Standard Tray	500 sheets (80g/m^2)
External Tray	100 sheets (80g/m^2)
Multi-bin	• Tray 1: 100 sheets (80g/m^2) • Tray 2: 250 sheets (80g/m^2)
Optional 2 Tray Finisher	Finisher Shift Tray 1: A4▯, A5▯, B5▯▭: 500 sheets (80g/m^2) A3▭, A4▭, B4▭: 250 sheets (80g/m^2)
	Finisher Shift Tray 2: A4▯: 1500 sheets (80g/m^2) (Large capacity mode:2000 sheets(80g/m^2)) A3▭, A4▭, B4▭, B5▯▭: 750 sheets (80g/m^2) A5▯: 500 sheets (80g/m^2)
	Staple Tray: A4▭ or smaller: 50 sheets (80g/m^2) B4▭ or larger: 30 sheets (80g/m^2)

❖ Inch version

Standard Tray	500 sheets (20 lb.)
External Tray	100 sheets (20 lb.)
Multi-bin	• Tray 1: 100 sheets (20 lb.) • Tray 2: 250 sheets (20 lb.)
Optional 2 Tray Finisher	Finisher Shift Tray 1: $8^1/_2$" × 11" ▯: 500 sheets (20 lb.) 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭: 250 sheets (20 lb.)
	Finisher Shift Tray 2: $8^1/_2$" × 11" ▯: 1500 sheets (20 lb.) (Large capacity mode:2000 sheets (20 lb.)) 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭: 750 sheets (20 lb.)
	Staple Tray: $8^1/_2$" × 11" or smaller: 50 sheets (20 lb.) $8^1/_2$" × 14" or larger: 30 sheets (20 lb.)

When using the Rotate Sort, Staple, or Punch functions, the capacity may be reduced.

Sort

The optional hard disk unit (40 GB) is required.

Copies can be assembled as sets in sequential order.

Limitation

❒ You cannot use the Bypass Tray with this function.

Note

❒ When the optional 2 Tray Finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. ⇒ "Select Stack or Rotate sort", *Advanced Features* manual

❒ Regardless of the output tray settings, which automatically becomes the shift sort, the copies will be delivered to the finisher's shift tray, when the optional 2 Tray Finisher is installed.

❒ The paper sizes that can be used in the Rotate Sort function are as follows:

Metric version	A4▯▭, B5▯▭
Inch version	$8^1/_2$" × 11"▯▭

❒ To use the Rotate Sort function, two paper trays with pages identical in size and different in direction (▯▭) are required.

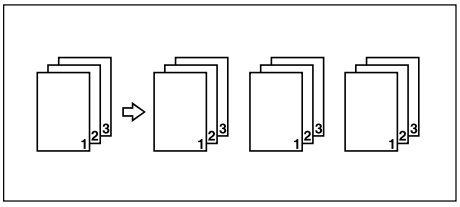
Reference

For the maximum tray capacity of the optional 2 Tray Finisher is installed. ⇒ "Options", Administrator Reference 2 Copier System Edition

1

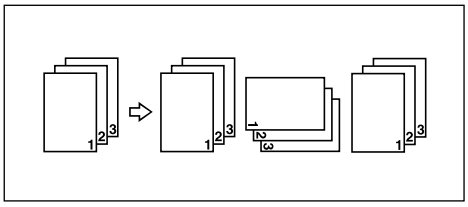
❖ Sort

Copies are assembled as sets in sequential order.



❖ Rotate Sort

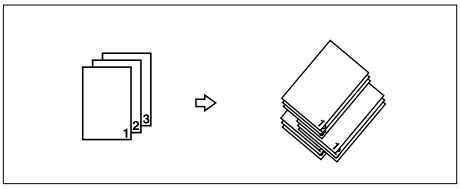
Every other copy set is rotated by 90° and delivered to the copy tray.



❖ Shift Sort

The optional 2 Tray Finisher is required.

The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can differentiate each set or job.



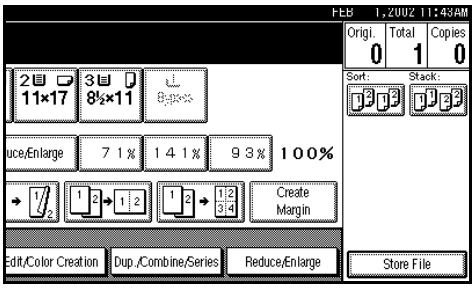
Note

❒ The paper sizes that can be used in the Shift Sort function are as follows.

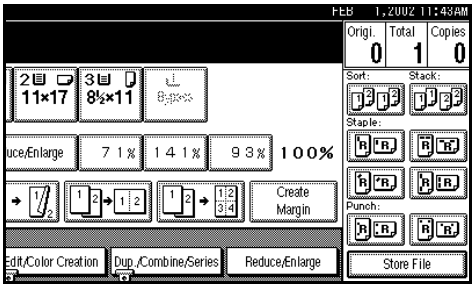
Metric version	A3, B4, A4, B5, A5
Inch version	11"×17", $8^1/_2$"×14", $8^1/_2$"×11"

1 **Press [Sort] or [Rotate Sort].**

❖ When the optional 2 Tray Finisher is not installed



❖ When the optional 2 Tray Finisher is installed



Note

❒ When the optional 2 Tray Finisher is installed, use the User Tools to display **[Rotate Sort]**. ⇒ "Select Stack Function", *Advanced Features* manual

2 **Enter the number of copy sets with the number keys.**

Limitation

❒ The maximum number of sets is 99.

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

3 **Place your originals, and then press the 【Start】 key.**

When placing a stack of originals in the optional document feeder (ADF)

❶ **Place a stack of originals in the optional document feeder (ADF), and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the optional document feeder (ADF) according to the instructions on the display. The display will indicate the number of scanned originals.

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original, and then press the 【Start】 key.**

Note

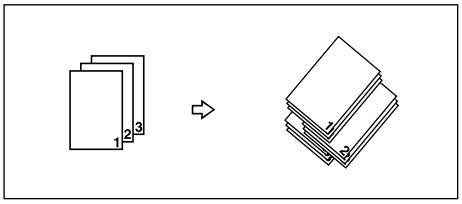
❒ Place the original in the same direction as the first one.

❸ **After all originals are scanned, press the 【#】 key.**

Stack

The optional 2 Tray Finisher is required.

Copies can be put together with each page placed. This function groups together copies of each page in a multi-page original. Every other page stack is shifted for ease of separation. The shift tray of the optional 2 Tray Finisher provides this function by sliding from side to side.



Limitation

❒ You cannot use the Bypass Tray with this function.

❒ You cannot use the following paper with this function:

- OHP transparencies
- Thick paper

Note

❒ The paper sizes that can be used with the Stack function are as follows:

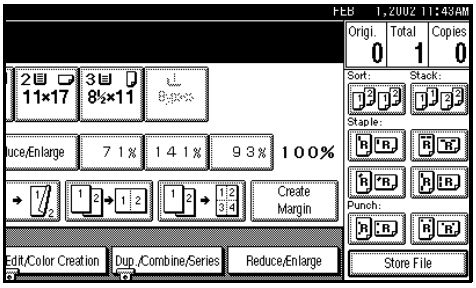
Metric version	A3▭, B4▭, A4▯▭, B5▯▭, A5▯
Inch version	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭

Reference

For the maximum tray capacity of the optional 2 Tray Finisher. ⇒ "Options", Administrator Reference 2 Copier System Edition

1

1 **Press [Stack].**



2 **Enter the number of copies with the number keys.**

Note

❒ To change the entered number, press the 【Clear/Stop】 key.

3 **Place your originals, and then press the 【Start】 key.**

When placing a stack of originals in the optional document feeder (ADF)

❶ **Place a stack of originals in the optional document feeder (ADF), and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original, and then press the 【Start】 key.**

Note

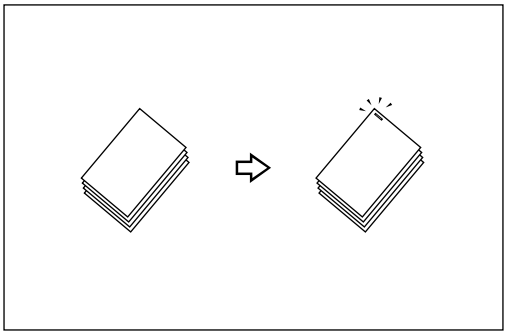
❒ Place the original in the same direction as the first one.

❸ **Press the 【#】 key, after all the originals have been scanned.**

Staple

The optional 2 Tray Finisher and hard disk unit (40 GB) are required.

Each copy set can be stapled together.



Limitation

❒ You cannot use the Bypass Tray with this function.

❒ You cannot use the following paper in this function:

- Postcards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Paper of low stiffness
- Paper of different vertical sizes

Note

❒ Stapling cannot occur when copying on thick paper as well as OHP transparencies.

❒ When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray, and then resume copying.

❖ Metric version

Paper size	A3▭, B4▭, A4▯▭, B5▯▭
Stapler capacity	• A4▯▭, B5▯▭: 50 sheets (80g/m^2) • A3▭, B4▭: 30 sheets (80g/m^2) • Mixed Size: 30 sheets (80g/m^2)
Shift Tray capacity (A4▯) *1	• Finisher Shift Tray 1: 500 sheets (80g/m^2) • Finisher Shift Tray 2: 1,500 sheets (80g/m^2) (Large capacity mode: 2000 sheets (80g/m^2))

1

❖ Inch version

Paper size	11" × 17"▭, $8^1/_2$" × 14"▯ , $8^1/_2$" × 11"▯▭
Stapler capacity	• $8^1/_2$" × 11"▯▭: 50 sheets (20 lb.) • 11" × 17"▭, $8^1/_2$" × 14"▯: 30 sheets (20 lb.) • Mixed Size: 30 Sheets (20 lb.)
Shift Tray capacity ($8^1/_2$" × 11"▯) *1	• Finisher Shift Tray 1: 500 sheets (20 lb.) • Finisher Shift Tray 2: 1,500 sheets (20 lb.) (Large capacity mode: 2000 sheets (20 lb.))

*1 Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.

❒ In the following cases, the copies will be delivered to the shift tray without stapling:

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

Reference

When using Staple with “1 Sided → 1 Sided”, “1 Sided → 2 Sided”, “2 Sided → 1 Sided”, “2 Sided → 1 Sided” in Combine mode or Double Copies, select ▯ original for ▭ copy and ▭ original for ▯ copy.

When combining the Mixed Size function and Auto Paper Select, you can select and staple suitable paper even if originals of different sizes are placed. Make sure to set beforehand the paper size you will use on the paper tray. The following sizes can be stapled when using mixed sizes:

- A3 and A4
- B4 and B5
- 11" × 17"▭ and $8^1/_2$" × 11"▯

Stapling position and original setting

Place all the originals in a direction in which they can be read. They will automatically be rotated and copied. When the copy paper is identical in size and direction to your original, the staple positions are as follows:

		Original location			Stapling position
			Exposure glass	Optional document feeder (ADF)	
	Top				
	Top Slant				
	Bottom				
	Left 2				
	Top 2				

1

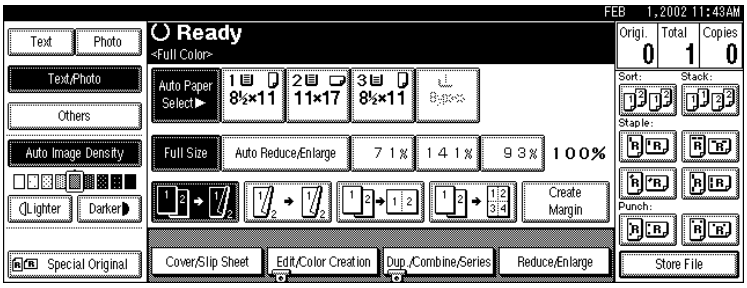
Note

- ❒ You cannot change stapling positions during copying.
- ❒ When the original image is rotated, the stapling direction turns by 90°.
- ❒ In "Top 2" displayed on the Copy Initialization screen, you can select either "Top 2" or "Bottom".
- ❒ When using Staple with "1 Sided 2 Pages→ Combine 1 Side", "1 Sided 4 Pages→ Combine 2 Sided" in Combine mode or Double Copies, select original for copies and original for copies.
- ❒ When using "Top Slant", "Left 2" or "Top 2" with "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode or Double Copies, select original for copies and originals for copies.
- ❒ When using "Top Slant", "Left 2" or "Top 2" with Combine, Double Copies or Auto Reduce/Enlarge modes, the "Blank part will appear. Check orientation." message may be displayed depending on the orientation of papers and originals. In this case, change the paper orientation.
- ❒ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2" \times 11"$

- ❒ When selecting "Top Slant", "Left 2", or "Top2", the following settings will make a suitable image rotation:
  - **[Auto Reduce/Enlarge]** or **[Auto Paper Select]**
  - Setting **[Auto Tray Switching]** to **[With image rotation]** in the Copy Initialization settings

1 **Select one of the stapling positions.**



Note

- ❒ When you select the stapling position, the Sort mode is automatically selected.

Reference

⇒ p.51 "Stapling position and original setting"

2 Enter the number of copy sets with the number keys.

Note

❒ To change the entered number, press the 【Clear/Stop】 key.

3 Place your originals, and then press the 【Start】 key.

When placing a stack of originals in the optional document feeder (ADF)

❶ **Place a stack of originals in the optional document feeder (ADF), and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

Note

❒ Place the original in the same direction as the first one.

❸ **After all originals are scanned, press the 【#】 key.**

To Stop Scanning Temporarily

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 Press the 【Clear/Stop】 key to stop originals from being scanned into memory.

The confirmation screen is displayed.

To continue scanning

❶ Press [Continue] to continue scanning.

Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ Press [Stop].

Scanning is stopped and the images cleared.

When Memory Reaches 0%

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

❒ There is enough memory to store approximately 200 (Color mode)/800 (Black & White) originals of A4, $8^1/_2$" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type. In addition, the number of originals that can be stored in memory will be reduced when you use other functions.

❒ Scanning will stop when memory reaches 0% during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray. After which the machine automatically continues scanning the remaining originals. ⇒ "Memory Full Auto Scan Restart", *Advanced Features* manual

1 Press the 【Start】 key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

2 Remove the copies, and then continue copying by following the instructions on the display.

To Remove Paper from the Staple Unit

If you cancel a stapling copy in the middle of the job, paper might be left in the optional 2 Tray Finisher. In this case, remove the paper from the optional 2 Tray Finisher.

1 Press the 【Clear Modes】 key to cancel the copy settings.

2 Place the next original, and then press the 【Start】 key.

The paper left in the optional 2 Tray Finisher is automatically delivered, and then the next job starts.

Note

❒ When paper is not delivered and a message is displayed, follow the instructions on the display to remove the paper.

Punch

The optional 2 Tray Finisher and the Punch Kit are required.

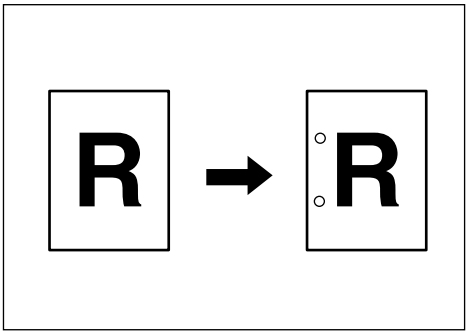
This function is used to punch holes in copies.

Note

❒ The optional Punch Kit varies depending on the geographic area. See the following table for the one that suits your machine.

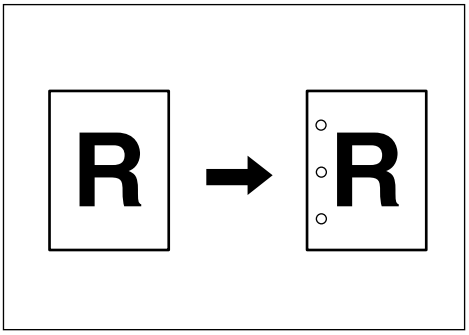
Name	Hole number
Punch Kit Type 1045 EU	2 holes / 4 holes
Punch Kit Type 1045 SC	4 holes
Punch Kit Type 1045 NA	2 holes / 3 holes

❖ 2 holes



GCPNCH1E

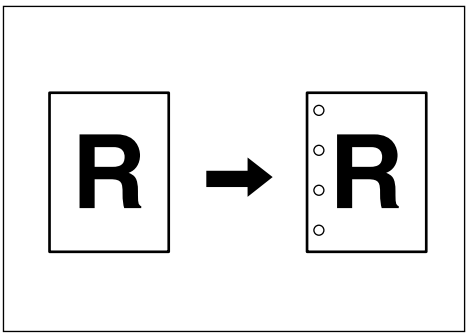
❖ 3 holes



GCPNCH3E

1

❖ 4 holes



GCPNCH0E

Limitation

- ❒ You cannot use the Bypass Tray as the paper tray.
- ❒ Depending on the orientation of the original, Rotate Copy may not function when Punch is selected. In this case, the "Blank part will appear. Check orientation." message may be displayed. Change the paper orientation.
- ❒ Punchable paper sizes are as follows:

With the optional 2 Tray Finisher			
Optional Punch Kit type			
2 & 4 holes type	2 holes		A3-A5, 11" × 17"-5$^1/_2$" × 11"
			A4-A5, 8$^1/_2$" × 11"
	4 holes		A3, B4, 11" × 17"
			A4, B5, 8$^1/_2$" × 11"
4 holes type	4 holes		A3-A5, 11" × 17"-5$^1/_2$" × 11"
			A4-A5, 8$^1/_2$" × 11"
2 & 3 holes type	2 holes		A3-A5, 11" × 17"-5$^1/_2$" × 11"
			A4-A5, 8$^1/_2$" × 11""
	3 holes		A3, B4, 11" × 17"
			A4, B5, 8$^1/_2$" × 11"

Note

- ❒ Punching cannot occur when copying on thick paper as well as OHP transparencies.
- ❒ When using Punch with Combine, Double Copies or Auto Reduce/Enlarge, the message "Blank part will appear. Check orientation." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.
- ❒ The relationship between the direction in which you place the original and the punch hole positions is as follows:

❖ Punch hole positions

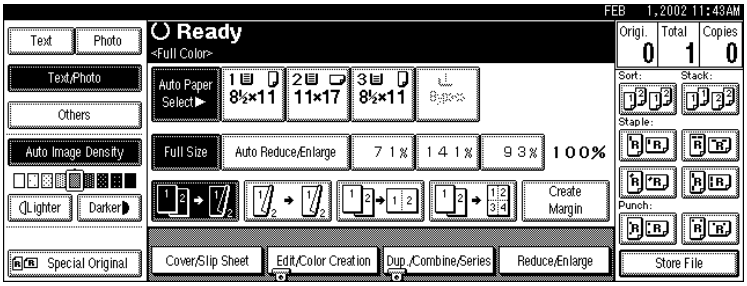
			Orientation in which Original is Placed		Punch Hole Positions
			Exposure glass	Optional document feeder (ADF)	
Standard	2 holes				
	3 holes				
	4 holes				
90° Turn	2 holes				
	3 holes				
	4 holes				

❒ Since holes are punched in each copy, the punch hole positions vary slightly.

❒ The punch hole positions change according to the direction of the paper selected.

1

1 Select the Punch position.



Note

❒ Select a stapling position when stapling copies. ⇒ p.49 “Staple”.

2 Enter the number of copy sets with the number keys.

Note

❒ To change the entered number, press the 【**Clear/Stop**】 key.

❒ If you wish to use the Sort function, press **[Sort]**.

3 Place your originals, and then press the 【Start】 key.

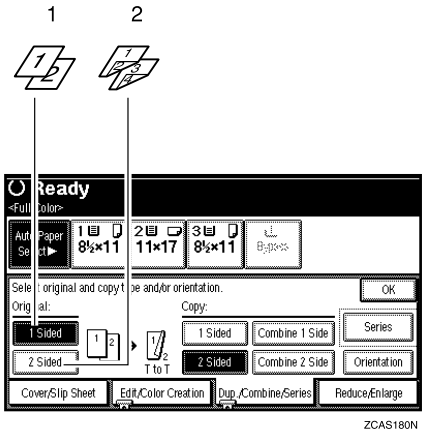
Duplex/Combine

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

⇒ p.62 “Duplex”, p.65 “Combine”

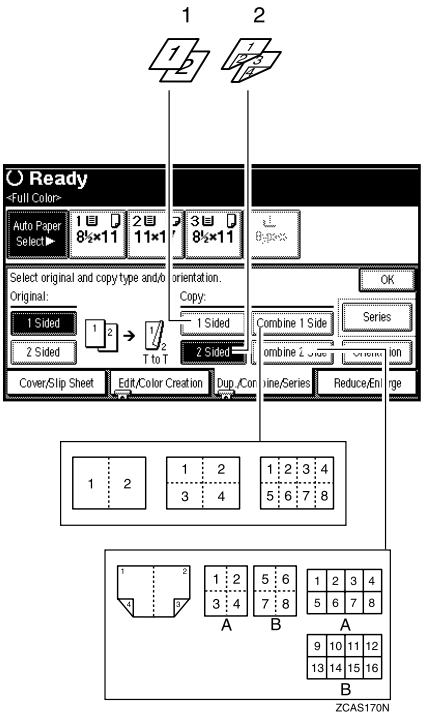
1 **Press [Dup./Combine/Series], check your originals, and then select [1 Sided] or [2 Sided] for the originals.**



1: 1 Sided

2: 2 Sided

2 **Select [1 Sided] or [2 Sided] for copying.**



1: 1 Sided

2: 2 Sided

A: Front

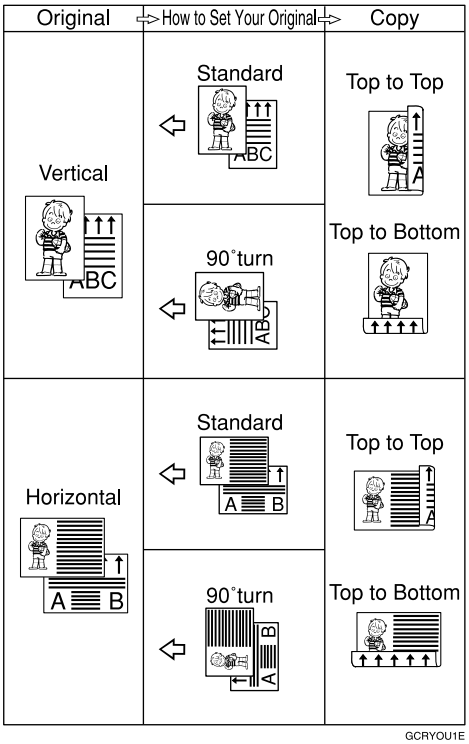
B: Back

3 **Press [OK].**

1

Original Orientation and Completed Copies

The resulting copy image will differ according to the orientation in which you place your original (portrait ▯ or landscape ▭).



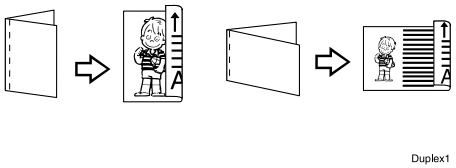
Note

❒ The table shows the orientation of images on the front and back of copies, not the directions of delivery.

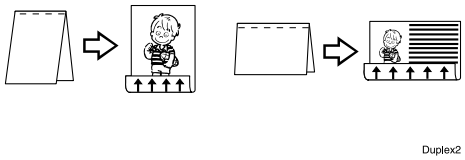
Originals and Copy Orientation

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). ⇒ p.60 "Specifying the Orientation of Bound Originals"

- Top to Top



- Top to Bottom



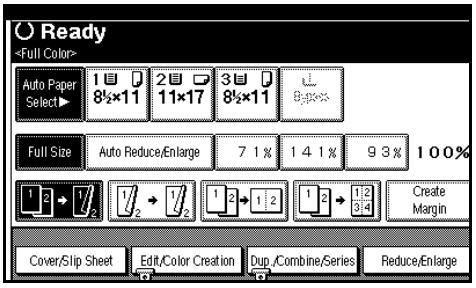
Specifying the Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[Top to Top]**.

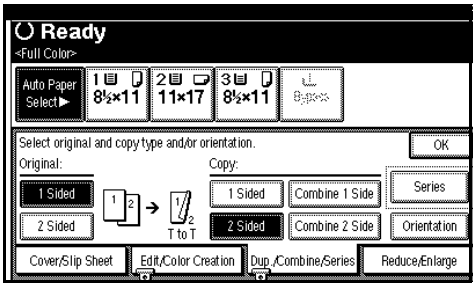
Note

❒ You can change the orientation default with the User Tools. ⇒ "General Features 2/5", *Advanced Features* manual

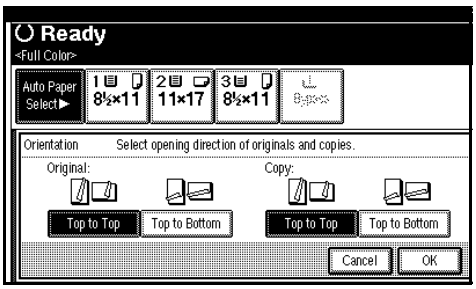
1 Press **[Dup./Combine/Series]**.



2 **Press [Orientation].**



3 **Select an original orientation and a copy orientation.**



4 **Press [OK].**

5 **Press [OK].**

Duplex

This function can be used in following ways:

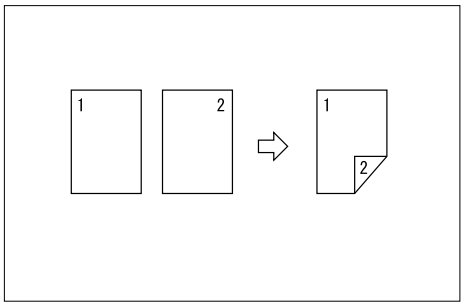
- 1 Sided → 2 Sided
- 2 Sided → 2 Sided
- 2 Sided → 1 Sided

Duplex

The optional duplex unit and hard disk unit (40 GB) are required.

❖ 1 Sided → 2 Sided

This mode makes two-sided copies from one-sided originals.



Note

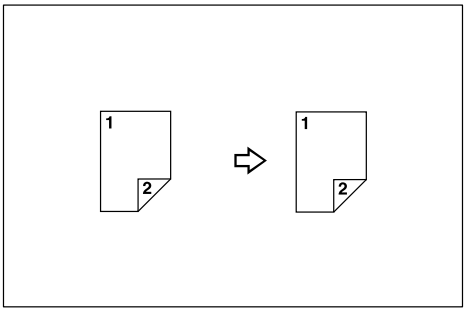
❒ If you set an odd number of 1-Sided originals in the optional document feeder (ADF), the reverse side of the last page is left blank.

❒ When original images are copied, the images are shifted by the width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. ⇒ "Front Margin: Left/Right", "Back Margin: Left/Right", "Front Margin: Top/Bottom" and "Back Margin: Top/Bottom", *Advanced Features* manual

❒ A binding margin can be automatically made on the back side. ⇒ "1 sided → 2 sided Auto Margin: T to T", *Advanced Features* manual

❖ 2 Sided → 2 Sided

This mode makes two-sided copies from two-sided originals.



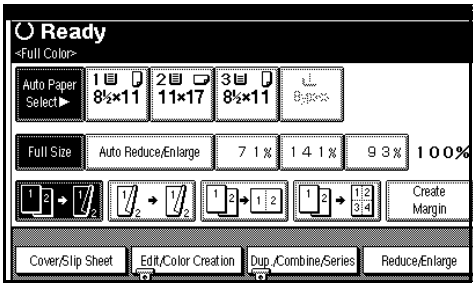
Limitation

❒ You cannot use the following copy paper in this function:

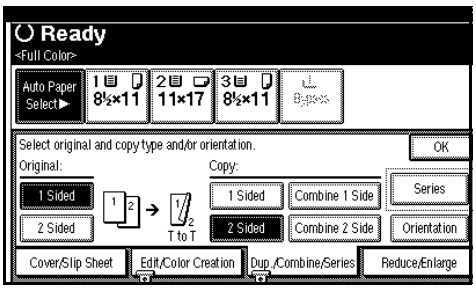
- Paper smaller than A5 (possible on A5)
- Paper larger than A3, 11"× 17"
- Paper thicker than 105g/m², 28 lb.
- Paper thinner than 60g/m², 16 lb.
- Translucent paper
- Adhesive labels
- OHP transparencies
- Thick paper
- Postcards

❒ You cannot use the Bypass Tray with this function.

1 **Press [Dup./Combine/Series].**



2 **Press [1 Sided] for original, and then press [2 Sided] for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", press **[Orientation]**, and then select **[Top to Bottom]**. ⇒ p.60 "Specifying the Orientation of Bound Originals"

3 **Press [OK].**

4 **Place your originals, and then press the 【Start】 key.**

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

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❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

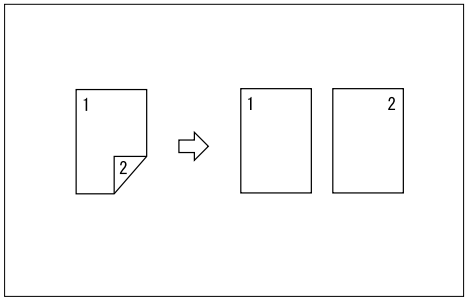
❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

❸ **Press the 【#】 key after the last original has been scanned.**

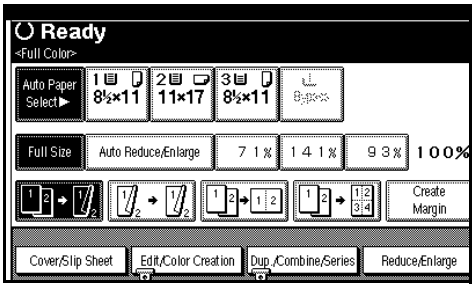
2 Sided → 1 Sided

The optional document feeder (ADF) is required.

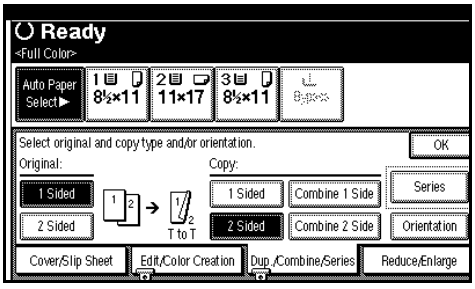
Copies each side of a 2 Sided original onto two separate pages.



1 **Press [Dup./Combine/Series].**



2 **Press [2 Sided] for original, and then press [1 Sided] for copy.**

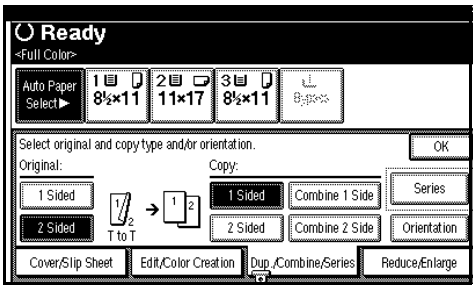


1

Note

❒ To change the copy orientation to "Top to Bottom", press **[Orientation]**, and then select **[Top to Bottom]**. ⇒ p.60 "Specifying the Orientation of Bound Originals"

3 **Press [OK].**



4 **Place your originals, and then press the 【Start】 key.**

When placing an original on the exposure glass or in the optional document Feeder (ADF) using Batch mode

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❶ **Place the front side of the original on the exposure glass or in the optional document Feeder (ADF), and then press the 【Start】 key.**

❷ **Place the back side of the original on the exposure glass or in the optional document feeder (ADF). When it is placed on the exposure glass, press the 【Start】 key.**

❸ **Press the 【#】 key after the last original has been scanned.**

Combine

You can combine two or more originals into one copy. 1 Sided Combine mode is for one-sided copies, and 2 Sided Combine mode for two-sided copies.

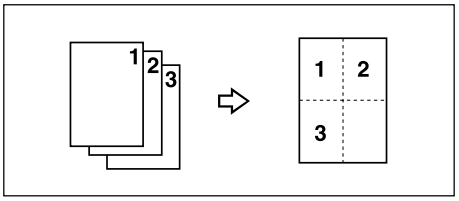
This function can be used in twelve ways:

Limitation

- ❒ You cannot use the Bypass Tray with this function.
- ❒ If the calculated ratio is under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied.

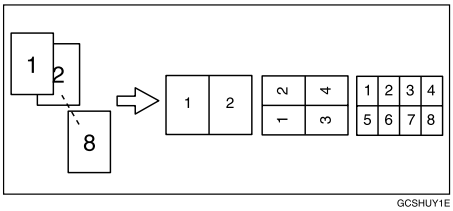
Note

- ❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- ❒ The machine uses ratios in the following range:
  - Metric version: 25 - 400%
  - Inch version: 25 - 400%
- ❒ A separation line between originals can be printed with the User Tools. ⇒ "Separation Line in Combine", *Advanced Features* manual
- ❒ If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- ❒ When making copies in the Combine mode, the border of each original can be automatically erased by 3mm, 0.1". ⇒ "Erase Original Shadow in Combine", *Advanced Features* manual
- ❒ If the number of originals placed is less than the number specified for combining, the last page is left blank as shown in the illustration.



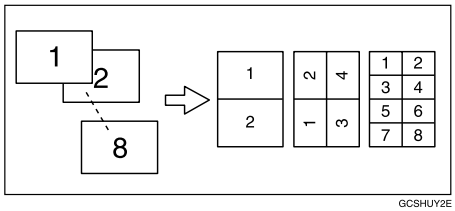
- ❒ You can change the copy order in Combination mode. ⇒ "Copy Order In Combine", *Advanced Features* manual
- ❒ Orientation of the originals and arrangement of combined images are as follows:

❖ Open to Left ( ) originals



GCSHUY1E

❖ Open to Right ( ) originals



GCSHUY2E

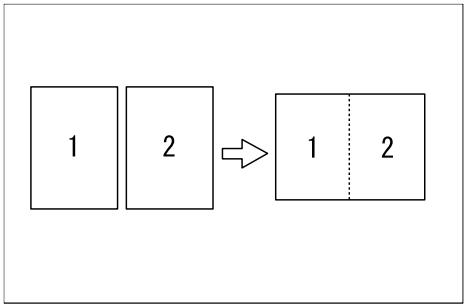
1

Combine 1 Side

This function combines one-sided documents and copies them.

❖ 1 Sided 2 Pages → Combine 1 Side

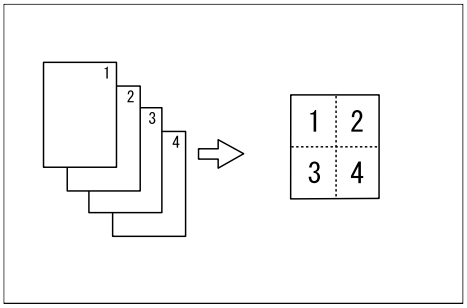
Copies two 1 sided originals to one side of a page.



GC SHVY 7J

❖ 1 Sided 4 Pages → Combine 1 Side

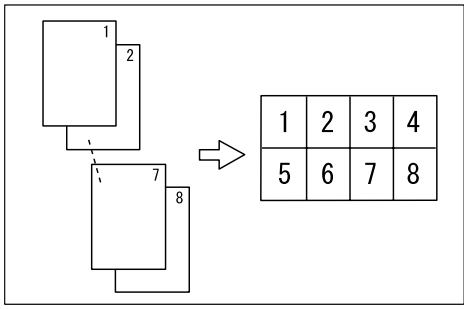
Copies four 1 sided originals together to one side of a sheet.



GC SHVY 8J

❖ 1 Sided 8 Pages → Combine 1 Side

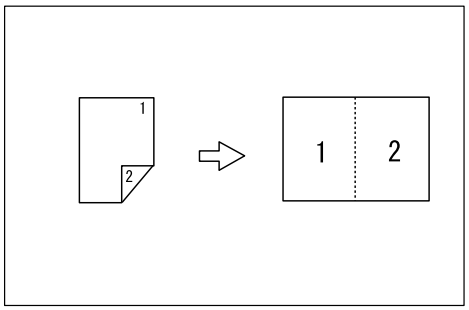
Copies eight 1 sided originals together to one side of a sheet.



GC SHVY 3J

❖ 2 Sided 2 Pages → Combine 1 Side

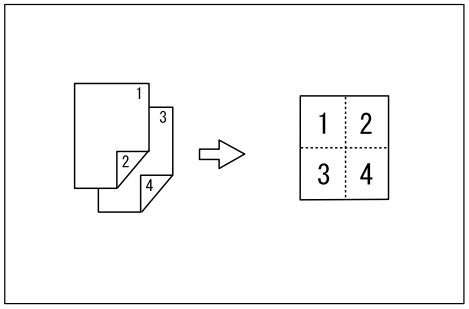
Copies one 2 sided original to one side of a sheet.



GC SHVY 0J

❖ 2 Sided 4 Pages → Combine 1 Side

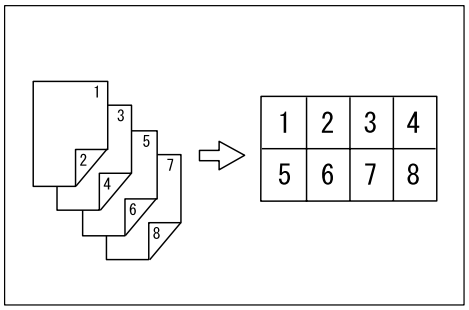
Copies two 2 sided originals to one side of a sheet.



GC SHVY 8J

❖ 2 Sided 8 Pages → Combine 1 Side

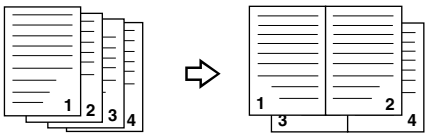
Copies four 2 sided originals to one side of a sheet.



GC SHVY 4J

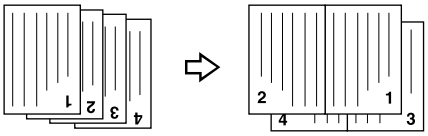
❖ Placing originals (Originals placed in the optional document feeder (ADF))

- Originals read from left to right



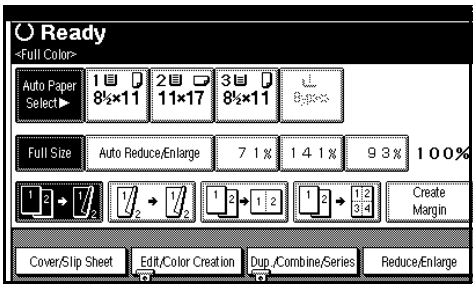
Combine5

- Originals read from top to bottom

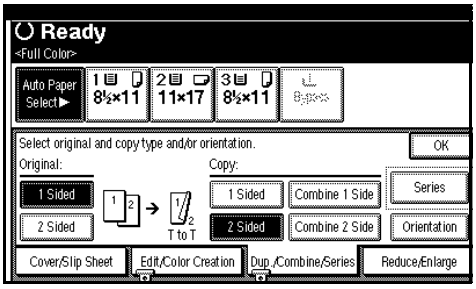


Combine6

1 Press **[Dup./Combine/Series]**.

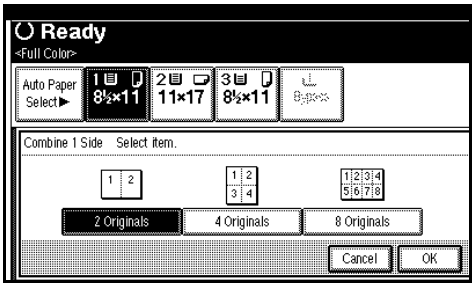


2 Select **[1 Sided]** or **[2 Sided]** for the original.



3 Press **[Combine 1 Side]** for the copy.

4 Select the pages of the originals to be combined, and then press **[OK]**.



Note

❒ To change the orientation, press **[Orientation]**.⇒ p.60 "Specifying the Orientation of Bound Originals"

5 Press **[OK]**.

6 Select the paper.

7 Place your originals, and then press the **[Start]** key.

1

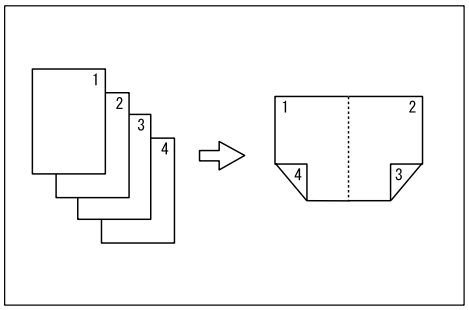
Combine 2 Side

The optional duplex unit and hard disk unit (40 GB) are required.

This function combines both sides of a document and copies it. The following are the types of copying combining 2 sides.

❖ 1 Sided 4 Pages → Combine 2 Side

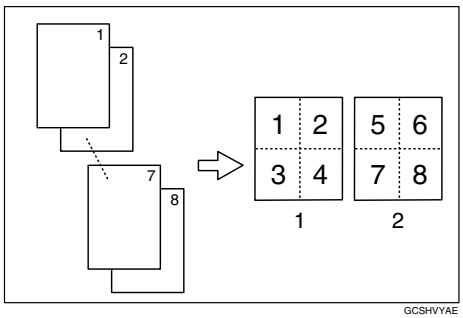
Copies four 1 sided originals to the two-page spread on both sides of a sheet.



GC SHVY 9J

❖ 1 Sided 8 Pages → Combine 2 Side

Copies eight 1 sided originals to one sheet with four pages per side.

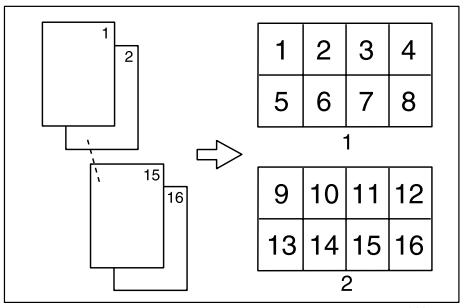


GCSHVYAE

1. **Front**
2. **Back**

❖ 1 Sided 16 Pages → Combine 2 Side

Copies sixteen 1 sided originals to one sheet with eight pages per side.

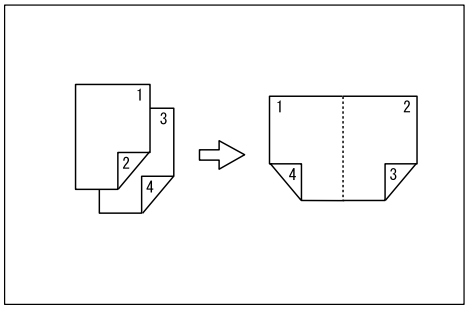


GCSHVY5E

1. **Front**
2. **Back**

❖ 2 Sided 4 Pages → Combine 2 Side

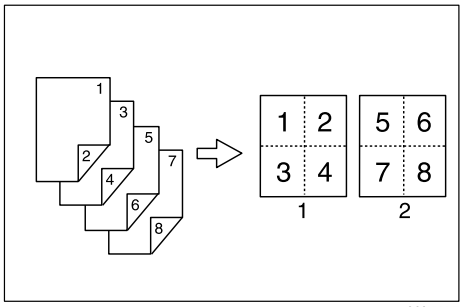
Copies two 2 sided originals to one sheet with two pages per side.



GC SHVY 1J

❖ 2 Sided 8 Pages → Combine 2 Side

Copies four 2 sided originals to one sheet with four pages per side.

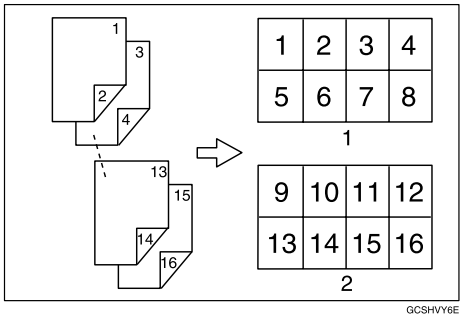


GCSHVY2E

1. **Front**
2. **Back**

❖ 2 Sided 16 Pages → Combine 2 Side

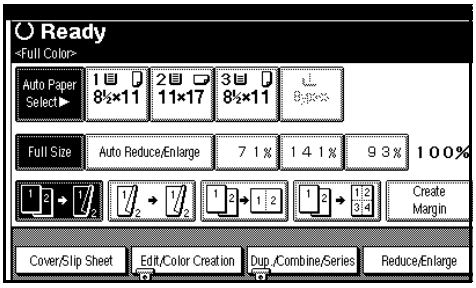
Copies eight 2 sided originals to one sheet with eight pages per side.



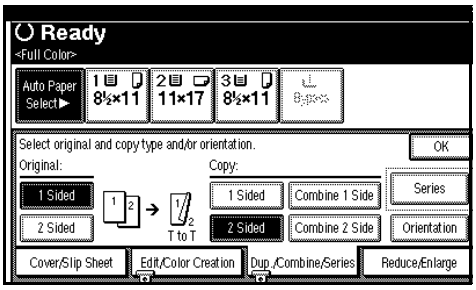
1. **Front**

2. **Back**

1 **Press [Dup./Combine/Series].**

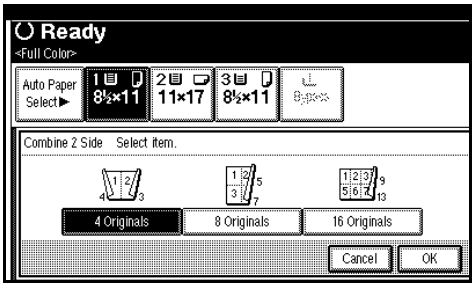


2 **Select [1 Sided] or [2 Sided] for the original.**



3 **Press [Combine 2 Side] for the copy.**

4 **Select the pages of the original to be combined, and then press [OK].**



Note

❒ To change the orientation, press **[Orientation]**. ⇒ p.60 "Specifying the Orientation of Bound Originals"

5 **Press [OK].**

6 **Select the paper.**

7 **Place your originals, and then press the [Start] key.**

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

○ means POWER OFF.

⏻ means STAND-BY.

Copier Feature Expander Type 3800C Operating Instructions Copy Reference <Basic Features>

UE USA G570-8607

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in Administrator Reference 1 Copier System Edition before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Fax options are not sold in some areas.

Operator Safety

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two 7-milliwatt, 645-660 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office product.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above.

Notice

⚠ CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

How to Read this Manual

Symbols

The following set of symbols is used in this manual.

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display panel

【 】

Keys built into the machine's control panel

Manuals for This Machine

Two manuals are provided for this machine, the Advanced Features manual (this manual) and the Basic Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

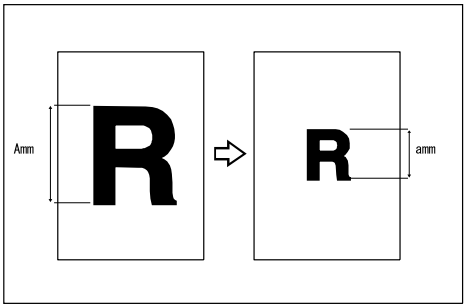
The Basic Features manual explains the most frequently used copy functions and operations.

❖ Chapter 1 Basic Copying

Describes basic functions such as Reduce/Enlarge and Duplex copying, as well as how to start this machine and place the originals.

Size Magnification

This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Preparation

Measure and specify the lengths of the original and copy by comparing “A” with “a.”.

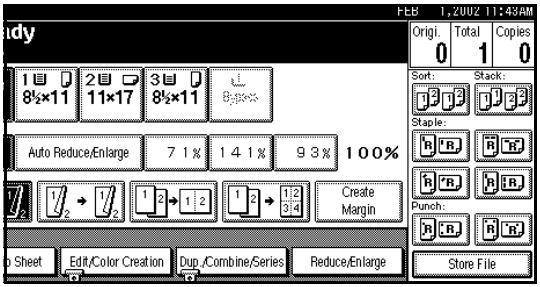
Limitation

- ❒ If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

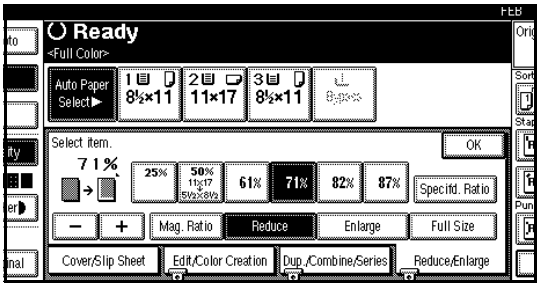
Note

- ❒ A ratio is selected in the range of 25 to 400%.

1 Press [Reduce/Enlarge].

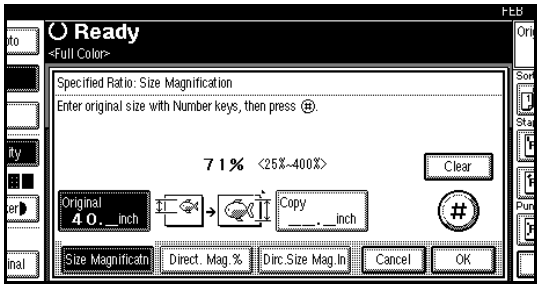


2 Press [Specifd Ratio].



3 **Make sure that [Size Magnificatn] is highlighted.**

4 **Enter the length of the original with the number keys, and then press [#].**



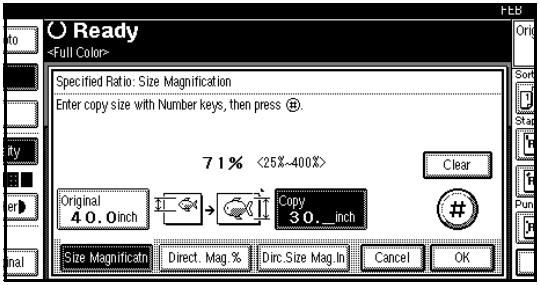
Note

❒ You can enter sizes within the following ranges:

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

❒ To change the length entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter the new length.

5 **Enter the length of the copy with the number keys, and then press [#].**



Note

❒ You can enter sizes within the following ranges:

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

❒ To change the length entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter the new length.

❒ To change the length after pressing **[#]**, select **[Original]** or **[Copy]**, and then enter the desired length.

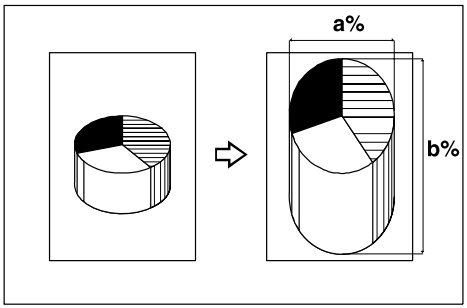
6 **Press [OK].**

7 Press [OK].

8 Place your originals, and then press the 【Start】key.

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.

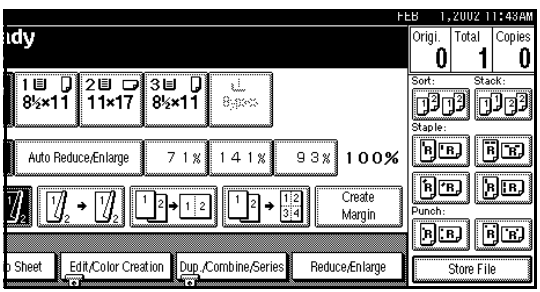


CP2P01EE

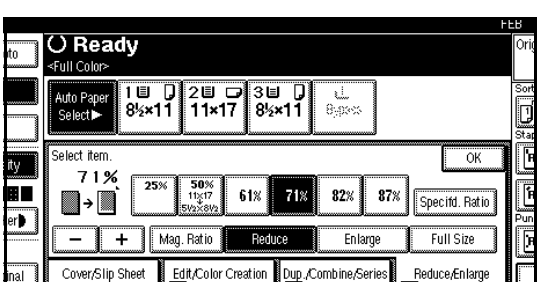
Note

- ❒ You can specify the ratio without considering the original and paper size. However, in some occasions, parts of the image might not be copied or margins will appear on copies.
- ❒ You can also select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**, and then adjust the ratio with **[+]** or **[−]**.

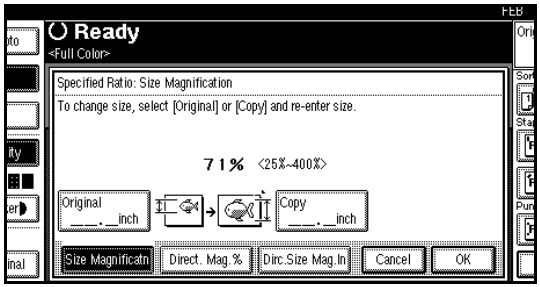
1 Press **[Reduce/Enlarge]**.



2 Press **[Specifd Ratio]**.

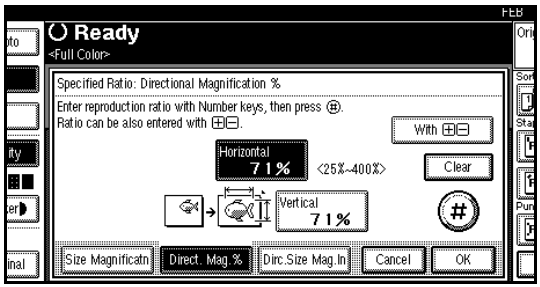


3 **Press [Direct. Mag.%].**



To enter the ratio with the number keys

❶ **Press [Horizontal].**



❷ **Enter the desired ratio with the number keys, and then press [#].**

Note

❒ To change the ratio entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter the new ratio.

❸ **Press [Vertical].**

❹ **Enter the desired ratio with the number keys, and then press [#].**

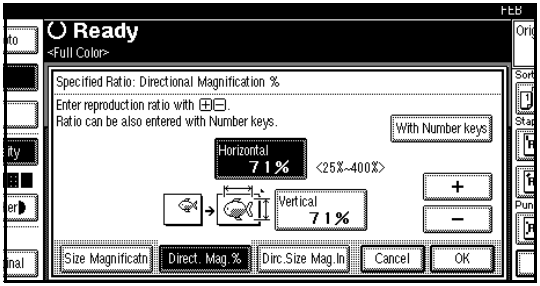
❺ **Press [OK].**

To specify a ratio with [+] and [−]

❶ **Press [With + −].**

❷ **Press [Horizontal].**

❸ **Adjust the ratio using [+] or [−].**



Note

- ❒ Pressing **[+]** or **[−]** changes the ratio in 1% steps. Pressing and holding down **[+]** or **[−]** changes it in 10% steps.
- ❒ If you have incorrectly entered the ratio, readjust the ratio with **[+]** or **[−]**.

❹ **Press [Vertical].**

❺ **Adjust the ratio with [+] or [−].**

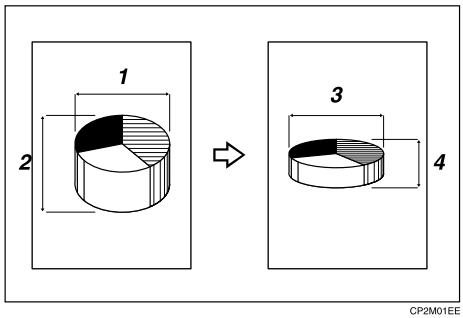
❻ **Press [OK].**

4 **Press [OK].**

5 **Place your originals, and then press the 【Start】 key.**

Directional Size Magnification (Inch)

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

Limitation

- ❒ If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

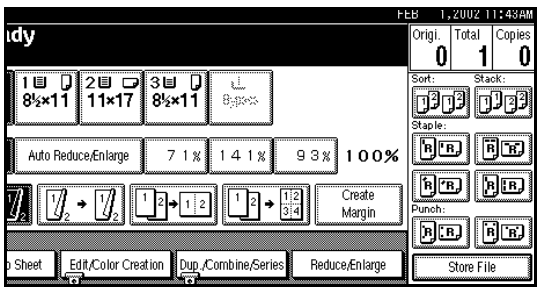
Note

- ❒ You can enter sizes within the following ranges:

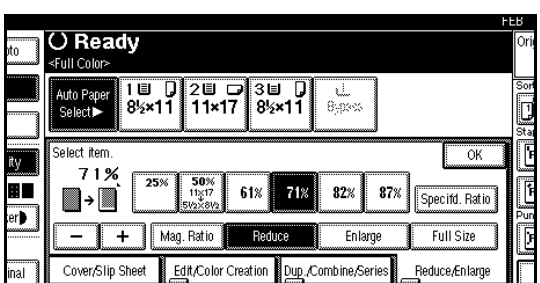
Metric version	Vertical: 1 – 999mm (in 1mm steps) Horizontal: 1 – 9999mm (in 1mm steps)
Inch version	Vertical: 0.1" – 99.9" (in 0.1" steps) Horizontal: 0.1" – 999.9" (in 0.1" steps)

- ❒ The following ratios can be selected:
  - Metric version: 25 – 400%
  - Inch version: 25 – 400%

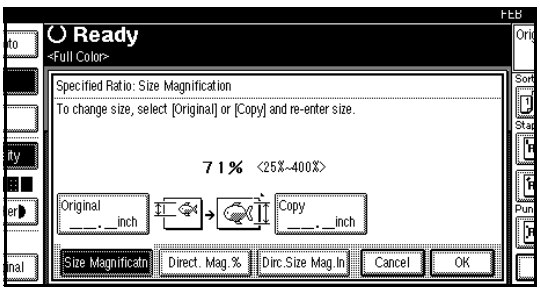
1 Press [Reduce/Enlarge].



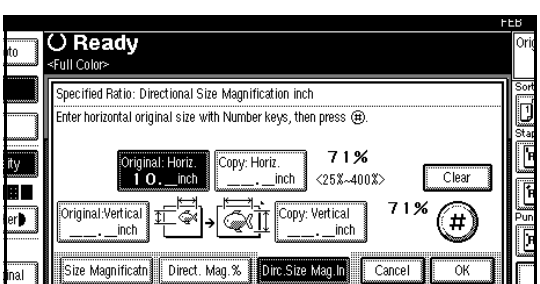
2 Press [Specifd Ratio].



3 Press [Dirc. Size Mag. In].



4 Enter the horizontal size of the original with the number keys, and then press [#].



Note

- ❒ The horizontal size you can enter is from 1mm (0.1") to 9999mm (999.9").
- ❒ To change the length entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter the new length.

5 **Enter the horizontal size of the copy with the number keys, and then press [#].**

Note

- ❒ The horizontal size you can enter is from 1mm (0.1") to 9999mm (999.9").

6 **Enter the vertical size of the original with the number keys, and then press [#].**

Note

- ❒ The vertical size you can enter is from 1mm (0.1") to 999mm (99.9").

7 **Enter the vertical size of the copy with the number keys, and then press [#].**

Note

- ❒ The vertical size you can enter is from 1mm (0.1") to 999mm (99.9").
- ❒ To change a size, press the key you wish to change, and then enter the new length.

8 **Press [OK].**

9 **Press [OK].**

10 **Place your originals, and then press the 【Start】 key.**

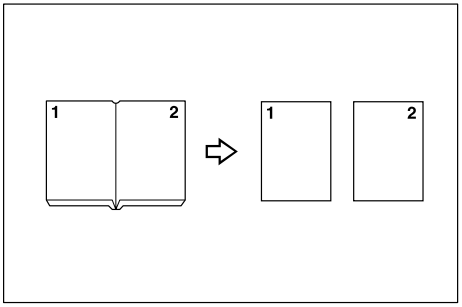
Series

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper.

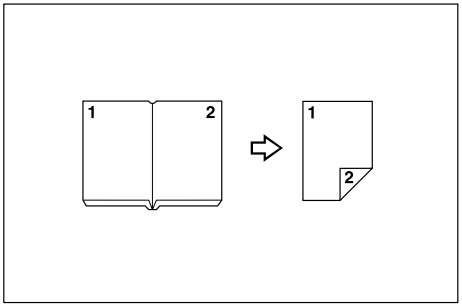
The following types of Series modes can be used:

❖ Series Copies

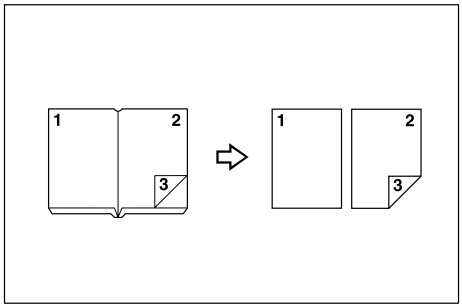
- Book → 1 Sided
  Copies the two facing pages of a spread original to make two 1-sided copies.



- Book → 2 Sided
  The optional duplex unit and hard disk unit (40 GB) are required.
  Copies a spread two-page original onto one sheet with one page per side.



- Front & Back→ 2 Sided
  The optional duplex unit and hard disk unit (40 GB) are required.
  Copies each two-page spread original as it is onto both sides of a sheet.



Limitation

❒ You cannot use the Series function from the optional document feeder (ADF).

Note

❒ When you use the “Book → 1 Sided” function, see the following table when you select the original and copy paper sizes with 100% ratio.

❖ Metric version

Original	Copy paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

❖ Inch version

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" × 2 sheets

❒ When you use the “Book→2 Sided” or “Front & Back → 2 Sided” function, see the following table when you select the original and copy paper sizes with 100% ratio.

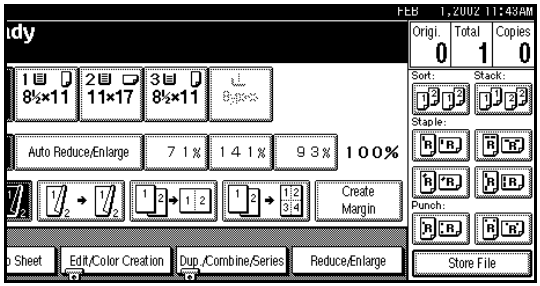
❖ Metric version

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

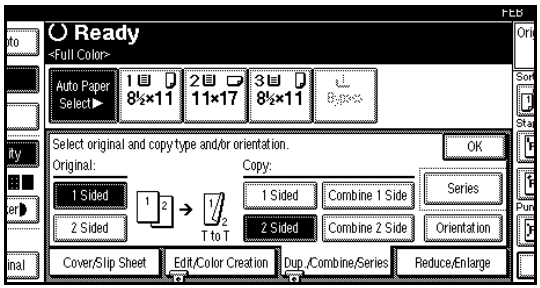
❖ Inch version

Original	Copy paper
11" × 17"▱	$8^1/_2$" × 11" (2-sided)

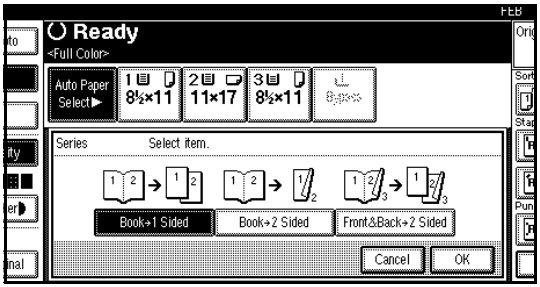
1 **Press [Dup./Combine/Series].**



2 **Press [Series].**



3 **Select the Series item, and then press [OK].**



4 **Press [OK].**

5 **Make sure that [Auto Paper Select] is selected.**

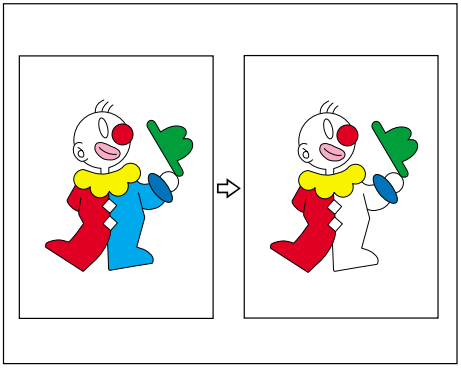
Note

❒ Press **[Auto Paper Select]**, if not selected.

6 **Place your originals, and then press the 【Start】 key.**

Erasing Colors

This function deletes colors in the original and copies it.



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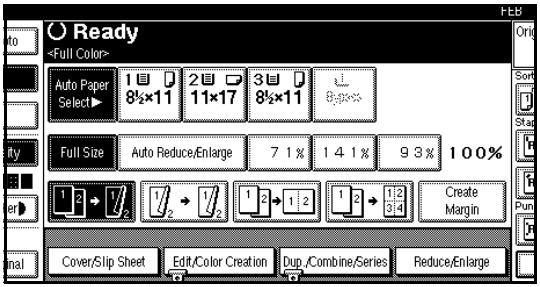
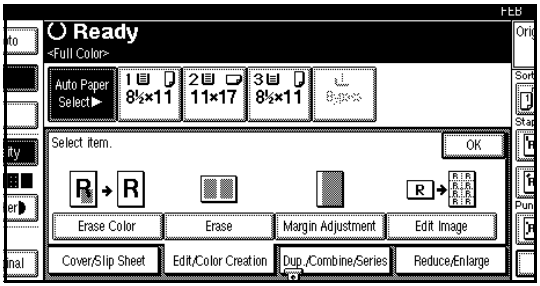
Note

- ❒ It is possible to specify up to 4 colors.
- ❒ The width of the color to be deleted can be adjusted in 5 levels. If the color width is set to “Wide” and red has been specified, colors, which are close to magenta or orange, will be deleted. The color width can be adjusted in the “User Tools”.⇒ p.127 “Color Sensitivity”

1 Press [Edit/Color Creation].

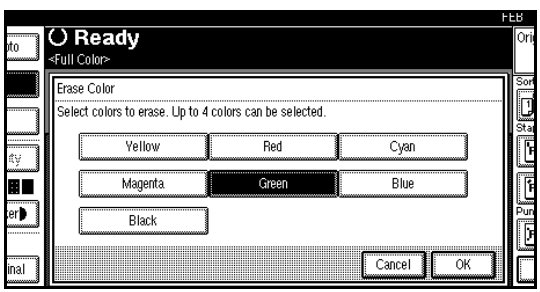


2 Press [Erase Color].



3 Select the color to be deleted.

The key of the selected color will be highlighted.



Note

- ❒ You can cancel the selection by pressing the selected (highlighted) key.
- ❒ You can select up to 4 colors simultaneously.

4 Select the colors you want to delete, and then press [OK].

5 Place your originals, and then press the 【Start】 key.

Erase

This function erases the center and/or all four sides of the original image. This is useful for avoiding edge margins on the copy image caused by bound originals, such as books.

This function has the following three types:

❖ Border

This mode erases the edge margin of the original image.

❖ Center

This mode erases the center margin of the original image.

❖ Center/Border

This mode erases both the center and edge margins of the original image.

Note

❒ The default setting of the erased margin is as follows:

Metric version	10mm
Inch version	0.4"

❒ You can change the width of the erased margins as follows:

Metric version	2 – 99mm (in 1mm steps)
Inch version	0.1" – 3.9" (in 0.1" steps)

❒ You can change this settings with the User Tools.⇒ p.117 “Erase Border Width”, p.117 “Erase Center Width”

❒ The width of the erased margin varies depending on the reproduction ratio.

❒ If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

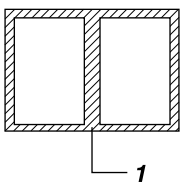
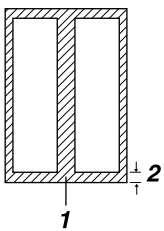
❖ Metric version

Where Original Is Placed	Paper Size and Orientation
Exposure glass	A3▭, B4▭, A4▯▭, B5▯▭
Optional document feeder (ADF)	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, 8½"×13"▭, 8K▭, 16K▭

❖ Inch version

Where Original Is Placed	Paper Size and Orientation
Exposure glass	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭
Optional document feeder (ADF)	A4▯, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭, US EXE▭

❒ The relationship between the original orientation and the erased part is as follows:

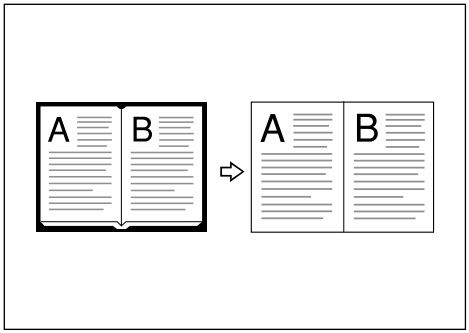
▭ original	▯ original
	

❒ 1: Erased part

❒ 2: 2–99mm (0.1"–3.9")

Border Erase

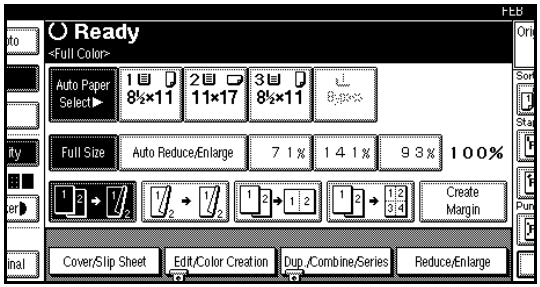
This function erases the edge margins. You can set the same margin width for all four sides, or you can set different margin widths for each side.



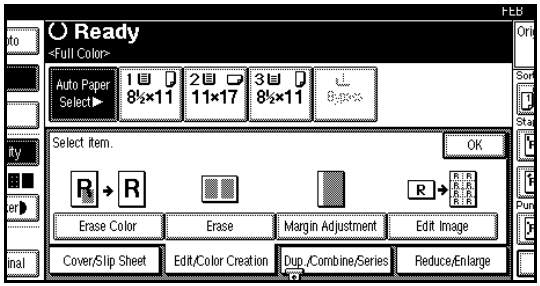
Note

❒ If you want to erase the cente rmargin too, use the Center/Border Erase function. ⇒ p.29 “Center/Border Erase”

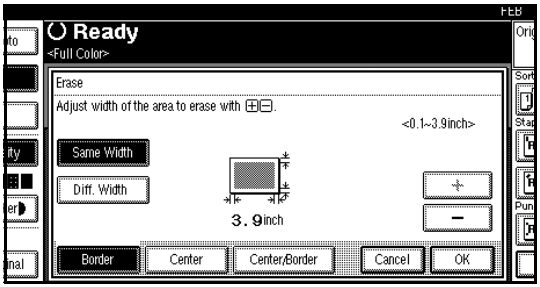
1 Press [Edit/Color Creation].



2 Press [Erase].



3 Press [Border].



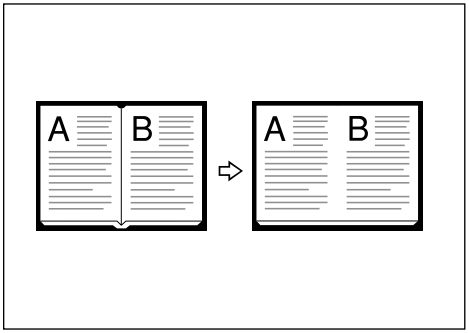
4 Specify the erase border width with [+] and [−], and then press [OK].

5 Press [OK].

6 Place your originals, and then press the 【Start】 key.

Center Erase

This function erases the center margin.



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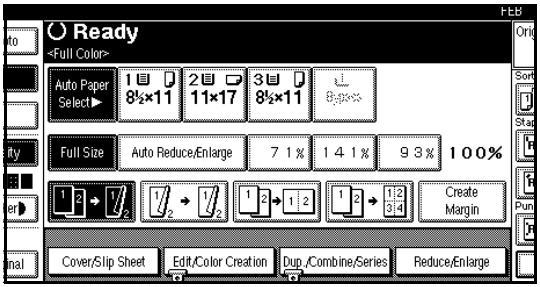
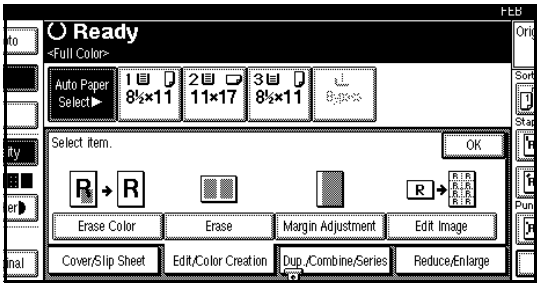
Note

❒ If you want to erase the border margin too, use the Center/Border Erase function. ⇒ p.29 “Center/Border Erase”

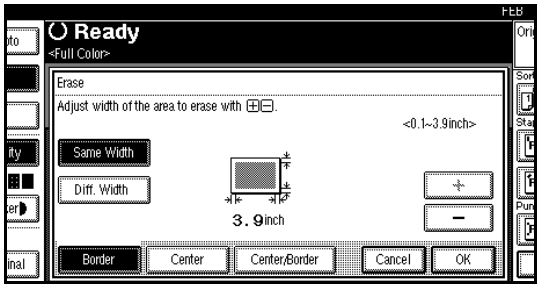
1 Press [Edit/Color Creation].



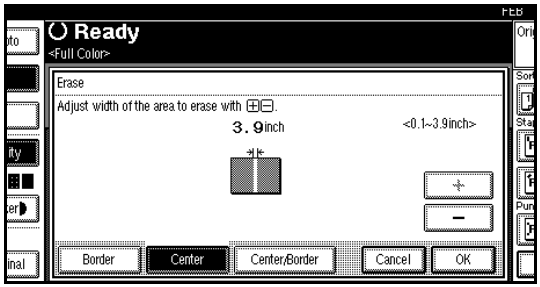
2 Press [Erase].



3 Press [Center].



4 Specify the erase center width with [+] and [−], and then press [OK].



Note

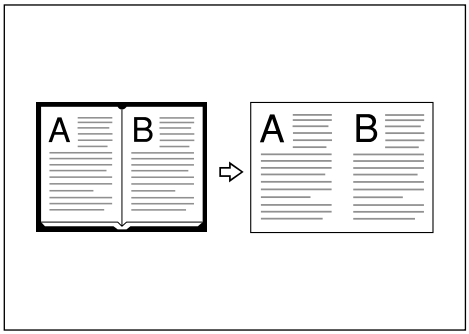
- ❒ To change the width entered, press [+] and [−], and then enter the new width.

5 Press [OK].

6 Place your originals, and then press the 【Start】 key.

Center/Border Erase

This mode erases both the center and edge margins. You can set the same margin width for all four sides and the center, or you can set different margin widths for each.



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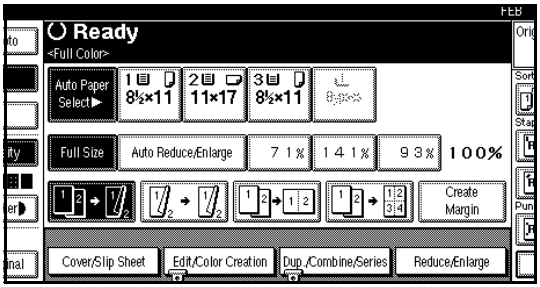
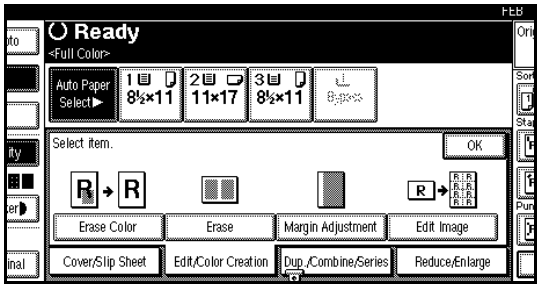
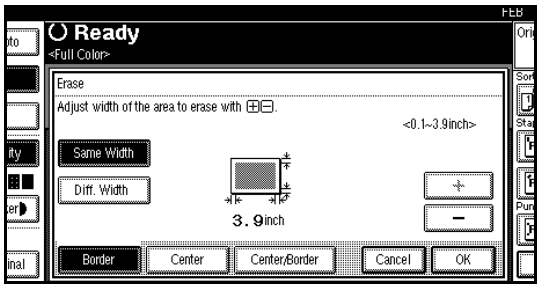
1 Press [Edit/Color Creation].



2 **Press [Erase].**



3 **Press [Center/Border].**



4 **Specify the erase margin width.**

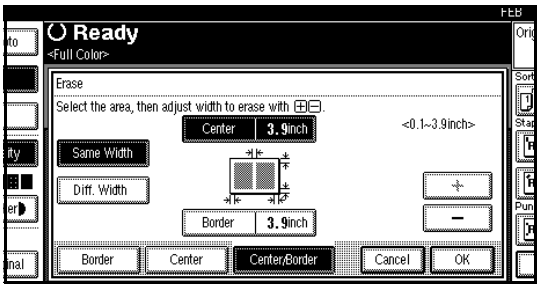
Selecting **[Same Width]**

❶ **Press [Center], and then specify the erase center width with [+] and [−].**

Note

❒ To change the width entered, press **[+]** and **[−]**, and then enter the new width.

❷ **Press [Same Width].**



❸ **Press [Border], and then specify the erase border width with [+] and [−].**

Note

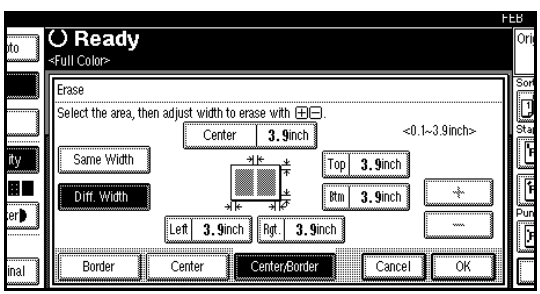
❒ To change the width entered, press **[+]** and **[−]**, and then enter the new width.

❹ **Press [OK].**

Selecting **[Diff. Width]**

❶ **Press [Diff. Width].**

❷ **Press the key for the part you wish to change, and then specify an erase margin width with [+] and [−].**



Note

❒ To change the width entered, press **[+]** and **[−]**, and then enter the new width.

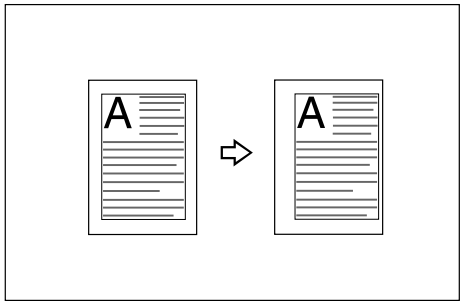
❸ **Press [OK].**

5 **Press [OK].**

6 **Place your originals, and then press the 【Start】 key.**

Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.



Limitation

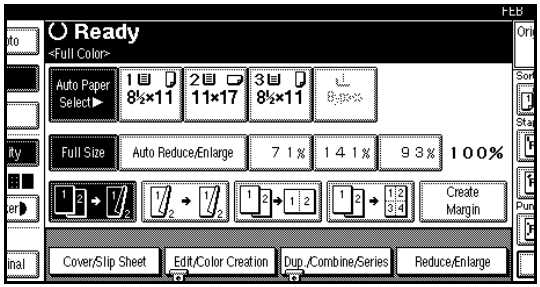
- ❒ If you set the margin too wide, areas you do not want to delete might be erased.

Note

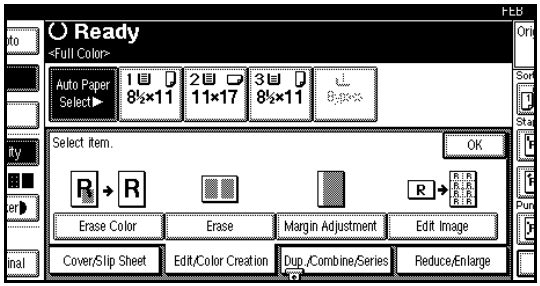
- ❒ You can change the margin adjustment setting with the User Tools. ⇒ p.115 “Front Margin: Left/Right”, p.115 “Back Margin: Left/Right”, p.115 “Front Margin: Top/Bottom”, p.116 “Back Margin: Top/Bottom”
- ❒ When making 2 Sided copies from 1 Sided originals, you can set a binding margin for back side pages. ⇒ p.116 “1 sided→2 sided Auto Margin:T to T”, p.116 “1 Sided→2 Sided Auto Margin: TtoB”
- ❒ When making copies in Combine mode, the binding margins are made on the copies after the combining is finished.
- ❒ When making copies in Double Copies or Image Repeat, the margins will appear on the copies.
- ❒ When “2 Sided → 1 Sided” is selected, set the binding margins for front and back pages of the original.
- ❒ You can change the width of the binding margin as follows:

Metric version	0 – 30mm (in 1mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

1 **Press [Edit/Color Creation].**

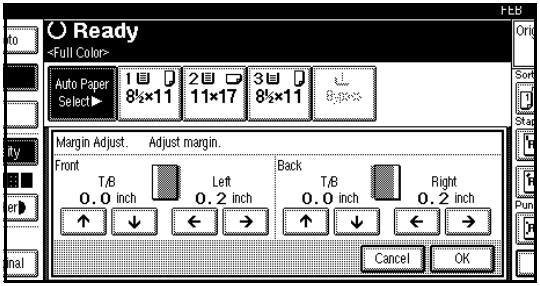


2 **Press [Margin Adjustment].**



3 **Set a binding margin for a front page.**

Press **[←]** and **[→]** when setting the left and right margins, and **[↑]** and **[↓]** when setting the top and bottom margins.



Note

- ❒ The binding margin width you can enter is from 0 to 30mm (0" to 1.2").
- ❒ To change the width entered, press **[←]**, **[→]**, **[↑]**, **[↓]**, and then enter the new width.

4 Set a binding margin for a back side page.

Press **[←]** and **[→]** when setting the left and right margins, and **[↑]** and **[↓]** when setting the top and bottom margins.

Note

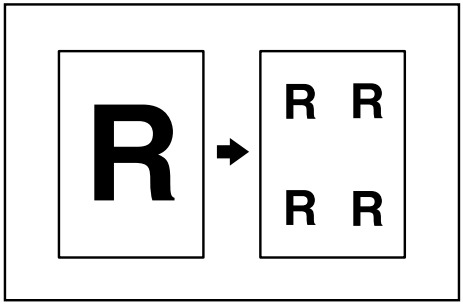
- ❒ The binding margin width you can enter is from 0 to 30mm (0" to 1.2").
- ❒ You can specify the back side margin only when Duplex or 2 Sided copy with Combine is selected.
- ❒ If you do not need to specify the back margin, press **[OK]** and go to step **5**.

5 Press [OK].

6 Place your originals, and then press the 【Start】 key.

Image Repeat

The original image is copied repeatedly.



The way of specifying Image Repeat is as follows:

❖ Whole Area Repeat

Re-copies the entire image.

❖ Specified Area Repeat

Re-copies an image in a specified area. First, choose the starting point of the area; next choose the location of the area by specifying the length and width.

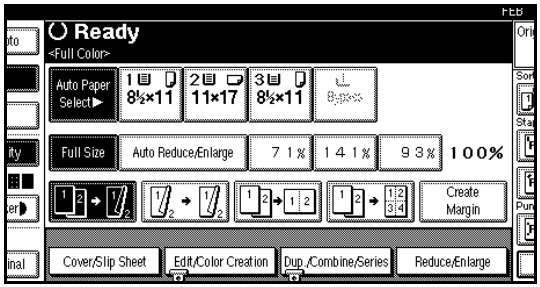
Note

- ❒ The number of copies, which can be repeated on a single sheet of paper, is set automatically, depending on the size of the original, the paper size, and the reproduction ratio.
- ❒ You can insert separation lines between repeated images.⇒ p.119 “Image Repeat Separation Line”
- ❒ Part of a repeated image might not be copied depending on copy paper size, copy paper direction, type of separation lines or reproduction ratio.

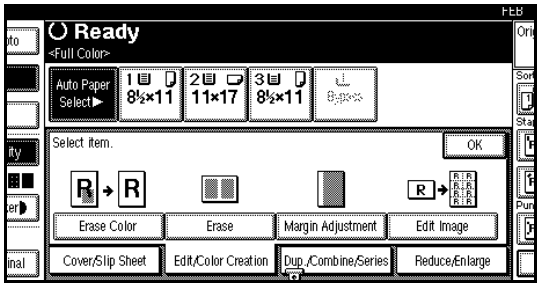
Whole Area Repeat

1 Select the size of the copy paper and the reproduction ratio.

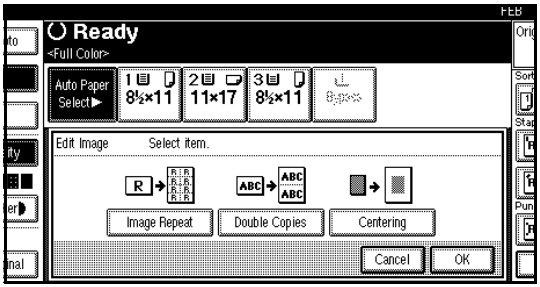
2 Press [Edit/Color Creation].



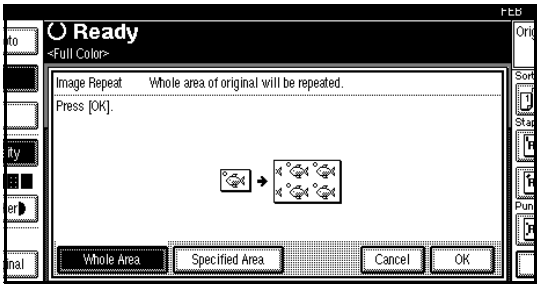
3 Press [Edit Image].



4 Press [Image Repeat].



5 Make sure that [Whole Area] is selected, and then press [OK].



6 Press [OK].

7 Press [OK].

8 Place your originals, and then press the 【Start】 key.

Specified Area Repeat

Limitation

- ❒ Place your originals on the exposure glass when using the Specified Area Repeat function.

1 Choose the position of the starting point of the area (X1, Y1), and the length and width of the area (X2, Y2).

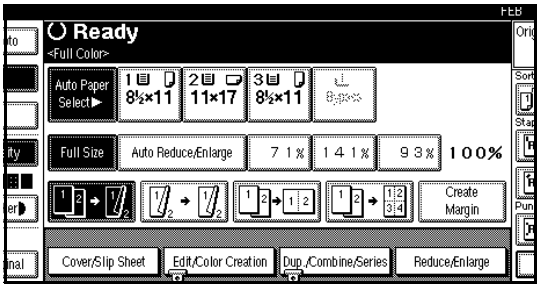
Note

- ❒ You can set the area in the following ranges:

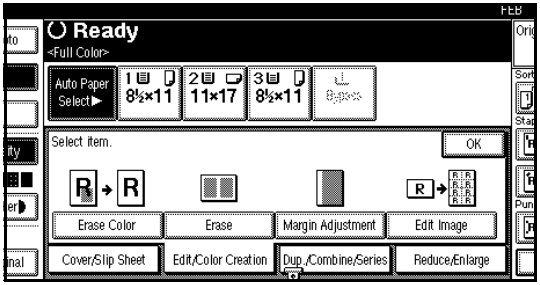
Metric version	X1 = 0 to 412mm, X2 = 20 to 432mm, Y1 = 0 to 277mm, Y2 = 20 to 297mm
Inch version	X1 = 0.0" to 16.2", X2 = 0.8" to 17", Y1 = 0.0" to 10.8", Y2 = 0.8" to 11.6"

2 Select the reproduction ratio and the paper size.

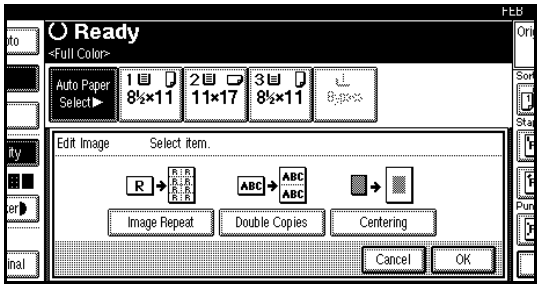
3 Press [Edit/Color Creation].



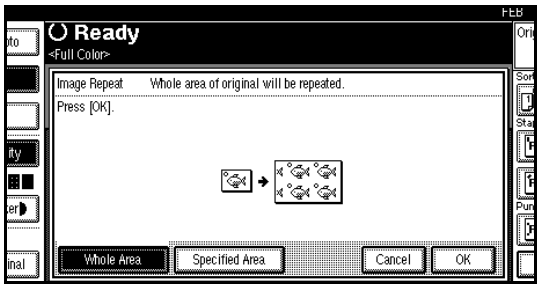
4 Press [Edit Image].



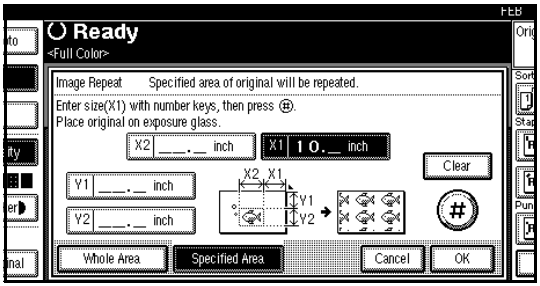
5 Press [Image Repeat].



6 Press [Specified Area].



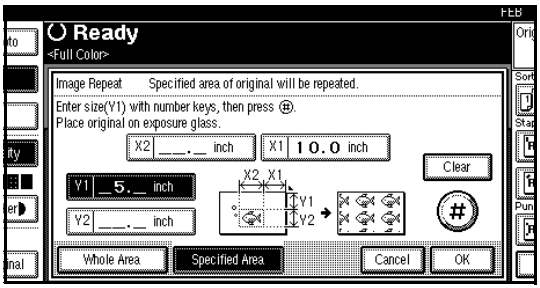
7 Enter the length of [X1] using the number keys, and then press [#].



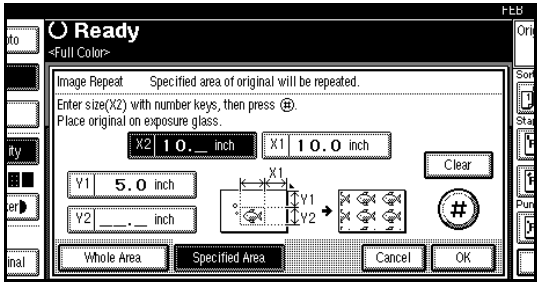
Note

❒ To change the length entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter the number.

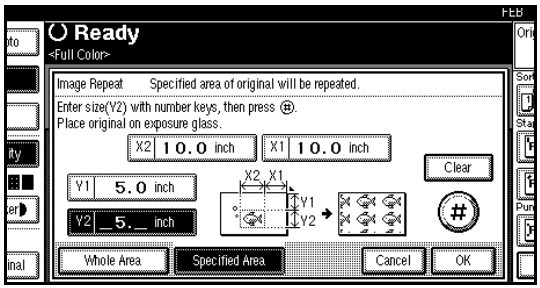
8 Enter the length of [Y1] using the number keys, and then press [#].



9 **Enter the length of [X2] using the number keys, and then press [#].**



10 **Enter the length of [Y2] using the number keys, and then press [#].**



11 **Press [OK].**

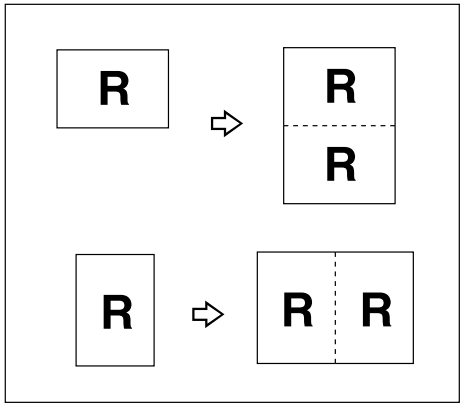
12 **Press [OK].**

13 **Press [OK].**

14 **Place your originals on the exposure glass, and then press the 【Start】 key.**

Double Copies

One original image is copied twice on one copy as shown in the illustration.



Limitation

- The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the optional document feeder (ADF).

Metric version	A5 ▯ ▭, B6 ▯ ▭
Inch version	$5^1/_2$" × $8^1/_2$" ▯ ▭

- You cannot use the Bypass Tray with this function.

Note

- You can insert separation lines between repeated images.⇒ p.121 “Double Copies Separation Line”
- See the following table for original and copy paper sizes when using a 100% ratio.

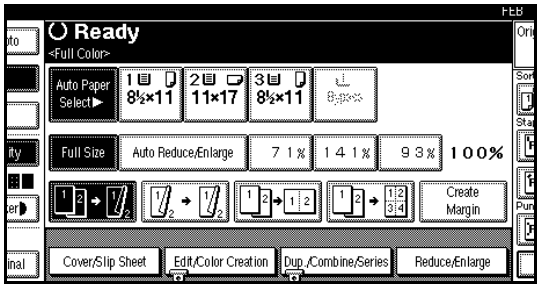
❖ Metric version

Original Size and Direction	Copy Paper Size and Direction
A5 ▭	A4 ▯
A4 ▯	A3 ▭
A5 ▯	A4 ▭

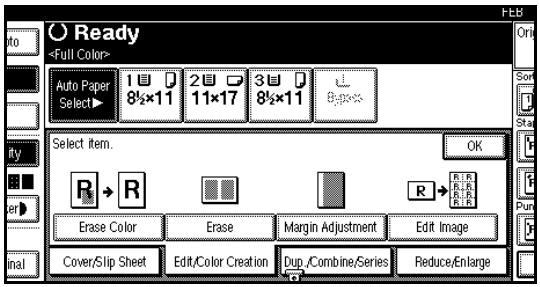
❖ Inch version

Original Size and Direction	Copy Paper Size and Direction
$5^1/_2$" × $8^1/_2$" ▭	$8^1/_2$" × 11" ▯
$5^1/_2$" × $8^1/_2$" ▯	$8^1/_2$" × 11" ▭
$8^1/_2$" × 11" ▯	11" × 17" ▭

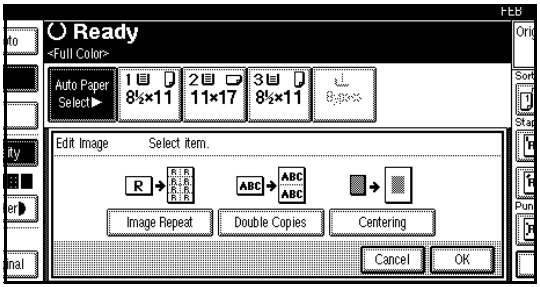
1 Press [Edit/Color Creation].



2 Press [Edit Image].



3 Press [Double Copies].



4 Press [OK].

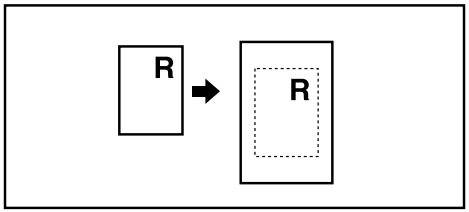
5 Press [OK].

6 Select the paper.

7 Place your originals, and then press the 【Start】 key.

Centering

You can make copies with the image moved to the center of the copy paper.



Limitation

- ❒ You cannot use the Bypass Tray with this function.
- ❒ If the direction of originals is different from that of the copy paper, the machine will not rotate the image 90°(Rotated Copy). However, you can rotate the image 90 degrees when using this function with “Auto Reduce/Enlarge”.
- ❒ If the original size cannot be detected, the centering function will not work.
- ❒ The combined areas will be centered when using the Combine function.

Note

- ❒ The original sizes and directions for centering are listed below:

❖ Metric version

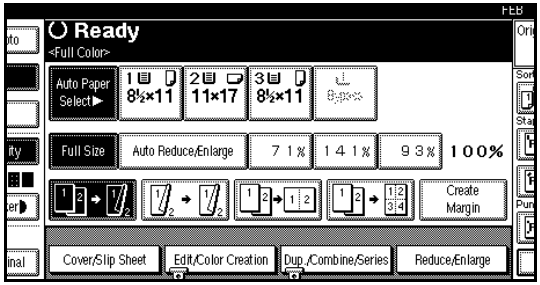
Where Original is Placed	Paper Size and Orientation
Exposure glass	A3▭, B4▭, A4▯▭, B5▯▭
Optional document feeder (ADF)	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, $8^1/_2$" × 13"▭, 8K▭, 16K▭

❖ Inch version

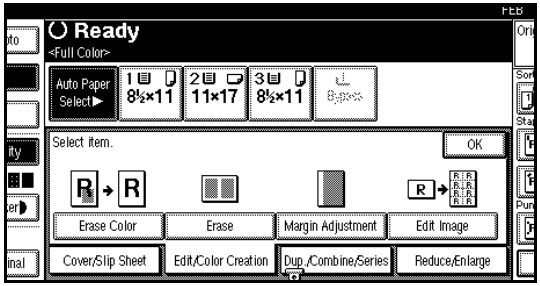
Where Original is Placed	Paper Size and Orientation
Exposure glass	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭
Optional document feeder (ADF)	A4▯, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭, US EXE▭

1 Select the paper.

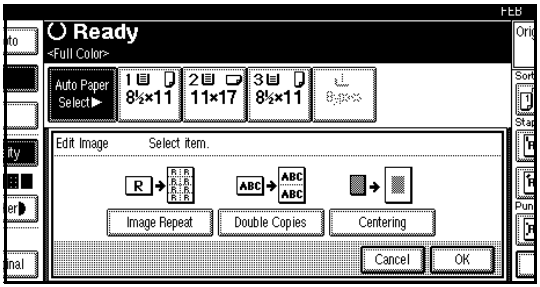
2 Press [Edit/Color Creation].



3 Press [Edit Image].



4 Press [Centering].



Note

❒ If you want to cancel centering, press **[Cancel]**.

5 Press [OK].

6 Press [OK].

7 Place your originals, and then press the 【Start】 key.

Cover

Using this function, you can add cover sheets.

The types of this function are as follows:

❖ Front Cover

The first page of your originals is copied on a specific paper sheet for covers.

❖ Front/Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

Limitation

❒ You cannot specify the Bypass Tray as the paper tray.

Preparation

Before selecting this function, set the tray for front cover paper. ⇒ “Cover Sheet Tray (for Copy/Document Server function only)”, Administrator Reference 2 Copier System Edition

The cover paper should be the same size and orientation as the copy paper.

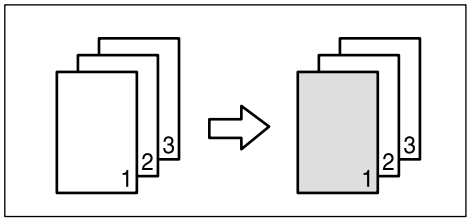
Note

❒ If “Blank” mode is selected, the cover will not be counted as a copy.

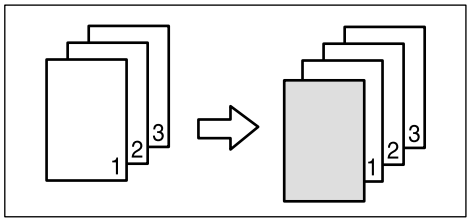
Front Cover

The first page of your originals is copied on a specific paper sheet for covers, or a cover sheet is inserted before the first copy.

❖ Copy



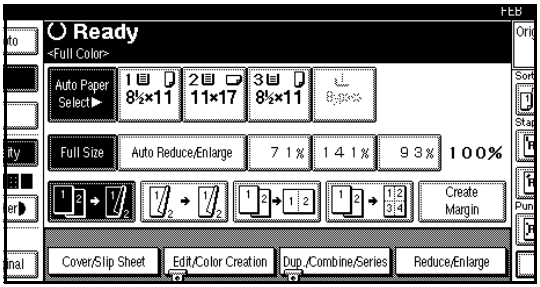
❖ Blank



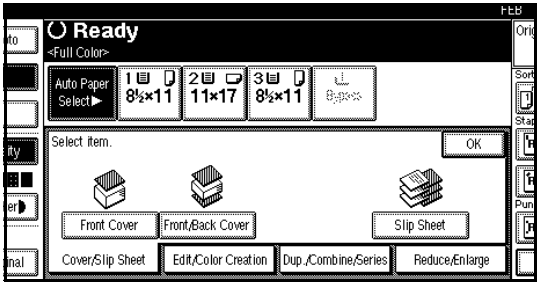
Note

- ❒ You can specify whether to make a copy on the cover sheet. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.
- ❒ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). ⇒ "Cover Sheet Tray (for Copy/Document Server function only)", Administrator Reference 2 Copier System Edition
- ❒ When the Duplex mode is selected, the machine refers to the setting used in the selected mode in "Tray Display" of the User Tools (System Settings).
  - "Mode Selected": the machine refers to the settings in "Cover".
  - "Display Always": the machine refers to the settings in "Special Paper Indication". ⇒ "Paper Type (Tray 1 - 4)" and "Cover Sheet Tray (for Copy/Document Server function only)", Administrator Reference 2 Copier System Edition
- ❒ When you use this function with Combine mode, you can specify whether to combine the front cover or not. ⇒ p.118 "Front Cover Copy in Combine"

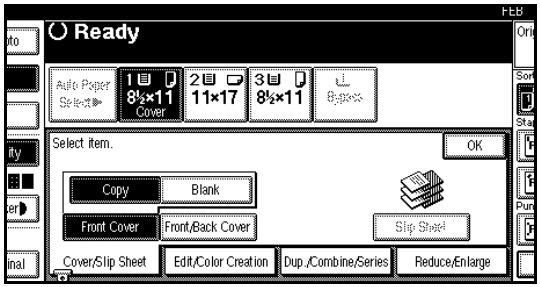
1 Press **[Cover/Slip Sheet]**.



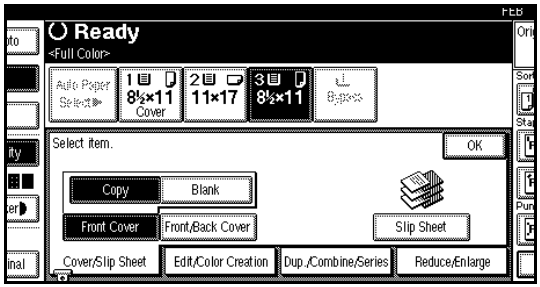
2 Press **[Front Cover]**.



3 **Select [Copy] or [Blank] for the cover sheet.**



4 **Select the paper tray containing the non-cover sheet paper.**



5 **Place your originals, and then press the 【Start】 key.**

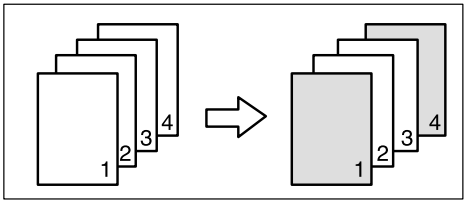
Note

❒ Press the 【#】 key after the last original has been scanned, when placing originals on the exposure glass.

Front/Back Covers

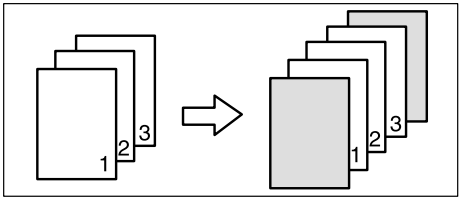
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ Copy



GCCOVE0E

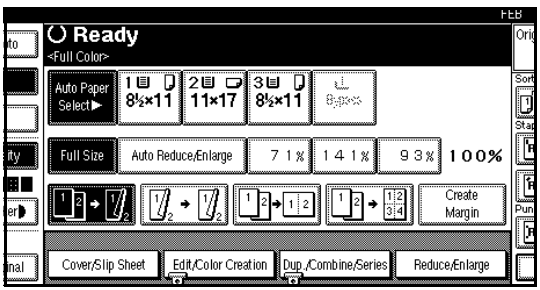
❖ Blank



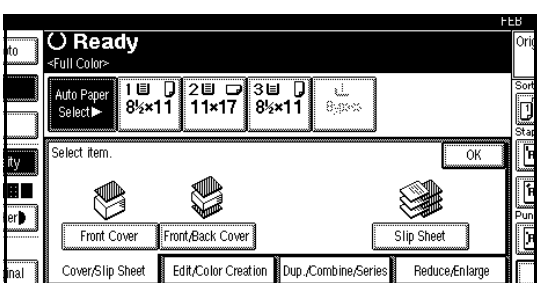
Note

- ❒ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.
- ❒ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). ⇒"Cover Sheet Tray (for Copy/Document Server function only)", Administrator Reference 2 Copier System Edition
- ❒ When the Duplex mode is selected, the machine refers to the setting used in the selected mode in "Tray Display" of the User Tools (System Settings).
  - "Mode Selected": the machine refers to the settings in "Cover".
  - "Display Always": the machine refers to the settings in "Special Paper Indication". ⇒ "Paper Type (Tray 1 - 4)" and "Cover Sheet Tray (for Copy/Document Server function only)", Administrator Reference 2 Copier System Edition

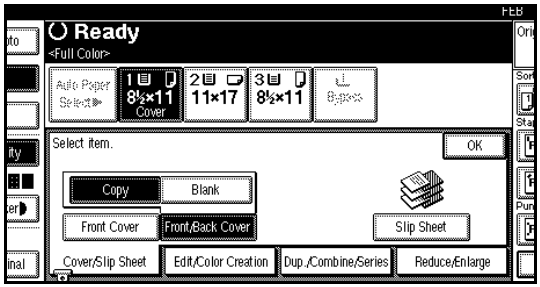
1 Press **[Cover/Slip Sheet]**.



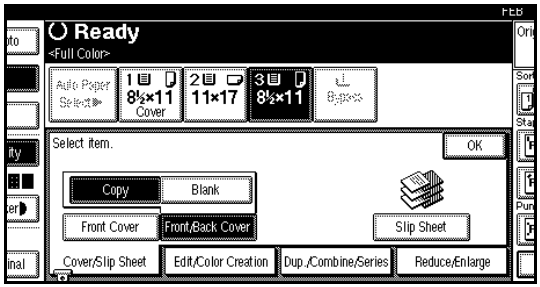
2 Press **[Front/Back Cover]**.



3 **Select [Copy] or [Blank] for the cover sheets.**



4 **Select the paper tray containing the non-cover sheet paper.**



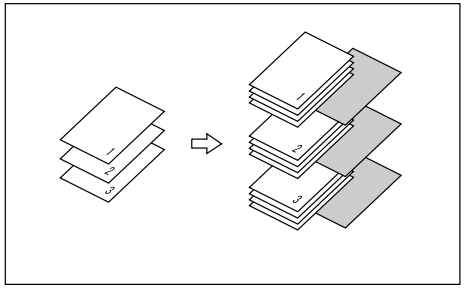
5 **Place your originals, and then press the 【Start】 key.**

Note

❒ Press the 【#】 key after the last original has been scanned, when placing originals on the exposure glass.

Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a Stack function. You can also copy onto the inserted slip sheets.



Limitation

- You cannot specify the Bypass Tray as the paper tray for the slip sheets.

Preparation

Before selecting this function, specify the paper tray for slip sheets. ⇒ “Slip Sheet Tray (for Copy/Document Server function only)”, Administrator Reference 2 Copier System Edition

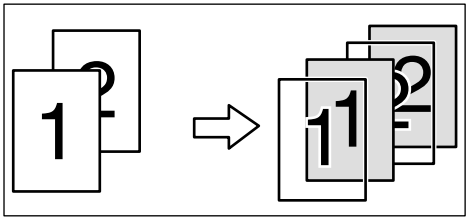
The default setting of inch version is “1 Sided → 2 Sided”. When copying with the Slip Sheets function, set “1 Sided → 1 Sided” in “Dup./Combine/Series”.

Note

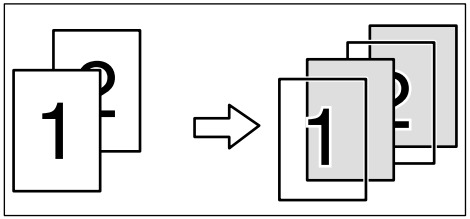
- ❒ The paper tray specified for “Slip Sheet” is used in this function.
- ❒ Set the slip sheets in the same orientation as originals.
- ❒ You can specify whether to copy onto the inserted slip sheets or not.
- ❒ If you do not copy onto slip sheets, they are excluded from the number of copies counted.

❖ When inserting slip sheets between OHP transparencies

- Copy



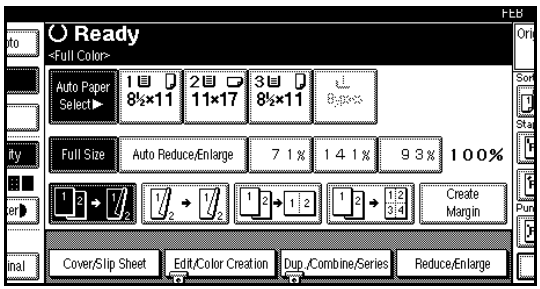
- Blank



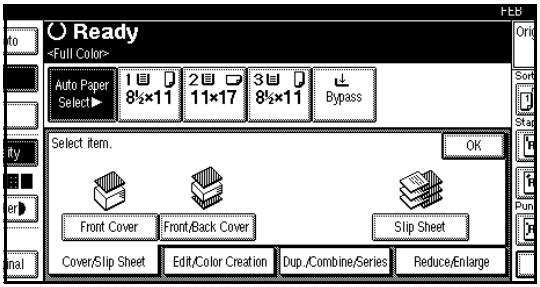
Note

- ❒ When placing OHP transparencies in the Bypass Tray, press the 【#】 key, and then select **[OHP Sheet]** in Special Paper. ⇒ "When Copying onto OHP Transparencies or Thick Paper", *Basic Features* manual
- ❒ You cannot specify anything but "1" for the copy amount, when inserting slip sheets between OHP transparencies.

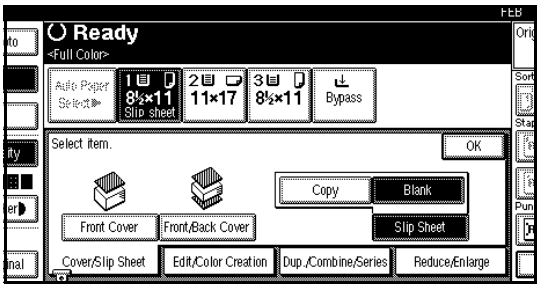
1 **Press [Cover/Slip Sheet].**



2 **Press [Slip Sheet].**



3 **Select [Copy] or [Blank] for a slip sheet.**



4 **Press [OK].**

5 **Select the paper tray containing the non-slip sheet paper.**

When using OHP transparencies, open the Bypass Tray.

6 **Place your originals, and then press the 【Start】 key.**

Storing the File in the Document Server

The optional hard disk unit (40 GB) is required.

The Document Server enables you to save documents in the hard disk unit (40 GB), and then print them as you want.

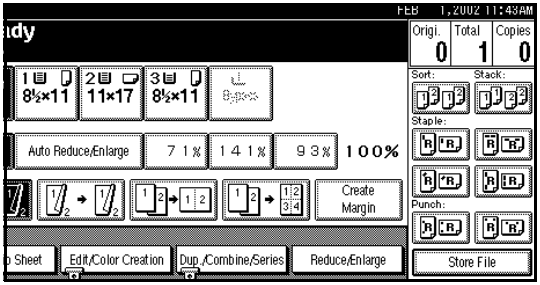
Reference

⇒ "Document Server", Administrator Reference 2 Copier System Edition

Note

- ❒ It may not be possible to change the file name or the user name of a stored document a while after it has been stored.
- ❒ The start of a scanning operation and the start timing of an indicator may actually be different when trying to perform the scanning of a color original when color printing.

1 **Press [Store File].**

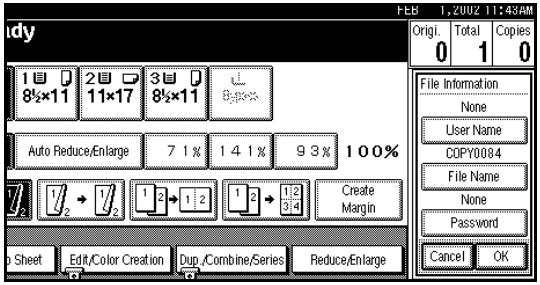


2 **Enter a file name, user name, or password if necessary.**

Note

- ❒ Proceed to step **3** if the user name, file name or password have not been set.

❒ If the file name has not been entered, an automatically given file name will be set.



Reference

For information regarding the password settings ⇒ “To set or change the password”, Administrator Reference 2 Copier System Edition

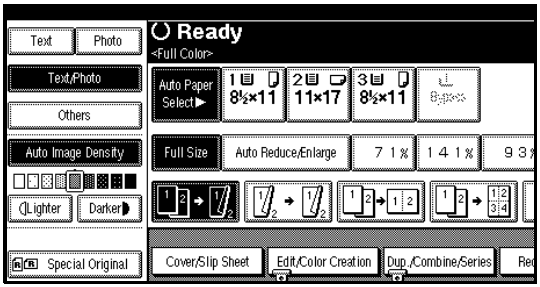
3 Press [OK].

4 Place your originals.

Reference

For more information on the types of originals that can be placed and how to place them, see “Placing the Original”, *Basic Features* manual.

5 Make the scanning settings for the original.



Reference

For details, see the explanations of each function in this manual.

6 Press the 【Start】 key.

The original is scanned.

Note

❒ To stop scanning, press the 【Clear/Stop】 key.

❒ To continue a paused scanning job, press **[Continue]** in the confirmation dialog box. To delete the saved images and cancel the job, press **[Stop]**.

❒ To check if the document has been stored, press the 【Document Server】 key to display the document selection screen.

❒ Documents stored in the Document Server can be set to be deleted automatically after a set number of days. The factory default settings are set to delete after “One day”.

Programs

You can store frequently used copy job settings in machine memory and recall them for future use.

❖ Storing a Program

You can store the settings you frequently use.

❖ Deleting a Program

You can delete a stored program.

❖ Recalling a Program

You can recall a stored program.

❖ Changing a Program's Name

You can change a program's name.

Note

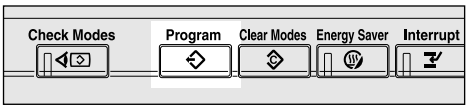
- ❒ You can store up to 10 programs.
- ❒ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on.⇒ p.107 “Change Initial Mode”
- ❒ Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the User Tools (System Settings) will be selected first. ⇒ “Paper Tray Priority : Copier (for Copy/Document Server function only)”, Administrator Reference 2 Copier System Edition
- ❒ Programs are not cleared by turning the power off or by pressing the 【**Clear Modes**】 key. They are canceled only when you delete or overwrite them with another program.

Storing a Program

1 **Edit the copy settings so that all functions you want to store in this program are selected.**

2 **Press the 【Program】 key.**

The Program menu appears.



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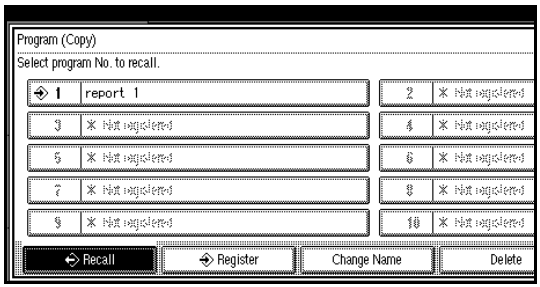
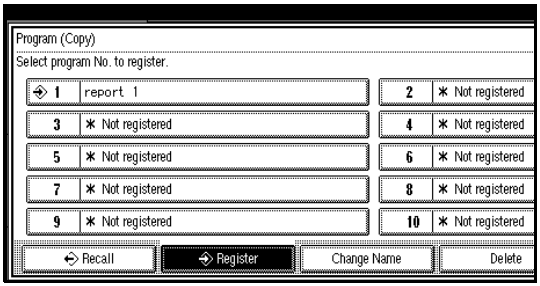
3 **Press [Register].**



4 **Press the program number you want to store.**



Note

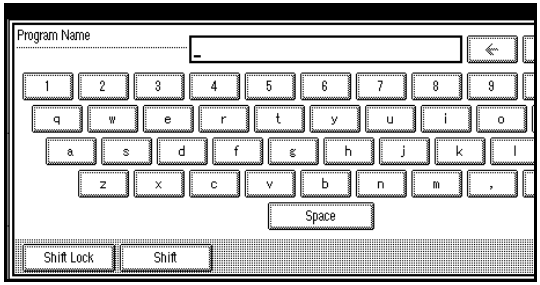
- ❒ Program numbers with ⇒ already have settings in them.

Reference

⇒ p.55 “Changing a Stored Program”

5 Enter the program name with the letter keys on the display panel.

You can enter up to 40 characters.



Reference

For details on entering characters, see "Entering Text", Administrator Reference 2 Copier System Edition.

Note

❒ If you do not wish to enter the program name, go to step 6.

6 Press [OK].

When the settings are successfully stored, the ➔ indicator goes on.

The screen returns to the initial copy display after a while.

Changing a Stored Program

1 Make sure the program settings.

Note

❒ When you want to check the contents of a program, recall the program. ⇒ p.57 "Recalling a Program"

2 Repeat steps 1 to 4 in "Storing a Program" (⇒ p.54).

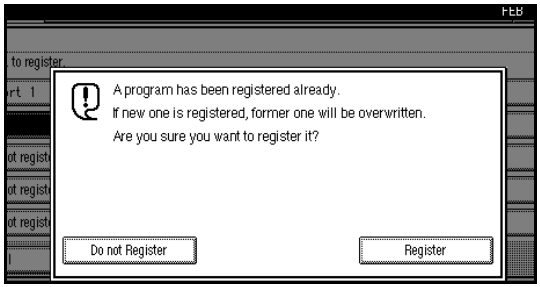
A confirmation message appears.

To overwrite the program

Important

❒ If you overwrite the program, the previous program is deleted.

❶ **Press [Register].**



❷ **Repeat steps 5 and 6 in "Storing a Program" (⇒ p.54).**

Not to overwrite the program

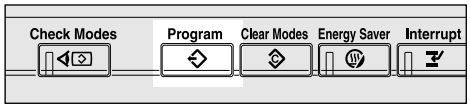
❶ **Press [Do not Register].**

The screen returns to the initial Program menu.

Deleting a Program

1 **Press the 【Program】 key.**

The Program menu appears.



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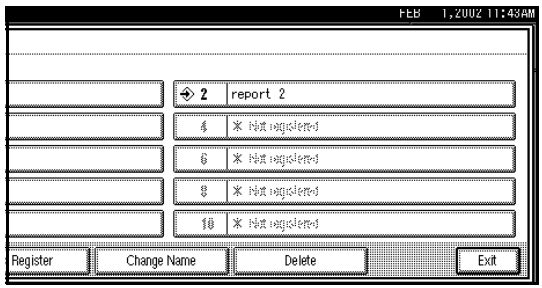
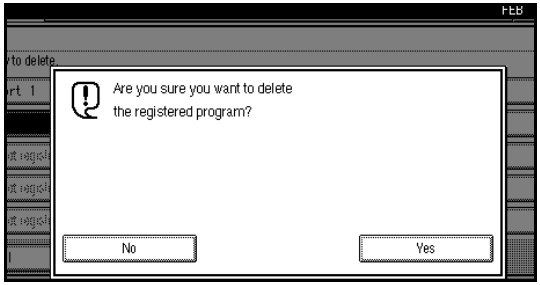
2 **Press [Delete].**



3 **Press the program number you want to delete.**

A confirmation message appears.



4 **Press [Yes].**

The program is deleted, and the screen returns to the initial copy display.

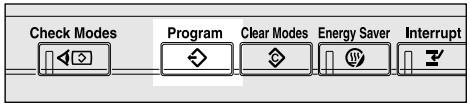
Note

❒ To cancel the operation, press **[No]**.

Recalling a Program

1 **Press the 【Program】 key.**

The Program menu appears.



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2 **Press the program number you want to recall.**

The stored settings are displayed.

Note

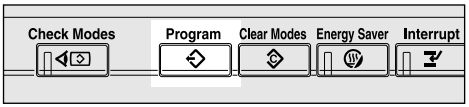
❒ Only programs with ⇨ contain a program.

3 **Place your originals, and then press the 【Start】 key.**

Changing a Program's Name

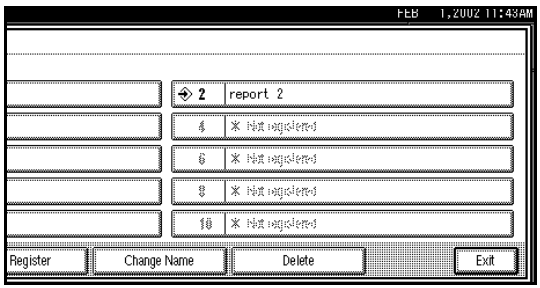
1 Press the 【Program】 key.

The Program menu appears.



ZFNS013N

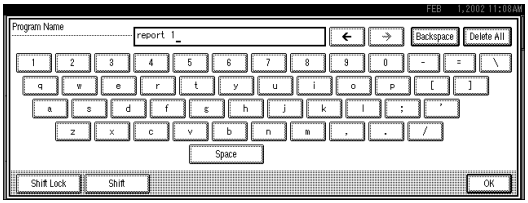
2 Press [Change Name].



3 Press the program number you want to change.

4 Change the program's name.

You can enter up to 40 characters.



Reference

For details on entering characters, see “Entering Text”, Administrator Reference 2 Copier System Edition.

5 Press [OK].

The screen returns to the initial Program menu.

The changed program name will appear.

The screen returns to the initial copy display after a while.

User Color

You can register colors made by adjusting the density of yellow, magenta, cyan, and black. The following shows you how to create colors:

- Adjusting the density of each color, by using the density of a chosen basic color.
- Directly specifying the density of each color using the number keys.

Limitation

❒ Adjust the colors so that the total of yellow, magenta, cyan and black is under 255%.

❒ When the total density of a registered color is over 256%, it will be corrected to 255%.

Note

❒ When copying using user colors, the fine shades might vary depending on the condition of the machine.

❒ In order to correctly reproduce originals, the values, which have been entered, are corrected inside the machine, and copies are made using the best suitable values. Therefore, there might be slight color differences when copying using “Text” and when using “Photo”.

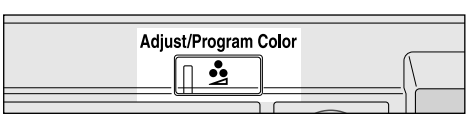
❒ Up to 15 colors can be registered.

❒ Sample prints of user colors can also be made on an A4▯ size page or on an A3▭ size page.

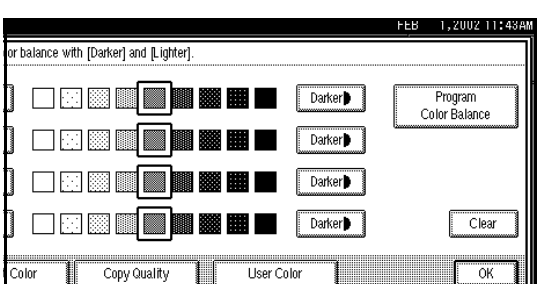
❒ When printing a Sample of User Color, the full color counter will advance to 1.

1 Press the 【Adjust/Program Color】 key.

The **Adjust/Program Color** indicator lights up.

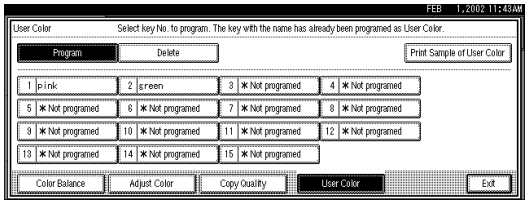


2 Press [User Color].



3 Make sure that [Program] is selected.

4 **Select the number ([1*Not programed] to [15*Not programed]) you want to store the user color in .**

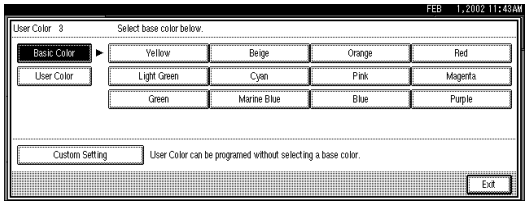


Note

- ❒ The contents of the user color will change when selecting the number already displayed by the color name.

5 **Select the color to be used as a base for registration.**

The density of each color for the selected color is displayed.



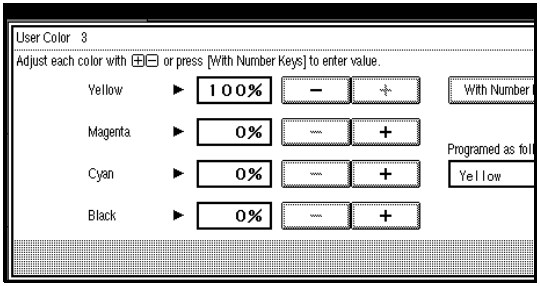
Note

- ❒ Press **[With Number Keys]** if you are directly specifying the density of each color with the number keys.⇒ p.62 “Mixing Colors Manually with the Number Keys”
- ❒ If you select **[User Color]** you can choose a color from the User Colors.

6 **Specify the color density.**

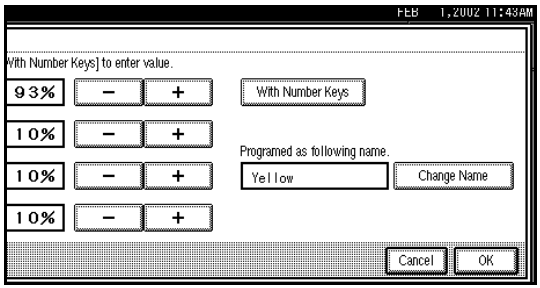
Using [+] [−]

❶ **Specify the density in percentages (%) using [+] or [−].**

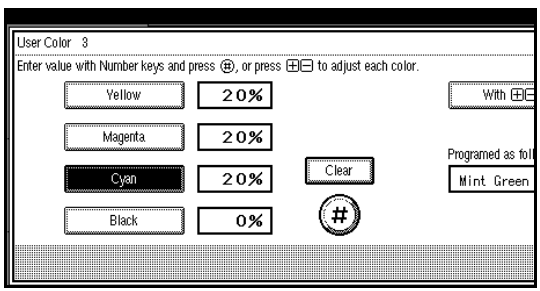


Using [With Number Keys]

❶ **Press [With Number Keys].**



❷ **Enter the density in percentages (%) using the number keys, and then press [#].**



Note

❒ If you want to use **[+]** or **[−]**, press **[With + −]**.

❒ To change the density entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter the correct density.

❒ Repeat step ❷ if you want to specify the density of multiple colors.

7 **Check densities and names of each color, and then press [OK].**

Note

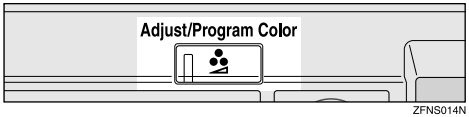
❒ If you want to rename colors, press **[Change Name]** and enter a color name of up to 16 characters. After entering the color name, press **[OK]**. ⇒ "Entering Text", Administrator Reference 2 Copier System Edition

8 **Press [Exit].**

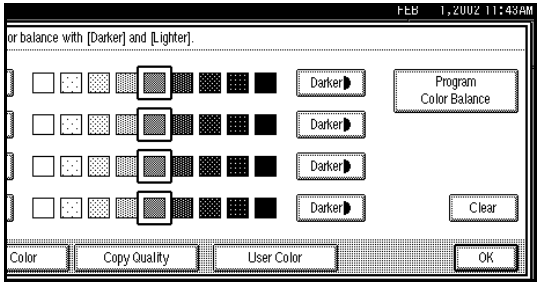
Mixing Colors Manually with the Number Keys

1 **Press the 【Adjust/Program Color】 key.**

The **Adjust/Program Color** indicator lights up.

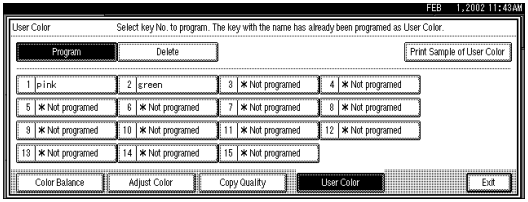


2 **Press [User Color].**



3 **Make sure that [Program] is selected.**

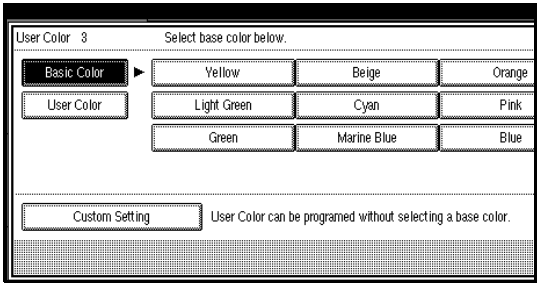
4 **Select the number ([1*Not programed] to [15*Not programed]) that you want to store the user color in.**



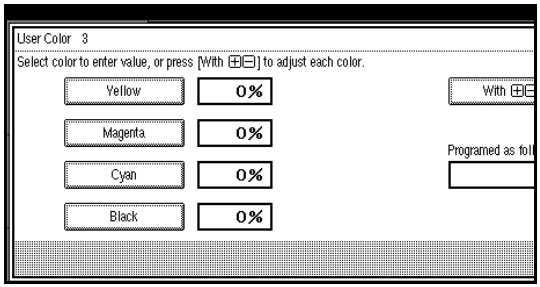
Note

- ❒ The contents of the user color will change when selecting the number already displayed by the color name.

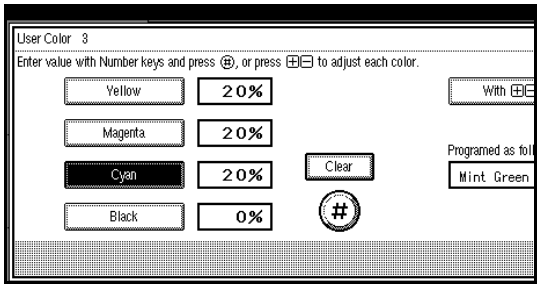
5 **Press [Custom Setting].**



6 **Select the color that you want to adjust.**



7 **Enter the density in percentages (%) with the number keys, and then press [#].**



Note

- ❒ If you want to use **[+]** or **[−]**, press **[With + −]**.
- ❒ To change the number, press **[Clear]** or the **【Clear/Stop】** key.

8 **Check the names of each color, and then press [OK].**

Note

- ❒ If you want to rename colors, press **[Change Name]** and enter a color name of up to 16 characters. After entering the color name, press **[OK]**. ⇒ "Entering Text", Administrator Reference 2 Copier System Edition
- ❒ Repeat steps **6** to **7** if you want to specify the density of multiple colors.

9 **Press [Exit].**

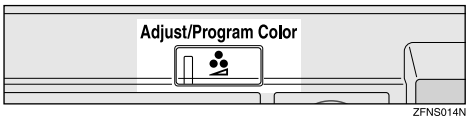
Deleting User Colors

Limitation

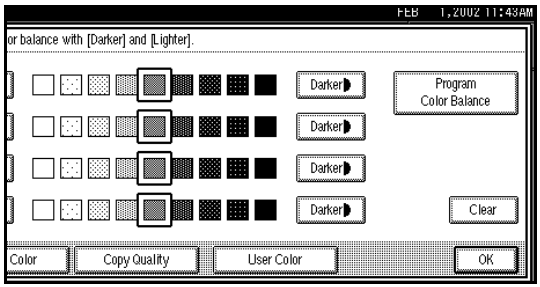
- ❒ The colors registered in the program and the registered colors in use cannot be deleted.

1 **Press the 【Adjust/Program Color】 key.**

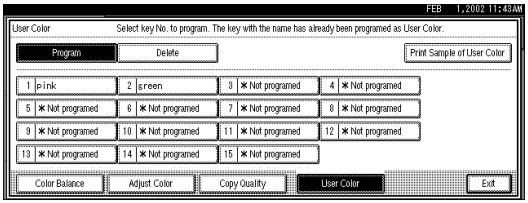
The **Adjust/Program Color** indicator lights up.



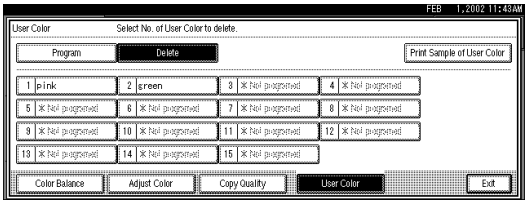
2 **Press [User Color].**



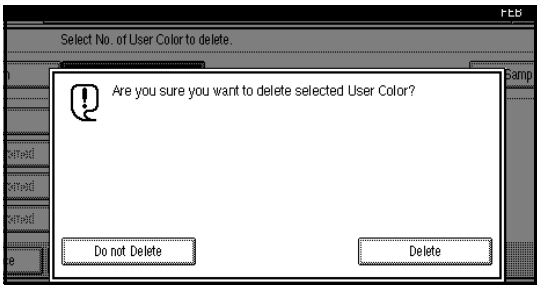
3 **Press [Delete].**



4 **Select the number of the user color you want to delete.**



5 **Press [Delete].**



Note

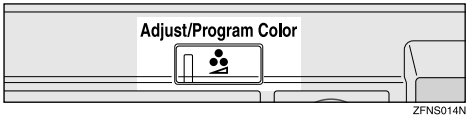
❒ Press **[Do not Delete]** if you do not want to delete.

6 **Press [Exit].**

Sampling the User Colors

1 **Press the 【Adjust/Program Color】 key.**

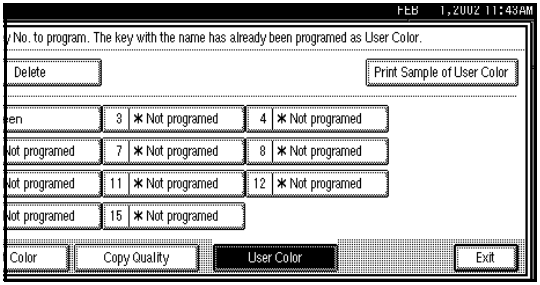
The **Adjust/Program Color** indicator lights up.



2 **Press [User Color].**

3 **Make sure the copy paper, and then press [Print Sample of User Color].**

The Sample of User Color is printed.



Note

❒ The sample will be copied on a A4▯, $8^1/_2$" × 11"▯ sheet or a A3▭, 11" × 17"▭ sheet.

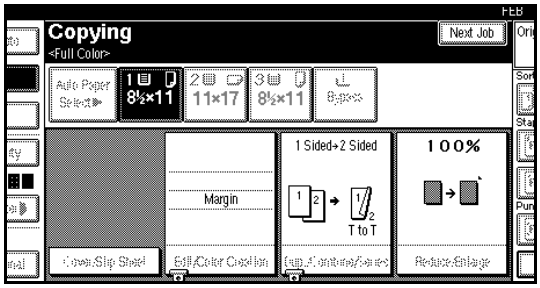
Job Preset

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, your copy job will be started automatically.

Note

- ❒ When an original has been set and reserved in the optional document feeder (ADF), the reservation will be cleared if the original is removed.
- ❒ If a paper jam occurs during the reservation, the reservation will be cleared.

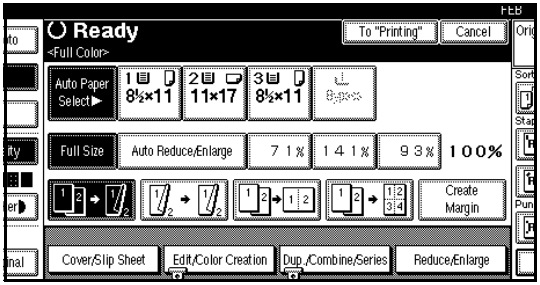
1 **Press [Next Job] when "Copying" is displayed.**



Note

- ❒ To cancel this job, press **[Cancel]**.

2 **Make sure "Ready" is displayed, and then set up the next copy job.**

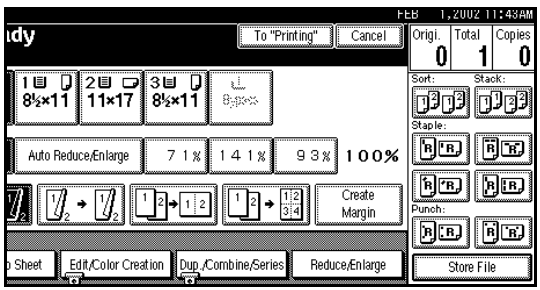


3 **Place your originals, and then press the 【Start】 key.**

4 **Press [To "Printing"].**

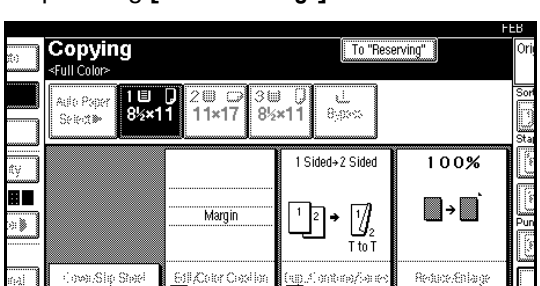
The screen returns to the initial copy display.

After the current copy job, the next job starts automatically.



Note

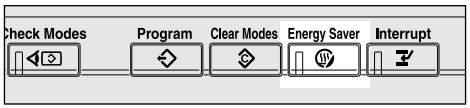
❒ You can switch the display to the current copy job by pressing **[To "Printing"]**. You can switch the display to the preset job by pressing **[To "Reserving"]**.



Other Functions

Energy Saver Mode

If you do not operate the machine for a certain period after copying or when you press the 【**Energy Saver**】 key, the display disappears and the machine enters Energy Saver mode. When you press the 【**Energy Saver**】 key again, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.



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Note

- ❒ If you press the 【**Energy Saver**】 key during an operation, the current settings will be cleared.
- ❒ It takes about 3 seconds to return to the ready condition from Energy Saver mode.

Reference

The time for activating the “Energy Saver” mode can be changed in the System Settings.
⇒ “Panel Off Timer”, Administrator Reference 2 Copier System Edition

Auto Start

With this function you can automatically start copying when the machine is on standby.

1 While “Please wait.” is displayed, make the copy settings.

2 Place your originals.

3 Press the 【Start】 key.

The start lamp blinks.

Note

- ❒ To cancel the above procedure, press the 【**Clear/Stop**】 key.

Interrupt Copy

Use this function if you wish to interrupt a long copy job to make urgently needed copies.

Limitation

❒ You cannot use the Interrupt Copy function when scanning fax and scanner originals.

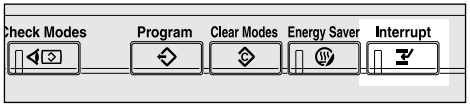
Note

❒ The procedure for making interrupt copies depends on the operation the machine is currently carrying out.

To Interrupt an Original Being Fed Using the Optional Document Feeder (ADF)

1 Press the 【Interrupt】 key.

The **Interrupt** indicator lights up and scanning stops.



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2 Remove the originals that were being copied, and then place the originals you want to copy.

3 Press the 【Start】 key.

The machine starts making your copies.

4 When your copy job is finished, remove your originals and copies.

5 Press the 【Interrupt】 key again.

The **Interrupt** indicator goes off.

6 When the display prompts you, replace the originals that were being copied before.

Note

❒ When the “Reset * originals.” message appears, remove the original after scanning, and then re-set the original.

7 Press the 【Start】 key.

Copying will restart.

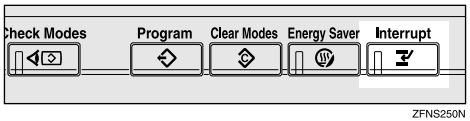
Note

❒ The previous copy job settings will be restored and the machine will continue copying from where it left off.

To Interrupt Copying after All Originals Have been Fed Using the Optional Document Feeder (ADF) or Exposure Glass

1 Press the 【Interrupt】 key.

The **Interrupt** indicator lights up.



Note

❒ Copying will not stop yet.

2 Place your originals.

3 Press the 【Start】 key.

The machine stops the original job and starts copying your original.

4 When copying is complete, remove your originals and copies.

5 Press the 【Interrupt】 key again.

The **Interrupt** indicator goes off.

Note

❒ The previous copy job settings will be restored and the machine will continue copying from where it left off.

Sample Copy

The optional hard disk unit (40 GB) is required.

Use this function to check a copy set before making a long copy run.

Limitation

❒ This function can be used only when the Sort function has been turned on.

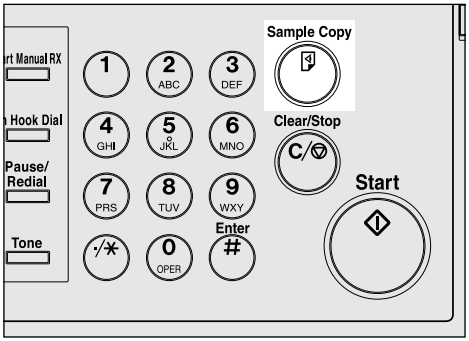
❒ You cannot use Sample Copy when using the Bypass Tray.

1 Select Sort and any other functions, and then enter the number of copy sets to be made.

2 Place your originals.

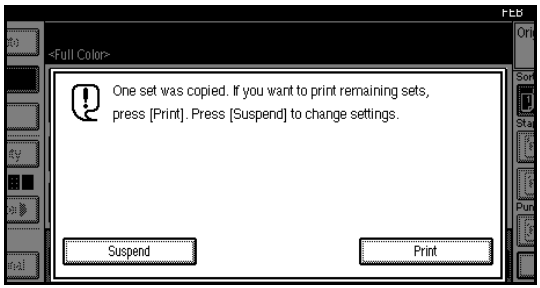
3 **Press the 【Sample Copy】 key.**

One copy set is delivered for sample copying.



4 **After checking the results, press [Print] if the sample is acceptable.**

The number of copies made is the number you specified minus one for the sample copy.



Note

- ❒ If you press **[Suspend]** after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Punch, Duplex (2 Sided → 1 Sided, 1 Sided → 2 Sided), Copy Orientation, Margin Adjust, and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change some settings.
- ❒ When pressing the **【Start】** key or the **【Sample Copy】** key, a sample copy will be taken without reducing the number of the set.

Combination Chart

○: means that these modes can be used together.
×: means that these modes cannot be used together. The mode you selected before will be the mode you will work in.
●: means that these modes cannot be used together. The mode you selected after will be the mode you will work in.

The following chart shows the combinations of modes.

Mode	Mode after you select																																								
Mode before you select	Mixed SIze Mode	Custom Size Original	Original Orientation	Auto Image Density	Manual Image Density	Full Color	Two Color	Red and Black	Single Color	Auto Paper Select	Manual Paper Select	Copying from the Bypass Tray	Preset Reduce/Enlarge	Auto Reduce/Enlarge	Create Margin Mode	Book → 1 Sided	2 Sided → 1 Sided	Duplex	Combine	1 Sided → 2 Sided	2 Sided → 2 Sided	Double Copies	Whole Area Repeat	Specified Area Repeat	Margin Adjustment	Centering	Center Erase	Border Erase	Erase Color	Front Cover	Slip Sheet	Sort	Rotate Sort	Stack	Staple	Punch	Document Server
Mixed SIze Mode		×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Custom Size Original	×		○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Original Orientation	○	○		○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Auto Image Density	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	●	○	○	○	○	○	○	○	○
Manual Image Density	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Full Color	○	○	○	○	○		●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Two Color	○	○	○	○	○	●		●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○
Red and Black	○	○	○	○	○	●	●		●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○
Single Color	○	○	○	○	○	●	●	●		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Auto Paper Select	○	●	○	○	○	○	○	○	○		●	●	●	○	○	○	○	○	○	○	○	○	●	●	○	○	○	○	○	●	●	○	○	○	○	○	○
Manual Paper Select	○	○	○	○	○	○	○	○	○	●		●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copying from the Bypass Tray	○	○	○	○	○	○	○	○	○	●	●		×	○	×	○	○	×	×	×	×	×	*2	*2	*3	×	*2	*2	○	×	○	○	×	○	×	×	×
Preset Reduce/Enlarge	○	○	○	○	○	○	○	○	○	●	○	×		●	○	○	○	○	○	○	○	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○
Auto Reduce/Enlarge	○	○	○	○	○	○	○	○	○	○	○	○	●		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Create Margin Mode	○	○	○	○	○	○	○	○	○	○	○	×	○	○		○	○	○	○	○	○	○	○	○	×	○	×	○	○	○	○	○	○	○	○	○	○
Book → 1 Sided	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○		●	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○
2 Sided → 1 Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	●		○	○	○	○	○	○	○	○	○	○	○	○	*1	○	○	○	○	○	○	○
Duplex	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○		●	●	●	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○
Combine	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	●		●	●	×	×	×	○	○	○	○	○	×	○	○	○	○	○	○	○

*1 means that the "1 Sided → 2 Sided" mode and "Cover" mode cannot be used together.
*2 means that both modes cannot be used together when placing paper with widths of over 305mm(12") or large paper with areas of more than 297 x 432mm(11" x 17") in the Bypass Tray.
*3 means that both modes cannot be used together when placing paper with widths of over 305mm(12") in the Bypass Tray.

The following chart shows the combinations of modes.

Mode	Mode after you select																																								
	Mixed Size Mode	Custom Size Original	Original Orientation	Auto Image Density	Manual Image Density	Full Color	Two Color	Red and Black	Single Color	Auto Paper Select	Manual Paper Select	Copying from the Bypass Tray	Preset Reduce/Enlarge	Auto Reduce/Enlarge	Create Margin Mode	Book → 1 Sided	2 Sided → 1 Sided	Duplex	Combine	1 Sided → 2 Sided	2 Sided → 2 Sided	Double Copies	Whole Area Repeat	Specified Area Repeat	Margin Adjustment	Centering	Center Erase	Border Erase	Erase Color	Front Cover	Slip Sheet	Sort	Rotate Sort	Stack	Staple	Punch	Document Server
Mode before you select																																									
1 Sided → 2 Sided	○	○	○	×	○	○	○	○	○	○	○	○	×	○	○	○	○	○	●	●	/	●	○	○	○	○	○	○	○	×	×	○	○	○	○	○	○	○	○	○	○
2 Sided → 2 Sided	○	○	○	×	○	○	○	○	○	○	○	○	×	○	○	○	○	○	●	●	●	/	○	○	○	○	○	○	○	×	×	○	○	○	○	○	○	○	○	○	×
Double Copies	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	×	○	○	/	●	●	○	○	○	○	○	×	×	○	○	○	○	○	○	○	○	○	×
Whole Area Repeat	○	○	○	○	○	○	○	○	○	○	×	○	*2	×	○	○	○	○	○	×	○	○	●	/	●	○	○	○	○	○	×	×	○	○	○	○	○	○	○	○	○	×
Specified Area Repeat	○	○	○	○	○	○	○	○	○	○	×	○	*2	×	○	×	○	○	○	×	○	○	●	●	/	×	×	×	×	○	×	×	○	○	○	○	○	○	○	○	○	×
Margin Adjustment	○	○	○	○	○	○	○	○	○	○	○	○	*3	○	○	○	○	○	○	○	○	○	○	○	×	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Centering	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	×	○	○	○	○	○	○	○	○	×	○	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Center Erase	○	○	○	○	○	○	○	○	○	○	○	○	*2	○	○	○	○	○	○	○	○	○	○	○	×	○	○	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Border Erase	○	○	○	○	○	○	○	○	○	○	○	○	*2	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	/	○	○	○	○	○	○	○	○	○	○	○	○	○
Erase Color	○	○	○	×	○	○	○	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/	○	○	○	○	○	○	○	○	○	○	○	○
Front Cover	○	○	○	○	○	○	○	○	○	○	×	○	×	○	○	○	×	○	*1	○	○	×	×	×	×	×	○	○	○	○	○	/	●	○	×	○	○	○	○	○	○	○
Slip Sheet	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	×	×	×	×	×	×	×	○	○	○	○	○	●	/	×	×	○	○	○	○	○	○	○
Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	/	○	○	○	○	○	○	○	○
Rotate Sort	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	○	/	●	●	×	○	○	○	○
Stack	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	●	/	○	○	○	○	○	○
Staple	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	●	○	/	*4	○	○	○	○
Punch	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	*4	/	○	○	○	○
Document Server	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	/	○	○	○

*1 means that the "1 Sided → 2 Sided" mode and "Cover" mode cannot be used together.

*2 means that both modes cannot be used together when placing paper with widths of over 305mm(12") or large paper with areas of more than 297 x 432mm(11" x 17") in the Bypass Tray.

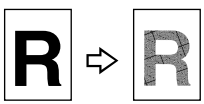
*3 means that both modes cannot be used together when placing paper with widths of over 305mm(12") in the Bypass Tray.

*4 means that the "Staple" (Top 2) mode and "Punch" (Left position) mode cannot be used together.

If You Cannot Make Clear Copies

Problem	Cause	Solution & Reference
Copies appear dirty.	The image density is too dark.	Adjust the image density.⇒ “Adjusting Copy Image Density”, *Basic Features* manual
	Auto Image Density is not selected.	Select Auto Image Density.⇒“Adjusting Copy Image Density”, *Basic Features* manual
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density.⇒ “Adjusting Copy Image Density”, *Basic Features* manual
	Auto Image Density is not selected.	Select Auto Image Density.⇒ “Adjusting Copy Image Density”, *Basic Features* manual
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density.⇒ “Adjusting Copy Image Density”, *Basic Features* manual
		Change the orientation of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or optional document feeder (ADF) is dirty.	Clean them. ⇒ “Cleaning the Exposure Glass”, “When using the document feeder (ADF)”, Maintenance Guide 2 Copier System Edition

Problem	Cause	Solution & Reference
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ “Adjusting Copy Image Density”, *Basic Features* manual
	The paper size is not appropriate.	Use the recommended paper. ⇒ “Sizes and Weights Recommended Originals”, Maintenance Guide 1 Copier System Edition **Note** ❒ A light copy may result when you use damp, rough grain or coated paper.
	Toner cartridge is almost empty.	Add toner. ⇒ “Replacing the Toner Cartridge”, Maintenance Guide 2 Copier System Edition
Parts of the image are not copied.	The original is not placed correctly.	Place originals correctly. ⇒ “Placing Original”, *Basic Features* manual
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	When using the exposure glass, face the originals down. When using the optional document feeder (ADF), face them up. ⇒ “Placing Originals on the Exposure Glass”, *Basic Features* manual

Problem	Cause	Solution & Reference
A moiré pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

When copying doesn't start

When a Message is Displayed

The following chart describes displayed messages as well as what to do when they appear.

Message	Cause	Solution & Reference
Cannot detect original size.	An original with a size difficult to detect has been placed. ⇒ p.136 "Sizes Difficult to Detect"	Do not use Auto Paper Select. In paper selection use other procedures except for paper specified magnification for Reduce/Enlarge copies.
		Make sure that the original is correctly placed on the exposure glass. ⇒ "Placing Originals on the Exposure Glass", *Basic Features* manual
	Originals have not been placed.	Place originals in the machine.
Check original orientation.	The orientation of the original is not correct.	Change the orientation of the original.
Maximum number of sets is *.	The number of copies exceeds the limit.	You can change the maximum number of sets to be copied one at a time. ⇒ p.107 "Max. Copy Quantity"
Check paper size.	The paper is not suitable.	When pressing the 【Start】 key, copying will be done on the selected paper.

Message	Cause	Solution & Reference
Rotate Sort is not available with this paper size.	Paper which cannot be sorted and rotated has been selected.	Select a paper size which can be sorted and rotated. ⇒ “Sort”, *Basic Features* manual
Cannot punch paper of this size.	Paper which cannot be punched has been selected.	Paper sizes which can be punched:A3▭, B4▭, A4▯▭, B5▯▭, A5▯, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭. Choose from the above sizes.
Stapling capacity exceeded.	The number of pages has exceeded the maximum stapling capacity.	Copy within the stapling capacity. ⇒ “Staple”, *Basic Features* manual
Cannot staple paper of this size.	Paper which cannot be stapled has been selected.	Select a paper size which can be stapled.⇒ “Staple”, *Basic Features* manual
Duplex is not avilable with this paper size.	Paper which cannot be duplex copied has been selected.	Paper sizes which can be duplex copied are:A3▭, B4▭, A4▯▭, B5▯▭, and A5▭.11"×17" ▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭, $5^1/_2$"×$8^1/_2$"▯▭, 8"×13"▭.Choose from the above sizes.

If You Cannot Make Copies As You Want

General

Problem	Cause	Solution & Reference
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. ⇒ “Removing Jammed Staples”, Maintenance Guide 2 Copier System Edition **Note** ❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. ⇒ “Staple”, *Basic Features* manual
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly positioned.	Originals are not placed correctly.	Place the original on the upper left corner of the exposure glass. ⇒ “Staple”, *Basic Features* manual
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. ⇒ “Paper Tray (Tray 1 - 4)”, Administrator Reference 2 Copier System Edition
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and correct the settings.
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were delivered in two blocks.	You can interrupt the copying when the memory becomes full. ⇒ “Staple”, *Basic Features* manual

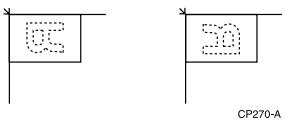
Adjust Image

Problem	Cause	Solution & Reference
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select A3 for A4 originals , and A4 for A5 originals.
In Border, Center, or Center/Border mode, parts of the original image are not copied.	You set a wide erased margin.	Make the margin width narrower. You can adjust it between 2-99mm.⇒ p.117 “Erase Original Shadow in Combine”, p.117 “Erase Center Width”
	Originals are not scanned correctly.	Place the originals correctly.
In Margin Adjustment mode, parts of the original image are not copied.	You set a wide erased margin.	Set a narrower margin with the User Tools. You can change it between 0-30 mm. ⇒ p.115 “Front Margin: Left/Right”, p.115 “Back Margin: Left/Right”, p.115 “Front Margin: Top/Bottom”, p.116 “Back Margin: Top/Bottom”
	There is a lack of margin space on the opposite side of the binding position.	
In Image Repeat mode, the original image is not copied repeatedly.	You selected copy paper the same size as originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals. Select the proper reproduction ratio.

Combine

Problem	Cause	Solution & Reference
Parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper. **Note** ❒ Select the correct reproduction ratio before using Combine mode.
	When you use staple and punch together, extra margin may appear.	Change the orientation of the originals. The blank space can be eliminated by changing the orientation of the originals. However, the punching or stapling location may not be as expected.
Order of copies is not correct.	You place the originals in the incorrect order.	When placing a stack of originals in the optional document feeder (ADF), the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Solution & Reference
Order of copies is not correct.	You placed the originals in the incorrect order.	When placing a stack of originals in the optional document feeder (ADF), the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You placed the originals in the wrong orientation or the orientation setting is incorrect.	Select the correct orientation, or place originals correctly. ⇒ "Placing Originals", *Basic Features* manual **Note** ❒ If you place A3, 11" × 17" or B4, $8^1/_2$" × 14" originals as shown below, select **[Top to Bottom]** to make copies in "Top to Top" orientation. Or select **[Top to Top]** to make copies in "Top to Bottom" orientation.  CP270-A

When Memory Is Full

Limitation

❒ If memory is full, Interrupt Copy will not be available.

Note

❒ If you set “Memory Full Auto Scan Restart” of the User Tools to “Yes”, the memory overflow message will not be displayed, but make Connect Copy for the scanned original automatically. Connect Copy continues scanning and copying until finishing the job. Note that copy sets will be printed out separately by scanning at this time.

Message	Cause	Solution & Reference
Memory is full.*originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals. **Note** ❒ Copying will stop and this message will be displayed when the memory is full.	The scanned original exceeds the number of pages that can be stored in memory.	Press **[Print]** to copy scanned originals and clear the scanning data. Press **[Clear]** to clear the scanning data and not copy.
Press **[Continue]** to scan and copy remaining originals. **[Stop] [Continue]**	The machine checks if the remaining original should be copied, after the scanned original has been printed.	To continue copying, remove all copies then press **[Continue]**. To stop copying, press **[Stop]**.

Document Server

Message	Cause	Solution & Reference
Memory is full.*originals have been scanned.	The scanned original exceeds the number of pages that can be stored in memory.	Delete any unnecessary files and then scan the document again. ⇒ “Deleting Saved Documents”, Administrator Reference 2 Copier System Edition

Copy Quality

The following are types of copy quality you can make.

❖ Sharp/Soft
For adjusting the outline of an image

❖ Contrast
For adjusting the shades of an image

❖ Background Density
For adjusting the background density of an image

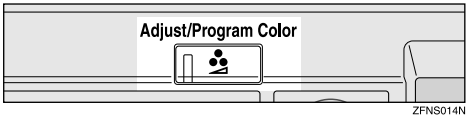
❖ Adjust U.C.R.
For expressing vividly the black areas in an image by adjusting the amount of black toner

❖ Text/Photo Sensitivity
For adjusting the standard level in the text and the photo part of the image, when using "Text/Photo"

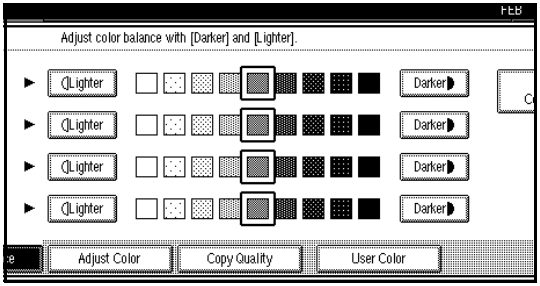
Note
❒ "Sharp/Soft", "Contrast" and "Background Density" can each be adjusted. However, their adjustments can affect the level of other functions.

1 **Press the [Adjust/Program Color] key.**

The **Adjust/Program Color** indicator lights up.



2 **Press [Copy Quality].**

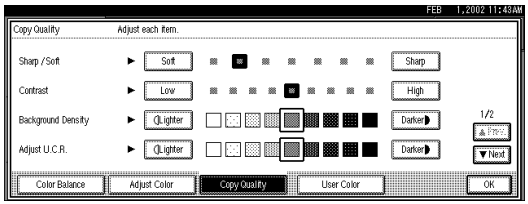


3 **Adjust the settings.**

Reference
⇒ p.86 "Adjusting the Sharp/Soft"
⇒ p.86 "Adjusting the Contrast"
⇒ p.87 "Adjusting the Background Density"
⇒ p.87 "Adjusting the U.C.R."
⇒ p.88 "Adjusting the Text/Photo Sensitivity"

Adjusting the Sharp/Soft

❶ **Adjust by pressing [Soft] or [Sharp].**



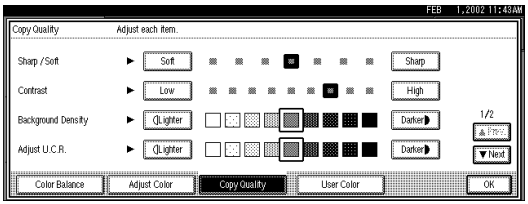
❷ **Press [OK].**

Note

- ❒ The **Adjust/Program Color** indicator will light up, when adjusting the image.
- ❒ The adjusted settings will be deleted and the initial values will return when Auto Clear has been performed, the 【**Clear Modes**】 key has been pressed, or when the power has been turned off.

Adjusting the Contrast

❶ **Adjust by pressing [Low] or [High].**



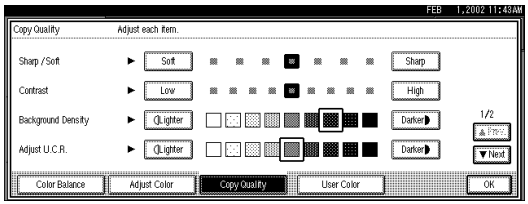
❷ **Press [OK].**

Note

- ❒ The **Adjust/Program Color** indicator will light up, when adjusting the image.
- ❒ The adjusted settings will be deleted and the initial values will return when Auto Clear has been performed, the 【**Clear Modes**】 key has been pressed, or when the power has been turned off.

Adjusting the Background Density

❶ **Adjust by pressing [Lighter] or [Darker].**



Note

- ❒ Adjustments should be made lightly when copying dark textured originals, such as newspapers or recycled paper.
- ❒ Adjustments should be made darker when darkening the color of markers or highlighters. However, as the color of highlighters is difficult to reproduce, the copy might not be printed depending on the color, or a different color might be copied.

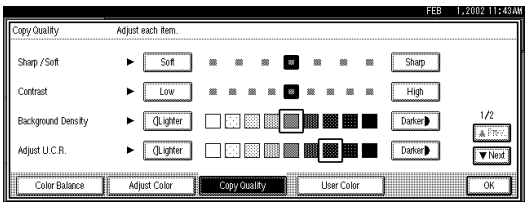
❷ **Press [OK].**

Note

- ❒ The **Adjust/Program Color** indicator will light up, when adjusting the image.
- ❒ The adjusted settings will be deleted and the initial values will return when Auto Clear has been performed, the **【Clear Modes】** key has been pressed, or when the power has been turned off.

Adjusting the U.C.R.

❶ **Adjust by pressing [Lighter] or [Darker].**



❷ **Press [OK].**

Note

- ❒ The **Adjust/Program Color** indicator will light up, when adjusting the image.
- ❒ The adjusted settings will be deleted and the initial values will return when Auto Clear has been performed, the **【Clear Modes】** key has been pressed, or when the power has been turned off.

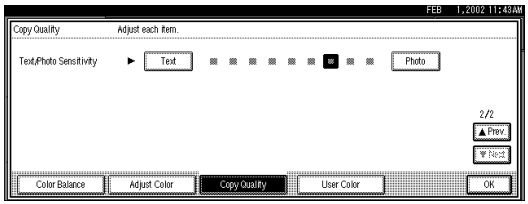
Adjusting the Text/Photo Sensitivity

❶ **Press [▼Next].**

Note

❒ Press **[▲Prev.]** to return to the previous screen.

❷ **Adjust by pressing [Text] or [Photo].**



Note

❒ Make sure to set the indicator toward "Text" when parts of the texts are faded or are not clear. Set to "Photo" when the outline of photos becomes dark.

❸ **Press [OK].**

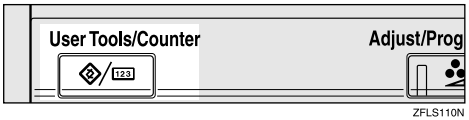
Note

❒ The **Adjust/Program Color** indicator will light up, when adjusting the image.

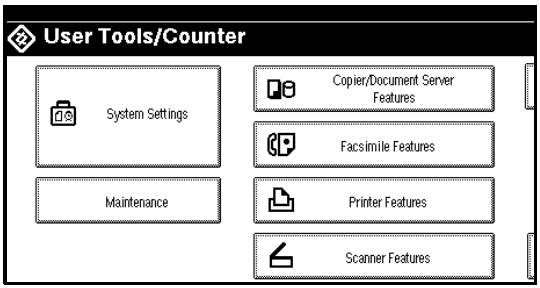
❒ The adjusted settings will be deleted and the initial values will return when Auto Clear has been performed, the **【Clear Modes】** key has been pressed, or when the power has been turned off.

Auto Color Calibration

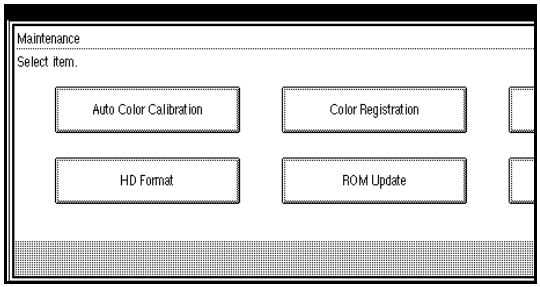
1 **Press the 【User Tools/Counter】 key.**



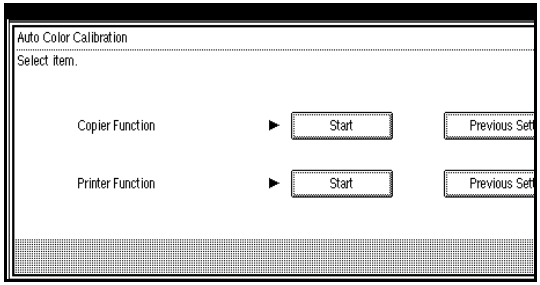
2 **Press [Maintenance].**



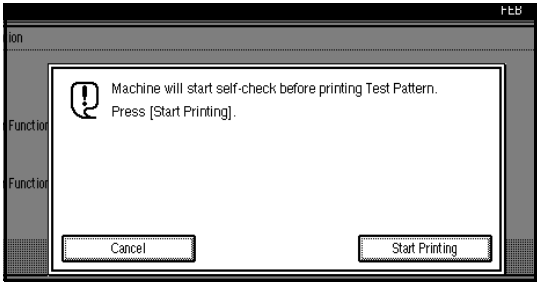
3 Press [Auto Color Calibration].



4 Press [Start] on the "Copier Function".



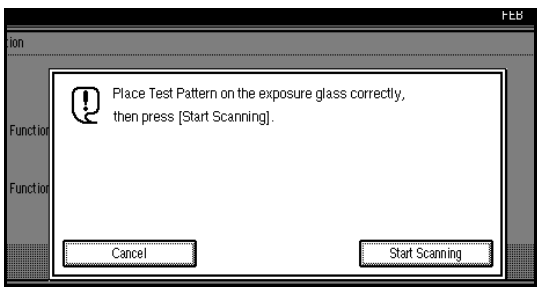
5 Press [Start Printing] and a test pattern will be printed.



Note

- ❒ The test pattern will be printed on an A4, A3, $8^1/_2$" × 11", 11"× 17" size page (If A4 is not available then A3, B4 will be used). Make sure to check the paper set in the paper tray.
- ❒ You cannot use the Bypass Tray as the paper tray.
- ❒ The counter will not proceed when the test pattern is printed.

6 **Place the test pattern on the exposure glass, and then press [Start Scanning].**



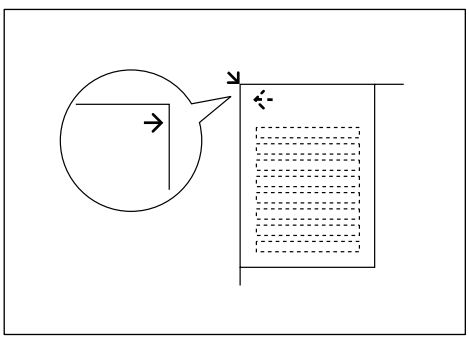
The image will be corrected after "Please wait." disappears.

Limitation

- ❒ The test pattern will not be read if it is placed in the optional document feeder (ADF).

Note

- ❒ Place the test pattern on the exposure glass in the following way:



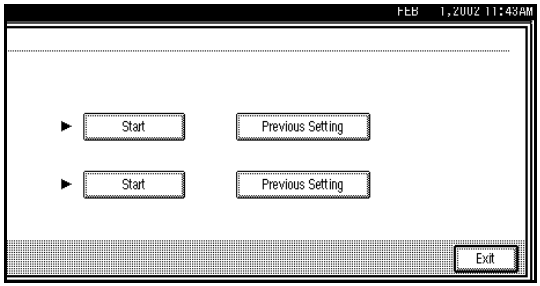
- ❒ When using the optional document feeder (ADF), make sure to place the test pattern on the exposure glass, and then 2 or 3 white sheets, same size as the test pattern, on top of the test pattern.

Returning to the previous setting

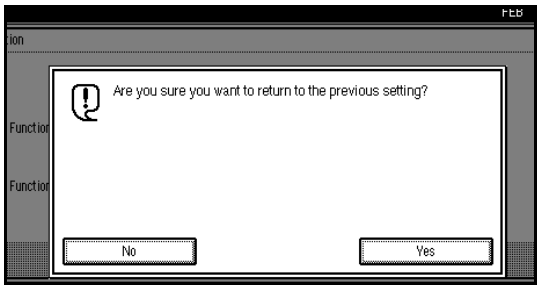
Note

- ❒ "Previous Setting" means to return to the previous status before any changes.

❶ **Press [Previous Setting] on the "Copier Function".**



❷ **Press [Yes].**



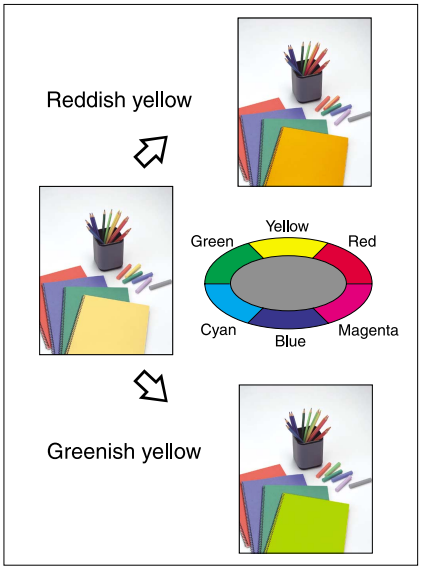
The previous setting is reset.

Note

❒ If you do not want to return to the previous setting, press **[No]**.

Adjust Color

This function lets you alter up to three single colors by mixing them with adjacent colors in the color circle. For example, yellow can be shifted towards red to make orange, or towards green to make a yellow green. Note that only areas of the image containing this color will be modified.



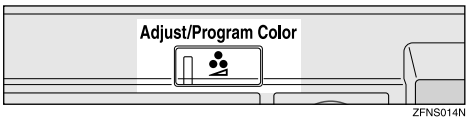
GCLCPGE

Note

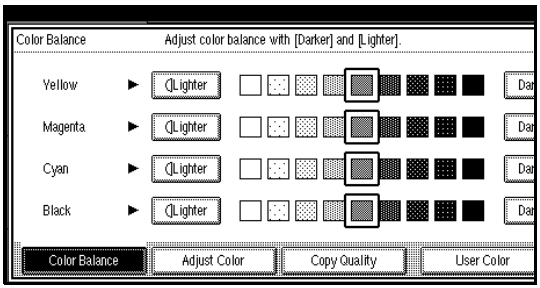
- ❒ You can set up to 3 colors from yellow, red, magenta, blue, cyan, or green.
- ❒ This function is only available in Full Color mode.

1 Press the [Adjust/Program Color] key.

The **Adjust/Program Color** indicator lights up.



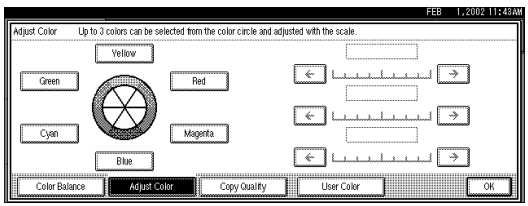
2 Press [Adjust Color].



The color circle appears.

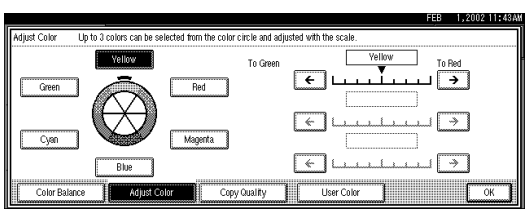
3 **Select the colors you want to adjust.**

You can select up to 3 colors.



4 **Adjust the color using [←] or [→].**

The color can be adjusted up to 9 levels.



Note

❒ Level 5 is the initial value.

5 **Press [OK].**

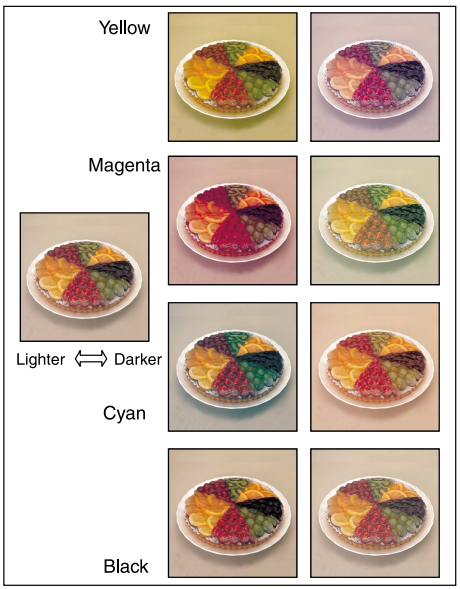
Note

❒ The **Adjust/Program Color** indicator will light up, when adjusting the color.

❒ The adjusted settings will be deleted and the initial values will return when Auto Clear has been performed, the 【**Clear Modes**】 key has been pressed, or when the power has been turned off.

Color Balance

This function allows you to control the overall color tone of copies by adjusting the Yellow, Magenta, Cyan and Black color balance. Nine levels of tone are available.



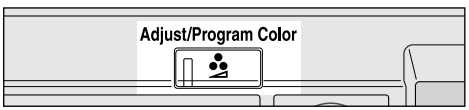
GCCPLR9E

Note

❒ You can register the adjusted contents (using the Color Balance Program) and print a sample of the adjusted color (using the Color Balance Monitor).

1 **Press the [Adjust/Program Color] key.**

The **Adjust/Program Color** indicator lights up.



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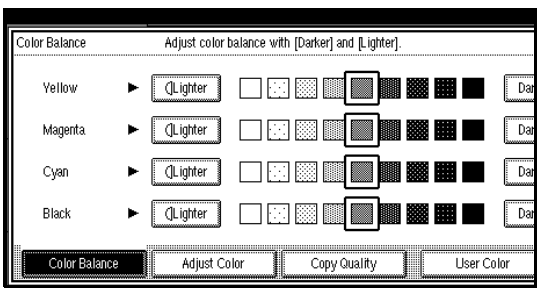
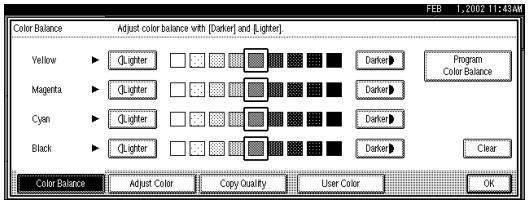
2 **Make sure that [Color Balance] is selected.**



3 **Adjust by pressing [Lighter] or [Darker].**



4 **Press [OK].**

Note

- ❒ The **Adjust/Program Color** indicator will light up, when adjusting the color balance.
- ❒ The adjusted settings will be deleted and the initial values will return when Auto Clear has been performed, the **【Clear Modes】** key has been pressed, or when the power has been turned off.

Color Balance Program

You can also store the color balance setting in memory and recall it when you want to use it.

Note

- ❒ You can store up to 3 contents.
- ❒ If you want to change the settings, make sure to correctly register them one more time. The previously registered contents will then be changed.

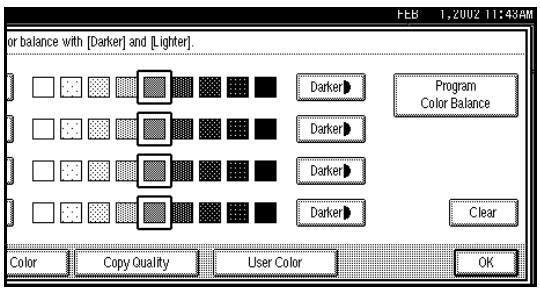
Storing the Adjusted Color Balance

1 **Change the color balance.**

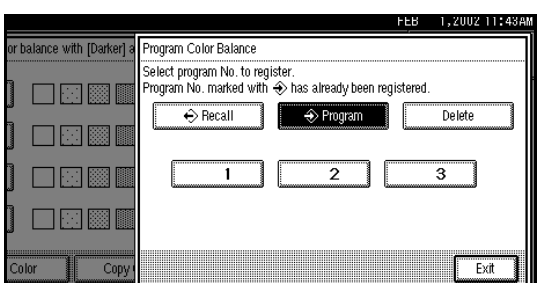
Reference

⇒ p.94 “Color Balance”

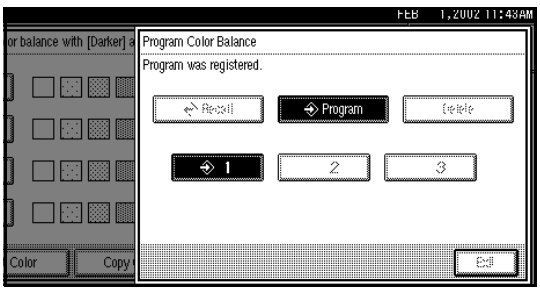
2 Press [Program Color Balance].



3 Press [Program].



4 Select a number for this setting.



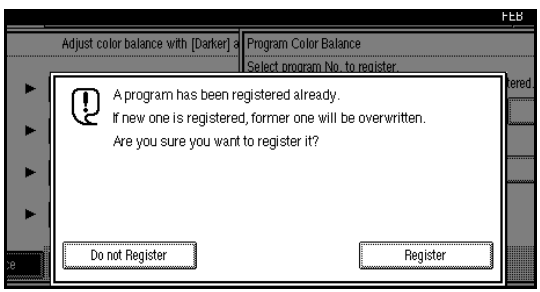
The color balance setting will be registered in the selected number.

Note

❒ When selecting the program number key displayed on , the registered contents will change.

Overwriting the program

❶ **Press [Register].**



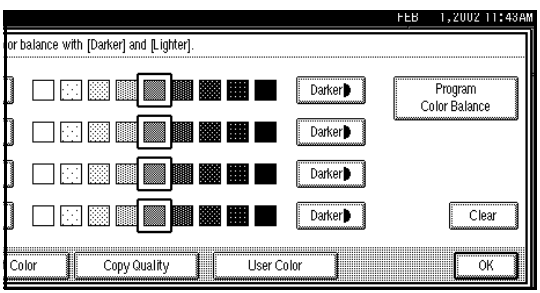
Note

❒ Press **[Do not Register]** if you do not want to make any changes.

5 Press [Exit].

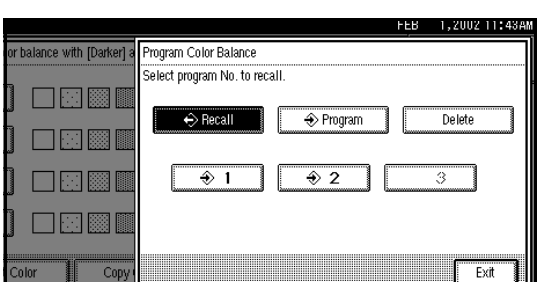
Changes in the Registered Contents

1 Press [Program Color Balance].

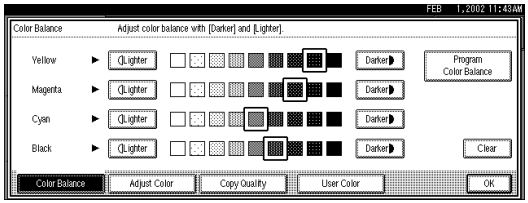


2 Select the program number key displayed on ➔.

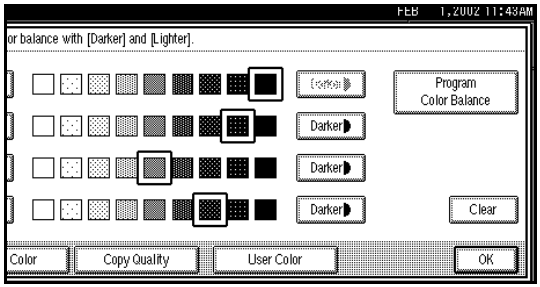
The programmed color balance appears.



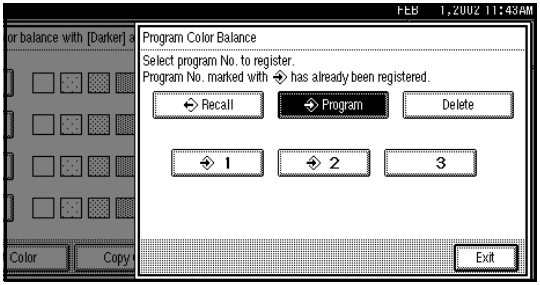
3 **Change the registered contents.**



4 **When changing the programmed contents, press [Program Color Balance].**

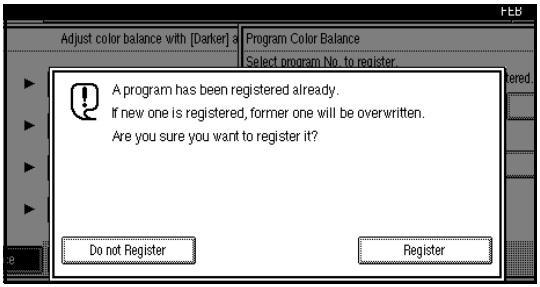


5 **Press [Program], and then press the program number key to be overwritten.**



6 **Press [Register].**

The program is changed.



Note

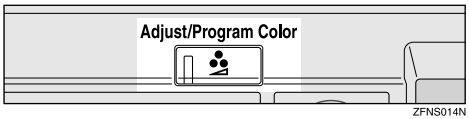
- ❒ Press **[Do not Register]** if you do not want to make any changes.

7 **Press [Exit].**

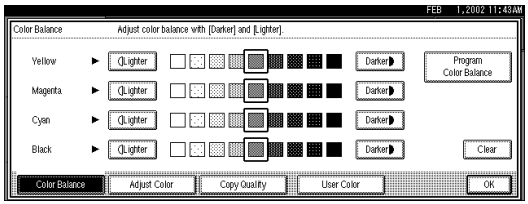
Accessing the Registered Contents and Copying it

1 **Press the 【Adjust/Program Color】 key.**

The **Adjust/Program Color** indicator lights up.

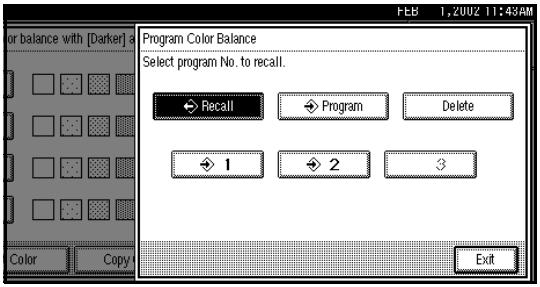


2 **Make sure that [Color Balance] is selected, and then press [Program Color Balance].**



3 **Make sure that [Recall] has been selected, and then select the program number registered by the color balance to be used.**

The programmed color balance appears.



4 **Press [OK].**

5 **Place your originals, and then press the 【Start】 key.**

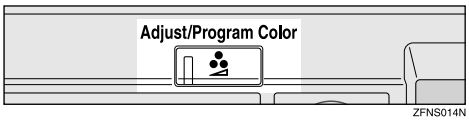
Note

❒ After copying has been completed, either performing the Auto Clear function or pressing the 【Clear Modes】 key deletes the recalled contents.

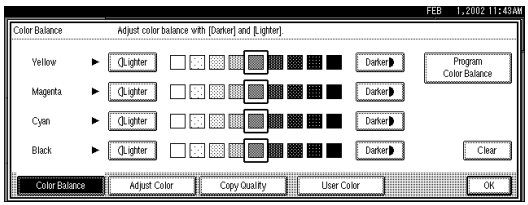
Deleting the Registered Contents

1 **Press the 【Adjust/Program Color】 key.**

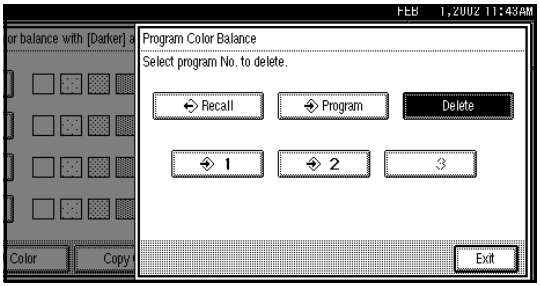
The **Adjust/Program Color** indicator lights up.



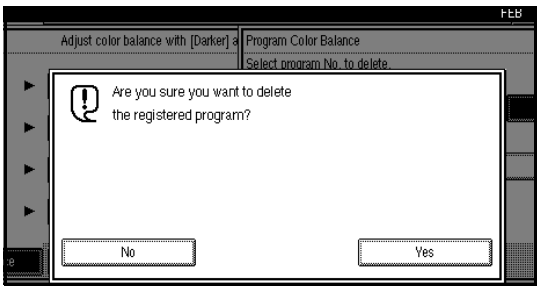
2 **Make sure that [Color Balance] is selected, and then press [Program Color Balance].**



3 **Press [Delete], and then select the program number in which the color balance to delete is registered.**



4 **Press [Yes].**



The registered content is deleted.

Note

- ❒ Press **[No]** if you do not want to delete anything.

5 **Press [OK].**

Accessing the User Tools (Copier/Document Server Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

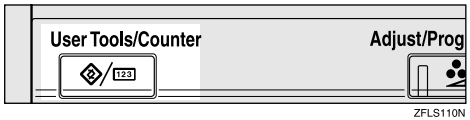
Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【**Clear Modes**】 key is pressed.

Reference

For details, see “Accessing the User Tools (System Settings)”, Administrator Reference 2 Copier System Edition.

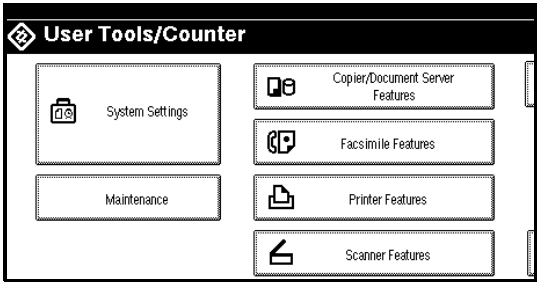
1 **Press the 【User Tools/Counter】 key.**

The User Tools/Counter menu appears.



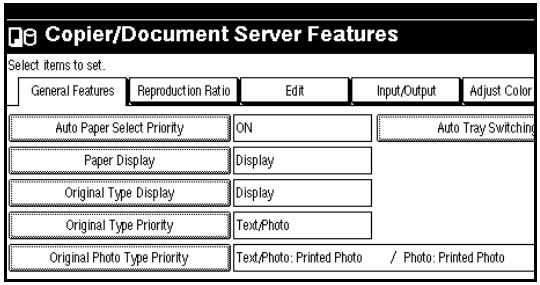
2 **Press [Copier/Document Server Features].**

The Copier/Document Server Features menu appears.



3 **Select the desired menu, and then press the desired key.**

The set screen for each item is displayed.



Note

- ❒ **[▼Next]**: Press to go to the next page.
- ❒ **[▲Previous]**: Press to return to the previous page.

4 **Change the settings by following the instructions on the display panel, and then press [OK].**

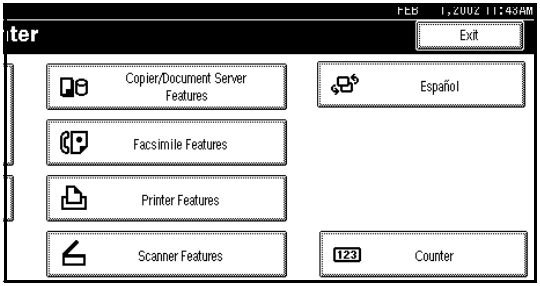
Note

- ❒ **[OK]**: Press to set the new settings and return to the previous menu.
- ❒ **[Cancel]**: Press to return to the previous menu without changing any data.

Exiting From the User Tools

1 **After changing the User Tools settings, press [Exit] on the User Tools/Counter menu.**

Changing the User Tools is completed, and the machine is ready for copying.



Note

- ❒ To cancel any changes and return to Copy mode, press the 【User Tools/Counter】 key.
- ❒ You can also exit from the User Tools by pressing the 【User Tools/Counter】 key.

General Features 1/5

Note

❒ The screen or the selection items vary depending if the options are installed or not.

❖ Auto Paper Select Priority

As a default setting, Auto Paper Select is selected. You can cancel this setting. ⇒ “Selecting Copy Paper”, *Basic Features* manual

Note

❒ Default: *ON*

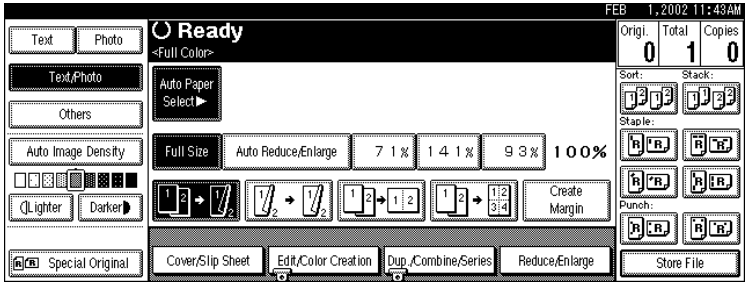
❖ Paper Display

You can choose whether the available paper trays/sizes are shown on the initial display at Auto Paper Select mode.

Note

❒ Default: *Display*

❒ If you choose “Hide”, the display is shown as below. When **[Auto Paper Select]** is pressed, paper sizes appear on the display.



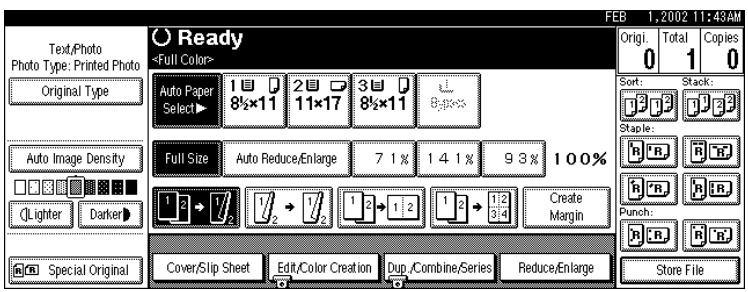
❖ Original Type Display

You can choose whether the original types are shown on the initial display.

Note

❒ Default: *Display*

❒ If you choose “Hide”, the display is shown as below.



❖ Original Type Priority

As a default setting, Text/Photo is selected as the Originals Type. You can change it to Text, Text/Photo, Photo, Pale, Generation Copy or Map. ⇒ “Selecting Original Type Setting”, *Basic Features* manual

Note

❒ Default: *Text/Photo*

❖ Original Photo Type Priority

The following types of originals can be set when selecting Text/Photo or Photo:

- Glossy Photo
- Printed Photo
- Copied Photo

Note

❒ Default:

- Text/Photo: *Printed Photo*
- Photo: *Printed Photo*

❖ Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper (when Auto Paper Select is selected.) This function is called “Auto Tray Switching”. This setting specifies whether to use “Auto Tray Switching” or not.

- **[With Image Rotation]**: Use this when copying with Auto Tray Switching.

  Limitation

  ❒ The machine may not rotate depending on the operating function.

- **[Without Image Rotation]**: Only copies with Auto Tray Switching if you load paper of the same size and in the same direction in two or more trays. If the paper is not the same size or in the same direction, copying is interrupted and the message “Load paper.” is displayed.
- **[OFF]**: When a paper tray runs out of paper, copying is interrupted and the message “Load paper.” is displayed.

Note

❒ Default: *With image rotation*

General Features 2/5

❖ Duplex Mode Priority

The optional duplex unit and hard disk unit (40 GB) are required.

You can select the type of Duplex function effective when the machine is turned on, reset, or automatically cleared.

Note

❒ Default:

- Metric version: *1 Sided → 1 Sided*
- Inch version: *1 Sided → 2 Sided*

❖ Copy Orientation in Duplex Mode

The optional duplex unit and hard disk unit (40 GB) are required.

You can set the copy orientation when making 2 Sided copies.

Note

❒ Default: *Top to Top*

❖ Original Orientation in Duplex Mode

The optional duplex unit and hard disk unit (40 GB) are required.

You can set the original orientation when making 2 Sided copies.

Note

❒ Default: *Top to Top*

❖ Change Initial Mode

You can select the standard mode or Program No. 10 as the mode effective when the machine is turned on or modes are cleared.

Note

❒ Default: *Standard*

❖ Max. Copy Quantity

The maximum copy quantity can be set to 99.

Note

❒ Default: *99 Sheets*

❖ Tone: Original remains

The beeper (key tone) sounds when you forgot to remove originals after copying.

Note

❒ Default: *ON*

❒ If the “Panel Tone” of the User Tools (System Settings) setting is “Off”, the beeper does not sound irrespective of the “Tone: Original remains” setting. ⇒ “Panel Tone”, Administrator Reference 2 Copier System Edition

❖ Job End Call

You can choose whether or not the beeper sounds when copying is complete. If the “Panel Tone” of the User Tools (System Settings) settings is “On”, the machine beeps to notify you that the machine did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

Note

❒ Default: *ON*

General Features 3/5

❖ Copy Function Key: F1-F5

The optional document feeder (ADF), 2 Tray Finisher and hard disk unit (40 GB) are required.
You can register frequently used functions in Function Keys F1 to F5.

Note

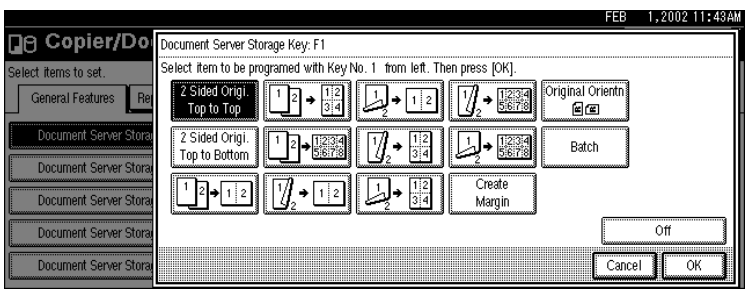
❒ Default:

- When the machine does not have Duplex function;
  - Copy Function Key: F1: *1 Sided→1 Sided Combine*
  - Copy Function Key: F2: *1 Sided→1 Sided Combine: 4 originals*
  - Copy Function Key: F3: *1 Sided→1 Sided Combine: 8 originals*
  - Copy Function Key: F4: *None*
  - Copy Function Key: F5: *Create Margin*
- When the machine has Duplex function;
  - Copy Function Key: F1: *1 Sided→2 Sided: T to T*
  - Copy Function Key: F2: *2 Sided: T to T→2 Sided: T to T*
  - Copy Function Key: F3: *1 Sided→1 Sided Combine*
  - Copy Function Key: F4: *1 Sided→1 Sided Combine: 4 originals*
  - Copy Function Key: F5: *Create Margin*

General Features 4/5

❖ Document Server Storage Key: F1–F5

You can register frequently used functions in Function keys F1 to F5. You can also change the registered functions.



Note

❒ Default

- Document Server Storage Key: F1: *2 Sided Original Top to top*
- Document Server Storage Key: F2: *1 Sided → 1 Sided Combine*
- Document Server Storage Key: F3: *1 Sided→1 Sided Combine: 4 originals*
- Document Server Storage Key: F4: *1 Sided→1 Sided Combine: 8 originals*
- Document Server Storage Key: F5: *Create Margin*

General Features 5/5

❖ Clear Bypass Mode

Set this function to whether or not the settings of the Bypass Tray are cleared, when performing Auto Clear after turning the power on or when performing reset.

Note

❒ Default: *Clear*

❖ Color Mode Priority

Set this function to whether or not copy by prioritizing either “Black & White” or “Full Color”.

Note

❒ Default: *Full Color*

❖ Two-color Mode Priority

Set this function to whether or not to prioritize “Red & Black” or “Two-color” when using the “Two-color” modes.

Note

❒ Default: *Red & Black*

❖ Auto Image Density Priority

Set this function to whether or not use Automatic Density, when performing Auto Clear after turning the power on or when performing reset.⇒ “Auto Image Density”, *Basic Features* manual

Note

❒ Default

- Full Color / Two-color: *OFF*
- B & W / Single Color: *ON*

Reproduction Ratio $^{1}/_{2}$

❖ Shortcut R/E

You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios.

Note

❒ Default:

- Metric version:
  - Shortcut R/E 1: *71%*
  - Shortcut R/E 2: *141%*
  - Shortcut R/E 3: *93%*
- Inch version:
  - Shortcut R/E 1: *73%*
  - Shortcut R/E 2: *155%*
  - Shortcut R/E 3: *93%*

❖ Enlarge 1-5

You can customize the enlargement ratios available when you press **[Reduce/Enlarge]** followed by **[Enlarge]**.

Note

❒ Default:

- Metric version:
  - Enlarge 1: *115%*
  - Enlarge 2: *122%*
  - Enlarge 3: *141%*
  - Enlarge 4: *200%*
  - Enlarge 5: *400%*
- Inch version:
  - Enlarge 1: *121%*
  - Enlarge 2: *129%*
  - Enlarge 3: *155%*
  - Enlarge 4: *200%*
  - Enlarge 5: *400%*

❒ When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101 to 400%).

❖ Priority Setting: Enlarge

You can set the ratio with priority when **[Reduce/Enlarge]** is pressed, followed by **[Enlarge]**.

Note

❒ Default:

- Metric version: *141%*
- Inch version: *155%*

Reproduction Ratio $^{2}/_{2}$

❖ Reduce 1-6

You can customize the reduction ratios available when you press **[Reduce/Enlarge]** followed by **[Reduce]**.

Note

❒ Default:

- Metric version:
  - Reduce 1: *25%*
  - Reduce 2: *50%*
  - Reduce 3: *65%*
  - Reduce 4: *71%*
  - Reduce 5: *75%*
  - Reduce 6: *82%*
- Inch version:
  - Reduce 1: *25%*
  - Reduce 2: *50%*
  - Reduce 3: *65%*
  - Reduce 4: *73%*
  - Reduce 5: *78%*
  - Reduce 6: *85%*

❒ When selecting **[User Redc.Ratio]**, enter a ratio using the number keys (in the range of 25 to 99%).

❖ Priority Setting: Reduce

You can set the ratio with priority when **[Reduce/Enlarge]** is pressed, followed by **[Reduce]**.

Note

❒ Default:

- Metric version: *71%*
- Inch version: *73%*

❖ Ratio for Create Margin

You can set a Reduce/Enlarge ratio when registering “Create Margin” in a Shortcut Key.

Note

❒ Default: *93%*

❖ R/E Priority

Specify whether Reduce, Enlarge or Input Ratio is given priority on the display panel when **[Reduce/Enlarge]** is pressed.

Note

❒ Default: *Reduce*

Edit 1/2

❖ Front Margin: Left/Right

You can specify left and right margins on the front side of copies in Margin Adjust mode.

Note

❒ Default:

- Metric version: *Left 5mm*
- Inch version: *Left 0.2"*

❖ Back Margin: Left/Right

You can specify left and right margins on the back side of copies in Margin Adjust mode.

Note

❒ Default:

- Metric version: *Right 5mm*
- Inch version: *Right 0.2"*

❖ Front Margin: Top/Bottom

You can specify front top and bottom margins on the front side of copies in Margin Adjust mode.

Note

❒ Default:

- Metric version: *T/B 0mm*
- Inch version: *T/B 0.0"*

❖ Back Margin: Top/Bottom

You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

Note

❒ Default:

- Metric version: *T/B 0mm*
- Inch version: *T/B 0.0"*

❖ 1 sided→2 sided Auto Margin:T to T

The optional duplex unit and hard disk unit (40 GB) are required.

In 1 sided → 2 sided Duplex mode, you can specify whether to automatically set the margins on the back side.

The margin is set to the same value of “Back Margin: Left/Right”.

Note

❒ Default:

- Metric version: *Right 5mm*
- Inch version: *Right 0.2"*

❖ 1 Sided→2 Sided Auto Margin: TtoB

The optional duplex unit and hard disk unit (40 GB) are required.

In 1 sided → 2 sided Duplex mode, you can specify whether to automatically set the margins on the back side. The value set for “Back Margin: Top/Bottom” is used.

Note

❒ Default:

- Metric version: *T/B 0mm*
- Inch version: *T/B 0.0"*

❖ Erase Border Width

The default setting of the width of the erased margins in Erase Border mode can be changed as follows:

- Metric version: 2 – 99mm in 1mm steps
- Inch version: 0.1" – 3.9" in 0.1" steps

Note

❒ Default:

- Metric version: *10mm*
- Inch version: *0.4"*

❖ Erase Original Shadow in Combine

In Combine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.

Note

❒ Default: *Yes*

❖ Erase Center Width

The default setting of the width of the erased margins in Erase Center mode can be changed as follows:

- Metric version: 2 – 99mm in 1mm steps
- Inch version: 0.1" – 3.9" in 0.1" steps

Note

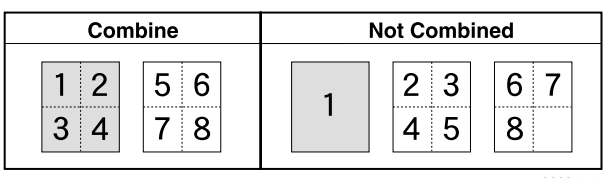
❒ Default:

- Metric version: *10mm*
- Inch version: *0.4"*

Edit 2/2

❖ Front Cover Copy in Combine

You can specify whether to make a combined copy on the front cover sheet when you select Front Cover Copy mode.



Note

❒ Default: *Combine*

❖ Copy Order in Combine

You can set the copy order in Combine mode to “Left to Right” or “Top to Bottom”.

From Left to Right	From Top to Bottom
1 2 3 4	1 3 2 4
1 2 3 4 5 6 7 8	1 3 5 7 2 4 6 8

GCAH090E

Note

❒ Default: *From Left to Right*

❖ Image Repeat Separation Line

You can select a separation line in Image Repeat mode from None, Solid, Broken A, Broken B or Crop Marks. ⇒ p.35 “Image Repeat”.

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Note

❒ Default: *None*

❒ Line Color (Full Color): Yellow, Red, Cyan, Magenta, Green, Blue, Black

❒ Separation lines cannot be specified when using **[None]**.

❒ In “Black and White”, printing will be done in black; in “Single Color”, printing will be done in the specified color; in “Two-color” (standard), printing will be done in the specified color of the black area; and in “Two-color” (Red and Black), printing will be done in black.

❒ An image of approximately 1.5mm (0.06”) will not be displayed as the width of the separation line, when specifying solid or broken lines.

❖ Double Copies Separation Line

You can select a separation line in Double Copy mode from None, Solid, Broken A, Broken B or Crop Marks.⇒ p.40 “Double Copies”

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Note

❒ Default: *None*

❒ Line Color (Full Color): Yellow, Red, Cyan, Magenta, Green, Blue, Black

❒ Separation lines cannot be specified when using **[None]**.

- ❒ In “Black and White”, printing will be done in black; in “Single Color”, printing will be done in the specified color; in “Two-color” (standard), printing will be done in the specified color of the black area; and in “Two- color” (Red and Black), printing will be done in black.
- ❒ An image of approximately 1.5mm (0.06”) will not be displayed as the width of the separation line, when specifying solid or broken lines.

❖ Separation Line in Combine

You can select a separation line in Combine mode from None, Solid, Broken A, Broken B or Crop Marks. ⇒“Combine”, *Basic Features* manual

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Note

- ❒ Default: *None*
- ❒ Line Color (Full Color): Yellow, Red, Cyan, Magenta, Green, Blue, Black
- ❒ Separation lines cannot be specified when using **[None]**.
- ❒ In “Black and White”, printing will be done in black; in “Single Color”, printing will be done in the specified color; in “Two-color” (standard), printing will be done in the specified color of the black area; and in “Two- color” (Red and Black), printing will be done in black.
- ❒ An image of approximately 1.5mm (0.06”) will not be displayed as the width of the separation line, when specifying solid or broken lines.

Input/Output

❖ Switch to Batch

The optional document feeder (ADF) is required.

You can select whether Batch mode or SADF mode is displayed when the machine is turned on, reset, or automatically cleared.

Note

❒ Default: *Batch (SADF)*

❖ SADF Auto Reset

The optional document feeder (ADF) is required.

When you place one original at a time in the optional document feeder (ADF), the Auto Feed indicator lights for a selected time after an original is fed to show that the optional document feeder (ADF) is ready for another original. You can adjust this time from 3 seconds to 99. ⇒ "SADF Mode", *Basic Features* manual

Note

❒ Default: *5 seconds*

❖ Rotate Sort: Auto Paper Continue

The optional hard disk unit (40 GB) is required.

You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. ⇒ "Sort", *Basic Features* manual

- If you select **[No]**:
  When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.

- If you select **[Yes]**:
  Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

Note

❒ Default: *No*

❖ Auto Sort

The optional hard disk unit (40 GB) is required.

You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.

Note

❒ Default: *No*

❖ Memory Full Auto Scan Restart

The optional hard disk unit (40 GB) is required.

When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, and then automatically proceed scanning the remaining originals.

You can enable or disable this function.

- If you select **[No]**:
  When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.
- If you select **[Yes]**:
  You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential.

Note

❒ Default: *No*

❖ Select Stack Function

The optional 2 Tray Finisher and hard disk unit (40 GB) are required.

Specify whether Stack or Rotate Sort has priority to be shown on the initial display.

Note

❒ Default: *Stack*

❖ Select Stapling Position

The optional 2 Tray Finisher is required.

Specify whether Top 2 staples or Bottom is shown on the initial display with priority.

Note

❒ Default: *Top 2 staples*

❖ Letterhead Setting

If you want to copy on the direction-fixed (top to bottom) or 2 sided paper, the machine rotates the image correctly. To use this function, select “Yes”.⇒ p.137 “Letterhead”

Note

❒ Default: *No*

Adjust Color Image

❖ Background Density of ADS(Full Color / Two-color)

The background density is adjusted to skip the texture and copy. You can adjust the background density up to 5 levels when in Full Color or Two-color.

- Adjust by pressing “Lighter” or “Darker”.

Note

❒ Default: *Center of the 5 level adjustment*

❖ Color Sensitivity

You can adjust the tone of red in “Two color (Red & Black)” and the color specified for “Erase Color”, in 5 levels.

Note

❒ When the color width has been set to “Wider”, and the color to be deleted, for example is red, all the colors that are close to magenta and orange are deleted. If it's set to “Narrower” the color red will be deleted.

- Adjust by pressing “Narrower” or “Wider”.

❒ Default: *Center of the 5 level adjustment*

Mainframe

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Original copying:**
One-dimensional solid copying system through laser beam (Black, Yellow, Cyan, Magenta)

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Warm-up time:**
Less than 119 seconds (23°C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3, 11" × 17"

❖ **Copy paper size:**
A3 – B5, 11" × 17" – $5^1/_2$" × $8^1/_2$"

❖ **Non-reproduction area:**
Leading/Trailing/Left/Right edge: Less than 4.2mm

❖ Copying speed:

	Normal
Full Color	28 copies/minute (A4, $8^1/_2$" × 11")
	14 copies/minute(A3, 11" × 17")
Black & White	38 copies/minute (A4, $8^1/_2$" × 11")
	18 copies/minute(A3, 11" × 17")
Two color (RGB)	28 copies/minute (A4, $8^1/_2$" × 11")
	14 copies/minute(A3, 11" × 17")

❖ Reproduction ratio:

Preset reproduction ratios:

	Metric version	**Inch version**
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%

	Metric version	Inch version
Reduction	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in 1% steps.

❖ Maximum continuous copy run:

99 sheets

❖ Power consumption:

Less than 1.5 Kw

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to A3	--
Optional document feeder (ADF)	1-sided originals: A3 – A5	60 – 128g/m^2
	2-sided originals: A3 – B5	60 – 105g/m^2

❖ Inch version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Optional document feeder (ADF)	1-sided originals: 11" × 17" – 5$^1/_2$" × 8$^1/_2$"	16 – 34 lb.
	2-sided originals: 11" × 17" – 5$^1/_2$" × 8$^1/_2$"	16 – 28 lb.

Note

- ❒ The number of originals that can be placed in the optional document feeder (ADF) is about 80.
- ❒ Original weight in Mixed Size mode is 60-81g/m^2, 16-21.5 lb.

Sizes Detectable by the Auto Paper Select

❖ Metric version

Size	A3 ▭	B4 ▭	A4 ▯ ▭	B5 ▯ ▭	A5 ▯ ▭	11" × 17"▭	8½" × 13"▭	8½" × 11" ▯ ▭	8" × 13"▭	8K▭	16K ▯
Exposure glass	❍	❍	❍	❍	×	×	×	×	❍	×	×
Optional document feeder (ADF)	❍	❍	❍	❍	❍	×	❍	×	×	❍	❍

❍: Auto detect

×: Unable to auto detect

Note

❒ If you want the machine to detect sizes 11" × 17"▭ instead of 8K ▭ (267mm × 389mm), and 16K ▭(195mm × 267mm) instead of A4 ▭, contact your nearest service representative.

❖ Inch version

Size	A3 ▭	B4 ▭	A4 ▯	B5 ▯▭	A5 ▯▭	11" × 17"▭	10" × 14"▭	8" × 13"▭	$8^1/_2$" × 14"▭	$8^1/_2$" × 11" ▯▭	$5^1/_2$" × $8^1/_2$" ▯▭	US EXE▭
Exposure glass	×	×	×	×	×	❍	×	❍	❍	❍	×	×
Optional document feeder (ADF)	×	×	❍	×	×	❍	❍	×	❍	❍	❍	❍

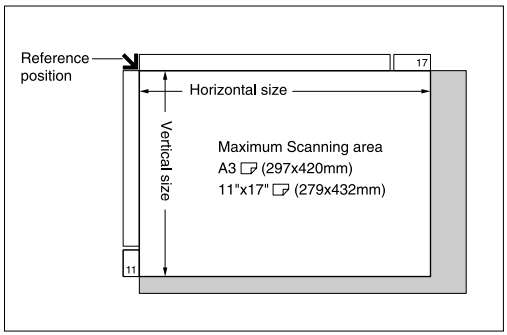
❍: Auto detect

×: Unable to auto detect

Note

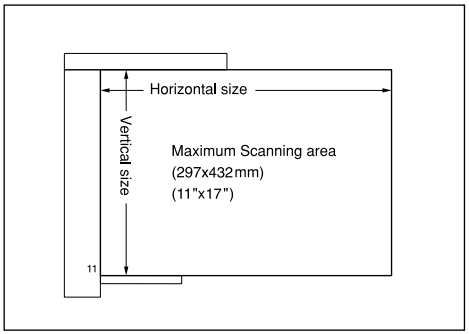
❒ If you want the machine to detect sizes US EXE ▯ instead of 8 $^1/_2$" × 11" ▯; 8" × 10"▭ instead of 8 $^1/_2$" × 11" ▭; 8 $^1/_2$" × 13" ▭ instead of 8 $^1/_2$" × 14"▭; or 11" × 15" ▭ instead of 11" × 17"▭, contact your nearest service representative.

❖ Exposure glass



CP01AEN

❖ Optional document feeder (ADF)

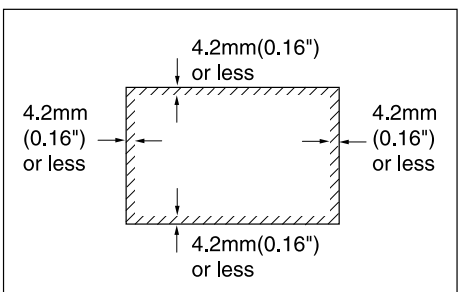


ZCAX020N

Area Where Images are not Copied

The number of millimeters inside the area surrounding the original will not be copied.

❖ Area where the original is not copied (when using A3 or 11"×17")



GCGENK3N

Non-recommended Originals for the Optional Document Feeder (ADF)

Setting the following types of originals in the optional document feeder (ADF) can cause paper misfeeds or damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in ⇒ p.131 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that have correction fluid or ink on them that has not completely dried

Sizes Difficult to Detect

As the machine cannot detect the sizes of the following originals, the paper size should be selected manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which contain partially a solid image
- Originals which have solid images at their edges

Letterhead

It is possible that doubled sided paper or top and bottom margins on letterhead paper or business letter paper might not be printed correctly depending on the combination of the paper placed or original placed. Make sure to place the paper or originals as follows by setting the “Letterhead Setting” to “Yes”.

Copy mode \ Set place		Standard Tray	Paper Bank	Bypass Tray	
				Exposure Glass	Optional Document Feeder (ADF)
Orientation	1 Sided	R	R	R *1	R *1
	2 Sided	R	R	—	—
Orientation	1 Sided	R	—	R *1	R *1
	2 Sided	R	—	—	—

*1 When the paper size has been specified.

GCCPLR0E

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.
○ means POWER OFF.
⏻ means STAND-BY.

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in Administrator Reference 1 Copier System Edition before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Operator Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diode, 7-milliwatt, 645-660 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes

Some illustrations may be slightly different from your machine.
Certain options may not be available in some countries. For details, please contact your local dealer.
Fax options are not sold in some areas.
Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

Note

❒ Adobe Acrobat Reader is necessary to view the manuals in PDF format. Acrobat Reader can be installed from the Setup screen of DeskTopBinder V2 Lite or ScanRouter V2 Lite.

❖ Administrator Reference 1, Administrator Reference 2 (PDF)

Describes basic settings for using this machine on a network. The machine must be connected to a network to use scanner functions.

❖ Copy Reference <Advanced Features> (PDF)

Describes the procedures and functions for using this machine as a copier.

❖ Facsimile Reference <Basic Features>, <Advanced Features> (PDF)

Describes the procedures and functions for using this machine as a fax machine.

❖ Scanner Reference (this manual)

Describes basic settings for using scanner functions, installing necessary software, and operations for using the scanner functions.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about the functions of DeskTopBinder V2 Lite, see p.49 “DeskTopBinder V2 Lite”.

- DeskTopBinder V2 Lite Setup Guide (PDF)
  Describes the operating environment for DeskTopBinder V2 Lite in detail and installation. This guide is displayed from the Setup screen when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF)
  Describes the outlined functions and use of DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.

- ScanRouter V2 Link Guide (PDF)
  Describes the functions and operations of "ScanRouter V2 Link" installed with DeskTopBinder V2 Lite. This guide is added to the Start menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

Note

❒ ScanRouter V2 Lite is software included on the CD-ROM labeled "Scanner Driver & Document Management Utilities" for this machine. For information about ScanRouter V2 Lite, see p.13 “Network Delivery Scanner”, p.51 “ScanRouter V2 Lite”.

- ScanRouter V2 Lite Setup Guide (PDF)
  Describes the operating environment for ScanRouter V2 Lite in detail, installation, and settings. This guide is displayed from the Setup screen when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF)
  Describes the outlined functions of ScanRouter V2 Lite and the management and operation of a delivery server. This guide is added to the Start menu when ScanRouter V2 Lite is installed.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

Names of Major Options

Major options of this machine are referred to as follows in this documentation.

- Copier Feature Expander Type 3800C → copier feature expander
- Printer Hard Disk Type 3800C (40 GB)→ HDD (40 GB)
- Printer Hard Disk Type 3800C (20 GB)→ HDD (20 GB)

For other options, see the respective documentation.

The following software products are referred to using a general name.

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional → DeskTopBinder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional → ScanRouter V2 Lite/Professional

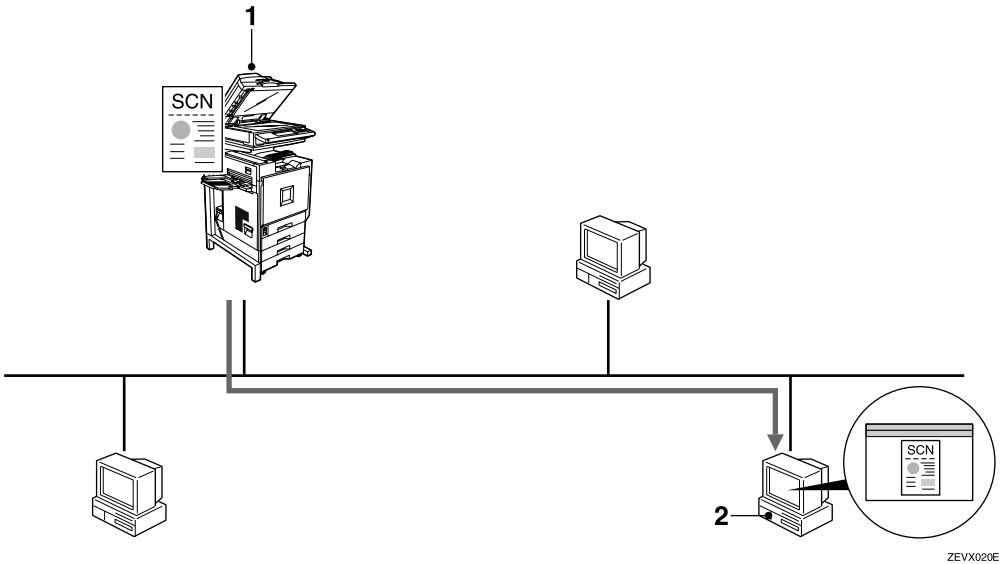
Outline

By installing the copier feature expander, the machine can be used as a network scanner.

The network scanner offers three functions: operation as a network TWAIN scanner, network delivery scanner, or storing scan data in the Document Server.

Network TWAIN Scanner

The scanner of this machine is used from the computer via a network. The originals can be read in the same operation as for SCSI and USB-connected scanners. For more information, see p.63 “Scanning Originals Using Network TWAIN Scanner”.



1. This machine

The scanner of the machine is used from the computer via a network.

2. Computer

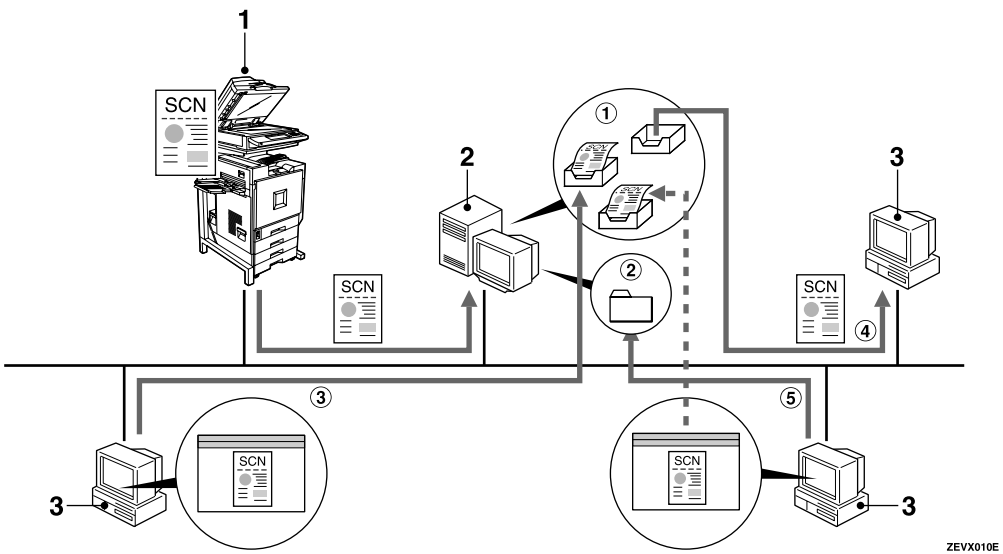
Originals are scanned by TWAIN driver from an application.

Network Delivery Scanner

The machine is used as the delivery scanner with ScanRouter V2 Lite/Professional. The originals scanned by the machine is stored in the delivery server and delivered to the folder of the computer on the same network. For more information, see p.69 “Delivering Stored Scan Data by the Network Delivery Scanner”.

Note

❒ Using optional ScanRouter V2 Professional, the machine can deliver scan data as mail, and view the document from the client computer using the Web browser.



1. This machine

The original scanned by the scanner is sent to the delivery server.

Together with the Document Server, multiple documents are stored and then delivered. ⇒ p.78 "Using the Network Delivery Scanner with the Document Server"

2. Delivery server

ScanRouter V2 Lite/Professional is installed and used as a delivery server.

The sent data is delivered to an in-tray (① in the figure) of a specified destination. The delivered document is stored in an in-tray or Windows folder (② in the figure).

3. Client computer

The contents of a stored document are checked in the following way.

- View the document in an in-tray of DeskTopBinder V2 Lite to check the contents. (③ in the figure)
- Use ScanRouter V2 Link to receive the document in an in-tray, and then check the contents with an application corresponding to the file format. (④ in the figure)
- Connect to a Windows folder via a network, and then check the contents with an application corresponding to the file format. (⑤ in the figure)

Reference

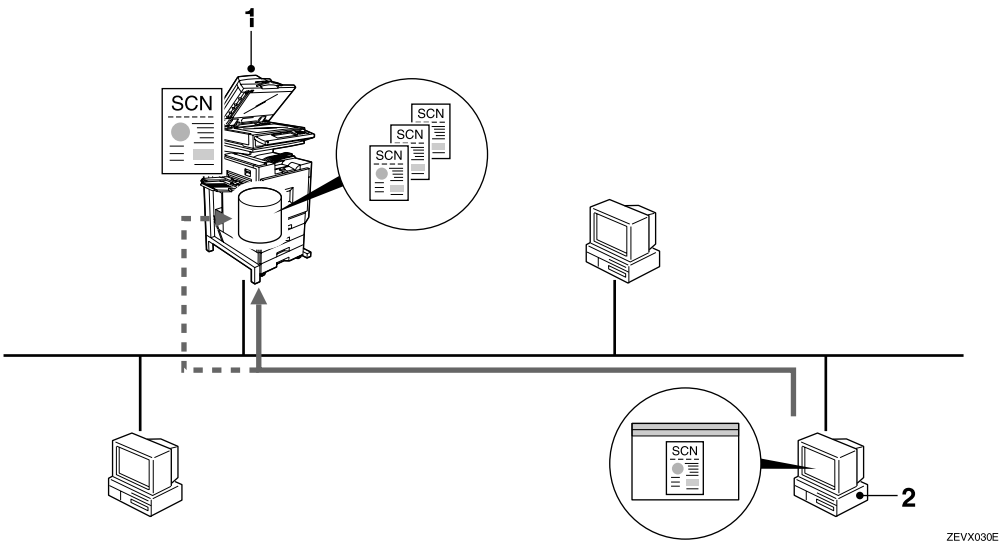
❒ For more information about ScanRouter V2 Lite, DeskTopBinder V2 Lite, or ScanRouter V2 Link, see the respective documentation. ⇒ p.7 "Manuals for This Machine"

Document Server

The original scanned by the scanner function is stored as a document on the hard disk of the machine, and viewed or deleted using DeskTopBinder V2 Lite/Professional from the computer via a network. Documents can be searched by the user name or the document name. Also, others cannot view the document by setting a password. For more information, see p.81 “Using the Document Server”.

Limitation

❒ The optional HDD (40 GB) is required to use this function.



1. This machine

The originals scanned by the scanner are stored.

2. Computer

The stored document can be viewed or deleted by connecting to the machine using DeskTopBinder V2 Lite/Professional.

Reference

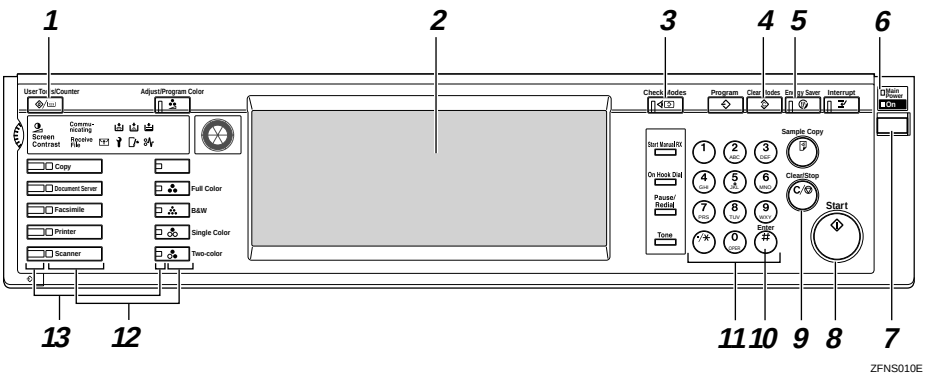
❒ For more information about DeskTopBinder V2 Lite, see the DeskTopBinder V2 Lite manual. ⇒ p.7 “Manuals for This Machine”

Names and Functions of Components

This section explains the names and functions of various controls used to operate the scanner.

Control Panel

This illustration shows the product with options installed.



1. 【User Tools/Counter】 key

Use to change default values or operation parameters according to the operating conditions.

2. Display

Shows the keys for operating each function. The display also shows operation status and various messages.

3. 【Check Modes】 key

Press to check the current settings.

4. 【Clear Modes】 key

Use to cancel settings.

5. 【Energy Saver】key

Press this key to begin warm-up.

Pressing this key again while in warm-up mode cancels warm-up.

Note

❒ This key is inactive while scanning or setting scanner default values.

6. Main power indicator

Lights up when the main power switch is set to On.

7. Operation Switch

Pressing this switch turns the machine on. The power indicator lights up. To turn the machine off, press this switch again.

Note

❒ This key is inactive while setting scanner default values.

8. 【Start】key

Use to begin scanning, file storage, or delivery.

9. 【Clear/Stop】key

- Clear: Clears an entered numeric value.
- Stop: Stops scanning.

10. 【#】key (Enter key)

Use to enter a numeric value.

11. Number keys

Use to enter numeric values.

12. Function keys

Pressing the Copy, Document Server, Fax, Printer, Scanner, Full Color, Black & White, Single Color, or Two-Color key activates the respective function. The display content changes accordingly.

13. Function Status indicator

The indicator for the function selected by the function key lights up.

- When lit yellow, the corresponding function is selected.
- When lit green, the corresponding function is active.
- When lit red, the corresponding function is interrupted. Press the respective key and follow the instructions that appear on the display.

Display Contents

The normal screen configuration is as follows:

The display's contents differ depending on the mode.

Important

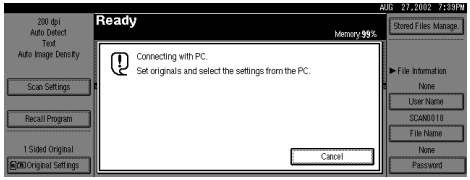
- ❒ Protect the display from shocks and strong pressure to prevent the possibility of damage. The maximum allowable is 30 N *1 (3 kgf *2).
  - *1 :N: Newton
  - *2 :kgf: kilogram-force (1kgf = approx. 9.8N)

Note

- ❒ The "Copy" screen is set as the default screen when the machine is turned on. You can change this setting under the "Priority Function" of the **[Basic Settings]** tab in System Settings. ⇒Administrator Reference 2
- ❒ Selected or specified items are highlighted like Recall Program

Using as a network TWAIN scanner

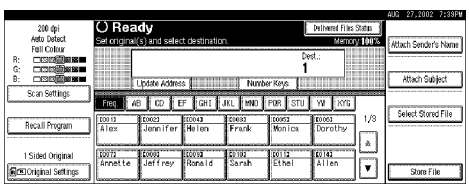
When using the machine as a network TWAIN scanner, it is not necessary to select **【Scanner】** on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the following screen.



Press **[Cancel]** to use other functions.

Using as a network delivery scanner

Press **【Scanner】** to display the network delivery scanner screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

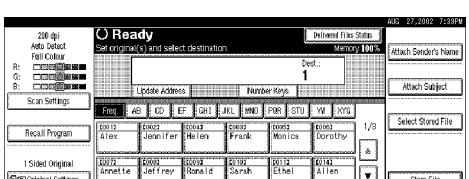


Using the Document Server

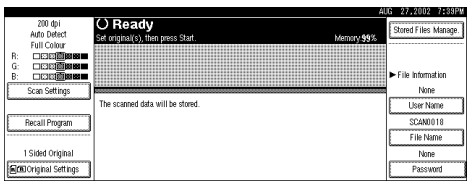
Press **【Scanner】** to display the Document Server screen. If the network TWAIN scanner screen is displayed, press **[Cancel]**.

The screen of the Document Server depends on whether the network delivery scanner is used.

❖ When the network delivery scanner is used



❖ When the network delivery scanner is not used



Common Key Operations

The following keys are common for all screens.

❖ Key list

[OK]	Confirms the selected function or entered value, and returns to the previous screen.
[Cancel]	Cancels the selected function or entered value, and returns to the previous screen.
[▲Prev.],[▼Next]	Displays the next or previous page when functions will not fit on a single page.
[Exit]	Exits the Message screen.
[Clear]	Clears the entered value and returns to the previous conditions. The screen displayed does not change.
[Exit]	Confirms the selected function or entered value, then returns to the previous screen.

2. Preparations for Use as a Network Scanner

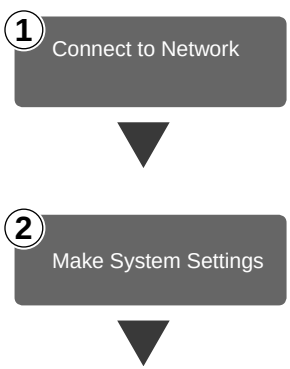
To use the machine as a network scanner, you must make settings required for use as a scanner, as well as basic settings for use in a network.

First, see Administrator Reference 1 for details about how to make basic settings, and then make scanner settings.

Preparation Sequence

The preparation sequence is different depending on whether the machine is to be used as a network TWAIN scanner or network delivery scanner, or the Document Server is used.

Using as a Network TWAIN Scanner



Connect the machine to the network with an Ethernet cable.

⇒Administrator Reference 1

Check the network settings in System Settings, and change if required.

⇒Administrator Reference 1

3 Make Scanner Settings

Make settings such as compression setting for the TWAIN scanner.

⇒ p.26 “Initial Scanner Setup”

4 Install Software

On the client computers, install the software required for using the network TWAIN scanner functions, such as TWAIN driver and DeskTopBinder V2 Lite.

⇒ p.44 “Software for using a Network TWAIN Scanner”

Using as a Network Delivery Scanner

1 Connect to Network

Connect the machine to the network with an Ethernet cable.

⇒Administrator Reference 1

2 Make System Settings

Check the network settings in System Settings, and change if required.

⇒Administrator Reference 1

3 Make Scanner Settings

Make settings for the network delivery scanner, such as the settings of the scanning feature and subject information.

⇒ p.26 “Initial Scanner Setup”

4 Install Delivery Software

Install the software required for using the network delivery scanner functions, such as ScanRouter V2 Lite on the delivery server. Then, make the required settings for server maintenance and delivery service.

⇒ p.45 “Software for using a Network Delivery Scanner”

Reference

❒ For information about ScanRouter V2 Lite, see the ScanRouter V2 Lite manual. ⇒ p.7 “Manuals for This Machine”

5 Set Destination and Sender Information

Use ScanRouter V2 Administration Utility to set the destination and sender information.

6 Install Client Computer Software

On the client computers, install the software required for viewing or auto-receiving documents by connecting to the delivery server, such as DeskTopBinder V2 Lite.

⇒ p.47 “DeskTopBinder V2 Lite”

Using the Document Server

If the Document Server is used with the network delivery scanner, perform steps ③ to ⑤ on p.23 “Using as a Network Delivery Scanner” after performing the steps below.

1 Connect to Network

Connect the machine to the network with an Ethernet cable.

⇒Administrator Reference 1

2 Make System Settings

Check the network settings in System Settings, and change if required.

⇒Administrator Reference 1

3 Make Scanner Settings

Make settings for the Document Server, such as the setting of the scanning feature and original orientation priority information.

⇒ p.26 “Initial Scanner Setup”

4 Install Software

On the client computers, install the software required for viewing the documents stored in the Document Server, such as DeskTopBinder V2 Lite.

⇒ p.47 “DeskTopBinder V2 Lite”

Initial Scanner Setup

This section explains all required settings and procedures for using the machine as a network scanner.

Default Settings

Settings to use the functions of the machine as a network scanner are listed below. Make correct setting of necessary items.

Important

- ❒ Items marked (☆) are the minimum required settings for using the machine as a network scanner. Be sure to set these items before use.
- ❒ Items marked (❍) should be set if required.

❖ System settings

For information about the explanation of settings, see the respective manual.

Settings		TWAIN *1	Delivery *2	Store *3
Clock timer settings ⇒Administrator Reference 2	Scanner Auto Reset Timer		❍	❍
Interface settings **[Network]** ⇒Administrator Reference 1	IP Address	☆	☆	☆
	Sub-net Mask	❍	❍	❍
	Gateway Address	❍	❍	❍
	Access Control	❍		
	Access Mask	❍		
	Network Boot	❍		
	Valid Protocol *4	❍	❍	❍
	Ethernet Speed	❍	❍	
File transfer settings ⇒Administrator Reference 1	Delivery Server IP Address *5		☆	
	Resend Interval Setting		❍	
	Resend Frequency Setting		❍	

*1 Settings for use as network TWAIN scanner
*2 Settings for use as network delivery scanner
*3 Settings for use as Document Server
*4 Do not change this setting. It must be left at the factory default value.
*5 Make sure that IP address is set.

❖ Scanner settings

Explanation of scanner settings are provided in this manual.

Settings		Factory default value	TWAIN *1	Delivery *2	Store *3
Scanner Features ⇒ p.29	Resolution	200dpi		❍	❍
	Scan Size	Auto Detection		❍	❍
	Scan type	Full Color		❍	❍
	Image Density	Medium		❍	❍
Scanner Settings ⇒ p.35	Function Priority	Delivery/store	❍	❍	❍
	Delivery/Store Connection Time out	10 sec	❍	❍	❍
	Compression (Black & White)	On	❍	❍	❍
	Compression (Gray Scale/Full Color)	Standard	❍	❍	❍
	Delivery Option	Off		☆	
	Original Setting	1 Sided Original		❍	❍
	Original Orientation Priority			❍	❍
	Mixed Original Sizes Priority	Off		❍	❍
	SADF Auto Reset Timer	Off		❍	❍
Subject Settings ⇒ p.38		Not Programed		❍	

*1 Settings for use as network TWAIN scanner
*2 Settings for use as network delivery scanner
*3 Settings for use as Document Server

Setting Scanner Features

Various Scanner Features (resolution, scan size, scan type, image density) can be set here. When using the same type of original repeatedly, storing the optimum settings in advance makes them easy to select whenever you deliver or store scan data.

Note

- ❒ Six sets of scan settings named "Initial Setup" and "Program 1" - "Program 5" can be stored for quick recall. The settings stored as "Initial Setup" are the scanning defaults. If the Scanner Features are not selected during delivery, the originals are scanned with the Scanner Features stored in the "Initial Setup".
- ❒ "Program 1" - "Program 5" can be changed to any name of up to 16 characters.

The Scanner Features consist of the following items.

❖ Resolution

Set the resolution to 100 dpi, 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

❖ Scan Size

Select the size of the original to be scanned.

- When Auto Detect is selected, the auto detect function of the machine is used to set the original size.
- When the size is specified, scanning is performed for that size, regardless of the actual size of the original. The following size can be selected.
  A3, A4, A4, A5, A5, 11x17, $8^1/_2$x14, $8^1/_2$x13, $8^1/_2$x11, $8^1/_2$x11, $5^1/_2$x$8^1/_2$, $5^1/_2$x$8^1/_2$, B4, B5, B5, Custom Size

Note

- ❒ When "Custom Size" is selected, the dimensions of the scan area (width and height) can be specified.

❖ Scan Type

The scan method suitable for the original is set.

- Text
  Standard original containing mainly text
- Text/Photo
  Original containing a mixture of text and photographs

- Photo
  Original containing photographs and other pictures (2-value)
- Gray Scale
  Original containing photographs and other pictures (multi-value)
- Full Color
  Color original containing a mixture of text, photographs and other pictures

Note

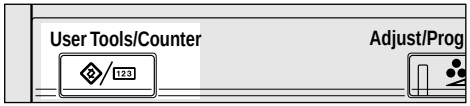
❒ An image is scanned with 2-value (black-and-white) in “Photo”, and with multi-value (gray-scale) in “Gray Scale”. As a general rule, scanning for the purpose of printing is best done with “Photo”, and Scanning for viewing on the computer display with “Gray Scale”.

❖ Image Density

Set the image density for scanning. The setting can be made in seven steps, from “light” (1) to “dark” (7) for Black & White/Gray Scale. The setting of R/G/B can be made in seven steps, from “light” (1) to “dark” (7) for Full Color.

Setting Procedure

1 Press the [User Tools/Counter] key.



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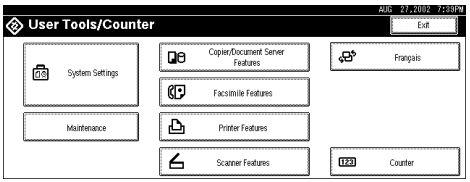
The User Tools/Counter screen appears.

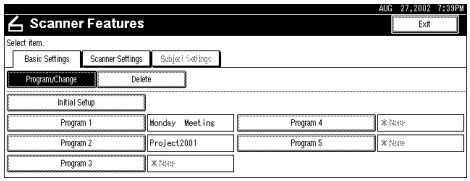
2 Press [Scanner Features].



The Scanner Features screen appears.

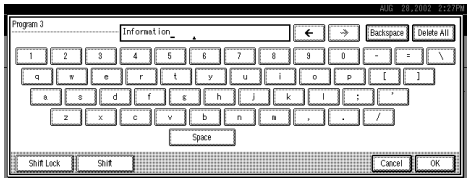
3 Verify that the [Basic Settings] tab is shown.

4 Verify that [Program/Change] is selected, and then select the scan setting you want to program.



The screen for entering a scan setting name appears.

5 Enter the desired name and press [OK].



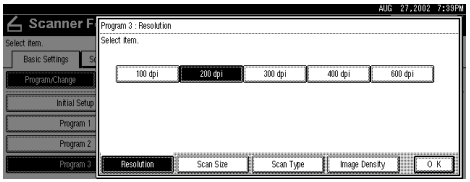
Reference

- ❒ For information about character input, see the Facsimile Reference <Basic Features>.

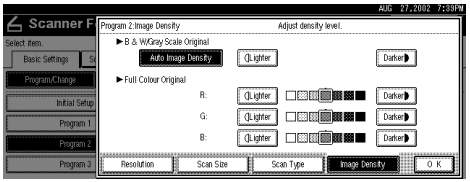
6 Select the item to be set.

To select an item, touch its key on the screen. The item is highlighted.

Example: resolution setting



Example: image density setting



Note

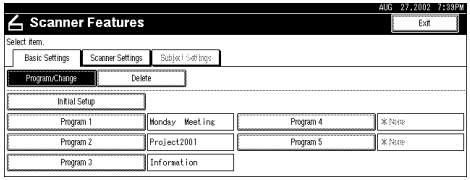
- ❒ When selecting **[Custom size]** for **[Scan Size]**, see p.32 “Selecting a custom size”.

7 When all settings have been made, press [OK].

The scan type setting is stored.

8 To program other scan settings, repeat the procedure from step 4.

9 When all settings have been made, press [Exit].



The display returns to the Scanner Features screen.

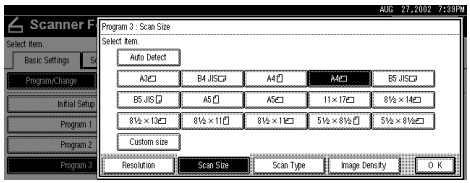
10 Press [Exit].

The main menu is shown again.

Selecting a custom size

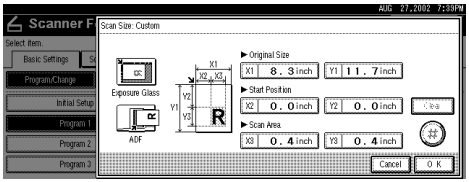
When "Custom Size" is selected as the scan size, follow the procedure below.

1 Press [Custom size] on the Scan Size setting screen.



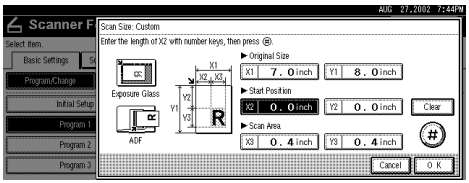
2 Enter the original size with the number keys.

Select **[X1]** or **[Y1]**, enter the value, and then press **[#]**.



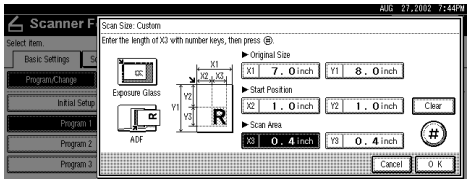
3 Use the number a scan starting point other than the standard scan starting point.

Select **[X2]** or **[Y2]**, enter the value, and then press **[#]**.



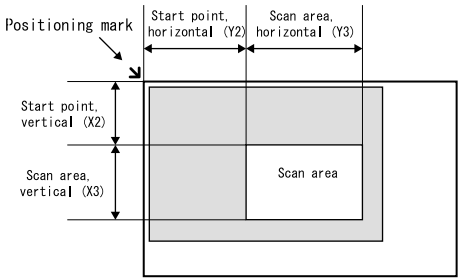
4 Enter the scan size (area) with the number keys.

Select **[X3]** or **[Y3]**, enter the value, and then press **[#]**.



Depending on how the original is positioned, the scan area will be as follows:

① When the original is placed on the exposure glass



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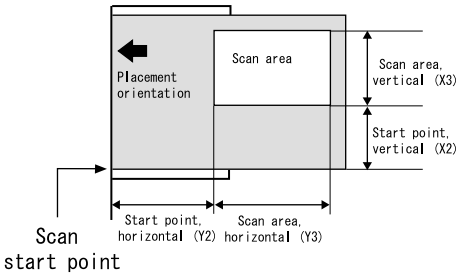
② When the original is placed on the ADF



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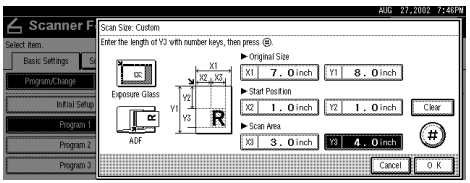
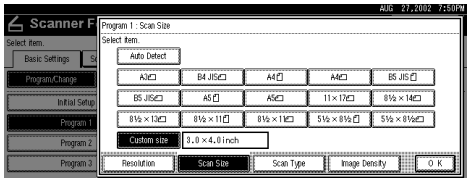
The maximum scan size is 432mm (17”) in the Y direction (width) and 297mm (11.7”) in the X direction (height). Keep the scan area settings within this range.

5 When all dimensions have been entered, press [OK].



6 **Verify that the area set in step 4 (X3 and Y3) is shown next to the [Custom size] field, then press [OK].**



7 **Press [Exit].**

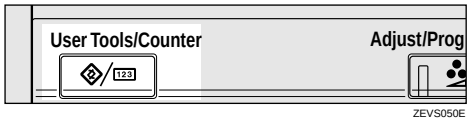
The User Tools/Counter screen is shown.

8 **Press [Exit].**

The main menu is shown again.

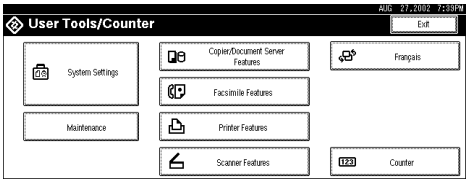
Deleting programmed scan settings

1 **Press the 【User Tools/Counter】 key.**



The User Tools/Counter screen appears.

2 **Press [Scanner Features].**

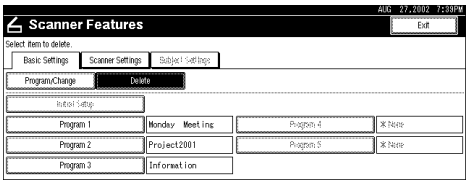


The Scanner Features screen appears.

3 **Verify that the [Basic Settings] tab is shown.**

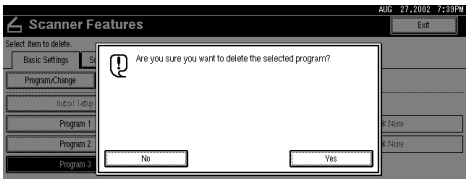
4 **Press [Delete].**

5 **Select the setting you want to delete.**



A confirmation message appears.

6 **Press [Yes].**



The selected scan setting is deleted.

7 **Press [Exit].**

The display returns to the Scanner Features screen.

8 **Press [Exit].**

The main menu is shown again.

Making Scanner Settings

This section explains how to switch from network TWAIN scanner mode to network delivery scanner or Document Server mode, and how to set the compression of image data and initial values for setting originals.

The scanner settings consist of the following. For the list about settings and factory defaults, see p.28 “Scanner settings”.

❖ Function Priority

Select "Delivery/Store" or "TWAIN" to determine whether the network TWAIN scanner mode, network delivery scanner mode, or Document Server mode is initially active when the scanner function is selected by pressing the 【**Scanner**】 key on the control panel.

Note

- ❒ When "TWAIN" is selected, the network TWAIN scanner mode is set. By pressing **[Cancel]** in this condition, you can switch to network delivery scanner operation or Document Server operation.
- ❒ When "Delivery/Store" is selected, the network delivery scanner mode or the Document Server mode is set. It is not possible to switch network TWAIN scanner operation from these modes. To use the machine as a network TWAIN scanner, access the machine from a client computer using the TWAIN driver.

❖ Delivery/Store Connection Time out

When using the machine as a network delivery scanner or Document Server, scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner mode. This setting determines the delay until the machine switches to network TWAIN scanner mode.

- Selecting "Immediate" causes the network TWAIN scanner mode to be activated at once.
- When you select "Yes", you can enter the delay time with the number keys (3 - 30 seconds). When the TWAIN scanner mode is activated, only the time specified here passes from the last key operation.

❖ Compression (Black & White)

This setting determines whether image data read with the 2-value (black-and-white) setting is to be compressed. Compression reduces the time required for transferring the scan data to the computer.

Note

- ❒ The actual time required for data transfer will vary, depending on the data size and network load.

❖ Compression (Gray Scale/Full Color)

This setting determines to what extent image data read with the multi-value (gray-scale) or full color setting is to be compressed. You can select **[Standard]**, **[High]**, **[Low]**, or **[Off]**.

Note

- ❒ Compression ratio decreases in the order **[High]**, **[Standard]**, **[Low]**, **[Off]**, and the time required for data transfer increases accordingly.
- ❒ The actual time required for data transfer will vary, depending on the data size and network load.

❖ Delivery Option

This setting determines whether the machine is used as a network delivery scanner.
When the "Delivery Option" setting is **[On]**"On", make sure that "Delivery IP Address" in System Settings is set.

❖ Original Setting

Set the initial value for original type and orientation. When the original is always similar, selecting this as the default makes operation easier. You can select "1 Sided Original", "2 Sided Orig.: T to T" (Top to Top), "2 Sided Orig.: T to B" (Top to Bottom).

Reference

- ❒ ⇒ p.60 “Original Orientation and Scan Area Setting”

❖ Original Orientation Priority

Select the initial value for original placement orientation. When the original is always positioned in the same way, selecting this as the default makes operation easier.

Reference

- ❒ ⇒ p.60 “Original Orientation and Scan Area Setting”

❖ Mixed Original Sizes Priority

This setting determines whether the original size is to be automatically detected when originals of different sizes are inserted in the ADF. You can select “On” or “Off”.

Note

❒ If the original size is specified when scanning, this setting is discarded.

❖ SADF Auto Reset Timer

When all originals in the ADF have been scanned, and another original is inserted within the time interval set here, the original is read as a part of the same document.

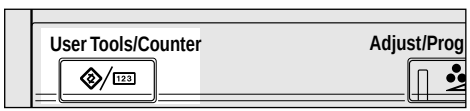
- If "Off" is selected, the scanning of one document is terminated at the point when all originals in ADF have been scanned.
- If set to "On", enter the number of seconds (3 - 99) of the SADF auto reset time with the number keys. When the original is placed within this time, it is scanned as one document.

Note

❒ If the ADF is not installed on the machine, this setting is not shown.

Setting Procedure

1 **Press 【User Tools/Counter】 key.**



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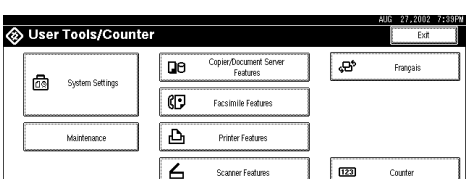
The User Tools/Counter screen appears.

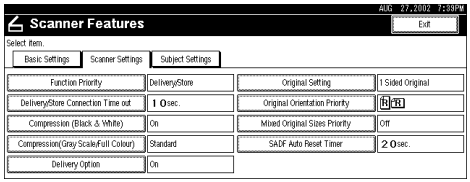
2 **Press [Scanner Features].**



The Scanner Features screen appears.

3 **Press the [Scanner Settings] tab.**

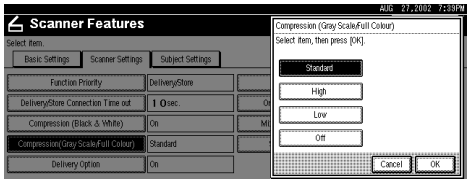
4 **Press the item to be set.**



The screen for changing the item setting appears.

Example: "Compression (Gray Scale)" setting

5 **Change the setting.**



- To select an item, touch its key on the screen. The item is highlighted.
- To enter numerals, use the number keys.

Note

❒ To cancel a setting, press **[Cancel]**. The value is not changed and the display returns to the previous condition before pressing the **[OK]**.

6 **Press [OK].**

7 **Repeat steps 4 to 6 to make other settings.**

8 **Press [Exit].**

The display returns to the Scanner Features screen.

9 **Press [Exit].**

The main menu is shown again.

Making Scan Data Subject Settings

Subject information can be added to the scan data files. This information added to the data to be delivered. When the file is delivered by e-mail with optional ScanRouter V2 Professional, the subject is automatically entered as the title in the subject of the e-mail. If you often send files with similar content, storing subject names will allow you to easily select a subject at the time of delivery.

The subject can be up to 16 characters long. Up to 12 subjects can be stored.

Note

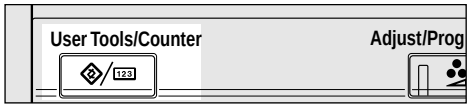
❒ To deliver the file by e-mail, optional ScanRouter V2 Professional is necessary.

❒ The subject can be set when "On" in the "Delivery Option" of Initial Scanner Setup is set.

Setting Procedure

This section describes the steps for making subject settings.

1 **Press the 【User Tools/Counter】 key.**



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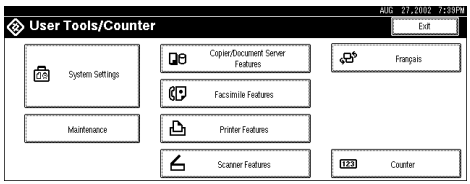
The User Tools/Counter screen appears.

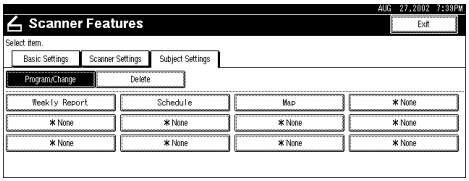
2 **Press [Scanner Features].**



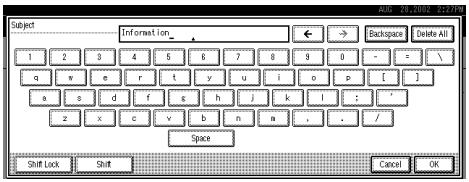
The Scanner Features screen appears.

3 **Press the [Subject Settings] tab.**

4 **Verify that [Program/Change] is selected, and select the subject you want to program.**



5 **Enter the subject string.**



Reference

❒ For information about how to enter characters, see the Facsimile Reference <Basic Features>.

Note

❒ If an item is selected for which a subject is already programmed, the subject can be edited.

6 **Press [OK].**

7 **To program more subjects, repeat steps 4 to 6.**

8 **Press [Exit].**

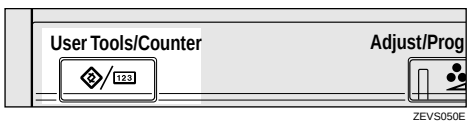
The display returns to the Scanner Features screen.

9 **Press [Exit].**

The main menu is shown again.

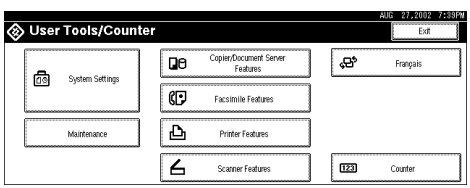
Deleting programmed subject settings

1 **Press the 【User Tools/Counter】 key.**



The User Tools/Counter screen appears.

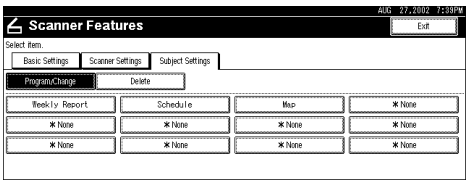
2 **Press [Scanner Features].**



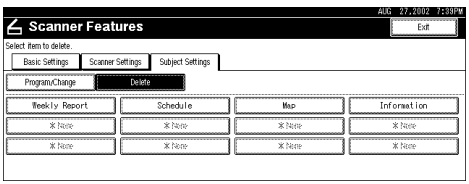
The Scanner Features screen appears.

3 **Press the [Subject Settings] tab.**

4 **Press [Delete].**

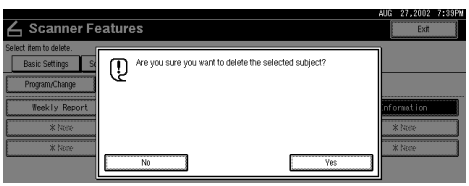


5 **Select the subject you want to delete.**



A confirmation message appears.

6 **Press [Yes].**



The selected subject is deleted.

7 **To delete more subjects, repeat steps 5 to 6.**

8 Press [Exit].

The display returns to the Scanner Features screen.

9 Press [Exit].

The main menu is shown again.

Installing Software

This section explains the software contained on the “Scanner Driver & Document Management Utilities” CD-ROM.

Auto Run Program

When the CD-ROM is inserted into a computer in Windows 95/98/Me, Windows 2000, or Windows NT 4.0, the installer starts automatically (Auto Run) to install the TWAIN driver and various software.

Note

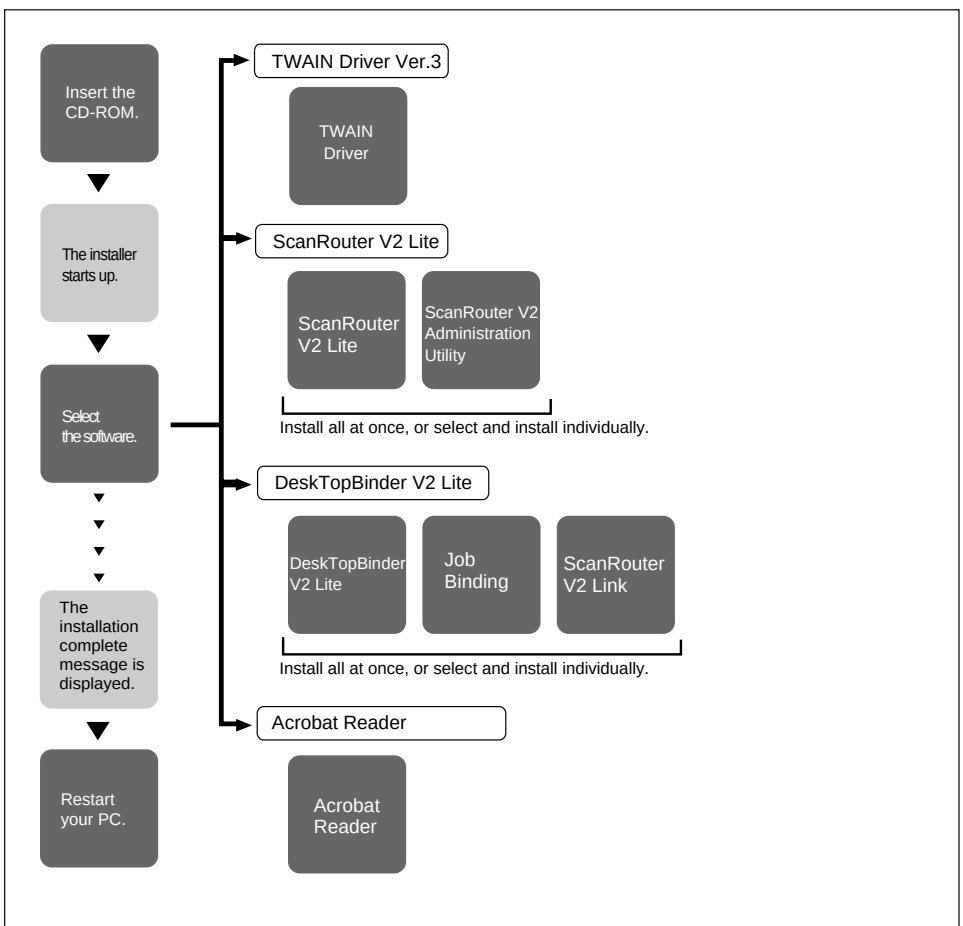
- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch "CD-Launch.EXE" located on the CD-ROM root directory.
- ❒ If you want to install without using Auto Run, hold down the **Shift** key while inserting the CD-ROM. Keep the **Shift** key held down until the computer has finished accessing the CD-ROM.
- ❒ If **[Cancel]** is pressed during installation, the installation will be stopped and the remaining scanner driver and utilities will not be installed. If **[Cancel]** has been pressed, reinstall the remaining scanner driver and utilities after restarting the computer.

Limitation

- ❒ If your system is Windows 2000 or Windows NT 4.0, log on using an account that has Administrators permission.

The installing sequence using Auto Run is as follows:

Installation Sequence



For information about the outline of the software that can be installed by Auto Run, see p.48 “Software Supplied on CD-ROM”.

Software for using a Network TWAIN Scanner

To use the machine as a network TWAIN scanner, it is essential to install the TWAIN driver.

If you do not have applications that work with TWAIN, it is necessary to also install the DeskTopBinder V2 Lite. For information about the installation of DeskTopBinder V2 Lite, see p.47 “DeskTopBinder V2 Lite”.

Preparation

❒ Before installing, check the operating environment for the TWAIN driver.⇒ p.48 “Type3800C TWAIN Driver”

Using Windows 95/98/Me, Windows 2000, or Windows NT 4.0

Install the TWAIN driver using Auto Run. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000, and Windows NT 4.0.

1 Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

Reference

❒ If the installer does not start automatically, see p.42 “Auto Run Program”.

2 Select a setup language, and then click [OK].

The CD-ROM Launcher screen appears.

3 **Click [Type3800C TWAIN Driver].**

The software setup screen appears.

4 **The installer of the TWAIN driver starts. Follow the instructions on the screen.**

Note

- ❒ When the installation is complete, a message to prompt you to restart the computer may appear. In this case, restart the computer, and continue the operation.
- ❒ After the installation is complete, "Type3800C TWAIN V3" folder is created in the "Program" folder of the Start menu. Help can be displayed from here. Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use.

Software for using a Network Delivery Scanner

To use the machine as a network delivery scanner, it is essential to install ScanRouter V2 Lite on the delivery server. To check an in-tray or auto-receive the documents, it is necessary to install DeskTopBinder V2 Lite on the client computer. Also, the documents can be auto-received by installing only ScanRouter V2 Link on the client computer.

Use Auto Run for installation. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000, and Windows NT 4.0.

Preparation

- ❒ Before installing, check the operating environment for each software.⇒ p.48 “Software Supplied on CD-ROM”

1 **Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.**

The choose setup language screen appears.

2 Select a setup language, and then click [OK].

The CD-ROM Launcher screen appears.

3 Click the key of the software to be installed.

- The ScanRouter V2 Lite installer starts by clicking **[ScanRouter V2 Lite]**.
- The DeskTopBinder V2 Lite installer starts by clicking **[DeskTopBinder V2 Lite]**.

The change the language screen appears.

Reference

❒ For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of the respective software.

4 Select a language used by this component, and then click [OK].

The software setup screen appears.

Software Required to Use the Document Server

To view the files stored in the Document Server, it is essential to install DeskTopBinder V2 Lite on the computer. See p.47 “DeskTopBinder V2 Lite” for installation.

DeskTopBinder V2 Lite

Use Auto Run for installation. Here, Windows 98 is used as an example for explanation. The basic operations are similar for Windows 95/Me, Windows 2000, and Windows NT 4.0.

Preparation

❒ Before installing, check the operating environment for DeskTopBinder V2 Lite. ⇒ p.49 “DeskTopBinder V2 Lite”

1 Verify that Windows is running. Insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the computer.

The choose setup language screen appears.

2 Select a language, and then click [OK].

The CD-ROM Launcher screen appears.

3 Click [DeskTopBinder V2 Lite].

The change the language screen appears.

Reference

❒ For information about the subsequent installation procedure, see the Setup Guide that can be displayed from the Setup screen of DeskTopBinder V2 Lite.

4 Select a language, and then click [OK].

The software setup screen appears.

Software Supplied on CD-ROM

List of Files

CD-ROM Drive	Wizard for the TWAIN driver and utilities		
	Drivers	Twain	TWAIN driver for Windows 95/98/Me, Windows 2000, Windows NT 4.0
	Utility	RouterV2	ScanRouter V2 Lite ScanRouter V2 Administration Utility
		DeskV2	DeskTopBinder V2 Lite Job Binding ScanRouter V2 Link
		Aread	Acrobat Reader 4.05

Type3800C TWAIN Driver

This driver is required to scan an original on the machine.

To use the machine as a network TWAIN scanner, the driver must be installed.

❖ File storage folder

Files on the CD-ROM are contained in the following folder.

\DRIVERS\TWAIN

❖ System requirements

- Hardware
  PC/AT compatible

Limitation

❒ Under Windows NT, machines with RISC-based processors (MIPS R series, Alpha AXP, PowerPC) are not compatible.

- Operating system
  Microsoft Windows 95
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Server
  Microsoft Windows 2000 Professional
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Display resolution
  800×600 pixels, 256 colors or higher
- Network protocol
  TCP/IP

DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is to be installed on the client computers for integration and management of various kinds of data such as scanned image data, files created with applications, and existing image files. The software allows you to use view documents in in-trays of the delivery server. This software can be used to the machine as a network TWAIN scanner. Also, the documents stored in the Document Server can be viewed.

For more information, see the manuals for DeskTopBinder V2 Lite or DeskTopBinder V2 Lite Help file.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

\UTILITY\DESKV2

❖ System requirements

- Hardware
  PC/AT compatible
- CPU
  Pentium 133 MHz or faster (Pentium II 266 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows 2000 Professional (Service Pack 1 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
- Memory
  48 MB or more (64 MB or more recommended)
- Hard disk space
  50 MB or more (200 MB or more recommended)
- Display resolution
  800×600 pixels, 64K colors or higher
- Network protocol
  TCP/IP

❖ Software installed with DeskTopBinder V2 Lite

- ScanRouter V2 Link
  ScanRouter V2 Link on the client computer monitors in-trays of the delivery server regularly. In addition, the documents delivered to in-trays are auto-received or a notification of document arrival can be received at the client computer with this software.
- Job Binding
  Job Binding stores DeskTopBinder V2 Lite documents and files created by various applications as print data.

ScanRouter V2 Lite

ScanRouter V2 Lite is to be installed on the delivery server. The data scanned by the machine can be sorted on the delivery server, stored in specified in-trays, or saved in folders of client computers on the same network.

For more information, see the manuals for ScanRouter V2 Lite or ScanRouter V2 Lite Help file.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine.

`\UTILITY\ROUTERV2`

❖ System requirements

The following system requirements must be met to use ScanRouter V2 Lite.

Note

❒ Install the software on a stand-alone server running Windows NT Server or Windows 2000 Server. It must not be installed on the primary domain controller or backup domain controller.

- Hardware
  PC/AT compatible

- CPU
  Pentium 200 MHz or faster (Pentium II 350 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
- Memory
  64 MB or more (128 MB or more recommended)
- Hard disk space
  Minimum free space required for installing: 200 MB

Note

❒ In addition to the space required for installation, the hard disk should have at least 500 MB of free space for files.

- Network protocol
  TCP/IP

❖ Software installed with ScanRouter V2 Lite

- ScanRouter V2 Administration Utility
  ScanRouter V2 Administration Utility manages the delivery system run by ScanRouter V2 Lite. You can register destination and sender information about the scanned documents in the delivery server. In addition, this utility can monitor free disk space, record error logs, and maintain the delivery server.

Note

❒ ScanRouter V2 Administration Utility can be installed not only on the delivery server but also on client computers. To install it, click **[ScanRouter V2 Administration Utility]** on the ScanRouter V2 Lite Setup screen.

3. Setting Originals

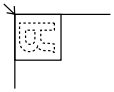
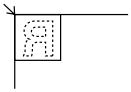
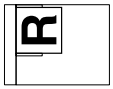
This chapter explains the procedure for placing the original on the exposure glass and in the automatic document feeder (ADF), and setting original scan area and orientation according to the placement method.

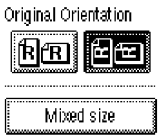
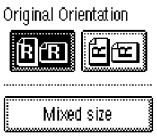
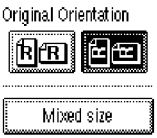
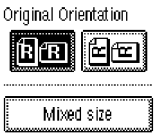
To correctly display the top/bottom orientation of the scanned original on a computer, the correct placement must be chosen by setup on the control panel and scanner driver.

There are two orientations for placing the original. See the table below.

Note

❒ Normally, the original size is (R) or (R), but in the table below, a square original is used to make the original orientation easy to understand. If the actual original size changes, a combination of original orientation and the orientation specified on the control panel or scanner driver does not change.

1 Scanned original	R			
2 Select the placement method.	Place the original on the exposure glass.		Place the original in the automatic document feeder (ADF).	
3 Place the original. (There are two original orientations.)	Place the original so that the top edge touches the top left of the exposure glass.	Place the original so that the top edge touches the rear of the exposure glass.	Place the top edge of the original first.	Place the original so that the top edge is set into the ADF.
				

4 Specify the orientation.	When scanned by the delivery scanner or Document Server (Specified on the control panel)				
	When scanned by the TWAIN scanner (Specified by the Scanner Control dialog box)				
5 Original displayed on a computer					

Placing the Original on the Exposure Glass

Originals which do not fit into the ADF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

Note

- ❒ For information about the originals which can be placed on the exposure glass, see the Copy Reference <Advanced Features>.

1 Lift the exposure glass cover or the ADF.

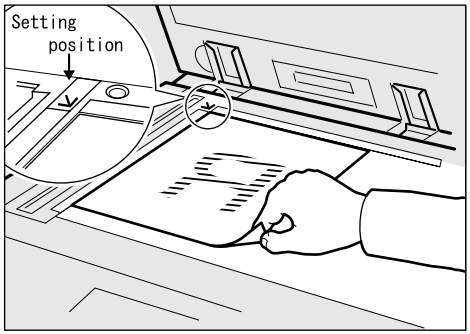
Note

- ❒ Raise the exposure glass cover or ADF fully (more than 30 degrees). The opening/closing action triggers the automatic original size detection process.

2 Place the original on the exposure glass with the side to be scanned facing down. Align the far left edge of the original with the mark.

There are two original orientations. Either orientation can be used for placement.

❶ Place the original so that the top edge touches the rear of the exposure glass.



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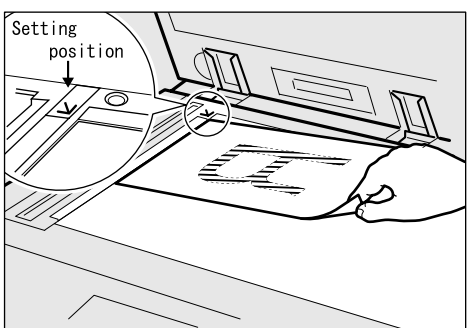
❷ **Place the original so that the top edge touches the top left of the exposure glass.**

When using the machine as a network TWAIN scanner, this orientation is standard setting in the TWAIN driver. Normally, use this orientation for setting.



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3 Close the exposure glass cover or the ADF.

4 Select the original orientation according to the setting orientation.

Reference

❒ ⇒ p.60 “Original Orientation and Scan Area Setting”

Placing the Original in the Automatic Document Feeder (ADF)

The ADF allows you to insert several originals at one time. Originals placed in the ADF can be scanned on one side or both sides.

❖ Originals that can and cannot be placed in the ADF

For information about the originals that can and cannot be placed in the ADF, see the Copy Reference <Advanced Features>.

Attempting to use unsuitable originals in the ADF can lead to misfeed and damage to the original. Place such originals directly on the exposure glass.

Important

- ❒ When using the scanner function, the following originals also cannot be placed in the ADF.
  - Originals longer than the length (432mm) of the A3/11"x17".
- ❒ For information about which original sizes can be detected automatically and notes on placing originals in the ADF, see the Copy Reference <Advanced Features>.

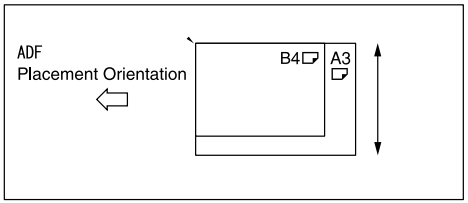
1 Align the original guide with the original size.

2 Insert the originals with the side to be scanned facing up. (For originals which are to be scanned on both sides, the first side should face up.)

There are two orientations. Either orientation can be used for placement.

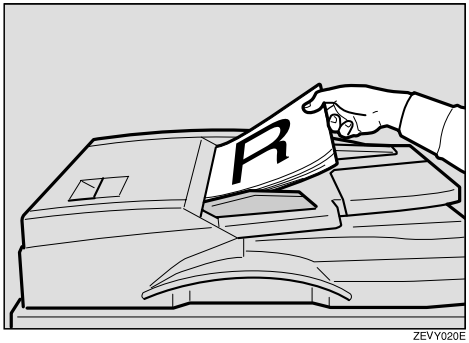
Note

- ❒ Originals of different sizes can be placed at the same time. Place the originals as shown in the figure below.



- ❒ When **[Mixed size]** is set, the originals smaller than B5 are scanned as B5.
- ❒ Originals are scanned in the inserted order, starting with the topmost page.

❶ **Place the original so that the top edge is in the ADF tray.**



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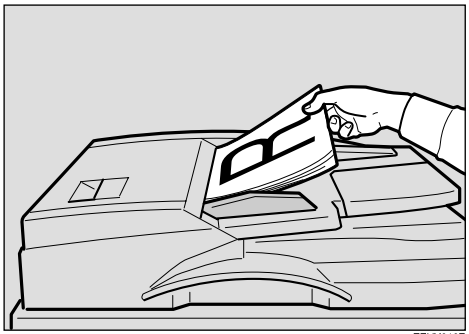
❷ **Place the top edge of the original first.**

When using the machine as a network TWAIN scanner, this orientation is the standard setting in the TWAIN driver. Normally, use this orientation for placement.



ZEVY010E

3 **Select the appropriate orientation on the control panel or on the computer so that it matches the orientation of originals placed.**

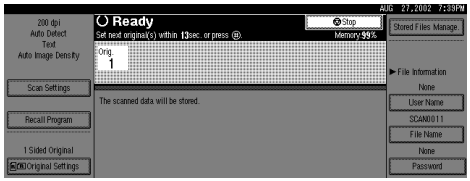
Reference

❒ ⇒ p.60 “Original Orientation and Scan Area Setting”

Placing the Divided Original in the Automatic Document Feeder (SADF)

When originals are placed in the ADF, scanning finishes as one document when the scan of all originals are completed by factory default. If the next original is placed within a certain amount of time after all originals are scanned, these multiple documents can be scanned as one document by the SADF.

After the originals are scanned, the remaining time for accepting the next original is displayed.



When there is another page to scan, set it within the specified time. If set, the original is feeded and scanned automatically. If there is no more page, press 【#】 key.

Note

- ❒ To use this function, settings must be made in the Initial Scanner Setup. ⇒ p.37 “SADF Auto Reset Timer”
- ❒ Originals are scanned in order. Place them from the first page.

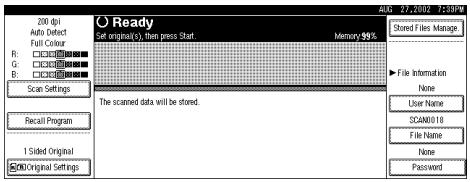
Original Orientation and Scan Area Setting

To correctly display the top/bottom orientation of the scanned original on a computer, original orientation and page flow must be set when placing the original.

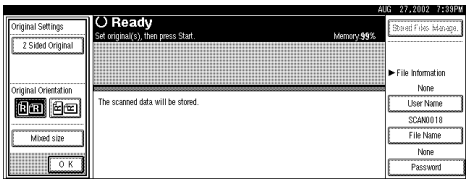
When using the network delivery scanner and Document Server, settings are made on the control panel of the machine. When using the machine as a network TWAIN scanner, settings are made on the TWAIN driver.

For a Network Delivery Scanner and Document Server

1 On the Scanner Function screen, press [Original Settings].



2 Make settings for original orientation, 1 sided/2 sided combination, and mixed original sizes.



Note

❒ The initial values can be changed under **[Original Setting]**, **[Original Orientation Priority]**, or **[Mixed Original Sizes Priority]** in the Scanner Initial Setup. ⇒ p.35 “Making Scanner Settings”

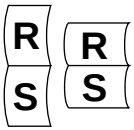
1-sided original/2-sided original selection

❶ **When scanning one-sided original, make sure that [2 Sided Original] is not highlighted.**

❷ **When scanning two-sided original, press [2 Sided Original] to select [T to T] or [T to B] according to the binding orientation of the original.**

Top to top original:

Top to bottom original:



Orientation selection

❶ **Press the key for the same orientation as the actual orientation of the original (⊞ or ⊞).**

Mixed size selection

❶ **When originals of different size are placed, make sure that [Mixed size] is highlighted.**

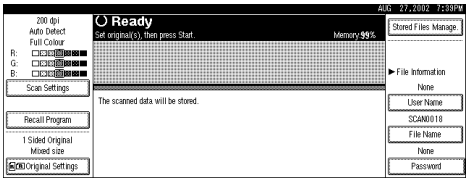
Note

❒ If **[Mixed size]** is not set, the scan size is set as the maximum size and a space is provided on the small original.

3 **Press [OK].**

Note

❒ The current settings are displayed with characters and icons.



For a Network TWAIN Scanner

1 **Open the Scanner Control dialog box.**

Reference

❒ ⇒ p.64 “Scanning Originals”

2 **Select the position from the drop-down menu of the [Document:] box in the [Document] group.**

3 **Select “/” or “/” from the drop-down menu of the [Orientation:].**

Reference

❒ ⇒ p.53 “Setting Originals”

4 **When the original is placed in the ADF, select [Simplex] or [Duplex] from the drop-down menu of the [Side:] box.**

Note

❒ If originals of different sizes are placed in the ADF, specify the document size in the **[Size:]** box. If **[Auto detection (Uni-size)]** is selected, all pages are scanned as the size of the first page. If **[Auto detection (Multi-size)]** is selected, all pages are scanned as each size.

4. Scanning Originals Using Network TWAIN Scanner

This chapter describes the operations for scanning originals with the network TWAIN scanner using DeskTopBinder V2 Lite. In addition, some functions of the TWAIN driver are introduced.

Flow of Operations

When using DeskTopBinder V2 Lite for scanning, the basic flow of operations is as follows:

Start up DeskTopBinder V2 Lite and select the scanner.

Place the originals in the scanner.

Make the required scan settings, using the TWAIN driver.

Scan and save the originals.

The scanned image can be edited and printed by DeskTopBinder V2 Lite.

For more information about the operation procedure, see p.64 “Scanning Originals”.

Scanning Originals

This section explains the method for scanning a single original following p.63 “Flow of Operations”.

1 Start up DeskTopBinder V2 Lite and select the driver of the scanner.

1. **Click [Start], point to [Program], and then [DeskTopBinder V2] from [DeskTopBinder V2].**

   DeskTopBinder V2 Lite starts up.

2. **Click [Scanner Settings] from the [Tools] menu.**

   The **[Scanner Settings]** dialog box appears.

   If the scanner is already selected, no scanner settings are necessary. Check **[File format for scanned image(s)]** and go to step 5.

3. **Click [Select Scanner Driver].**

   The **[Select Source]** dialog box appears.

4. **Click the machine name you want to use in the list, and then click [Select].**

5. **Click [OK].**

   The **[Scanner Settings]** dialog box closes.

2 Place the original in the scanner.

Reference

- ⇒ p.53 “Setting Originals”

3 Make the scan settings.

1. **From the [File] menu, point to [Add Document], and then click [Scan].**

   The TWAIN driver starts up.

   After a short while, the dialog box of the TWAIN driver that operates the scanner appears. This dialog box is called the Scanner Control dialog box.

Note

- ❒ The title bar displays the scanner currently being used. When multiple machines are connected, confirm that the indicated machine name is the machine to be used. If the intended machine is different, click **[Select Source]** to select the scanner again.
- ❒ If the machine to be used does not appear in the list, make sure that the IP address is configured and that the machine is correctly connected to the network. If the driver is still not displayed in the list after the above operations, consult with your network administrator.

❷ Depending on the type of original or the objective for scanning, select the icon in [Mode].

- **[Standard]** is suitable for scanning standard originals that comprise mainly of text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

[Standard] and **[Photo]** are scanned in Full Color of **[Mode]**, and **[OCR]** and **[Filing]** are scanned in Black & White.

Note

- ❒ For advanced settings, click **[Detail]** to display "Detail Window". For more information about the "Detail Window", see TWAIN Driver Help.

❸ According to the original scan area and orientation, change the setting of the [Document] group.

Reference

- ❒ ⇒ p.60 “Original Orientation and Scan Area Setting”
- ❒ For information about the setting of the **[Document]** group, see Help.

When you want to configure the scanning area

When you do not configure the scanning area, the area is scanned with the size specified in the **[Size:]** box.

❶ **Click [Preview].**

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview appears within the broken lines.

❷ **Configure the scanning area by dragging a border or the top line.**

When reconfiguring the area, click and drag one corner of the area towards its opposite corner.

Note

❒ Depending on the scanning resolution, the area to be scanned may possibly be subject to restrictions. For information about the relationship between the resolution and the scanning area, see TWAIN Driver Help.

❸ **Click [Close].**

The **[Preview]** dialog box closes.

Note

❒ When the original placed in the ADF is previewed, place the original scanned during preview again.

4 **Click [Scan].**

The original is scanned. A message asking whether there is another page appears.

When there is another page to scan, place the original, and then click **[Continue]**.

When there are no more pages, click **[Complete]**.

5 Save the scanned image in DeskTopBinder V2 Lite.

1. **Click [Exit] from the [File] menu.**

   The **[Input Document Information]** dialog box appears.

2. **Enter the file name and click [OK].**

   The image is stored in DeskTopBinder V2 Lite, and the DeskTopBinder viewer closes.

Editing and printing scanned data

With DeskTopBinder V2 Lite, it is possible to edit and print scanned data. For more information about how to edit and print, see DeskTopBinder V2 Lite Help.

Functions of the TWAIN Driver

The following is an introduction to the various functions of the TWAIN driver.

Reference

❒ For more information about each function or other functions, see Help.

❖ Automatic Tilt Correction

This function automatically corrects character strings that were scanned slanted.

❖ Printing to the Image

This function allows you to imprint dates, page numbers, or your favorite characters to a scanned image. You can also change the fonts of the imprints as well as the numerical order of the scanned images to ascending or descending order.

❖ Scanning Mode Registration

This function allows you to register other scanning configurations that are often used as scanning modes besides the already pre-installed ones. After registration, you can quickly scan with these scanning configurations.

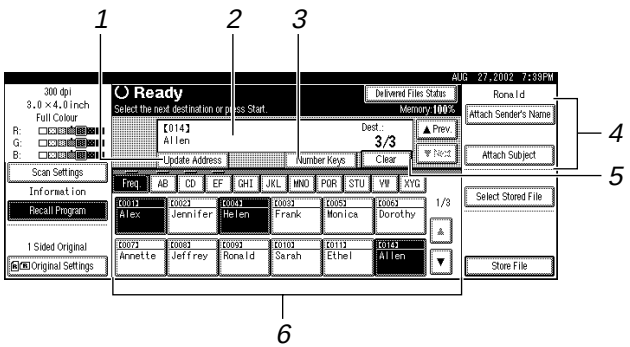
Stored scan data can be sent to a specified destination using the network delivery scanner function. This chapter explains the various display screens, delivery procedures, and checking of the delivery result when this function is used.

Note

- ❒ A delivery server in which ScanRouter V2 Lite/Professional is installed is necessary to use the network delivery server function. Information about delivery destinations and senders must be programmed first into the delivery server. Also, program a connected device in **[Set I/O Device]** of ScanRouter V2 Administration Utility. For more information, see ScanRouter V2 Administration Utility Help.

List Displays of Destinations and Senders

The display configuration when using the machine as network delivery scanner is as follows:



1. [Update Address]

Press this key to obtain destination information from the delivery server and update the display. If the destination is changed in the delivery server, press the key to update the display.

2. Destination Display

The selected destination is shown here. If several destinations are selected, the selected destinations are displayed in order by pressing **[▲Prev.]** or **[▼Next]**.

Note

- ❒ Pressing the **【Check Modes】** key lets you verify the selected destinations.

3. [Number Keys]

Use these to specify a destination using the 3-digit short ID number.

4. [Attach Sender's Name] [Attach Subject]

Sets the sender and subject of the delivered document.

5. [Clear]

Pressing this key clears a selection in the Destination List or a short ID number entered.

6. Destination List

Displays the list of destinations programmed in the delivery server.

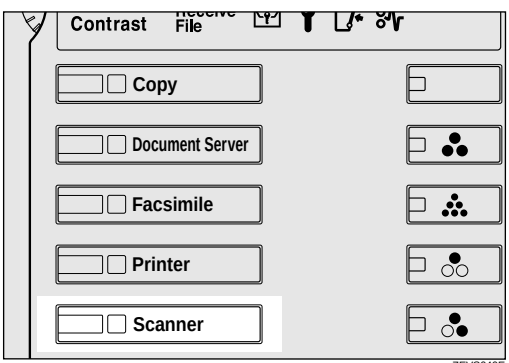
Note

- ❒ When the entire list does not fit on one screen, **[▲]** or **[▼]** can be used to scroll the display.
- ❒ Group destinations are denoted by this symbol (👥).
- ❒ A bar above a title indicates that a destination that belongs to it has been selected.

Delivery Procedure

Data is delivered by specifying its scan settings and destination. If necessary, you can select a sender and subject.

1 Press the 【Scanner】 key.



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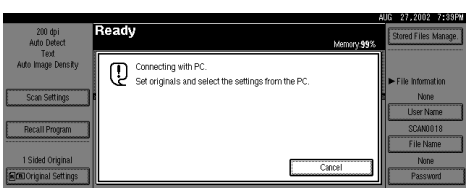
2 If the user code is set, enter the user code (consisting of up to eight characters) with the number keys, and then press [#].

The Scanner Function screen appears.

Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.



3 Make sure that no previous setting remains.

Note

❒ If the previous setting remains, press the 【Clear Modes】 key.

4 Place the original in the machine, and adjust the settings for original size and orientation if required.

Reference

❒ ⇒ p.53 “Setting Originals”

5 Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.

Reference

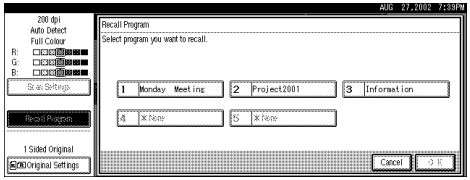
❒ ⇒ p.29 “Setting Scanner Features”

Calling up stored scan settings

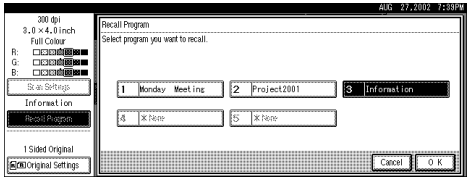
❶ Press [Recall Program].

The User Program Recall screen appears.

❷ Select a user program of scan settings.



❸ Press [OK].



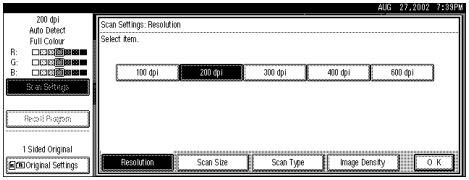
The selected user program settings become active.

Making the settings individually

❶ Press [Scan Settings].

The screen for making scan settings appears.

❷ Select the desired resolution, original size, and other items to change the settings.



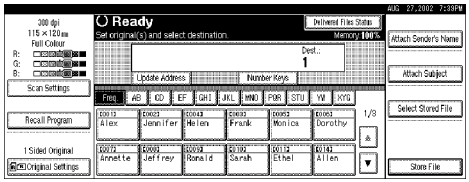
The way to make scan settings is the same way as programing scan settings. See p.29 “Setting Scanner Features”.

❸ Press [OK].

The scan settings are applied.

6 Select the destination.

You can select the destination from the list of destinations or by specifying a short ID number.



When selecting a destination from the list

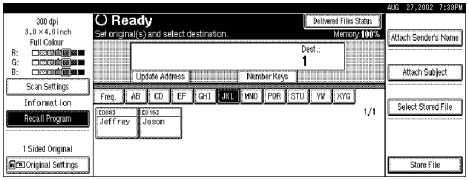
1 Press [Update Address] to update the list of destinations.

Note

- ❒ If the destination information programmed in the delivery server is updated, the list displayed on the control panel of the machine is not updated automatically. To display the latest information for operation, press the **[Update Address]** on the control panel before delivering scan data to update the displayed information.
- ❒ If the list is updated after the destination or sender is selected, any selections are cancelled. Update the list before selecting destination and sender.
- ❒ If there is scan data in the memory of the machine that have not yet been delivered, **[Update Address]** is not available.

2 Press the title for the desired destination and select the destination.

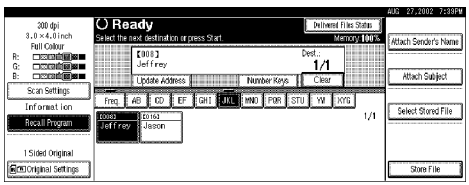
If the desired destination is not OK, press **[▲]** or **[▼]** to display the destination.



Note

- ❒ The destination titles are programmed in the delivery server.

❸ **Select the destination to which the scan data is to be sent.**



The selected destination is highlighted, and also appears in the destination field at the top of the screen. A line appears over the title of the category to which the destination belongs.

Note

❒ To deselect a destination, press the destination once more, or press **[▲Prev.]** or **[▼Next]** to bring up the destination in the destination field, and then press **[Clear]**.

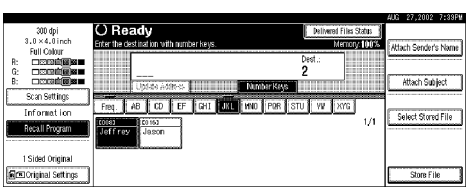
❹ **To select more destinations, repeat step ❸.**

Using the short ID number to select a destination

❶ **Press [Number Keys].**

❷ **Use the number keys to enter the 3-digit ID number that has been assigned to each destination.**

If the entered number is less than 3 digits, press **[#]** at the end.



The destination corresponding to the short ID number appears in the destination field at the top of the screen.

Note

❒ To deselect a destination, press **[▲Prev.]** or **[▼Next]** to display the destination in the destination field, and then press **[Clear]**.

❸ **To select more destinations, repeat step ❷.**

Checking selected destinations

❶ **Use the destination field at the top of the screen to check which destinations are selected.**

Note

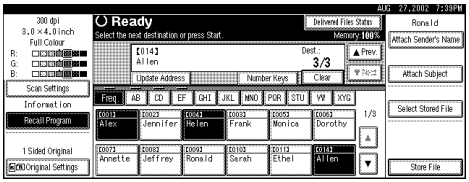
- ❒ When multiple destinations are selected, the selected destinations are displayed in order by pressing **[▲Prev.]** or **[▼Next]**.
- ❒ Pressing the **【Check Modes】** key on the control panel lets you verify the list of selected destination(s).

7 **Specify the sender (scan data delivery source).**

Note

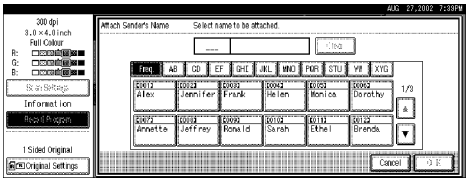
- ❒ When a sender has been specified, this information is added to the scan data file. When the optional ScanRouter V2 Professional is used to send scan data files as e-mail, the sender information is automatically entered in the message sender field. This allows the recipient to see where the mail is from. Select a sender from the senders programmed in the delivery server.

❶ **Press [Attach Sender's Name].**



A list of the senders programmed in the delivery server is displayed.

❷ **Select the sender.**



- Selecting a sender from the title category is done by using the same procedure as when selecting a destination. See step **6**.
- To select a sender using a short ID number, enter the 3-digit ID number with the number keys.

❸ **Press [OK].**

The sender is applied.

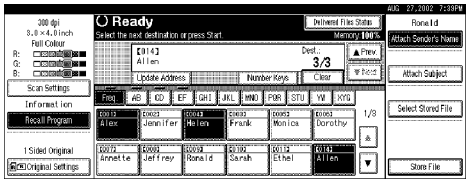
8 **If required, select a subject.**

Select a subject from the programmed ones. ⇒ p.38 “Making Scan Data Subject Settings”

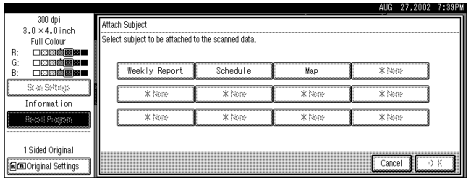
Note

- ❒ When a subject has been specified, this information is added to the scan data file. When the optional ScanRouter V2 Professional is used to send data files as e-mail, the subject is automatically entered as a title in the message subject.

❶ **Press [Attach Subject].**



❷ **Select a subject.**



❸ **Press [OK].**

The subject is applied.

9 **Press the 【Start】 key.**

The original is scanned and the scan data file is delivered to the destination(s).

If there is another page to scan, place the original on the exposure glass, and then press the 【Start】 key.

When there are no more pages, press the 【#】 key.

Note

- ❒ To abort the scan process, press the 【Clear/Stop】 key or press **[Stop]** on the display.
- ❒ When the SADF function is used, load the next original. ⇒ p.59 “Placing the Divided Original in the Automatic Document Feeder (SADF)”

Checking the Delivery Result

The delivery result can be checked for the last 50 delivery operations. If the delivery result exceeds 50 delivery operations, the delivery results are deleted in the order of delivery.

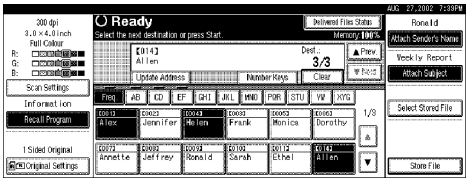
Important

- ❒ When the main power switch of the machine is turned off, all delivery result data is cleared.

❖ Items to be checked

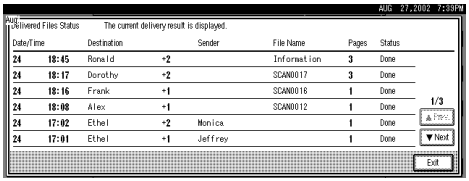
- Date/Time
  The date and time when the file transfer of scan data from the machine to the delivery server was completed is recorded.
  If delivery retry was performed but unsuccessful, the date and time refers to the last retry operation.
- Destination
  When multiple destinations were selected, the first selected destination is displayed.
- Sender
- File Name
- Pages
  Number of scanned pages
- Status
  Indicates whether delivery was successful or resulted in an error.

1 **Press [Delivered Files Status] on the network delivery scanner screen.**



The delivery status is displayed.

2 **Check the displayed results.**



Note

- ❒ One screen shows the results for six delivery operations. Use **[▲Prev.]** or **[▼Next]** to scroll through the display.

3 **Press [Exit].**

The display returns to the network delivery scanner screen.

Using the Network Delivery Scanner with the Document Server

You can use the network delivery scanner with the Document Server.

Simultaneous Delivery and Storage

Scanned data is stored in the Document Server when the data is delivered.

Note

- ❒ This section explains mainly the operation for simultaneous delivery and storage. For more information, see p.71 “Delivery Procedure”.

1 Place the original and adjust the settings for original size and orientation if required.

Reference

- ❒ ⇒ p.53 “Setting Originals”

2 Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.

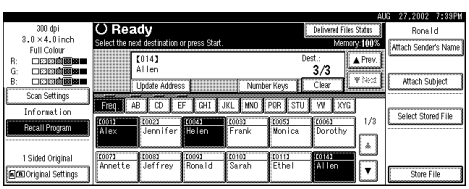
Reference

- ❒ ⇒ p.29 “Setting Scanner Features”

3 Select the destination.

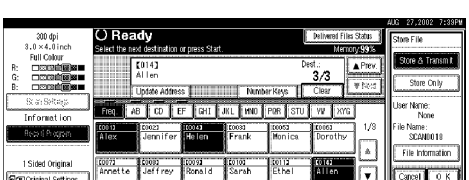
4 If required, specify the sender (scan data delivery source) and a subject.

5 Press [Store File].



The screen for setting Store File appears.

6 Make sure [Store & Transmit] to be selected.



7 **Press [File Information] to set file information.**

Reference

❒ For more information, see p.85 “Specifying file information”.

8 **Press [OK].**

9 **Press the 【Start】 key.**

The original is scanned, and the file is delivered to the destination and stored in the Document Server.

Delivering Stored Files

Files stored in the Document Server which scanned in the scanner function are delivered.

Note

❒ This section explains mainly how to select files to be delivered. For more information about the delivery procedure, see p.71 “Delivery Procedure”.

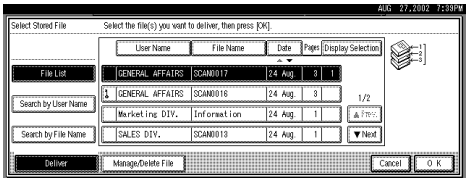
❒ When the stored files are delivered, scan settings cannot be made. The files are delivered with the specified scan settings when they are stored in the Document Server.

1 **Display the list of stored files.**

Reference

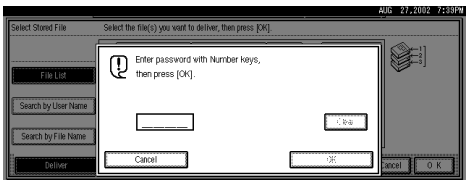
❒ ⇒ p.88 “Viewing a List of Stored Files”

2 **Select a file to be delivered.**

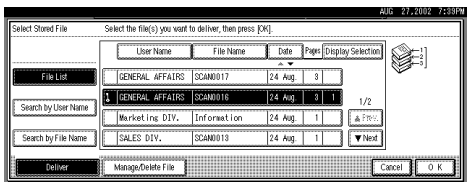


Note

❒ When you select a file protected password, the Password Entry screen appears. After you have entered the correct password and pressed **[OK]**, the file will be selected.



3 **To select multiple files, repeat step 2.**



Note

- ❒ You can select up to 30 files for one operation.
- ❒ If you select multiple files, the files will be delivered in the order they were selected.
- ❒ If you press **[Display Selection]**, the selected files will only be shown in the order of delivery.

4 **Press [OK].**

The screen for specifying a destination appears.

5 **Specify a destination.**

6 **If required, select the sender (scan data delivery source) and a subject.**

7 **Press the 【Start】 key.**

The selected stored files are delivered.

6. Using the Document Server

Data obtained by scanning originals can be stored in the hard disk of the machine using the Document Server function, and the stored data can be used later. Using DeskTopBinder V2 Lite/Professional, stored data can be viewed or deleted from a client computer.

Limitation

- ❒ The optional HDD (40 GB) is required to use this function.

Note

- ❒ When a delivery server is added to the network, data stored in the Document Server can be delivered. You can store scanned data in the Document Server and deliver data simultaneously.⇒ p.78 “Using the Network Delivery Scanner with the Document Server”

Storing Data

This section describes how to store data in the Document Server and how to assign file information to stored data.

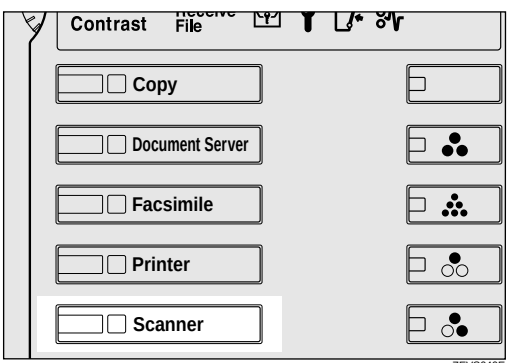
Note

- ❒ You can specify whether data stored in the Document Server is deleted automatically later. ("Auto Delete File" in System Settings under "Key Operator Tools"). The stored data is set to be deleted after one day by the factory default value. For information about settings and changes, see Administrator Reference 2.
- ❒ The theoretical maximum number of files that can be stored is 1000 (or 2000 pages). However, the actual maximum may be less, depending on the space used by the copy function and other functions of the machine.
- ❒ The maximum number of pages per scan data file is 500.
- ❒ Documents scanned with the scanner function cannot be printed.

Storage Procedure

Scan and store the document in the Document Server.

1 Press the 【Scanner】 key.



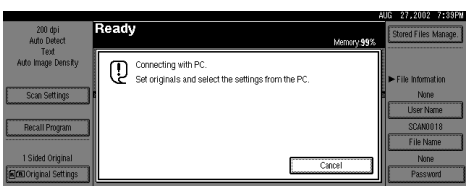
ZEVS040E

2 If the user code is set, enter the user code (consisting of up to eight characters) with the number keys, and then press [#].

The Scanner Function screen appears.

Note

❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.



3 Make sure that no previous setting remains.

Note

❒ If the previous setting remains, press the 【Clear Modes】 key.

4 Place the original in the machine, and adjust the settings for original size and orientation if required.

Reference

❒ ⇒ p.53 “Setting Originals”

5 Make the scan settings.

To make the scan settings, call up the stored settings or make the settings individually.

Reference

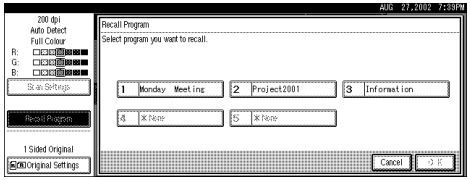
❒ ⇒ p.29 “Setting Scanner Features”

Calling up stored scan settings

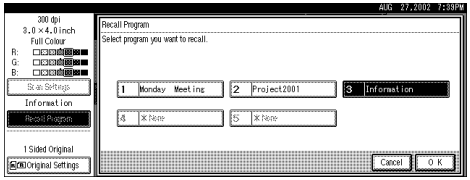
❶ **Press [Recall Program].**

The Recall Program screen appears.

❷ **Select a user program of scan settings.**



❸ **Press [OK].**



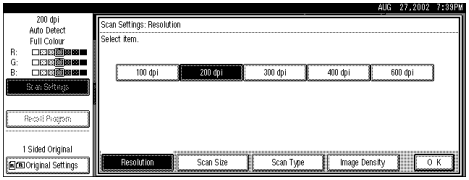
The selected user program settings become active.

Making settings individually

❶ **Press [Scan Settings].**

The screen for making scan settings appears.

❷ **Select the desired resolution, original size, and other items to change the settings.**



The way to make scan settings is the same way as programming scan settings. See p.29 “Setting Scanner Features”.

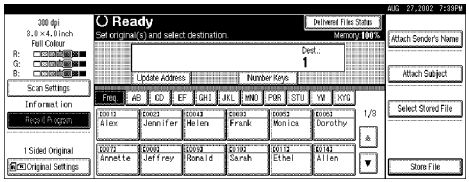
❸ **Press [OK].**

The scan settings are applied.

6 When using the network delivery scanner function, make the settings for storing scanned data files.

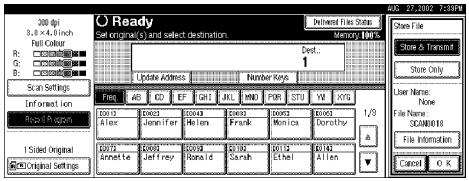
When not using the network delivery scanner function, this step is not required. Go to step **7**.

❶ **Press [Store File].**



The screen for setting storage parameters for scanned data appears.

❷ **Press [Store Only].**



Note

- ❒ To store and deliver scanned data, press **[Store & Transmit]**. ⇒ p.78 "Using the Network Delivery Scanner with the Document Server"

❸ **Press [OK].**

7 Specify file information.

Specify a user name, file name, and password for the file to be stored.

Reference

- ❒ For more information about how to specify file information, see p.85 "Specifying file information".

8 Press the 【Start】 key.

The original is scanned and the resulting data is stored as a file in the Document Server.

When there is another page to scan, place the original, and then press the 【Start】 key.

When there are no more pages, press the 【#】 key.

Note

- ❒ To abort the scanning process, press the 【Clear/Stop】 key or press **[Stop]** in the display.
- ❒ When originals are being scanned using the SADF, load the next original. ⇒ p.59 "Placing the Divided Original in the Automatic Document Feeder (SADF)"

Specifying file information

You can specify a user name, file name, and password for a stored scan data file.

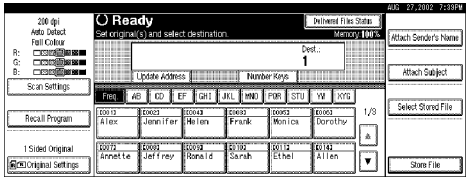
When this function is used, you can search for files by user name or file name, and you can prevent unauthorized persons from accessing the files.

Note

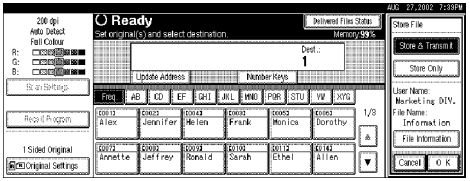
- ❒ The file name can be up to 64 characters long, The user name can be up to 20 characters long. The first 16 characters are shown on the control panel. With DeskTopBinder V2 Lite/Professional installed on a client computer, you can view the entire string.

1 When using the network delivery scanner function, display the File Information screen.

❶ **Press [Store File].**

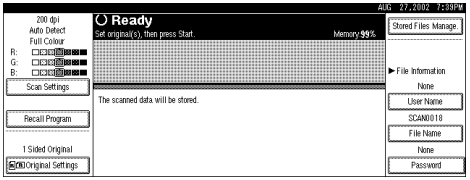


❷ **Press [File Information].**

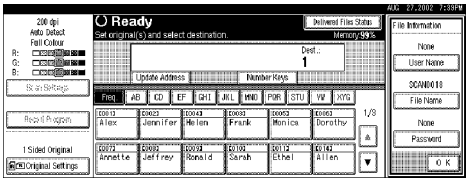


The File Information screen appears.

This screen appears when the network delivery scanner function is not used.



This screen appears when the network delivery scanner function is used.



2 Specify file information.

Specifying a user name

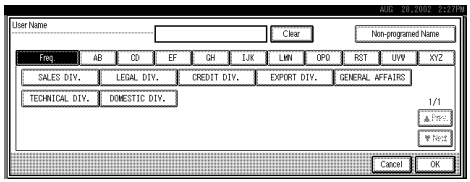
❶ Press [User Name].

The User Name Selection screen appears.

Note

❒ If no user name is programmed in System Settings under the Administrator tab, the User Name Selection screen does not appear. Instead, the Non-programmed Name Entry screen appears. Enter the user name.

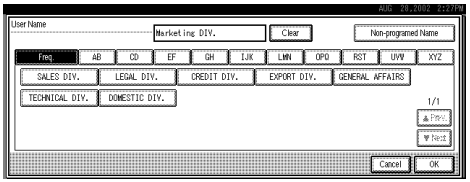
❷ Select the desired user name.



Note

❒ The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter a name not shown here, press **[Non-programmed Name]**, and then enter the user name.

❸ Press [OK].



The user name is set.

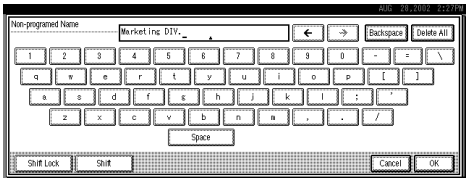
Specifying a file name

Scanned data files are automatically named SCAN0001, SCAN0002, etc. If desired, you can change the file name.

❶ Press [File Name].

The File Name Entry screen appears.

❷ Enter the desired file name.



Reference

❒ For information about how to enter characters, see the Facsimile Reference <Basic Features>.

❸ **Press [OK].**

The new file name is applied.

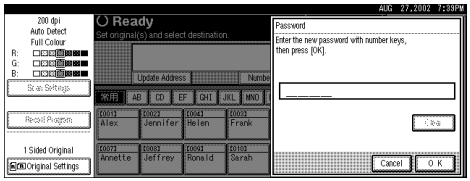
Specifying a password

By specifying a password, only a person who knows the password can view the data.

❶ **Press [Password].**

The Password Entry screen appears.

❷ **Enter a password consisting of four numbers.**



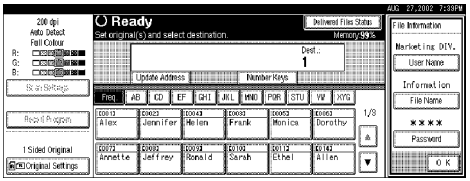
❸ **Press [OK].**

The password is applied.

Important

❒ Do not forget the password. If you forget it, contact the key operators in charge of this machine.

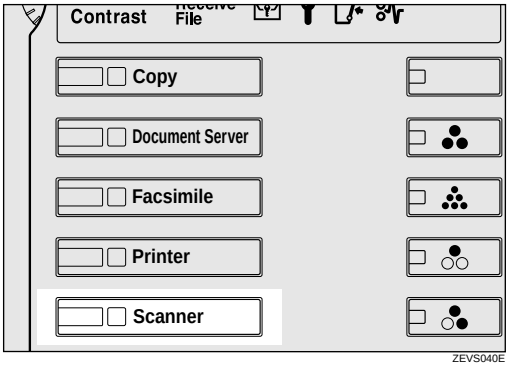
3 **When using the network delivery scanner function, press [OK] twice to return to the original screen.**



Viewing a List of Stored Files

From the displayed list of stored files, you can delete the files stored in the Document Server or change the file information. To show the displayed list of stored files, perform the following steps.

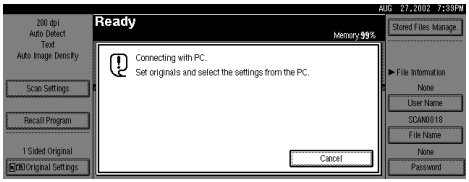
1 Press the [Scanner] key.



The Scanner Function screen appears.

Note

- ❒ If the network TWAIN scanner screen is displayed, press **[Cancel]**. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.

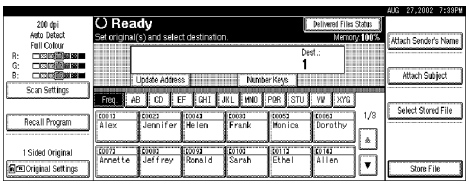


2 The displayed list of stored files appears.

The subsequent operation steps depend on whether the network delivery scanner is used.

When using the network delivery scanner

❶ Press [Select Stored File].



❷ Press [Manage/Delete File].

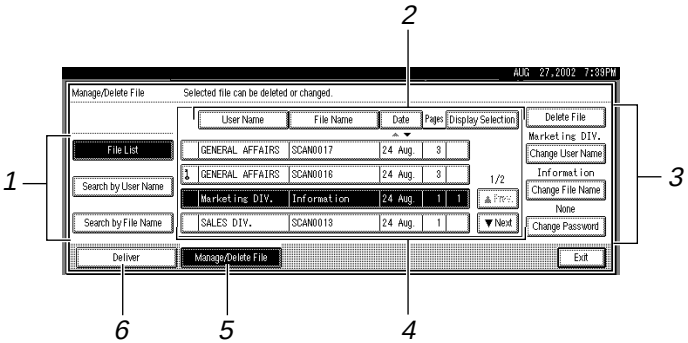
When using Document Server only

❶ **Press [Stored Files Manage.].**

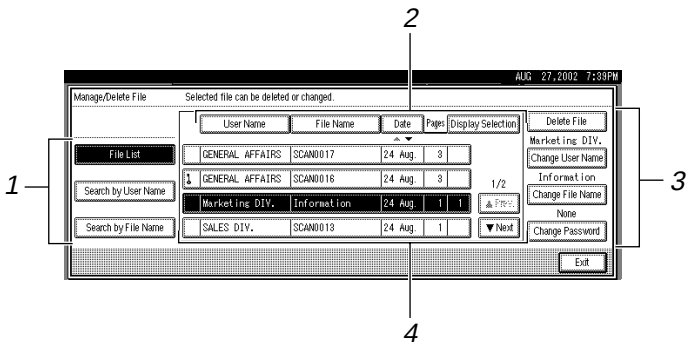
Viewing the List

The list displayed scanned data files that are stored, has the following elements.

❖ When using the network delivery scanner



❖ When using the Document Server only



1. Keys for searching files

Switches to the screens for searching file by user name or file name, or to the screen for displaying of all files.

2. Keys for sorting files

Sorts the files using the selected item as the selected key. Selecting the same item once more causes reverse sort. However, delivery cannot be sorted in descending order.

3. Keys for changing file information

Use for deleting, changing the user name, file, or password of the selected file, or for checking file information.

4. A list of stored files

A list of stored files is displayed.

Note

- ❒ Stored files are not shown when a function other than the scanner function is used.
- ❒ If the desired file is not visible, use **[▲Prev.]** or **[▼Next]** to scroll through the display.
- ❒ For files which are password protected, a key symbol(⚷) is shown to the left of the file name.

5. [Manage/Delete File]

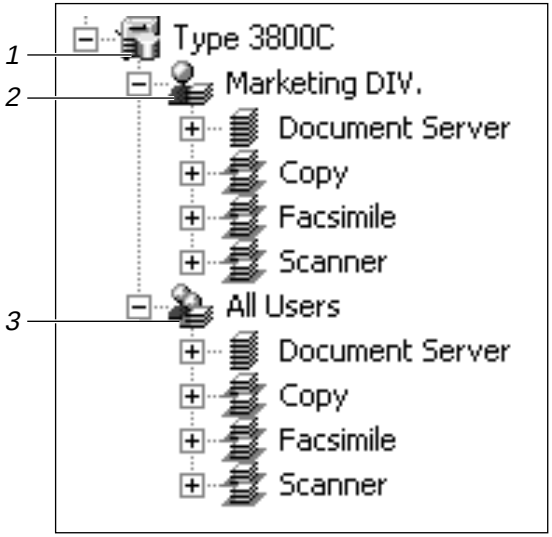
Press to manage or delete the files stored in the Document Server or change the file information.

6. [Deliver]

Press to deliver the files stored in the Document Server. For more information, see p.79 “Delivering Stored Files”.

Viewing a list of stored files in DeskTopBinder V2 Lite

The files stored in the Document Server are shown below in DeskTopBinder V2 Lite.



1. Connected device name

Displays the files stored in the connected device on the desk tree by dividing into User name and All Uses folders.

2. User name

Displays only the files stored with the same user name specified in the connected device properties. The files stored from the scanner are shown on the "Scanner" folder.

3. All users

Displays all files stored in the connected device.

Searching for Files

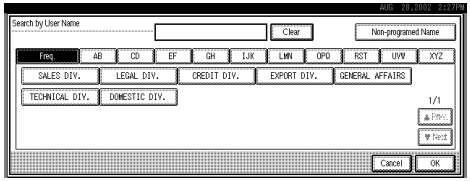
You can search for desired files from the stored files, using the user name or file name as a key.

Searching by user name

1 On the list of displayed files, press [Search by User Name].

The User Name Search screen appears.

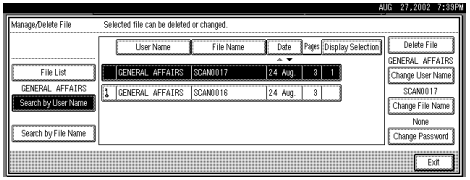
2 Select the user name to be used for the search.



The user names shown here are names that were programmed in System Settings under the Administrator tab. To enter user name not shown here, press **[Non-programmed Name]**, and then enter the name.

3 Press [OK].

The search starts, and files whose user name starts with the entered string are displayed.

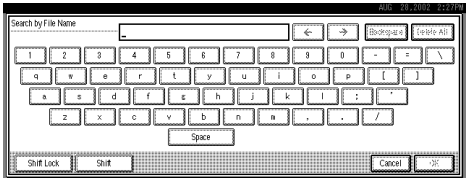


Searching by file name

1 On the list of displayed files, press [Search by File Name].

The File Name Search screen appears.

2 Enter the file name to search for.

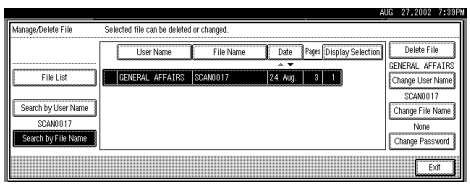


Reference

- ❒ For information about how to input characters, see the Facsimile Reference <Basic Features>.

3 Press [OK].

The search starts, and file whose name starts with the entered string are displayed.



Deleting Stored Files

You can delete files that are longer needed.

Limitation

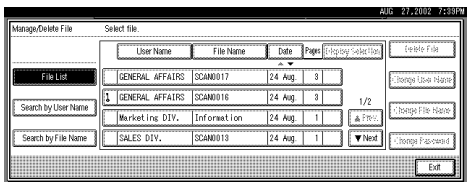
- ❒ Delivery standby files cannot be deleted.

1 **Display the list of stored files.**

Reference

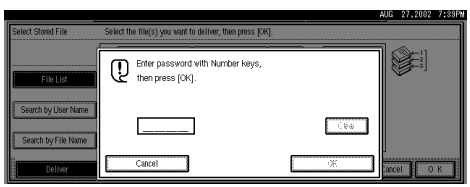
- ❒ ⇒ p.88 “Viewing a List of Stored Files”

2 **Select the file to be deleted.**

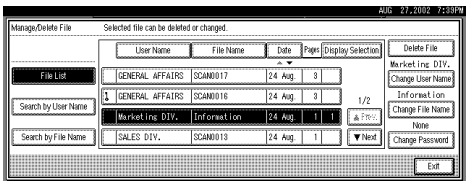


Note

- ❒ Up to 30 files can be selected.
- ❒ When you select a password protected file, the Password Entry screen appears. Enter the correct password, and then press **[OK]**.

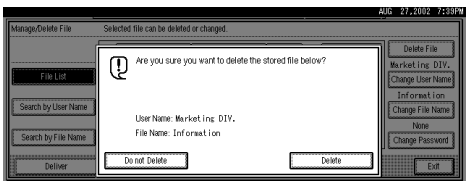


3 **Press [Delete File].**



A confirmation message appears.

4 **Press [Delete].**



The file is deleted.

5 **Press [Exit].**

Changing File Information

The information about files stored in the Document Server (user name, file name, password) can be changed.

Limitation

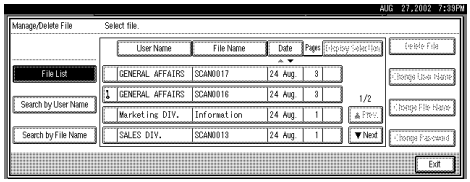
- ❒ Information about delivery standby files cannot be changed.

1 **Display the list of stored files.**

Reference

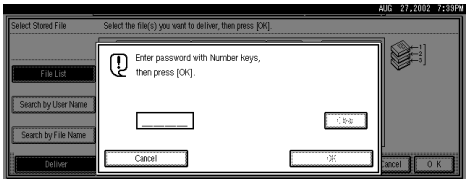
- ❒ ⇒ p.88 “Viewing a List of Stored Files”

2 **Select the file for which you want to change the file information.**



Note

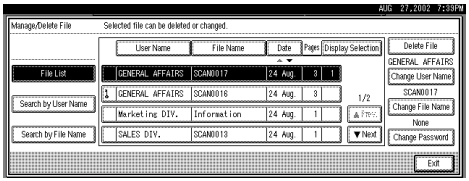
- ❒ When you select a password protected file, the Password Entry screen appears. Enter the correct password, and then press **[OK]**.



3 **Change the file information.**

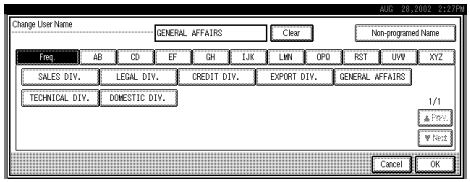
Changing the user name

❶ **Press [Change User Name].**



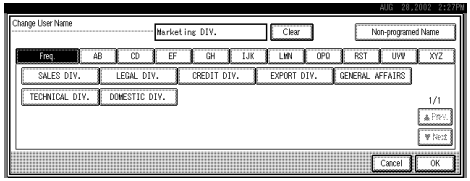
The screen for changing the user name appears.

❷ **Select the new user name.**



The user names shown here are names that were programmed in System Settings under the Administrator tab. To specify a user name not shown here, press **[Non-programmed Name]**, and then enter the user name.

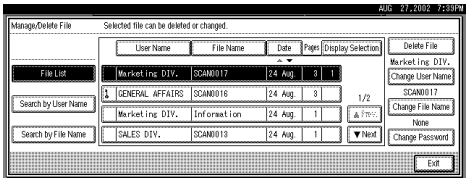
❸ **Press [OK].**



The user name is changed.

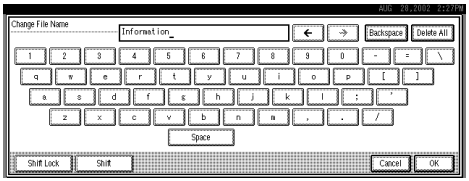
Changing the file name

❶ **Press [Change File Name].**



The screen for changing the file name appears.

❷ **Enter the new file name.**



Reference

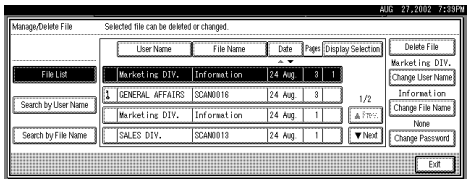
❒ For information about how to enter characters, see the Facsimile Reference <Basic Features>.

❸ **Press [OK].**

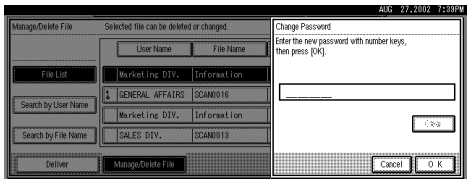
The file name is changed.

Changing a password

❶ **Press [Change Password].**



❷ **Enter the new password consisting of four numbers.**



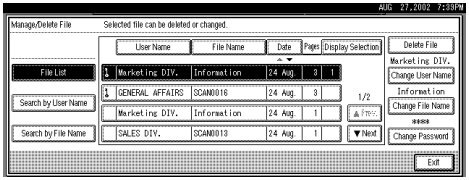
❸ **Press [OK].**

The new password is stored.

Important

❒ Do not forget the password. If you forget it, ask the key operators in charge of this machine.

❹ **Verify that the file information change was made as desired, and press [Exit].**



The Relationship between the Resolution and the Data Size

The relationship between the resolution and the data size is mutually contradictory. When the resolution (dpi) is set to a high value, the scanning area becomes smaller. Inversely, when the scanning area is set larger, the resolution becomes lower.

When the network delivery scanner and Document Server are used, the relationship between the scanning resolution and the data size is shown below. If the data size is too large, the message "Exceeded max. data capacity. Check the scanning resolution." appears on the control panel of the machine. Specify the scan size and resolution again.

Limitation

- ❒ Depending on the image compression level, the maximum image size will be limited.

Reference

- ❒ For information about the relationship between the resolution and the scanning area when the machine is used as the network TWAIN scanner, see the TWAIN driver help.

❖ When the "Text", "Text/Photo", or "Photo" is selected as the Scan Type

All combinations up to A3/11"x17" (297mm×432mm) and 600 dpi are possible.

❖ When "Gray Scale" is selected as the Scan Type

The data can be scanned with combinations in the table, according to the memory capacity of the machine.

❍: When a total of 160 MB of memory is loaded
Δ : When a total of 256 MB of memory is loaded
☆: When a total of 384 MB of memory is loaded

	100dpi	200dpi	300dpi	400dpi	600dpi
A3	❍	❍	❍	Δ	☆
B4	❍	❍	❍	❍	☆
A4	❍	❍	❍	❍	Δ
B5	❍	❍	❍	❍	Δ
A5	❍	❍	❍	❍	❍
B6	❍	❍	❍	❍	❍
A6	❍	❍	❍	❍	❍
A7	❍	❍	❍	❍	❍
11x17	❍	❍	❍	Δ	☆
Legal($8^1/_2$x14)	❍	❍	❍	❍	Δ
$8^1/_2$x13	❍	❍	❍	❍	Δ
Letter($8^1/_2$x11)	❍	❍	❍	❍	Δ
$5^1/_2$x$8^1/_2$	❍	❍	❍	❍	❍

❖ When "Full Color" is selected as the Scan Type

The data can be scanned with combinations in the table, according to the memory capacity of the machine.

❍: When a total of 160 MB of memory is loaded
Δ : When a total of 256 MB of memory is loaded
☆: When a total of 384 MB of memory is loaded

	100dpi	200dpi	300dpi	400dpi	600dpi
A3	❍	❍	☆	☆	
B4	❍	❍	Δ	☆	
A4	❍	❍	Δ	Δ	☆
B5	❍	❍	❍	Δ	☆
A5	❍	❍	❍	❍	☆
B6	❍	❍	❍	❍	Δ
A6	❍	❍	❍	❍	Δ
A7	❍	❍	❍	❍	❍
11x17	❍	❍	☆	☆	
Legal($8^1/_2$x14)	❍	❍	Δ	☆	
$8^1/_2$x13	❍	❍	Δ	☆	
Letter($8^1/_2$x11)	❍	❍	Δ	Δ	☆
$5^1/_2$x$8^1/_2$	❍	❍	❍	❍	☆

Troubleshooting

This section contains advice on what to do if you have problems scanning an original or if the network delivery scanner function does not work. Various messages that may appear on the control panel or computer are listed, along with causes and suitable countermeasures.

When Scanning Is Not Performed as Expected

Status	Causes and Solutions
The image cannot be scanned at all.	The original was placed with the front and back reversed. Make sure that the original orientation is correct. When placed directly on the exposure glass, the side to be scanned must face down. When fed via the ADF, the side to be scanned must face up. ⇒ p.53 “Setting Originals”
The image is distorted or out of position.	• The original was moved during scanning. Do not move the original during scanning. • The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.
The image is scanned upside down.	The original was placed upside down. Place the original in the correct direction.
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. ⇒Maintenance Guide 1

Delivery Function Does Not Work

Status	Causes and Solutions
The Delivery Scanner Function screen is not displayed.	• If the network TWAIN scanner screen appears when the machine is switched to scanner operation, press **[Cancel]** to switch to the Network Scanner screen. • If the display does not switch from network TWAIN scanner to network delivery scanner, the network delivery Scanner Settings are not correct. See p.26 “Default Settings” and make the appropriate settings.

When the Error Message Is Displayed on the Control Panel

Note

❒ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see p.111 “Powering Off the Machine”.

Message	Causes and Solutions
Cannot communicate with server. Check the server status. The scanned data will be stand by.	No response from the delivery server. Possible causes are as follows: • The delivery server is not running or has not started delivery service. • "Delivery Server IP Address" is not set correctly in System Settings. • The delivery server does not recognize the connected device. Program a connected device in "Set I/O Device" of ScanRouter V2 Administration Utility. ⇒ScanRouter V2 Administration Utility Help • The machine may not be correctly connected to the network. Check the LED indicators of the Ethernet board. ⇒Administrator Reference 1
Cannot detect original size. Select scan size and reset originals.	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.

Message	Causes and Solutions
Cannot select over 30 files at the same time.	To select more than 30 stored files, divide the operation into several times.
Cannot use destination list because the stored destinations have been found over 200.	More than 200 destinations were programmed. Keep the number at 200 or less.
Destination and sender list update has been failed. Try again.	Check whether the delivery server has started operation.
Exceeded max. data capacity. Check the scanning resolution.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals. ⇒ p.98 "The Relationship between the Resolution and the Data Size"
Exceeded max. file capacity. Delete the unnecessary stored files.	The maximum number of files that can be stored is 3000. Delete unneeded files.
Exceeded max. number of pages (500 pages) per file. Do you want to store the scanned pages as 1 file?	The maximum number of pages per file is 500. Specify whether to use the data or not. Scan the page that could not read once more as a new file.
Exceeded max. number of stand-by files. Try again after the data transmission is completed.	There are 50 standby files in the sending queue for the delivery server. Wait until files have been sent.
Exceeded max. page capacity per file. Only the scanned data will be transmitted. Scan the remaining data after transmission.	Because the number of scanned pages reaches the maximum value for delivery, only the data already scanned is transmitted. Retransmit the remaining pages.
Memory is full. Cannot scan.	Because of insufficient hard disk capacity, the first page could not be fully scanned. Try one of the following measures. • Wait for a while and retry the scan operation. • Reduce the scan area. • Delete unneeded stored files.

Message	Causes and Solutions
Memory is full. Cannot scan. Stored files delivery is only available. **Note** ❒ These messages are shown alternately.	There is not enough remaining hard disk capacity. No more files can be stored. Delete unneeded files.
Memory is full. Delete the unnecessary stored file. **Note** ❒ These messages are shown alternately.	There is not enough remaining hard disk capacity. Delete unneeded files.
Memory is full. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].	Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.
Memory is full. Scanning has been cancelled. Do you want to store the scanned data?	Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.
Memory is full. Scanning has been cancelled. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].	Because there is not enough hard disk capacity in the machine, the page could only be partially scanned. Specify whether to use the data or not.
No destination is programmed for this number.	The short ID number that can be assigned to each destination is not programmed in the delivery server. Assign a correct number to each destination.
No HDD is available for this function. Cannot store. Set original and select the TWAIN settings from the PC.	There is no HDD or the necessary HDD (HDD 40 GB) is not installed.

Message	Causes and Solutions
No sender is programmed for this number.	The short ID number that can be assigned to each sender is not programmed in the delivery server. Assign a correct number to each sender.
Original misfeed. Scanning has been cancelled. Do you want to stored the scanned data?	There is a paper misfeed in the ADF. Remove the misfed original and specify whether to store the data or not.
Original misfeed. Scanning has been cancelled. Press [Transmit] to transmit the scanned data. To delete the data, press [Cancel].	There is a paper misfeed in the ADF. Remove the misfed original and specify whether to use the data or not.
Scanner is currently in use for another function Cannot scan.	The machine is currently using the scanner for another function, such as copying. Retry the operation after the other function is completed.
Selected file is currently in use. Cannot change file name.	The name of a file that is being edited with DeskTop-Binder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.
Selected file is currently in use. Cannot change password.	The password of a file that is being edited with DeskTop-Binder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.
Selected file is currently in use. Cannot change user name.	The user name of a file that is being edited with DeskTop-Binder V2 Lite/Professional or that is in standby queue cannot be changed. Try the operation again after editing is terminated or standby was cancelled.

Message	Causes and Solutions
Selected file is currently in use. Cannot delete it.	A file that is being edited with DeskTopBinder V2 Lite/Professional or that is in a standby queue cannot be deleted. Try the operation again after editing is terminated or standby was cancelled.
The selected files contain the file deleted. Check the stored files status.	After sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again.
Transmission has been cancelled due to containing the deleted file. Try again after checking the stored files status.	Before sending the files, some files were deleted with DeskTopBinder V2 Lite/Professional. Perform the selection process again and resend the files.
Transmission has been failed. Insufficient memory in server.	There is not enough free space on the hard disk of the delivery server. Free up the required amount.
Transmission to the server has been failed. To confirm the result, see the Delivered Files Status.	While sending a file to the delivery server, a network error has occurred and the file could not be sent correctly. Try the operation once more. If the message is still shown, the network may be crowded and notify the network administrator. If multiple files were sent, use the Delivery Files Status screen to check for which file the problem occurred. ⇒ p.77 “Checking the Delivery Result”
Transmission to the server has been failed. The data will be retransmitted later.	A network error has occurred and a file was not sent correctly to the delivery server. Wait until retry is performed automatically after a preset interval. If the retry fails again, notify the network administrator.

When the Error Message Is Displayed on the Computer

This section describes main possible causes and actions for error messages displayed on the computer when the TWAIN driver is used.

Note

❒ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown after scanning is executed again, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see p.111 “Powering Off the Machine”.

Message	Causes and Solutions
[Cannot connect to the scanner. Check the network Access Mask settings in User Tools.]	The access mask is set. Notify the network or scanner administrator.
[Cannot detect the paper size of the original. Specify the scanning size.]	• Place the original correctly. • Specify the scan size. • When placing an original directly on the exposure glass, the opening/closing action of the ADF triggers the automatic original size detection process. Raise the ADF by more than 30 degrees.
[Cannot find the scanner. Check if the scanner main power is on.]	Check whether the machine is connected to the network correctly.
[Cannot find the scanner used for the previous scan. Another scanner will be used instead.]	Check whether the power switch of the previously used scanner is turned on. Reselect the scanner.
[Cannot save to the default file.]	The default file cannot be overwritten. Save to another file.

Message	Causes and Solutions
[Error has occurred in the scanner.]	Check whether the scanning settings specified by application exceed the setting range of the machine.
[Error has occurred in the scanner driver.]	• Check whether a network cable is connected correctly to the computer. • Check whether the Ethernet board of the computer is recognized correctly by Windows. • Check whether your computer can use TCP/IP protocol.
[Insufficient memory. Close all applications, then restart scanning.]	Terminate the unnecessary application started by the computer.
[Insufficient memory. Reduce the scanning area.]	• Reset the scan size. • Lower the resolution. • Set with no compression. ⇒ p.35 “Making Scanner Settings” **Note** ❒ The chart "The Relationship between the Resolution and the Scanning Area" in Help for halftone scanning might not always apply. Scanning cannot be performed if large values are set for brightness when using halftone or high resolution. ❒ When paper misfeed occurs in the machine during printing, scanning cannot be performed. In this case, after the misfed paper has been removed, proceed with scanning.

Message	Causes and Solutions
[No response from the scanner.]	• Check whether the machine is connected to a network correctly. • The network is crowded. Reconnect after a while.
[No User Code is registered. Consult your system administrator.]	Access is restricted by user code. Notify the system administrator of the machine.
[Please call your service representative.]	An unrecoverable error has occurred in the machine. Call your service representative.
[Please wait.]	The machine is making preparations. Wait for a while. The machine starts scanning automatically.
[Scanner is in use for other function. Please wait.]	The machine is used by the function other than the scanner function such as copy or the machine is warming up. Wait for a while and reconnect.
[Scanner is in use by other user. Please wait.]	Other user uses the machine to scan the original. Wait for a while and reconnect.
[Scanner is not available. Check the scanner connection status.]	Check whether the main power switch of the machine is turned off.
[Scanner is not ready. Check the scanner and the options.]	Check whether the ADF cover is closed.
[The name is already in use. Check the registered names]	You try to register the name that is already in use. Use another name.
[The scanner power is off.]	• Check whether the main power switch of the machine is turned on. • Check whether the machine is connected to the network correctly.

Powering Off the Machine

Peripheral devices such as the HDD and memory are used by a variety of functions. Correct power-off procedures must be observed in order to avoid damaging these peripherals. Also, remember that powering off the machine may result in loss of any scan data that is awaiting transmission.

This section explains procedures and precautions to be observed when turning off the machine's main power.

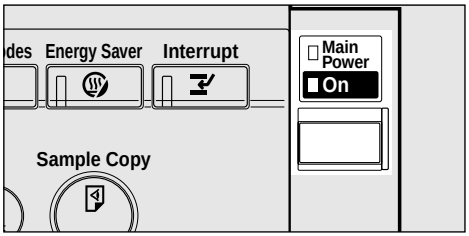
Reference

❒ For more information, see "Turning On and Off the Power" in Administrator Reference 1.

Turning Off the Operation Switch

1 Make sure that the exposure glass cover or ADF are closed.

2 Press the Operation Switch and check that the power indicator goes off.



Note

❒ Under the following conditions, pressing the Operation Switch causes the power indicator to flash instead of going out.

- The exposure glass cover or ADF is open.
- Communication is taking place between the machine and a connected device.
- The HDD is operating.

Turning Off the Main Power Switch

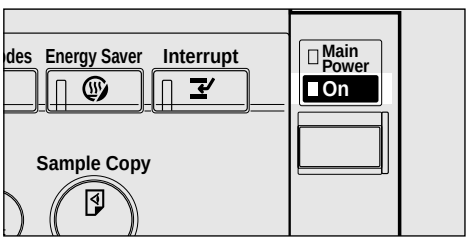
Preparation

- ❒ Normally do not turn off the main power. If you turn off the main power, see the Important below in advance.

Important

- ❒ Do not turn off the main power switch if the power indicator is lit or flashing. Damage to the HDD or memory may result.
- ❒ Unplug the machine before turning off the main power switch. Damage to the HDD or memory may result.
- ❒ Before turning off the main power switch or unplugging the machine, check the memory remaining is 100%. After about 1 hour passes after the main power switch is turned off or the machine is unplugged, undelivered documents contained in fax memory will be lost. ⇒"When Power is Turned Off or Fails" in the Facsimile Reference <Advanced Features>

1 **Make sure that the power indicator goes off.**



ZEWS021E

2 **Turn off the main power switch to make the main power indicator go off.**

When Connected With Dial-up Access

When the machine is connected to a network, observe the following points when setting up the machine or changing settings.

For more details, see the documentation and Help for ScanRouter V2 Lite/Professional and DeskTop-Binder V2 Lite/Professional.

❖ When a dial-up router is connected in a network environment

The settings for the delivery server to be connected must be made appropriately for the machine with ScanRouter V2 Link, or DeskTopBinder V2 Lite/Professional. In addition, appropriately set up connected devices with the I/O settings of ScanRouter V2 Administration Utility.

If the network environment changes, make the necessary changes for the delivery server with the machine, administration utility of client computers, ScanRouter V2 Link, and DeskTopBinder V2 Lite/Professional. Also, set the correct information for the connected device with the I/O settings of Administration Utility.

Important

- ❒ When the software is set up to connect to the delivery server via a dial-up router, the router will dial and go online whenever connection to the delivery server is initiated. Telephone charges may be incurred.

❖ When connected to a computer that uses dial-up access

- Do not install ScanRouter V2 Lite/Professional on a computer which uses dial-up access.
- When using ScanRouter V2 Lite/Professional, DeskTopBinder V2 Lite/Professional, ScanRouter V2 Link, or TWAIN driver on a computer with dial-up access, dial-up may be performed when connecting to the delivery server and other equipment, depending on the setup. If the computer is set up to connect to the Internet automatically, the confirmation dialog box will not appear, and telephone charges may be incurred without the user being aware of it. To prevent unnecessary dial-ups, the computer should be set up so that the confirmation dialog box is always displayed before establishing a connection. Do not make unnecessary dial-ups when using the above listed software.

❖ When working in a WAN environment

In a WAN environment, do not use the ScanRouter V2 Link or other administration utility installed on a client computer. In some network environments, time-out may occur and normal delivery may not be possible.

Specifications

Scan method	Flat bed scanning
Image sensor type	CCD
Scan type	Sheet, book
Interface	Ethernet interface (10BASE-T or 100BASE-TX)
Maximum scan size	A3/11"x17" (297mm×432mm)
Scan density	600dpi
Scan density range	❖ **When used as network TWAIN scanner** • Setting range: 100dpi - 1200dpi ❖ **When used as network delivery scanner** • Setting range: 100dpi, 200dpi, 300dpi, 400dpi, 600dpi
Maximum number of files and pages	❖ **Storage** • When extended HDD (40 GB) is used Maximum number of files: 1,000 Maximum number of pages: 2,000 (Up to 500 pages per file) ❖ **Delivery** • When extended HDD (40 GB/20 GB) is used Maximum number of files: 100 Maximum number of pages: 1,500 (Up to 500 pages per file) • When extended HDD (40 GB/20 GB) is not used (Up to 160 pages per file)

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

⏻ means STAND BY.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Warning:

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Caution (in case of 100BASE-TX environment):

Network interface cable with ferrite core must be used for RF interference suppression.

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Microsoft® Windows® 2000 Server

Product names of Windows NT® are as follows.
Microsoft® Windows NT® Server 4.0
Microsoft® Windows NT® Workstation 4.0

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FAX Option Type 3800C

Operating Instructions

Facsimile Reference (option) <Basic Features>

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in Administrator Reference 1 Copier System Edition before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Fax options are not sold in some areas.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

NOTICE

⚠ *CAUTION:*

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

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

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

IMPORTANTES MESURES DE SÉCURITÉ

Certalnes mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendle , de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une balgnoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un apparell sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fulte de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux ègrlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information" in Administrator Reference 1 Copier System Edition.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information" in Administrator Reference 1 Copier System Edition.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's control panel.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features (on CD-ROM)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

❖ **Chapter 1 Transmission Mode**
Explains how to send a fax at a specific time without being by the machine and also take advantage of off-peak telephone line charges.

❖ **Chapter 2 Checking and Canceling Transmission Files**
Explains how to cancel a transmission and resend a message when it fails to be transmitted.

❖ **Chapter 3 Communication Information**
Explains how to erase a fax message programmed in memory and check the contents of any file in memory.

❖ **Chapter 4 Other Transmission Features**
Explains the useful transmission features. Learn how to dial numbers easily.

❖ **Chapter 5 Reception Features**
Explains how to receive fax messages. You can learn the various functions for easily receiving faxes, as well as functions for accurately receiving faxes, such as printing received two page originals onto one sheet, and automatically switching between facsimile and telephone when a call comes in.

❖ **Chapter 6 Simplifying the Operation**
Explains how to specify a Program and use the Document Server.

❖ **Chapter 7 Facsimile Features**
Explains functions for printing lists and various types of reports, as well as set functions when sending and receiving faxes.

❖ **Chapter 8 Key Operator Setting**
Explains functions which the key operator handles. Learn how to setup the phone line type and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 9 PC FAX Features**
Explains how to fax directly from a computer and make necessary settings.

❖ **Chapter 10 Troubleshooting**
Explains what to do when toner runs out and when power is turned off or fails.

❖ **Chapter 11 Appendix**
You can check the consumables and options for facsimile functions.

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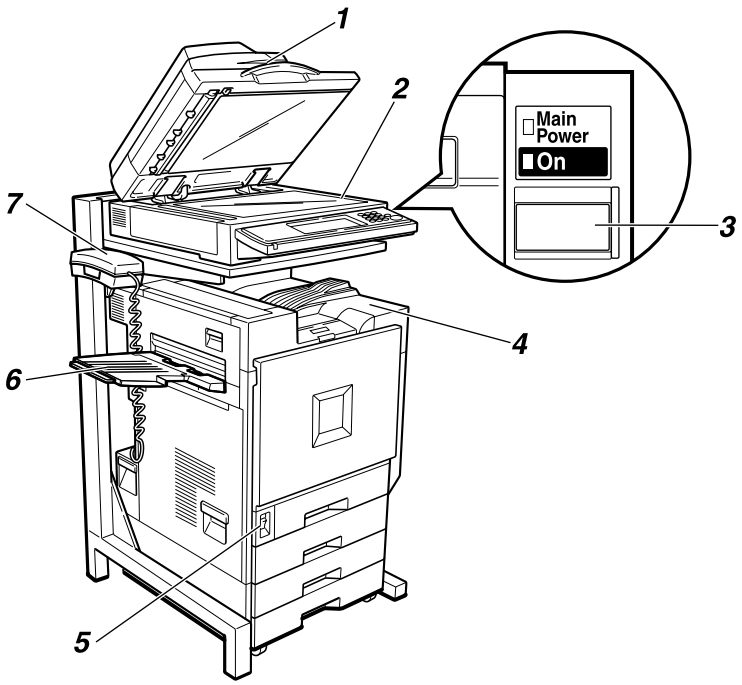
Guide to Components

Front View



1. Document Feeder (ADF) <option>/Exposure Glass Cover <option>

Holds a document stack of up to 80 sheets which are fed automatically one at a time. Place documents here face up.

2. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the optional exposure glass cover when you place a document on the exposure glass.

3. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

4. Standard Tray

Fax messages are delivered here. ⇒ "General Features $^{1}/_{2}$ -- Output:Facsimile" in Administrator Reference 2 Copier System Edition

5. Main Power Switch

Do not touch this switch. This switch should be only used by a service representative.

Note

- ❒ If the operation switch is on and there is still no power, turn on the main power switch.
- ❒ If you leave the main power switch off for more than 1 hour, all files in memory are lost. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

1

❒ The **On** indicator blinks when:

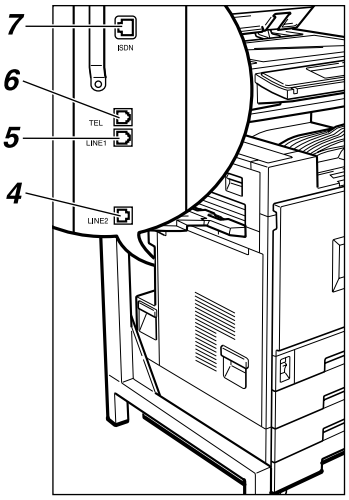
- The optional exposure glass cover or optional Document Feeder (ADF) is open.
- The machine is communicating with other destination machines.
- The hard disk is running.

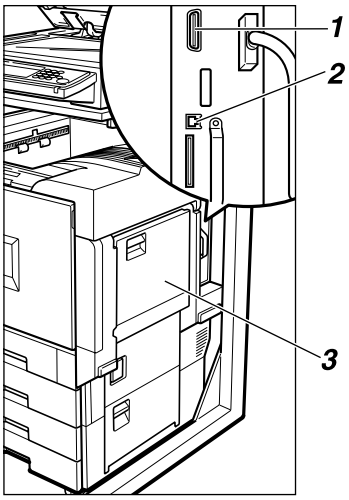
6. External Tray

The External Tray allows you to distinguish fax messages from copied or printed paper that are delivered to other trays.
⇒ "General Features 1/2 -- Output:Facsimile" in Administrator Reference 2 Copier System Edition

7. Handset/External Telephone (Option)

Side View





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1. Parallel Interface Port

Plug the parallel cable into this port.

2. Network Interface Unit

Plug the network cable into this port.

3. Bypass Tray

Use this tray for non-standard size paper.
⇒ Chapter 5, "Having Incoming Messages Printed on Paper From the Bypass Tray" in the Advanced Features manual

4. Extra G3 Interface Unit Connector (Option)

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

5. Analog Line Connector

⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

6. Handset (Option)/External Telephone Connector

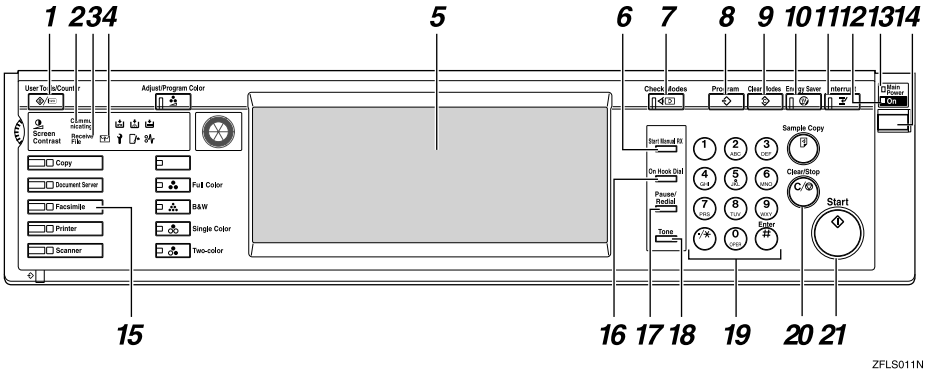
⇒ Appendix, "Connecting the Machine to a Telephone Line and Telephone" in the Advanced Features manual

7. ISDN Line Connector (Option)

⇒ Appendix, "Connecting the Machine to the ISDN" in the Advanced Features manual

Control Panel

The illustration of the control panel will differ depending on the installed optional unit. The following illustration has all the options installed.



1. 【User Tools/Counter】 key

User Tools:

Press to enter User Tools mode. These tools allow you to customize the default settings. ⇒ Chapter 7, "Facsimile Features" in the Advanced Features manual

Counter:

Display and print the total number of pages.

2. Communicating Indicator

Lights during transmission or reception.

3. Receive File Indicator

Lights when a message other than a Confidential Reception or Memory Lock file has been received. ⇒ Chapter 5, "Substitute Reception" in the Advanced Features manual

4. Confidential File Indicator

Lights when a message has been received into memory with Confidential Reception. ⇒ Chapter 3, "Printing a Confidential Message" in the Advanced Features manual

Blinks when a Memory Lock file has been received into memory. ⇒ Chapter 3, "Printing a File Received with Memory Lock" in the Advanced Features manual

5. LCD display

This guides you through tasks and informs you of the machine status. Messages appear here. ⇒ p.9 "Reading the Display"

6. 【Start Manual RX】 key

Press to start Manual Reception.

7. 【Check Modes】 key

Press this key before pressing the 【Start】 key to check the settings selected for the fax about to be sent.

8. 【Program】 key

Press to use the program function. ⇒ Chapter 6, "Programs" in the Advanced Features manual

9. 【Clear Modes】 key

Press to cancel the current settings and return to standby mode.

10. 【Energy Saver】 key

Hold down to enter Energy Saver mode.

11. 【Interrupt】 key

Press to interrupt the current fax operation in order to start copying.

12. On indicator

This indicator goes on when the operation switch is turned on.

13. Main Power indicator

This indicator goes on when the main power switch is turned on.

14. Operation Switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

15. 【Facsimile】 key

Press to switch to the Facsimile mode. ⇒ p.8 "Changing Modes"

- Lights up in yellow
  Facsimile mode has been selected.
- Lights up in green
  Facsimile mode has been printing.
- Lights up in red
  Lights up whenever any facsimile error occurs. Press 【Facsimile】 to display the error message and take the appropriate action. ⇒ p.75 "When the 【Facsimile】 Key is Lit in Red"

16. 【On Hook Dial】 key

Use to dial a number from the number keys without having to lift the handset. ⇒ Chapter 4, "On Hook Dial" in the Advanced Features manual

17. 【Pause/Redial】 key

Pause:

Insert a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. ⇒ p.40 "Pause"

Redial:

Press to redial one of the last ten numbers. ⇒ Chapter 4, "Redial" in the Advanced Features manual

18. 【Tone】 key

Press to send tonal signals down a pulse dialing line. ⇒ p.40 "Tone"

19. Number keys

Use to dial fax numbers or enter the number of copies.

20. 【Clear/Stop】 key

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

21. 【Start】 key

Press to start all tasks.

Starting the Machine

To start the machine, turn on the operation switch.

Note

❒ This machine automatically enters the Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ "Timer Setting -- Panel Off Timer", "Timer Settings -- Auto Off Timer" in Administrator Reference 2 Copier System Edition

Power switches

This machine has two power switches: ⇒ p.1 "Guide to Components"

❖ **Operation Switch (Right side of the control panel)**

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main Power Switch (Left front side of the machine)**

Do not touch the main power switch. It should be used only by a service representative when the optional fax unit is installed.

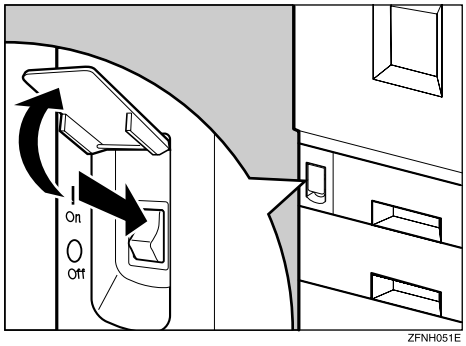
Important

❒ If you leave the main power switch off for more than 1 hour, all fax files in memory are deleted. ⇒Chapter 10, "Power Failure Report" in the Advanced Features manual

Turning On the Power

1 **Confirm that the power cord is plugged into the wall outlet firmly.**

2 **Confirm that the main power switch is on.**



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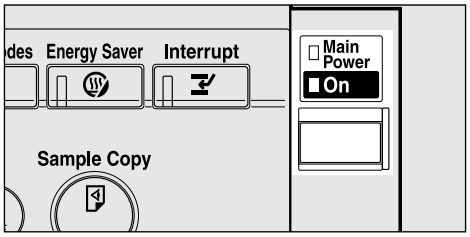
3 **Turn on the operation switch. The On indicator should light up.**



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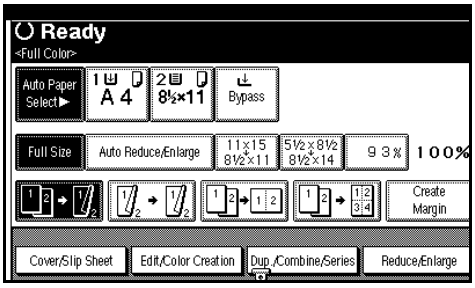
The copier screen is displayed.

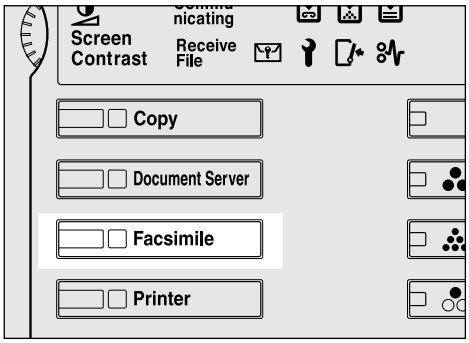


1

Note

- ❒ If nothing happens when you turn on the operation switch, make sure the main power switch is turned on.
- ❒ The machine will be ready to copy in less than 119 seconds after turning on the main power switch.
- ❒ If "Ready" is not displayed, see "How To Make Basic Copies" in the Basic Features manual, Copy Reference.
- ❒ You can set the Facsimile screen to appear right after the power has been turned on or when the System Auto Clear has been performed. ⇒"General Features $^{1}/_{2}$ -- Function Priority" in Administrator Reference 2 Copier System Edition

4 Press the 【Facsimile】 key.



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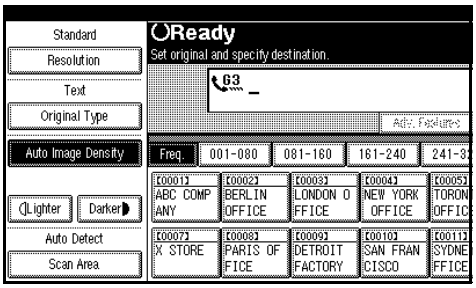
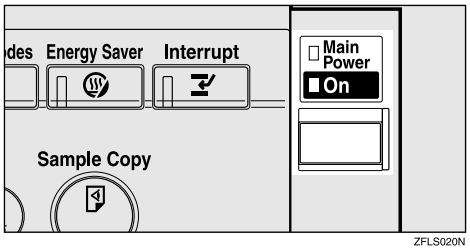
The Facsimile screen is displayed.



Turning Off the Power

1 Turn off the operation switch. The On indicator will go out.



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Note

- ❒ The **On** indicator blinks when:
  - The optional exposure glass cover or optional Document Feeder (ADF) is open.
  - The machine is communicating with other destination machines.
  - The hard disk is running.

Important

- ❒ Fax files stored in memory will be deleted 1 hour after you turn the main power switch off or you unplug the power cord. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

Turning Off the Main Power Switch

When the main power switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. Normally, only the service representative operates this switch. When you have to turn off this switch for some reason, follow the procedure below.

Important

- ❒ Do not turn off the main power switch while the indicator is lit or blinking. This may cause problems in the hard disk or memory.
- ❒ Be sure to turn off the main power switch before unplugging the power cord. This may cause problems in the hard disk or memory.
- ❒ Make sure that 100% is shown on the display before you turn the main power switch off or unplug the power cord. Fax files stored in memory will be deleted 1 hour after you turn the main power switch off or unplug the power cord. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

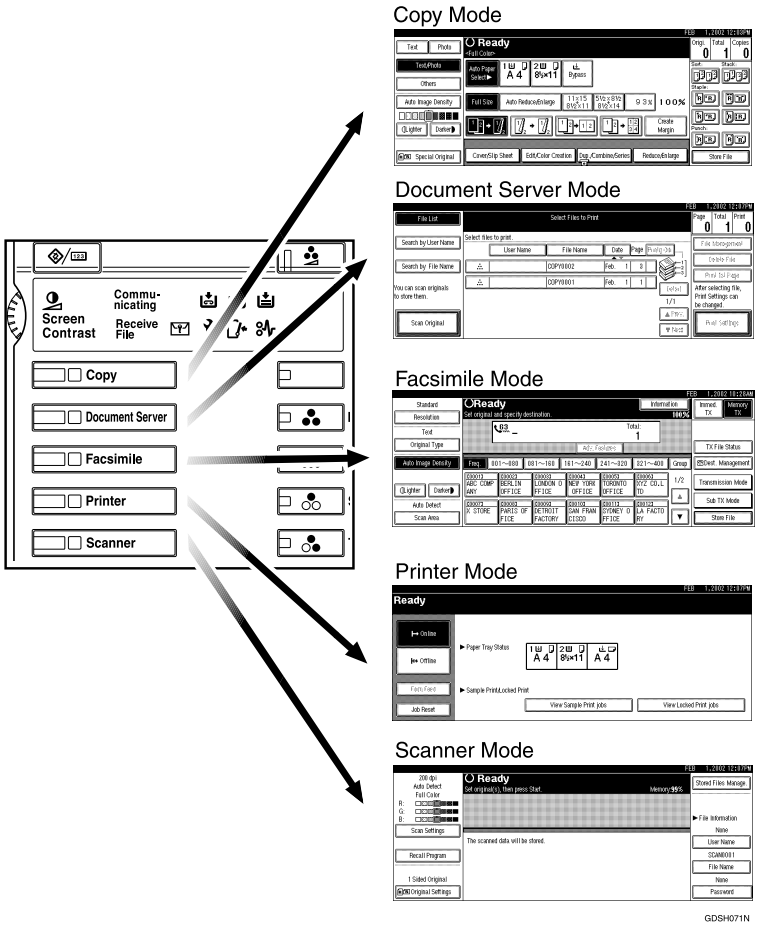
1 Make sure the On indicator is off.

2 Turn off the main power switch.

The main power indicator turns off.

Changing Modes

This machine is a copier, facsimile, printer and scanner. If the machine is not in Facsimile mode, press the 【**Facsimile**】 key on the left of the operation panel to use fax functions.



Limitation

❒ You cannot switch modes under the following circumstances:

- While scanning in a fax
- During Immediate Transmission
- While editing the System Settings
- During Interrupt Copying
- While using On Hook Dial
- During Energy Saver mode

Reading the Display

The display tells you the machine status, messages and guides you through operations.

Important

- ❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display can be damaged.

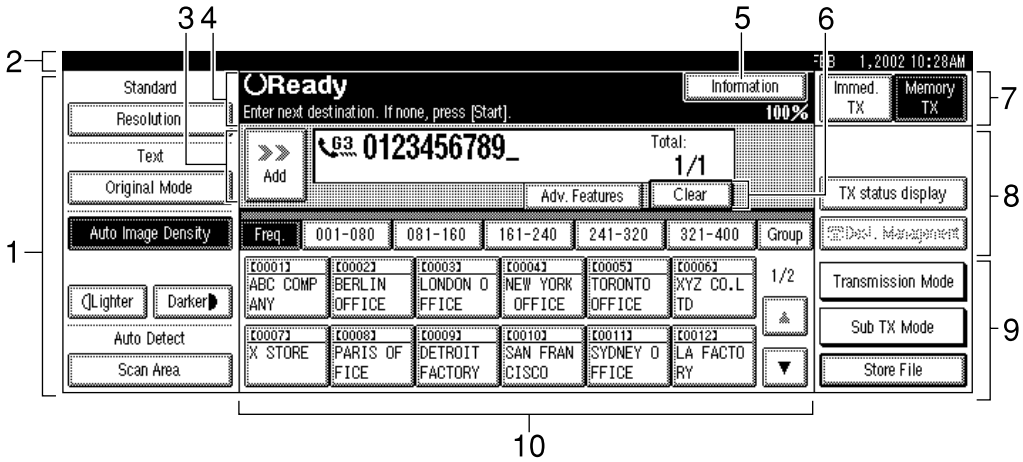
Note

- ❒ Functions that have been selected are highlighted (for example Auto Image Density). Keys that you cannot select are shown with a dashed outline (for example Edit. Management).
- ❒ All procedures in this manual assume you are in Facsimile mode. If the machine is not in Facsimile mode, press the **【Facsimile】** key to change to Facsimile mode. You can have the machine start in Facsimile mode. ⇒ "General Features $^{1}/_{2}$ -- Function Priority" in Administrator Reference 2 Copier System Edition
- ❒ This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. ⇒ "Timer Setting -- Facsimile Auto Reset Timer" in Administrator Reference 2 Copier System Edition

Reading the Display Panel and Using Keys

Note

❒ The screen contents will be different depending on the installed optional unit.



1. **Displays the scanning conditions and sizes you can choose.**

2. **Displays the date and time, the name and facsimile number of a destination when transmitting, and the size of the original.**

3. **Displays the entered number of a destination. When adding destinations with the number keys, press [Add].**

4. **Displays messages and the machine status.**

5. **Press to display various information about transmission.**

6. **Appears when a destination is entered. Press [Clear] or the 【Clear/Stop】 key to erase characters or numbers one by one.**

7. **Switches the transmission mode between Memory Transmission and Immediate Transmission.**

8. **Displays Quick Operation Keys set for often used functions.**

[TX status display] and **[Dest. Management]** are preset.

9. **Displays various functions for transmitting.**

10. **Displays the Quick Dial Table of programmed destinations.**

❖ User Code Management

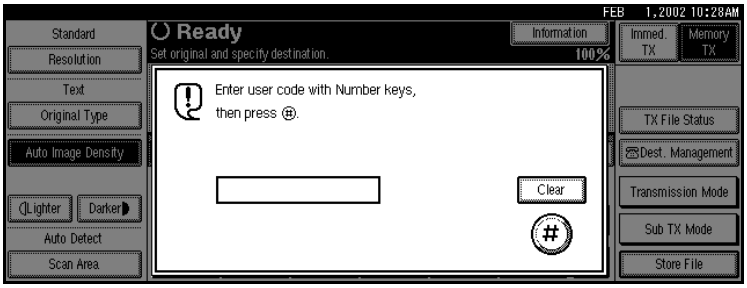
The machine can be set up so that no one can use it without entering a User Code. This prevents unauthorized people from sending fax messages and helps track the activity of each user.

Note

❒ You can specify a User Code with "System Settings". ⇒ "Key Operator Tools $^{1}/_{2}$ -- User Code" in Administrator Reference 2 Copier System Edition

❒ Even when User Code Management is on, you can still receive and print fax messages as usual.

① When the following message appears on the display, User Code Management is on.



② Enter a User Code of up to 8 digits with the number keys.

③ Press **[#]**.

Note

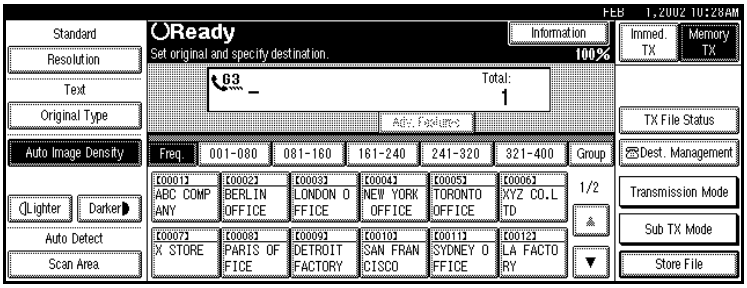
❒ If an unprogrammed User Code is entered, the display returns to step ①.

1

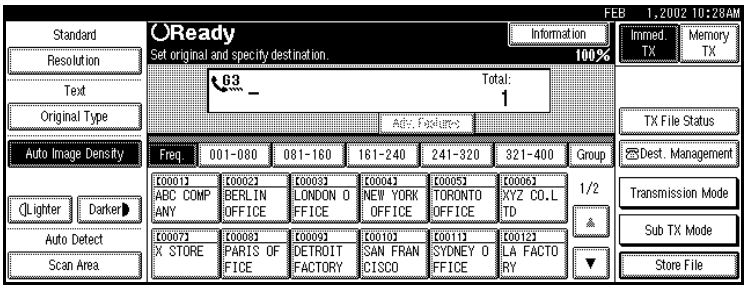
Standby Display

While the machine is in standby mode (immediately after the 【**Facsimile**】 key is pressed or after the 【**Clear Modes**】 key is pressed), the following display is shown.

❖ Memory Transmission (Initial display)



❖ Immediate Transmission



Note

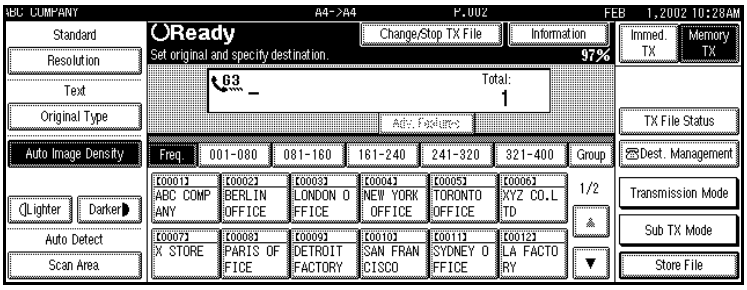
❒ To return the machine to standby mode, do one of the following:

- If you have placed the original on the optional Document Feeder (ADF) and have not pressed the 【**Start**】 key, remove the original.
- If you have not placed an original, press the 【**Clear Modes**】 key.
- If you are in User Tools mode, press the 【**User Tools/Counter**】 key.

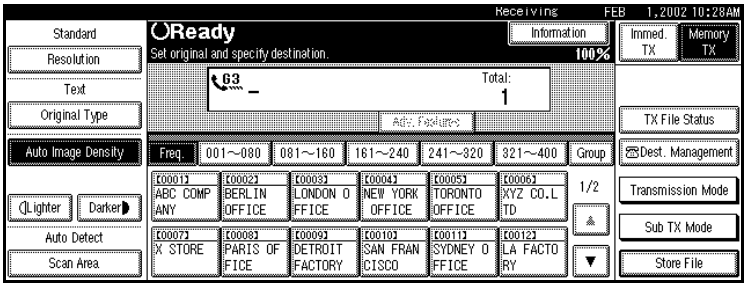
Communication Display

While the machine is communicating, the status is displayed.

❖ Memory Transmission



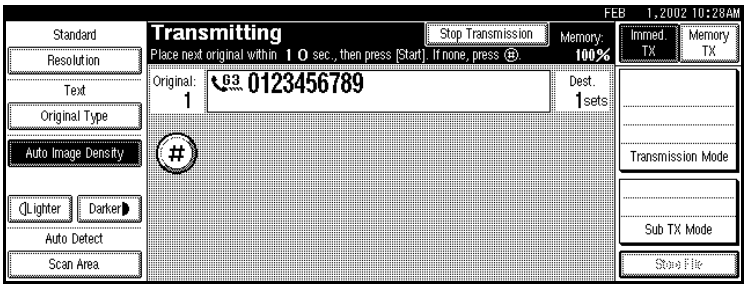
❖ Reception



Note

- ❒ Even when the machine is using memory to fax a message or receive a message, you can still scan the next original into memory. ⇒ Chapter 4, "Dual Access" in the Advanced Features manual
- ❒ Even when the machine is being used a copier, printer or scanner, the sender's name or number will be displayed for received faxes.

❖ Immediate Transmission

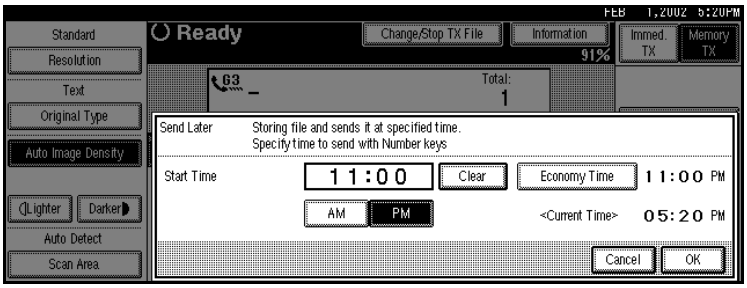


Display Prompts

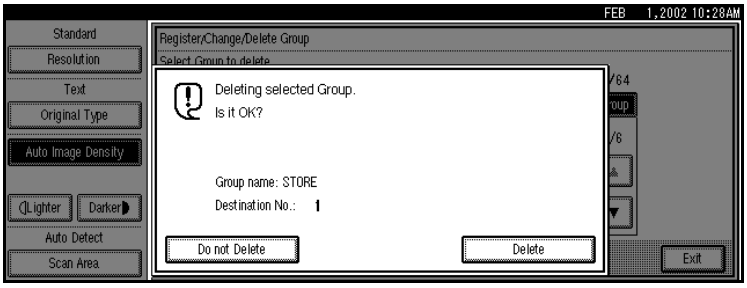
Depending on the situation, the machine will show various prompts on the display.

1

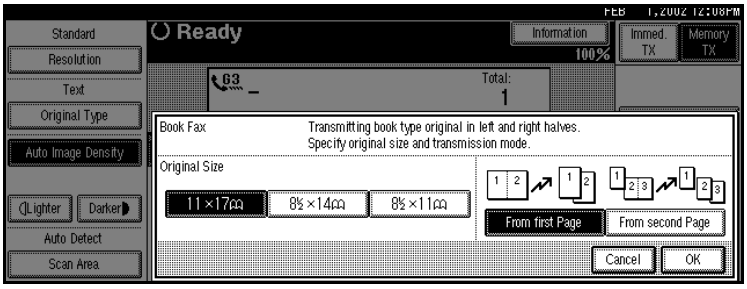
❖ Instructions and Requests



❖ Questions



❖ Selections



❖ Status

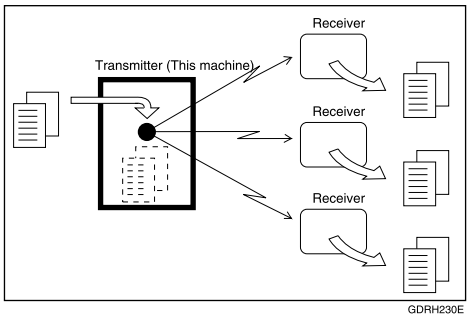
Transmission Modes

There are two types of transmission:

- Memory Transmission
- Immediate Transmission

❖ Memory Transmission

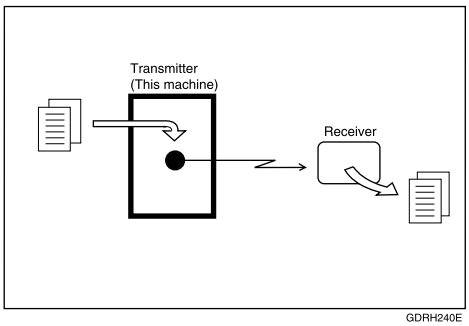
Transmission starts automatically after the original has been stored once in the memory. It is a very convenient method for when you want to hurry and want to take the document back with you. You can also send the same original to several destinations (Broadcasting).



GDRH230E

❖ Immediate Transmission

Immediately dials the destination number, and while reading the original, sends it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in the memory. You can only specify one address.



GDRH240E

Important

❒ If the machine is switched off for more than one hour, all the files stored in the memory are deleted. If files have been deleted, once the machine has been switched on again, a Power Failure Report will be printed. On this report, you can see which files have been deleted. ⇒Chapter 10 "Power Failure Report" in the Advanced Features manual

Switching Memory Transmission and Immediate Transmission

The basic procedure to send a fax message is:

① Make sure the Facsimile indicator is lit

② Place your original

③ Dial the number

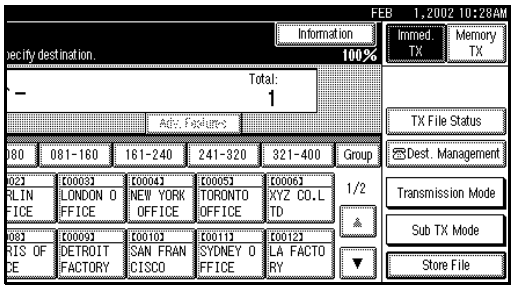
④ Press the **【Start】** key

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

Check the display to see which mode is correctly active. You can change the transmission mode by pressing **[Immed. TX]** or **[Memory TX]**.

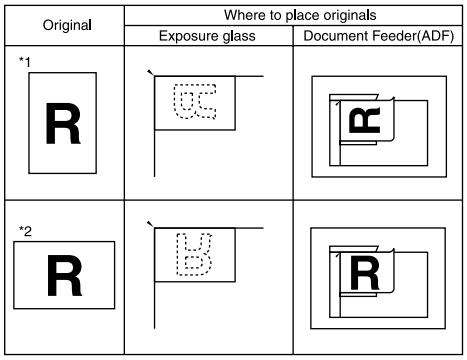


Placing Originals

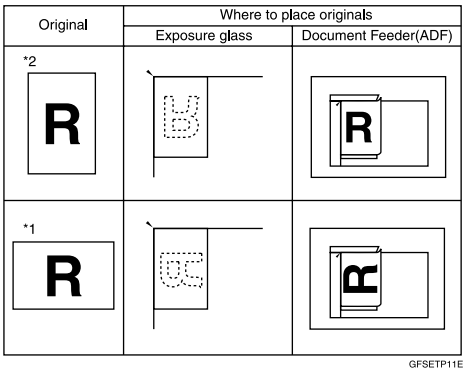
In this manual originals can mean a single or multiple page document. You can place your originals either in the optional Document Feeder (ADF) or on the exposure glass. Some types of originals are unsuitable for the optional Document Feeder (ADF) so they must be placed on the exposure glass.

Which way you place your original depends on its size and whether you are using the optional Document Feeder (ADF) or the exposure glass.

❖ How to place A4, B4, A3, 8½" × 11", 8½" × 14" and 11" × 17" size originals



❖ How to place A4, A5 and B5 size originals



Limitation

❒ A5 size documents are not detected on the exposure glass. Place A5 size documents in the optional Document Feeder (ADF). ⇒ p.22 "Original Sizes Difficult to Detect"

Note

❒ When you place originals on the optional Document Feeder (ADF) as shown in the above illustrations, the Fax Header will be printed on the received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the destination's terminal. If the destination does not use paper of the same size and direction as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.

❒ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ p.19 "Setting a Scan Area"

❒ You can scan non-standard sized documents as standard sized using the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be cut at the receiving end.

- ❒ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- ❒ If you place an A4 size original in the portrait direction, the machine rotates the image by 90 degrees before sending it. ⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual

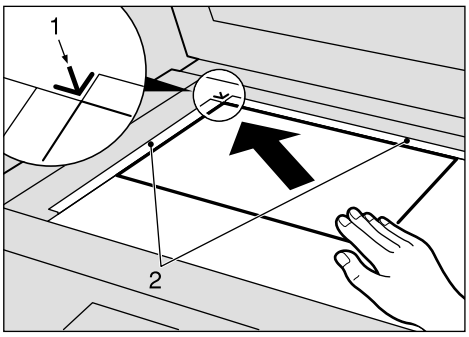
Reference

For how to place 2-sided documents, see Chapter 4, "2-sided Transmission" in the Advanced Features manual.

Placing a Single Original on the Exposure Glass

Place originals that cannot be placed in the optional Document Feeder (ADF), such as a book, on the exposure glass one page at a time.

1 Lift the optional Document Feeder (ADF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.



ZAAH220E

1. **Reference mark**
2. **Scale**

Note

- ❒ If you do not raise the optional Document Feeder (ADF) by at least 30 degrees, the original size will not be detected.

2 Close the optional Document Feeder (ADF).

Note

- ❒ When setting a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Bound Original Page Order

When sending bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first. ⇒ Chapter 4, "Book Fax" in the Advanced Features manual

Note

- ❒ You can have bound originals scanned in left page first or right page first. You can set which page (left or right) the machine scans first by default with the User Parameters.⇒ Chapter 8, "Changing the User Parameters"(Switch06, Bit6) in the Advanced Features manual

Placing Originals in the Optional Document Feeder (ADF)

Use the optional Document Feeder (ADF) to scan in a stack of originals in one operation. The optional Document Feeder (ADF) can handle both single-sided and double-sided originals.

2

Limitation

- ❒ The maximum document length is 1,200mm (47"). Documents longer than 420mm (17") must be sent by Memory Transmission (Immediate Transmisson is not possible).
- ❒ You cannot place originals in the optional Document Feeder (ADF) one page at a time, or sprit a stack of originals and place the groups of pages successively.
- ❒ Do not open the optional Document Feeder (ADF) while it is scanning the originals or a document could become jammed.

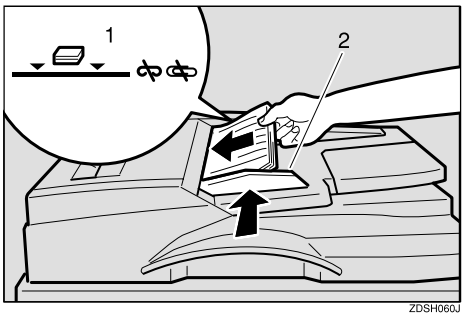
Note

- ❒ If you send documents longer than 420mm (17"), select Long Document mode with the User Parameters. If a jam occurs, the document might get damaged because scanning will not stop. ⇒ p.19 "Setting a Scan Area" ⇒ Chapter 8, "Changing the User Parameters"(Switch14, Bit0) in the Advanced Features manual
- ❒ If an original jams, press the 【Clear/Stop】 key, and then remove the original carefully.
- ❒ If your original is bent or folded, flatten or straighten it out before you place it.
- ❒ Place thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the optional Document Feeder (ADF), ⇒ Appendix, "Acceptable Types of Originals" in the Advanced Features manual

1 Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the optional Document Feeder (ADF) face up.



1. **Limit mark**
2. **Document guide**

Originals unsuitable for the optional Document Feeder (ADF)

Do not place the following types of originals in the optional Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, the area of a placed document is scanned automatically. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins. Normally, all documents loaded in the optional Document Feeder (ADF) are scanned as the same sizes. To scan originals of different sizes as different sizes, use Mixed Original Sizes.

❖ Auto Detect

The area of a placed document is scanned automatically.

❖ Regular

The placed document is scanned according to the specified size regardless of its actual size.
The sizes that can be specified are A4, B4, A3, $8^1/_2$" × 11", $8^1/_2$" × 14", and 11" × 17".

❖ Area

Enter the area to be scanned. The placed document is scanned according to the entered size regardless of its actual size. ⇒ Chapter 7, "Programming and Changing a Scan Size" in the Advanced Features manual

❖ Mixed Original Sizes

Select this to scan one by one the size of originals loaded in the optional Document Feeder (ADF). For example, when A4 and B4 size originals are sent together, usually all are sent as B4 size. By selecting Mixed Original Sizes, the machine scans and sends each document according to its size.

Note

❒ When using the Mixed Original Sizes, the machine sends the originals by Memory Transmission.

❒ When using the Mixed Original Sizes feature, rotation transmission is disabled.⇒ Chapter 4, "Transmission with Image Rotation" in the Advanced Features manual

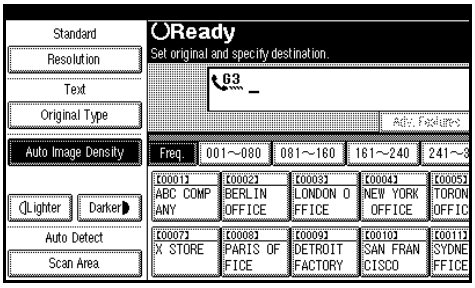
1 **Place the originals, and select any scan settings you require.**

Note

❒ When placing different size originals into the optional Document Feeder (ADF), adjust the document guide to the largest original.

❒ Small originals may be sent at a slight slant since they do not match the document guide.

2 **Press [Scan Area].**



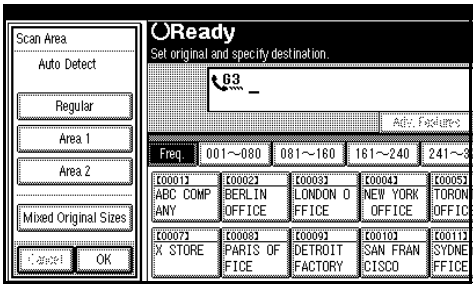
The Scan Area menu is shown.

2

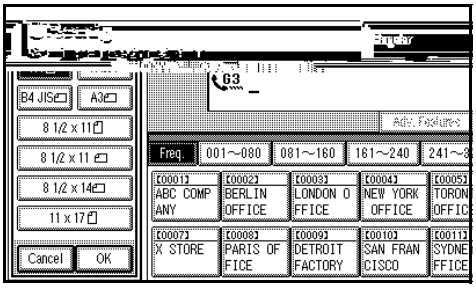
3 Select the scan area.

Specifying Standard Sizes

❶ **Press [Regular].**



❷ **Press the size of the originals to be sent.**



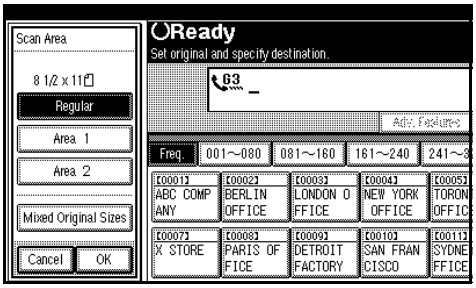
Note

❒ To cancel the specified standard size, press **[Cancel]**. The display appears as in step ❶.

❸ **Press [OK].**

The specified size is shown.

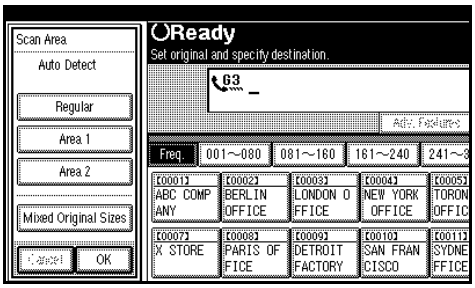
❹ **Press [OK].**



[Regular] is highlighted on the display and the size is shown above it.

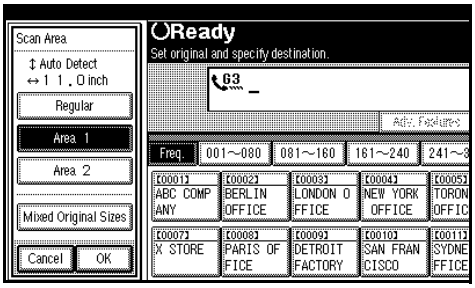
Specifying Programmed Sizes

❶ **Press [Area 1] or [Area 2].**



[Area 1] or **[Area 2]** is highlighted.

The scan area of the programmed size is shown.



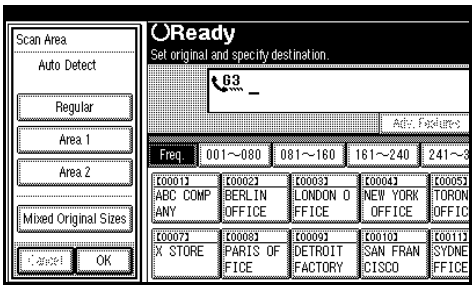
❷ **Press [OK].**

Note

❒ To cancel the set programmed size, press **[Cancel]**. The menu returns to that of step **2**.

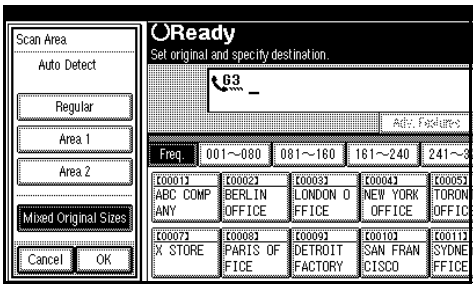
Specifying Mixed Original Sizes

❶ **Press [Mixed Original Sizes].**



[Mixed Original Sizes] is highlighted.

❷ **Press [OK].**



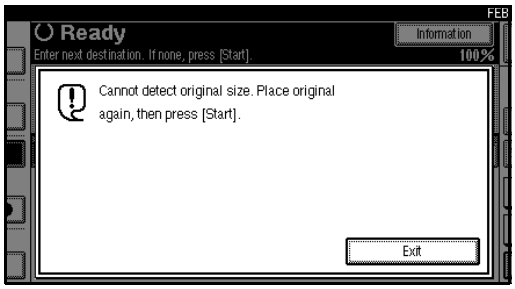
Note

❒ To cancel the mixed original size, press **[Cancel]**. The menu returns to that of step **2**.

4 **Specify the receiver and press the 【Start】 key.**

If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the original size, the following display is shown:



If this happens, carry out the following steps.

1 **Press [Exit].**

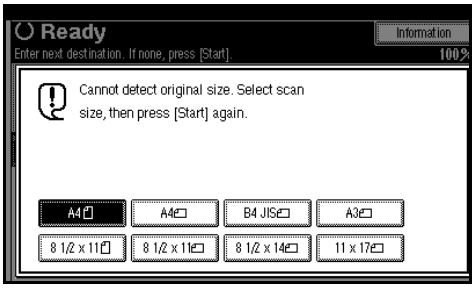
2 **Remove the original, and then replace it on the exposure glass.**

3 **Press the 【Start】 key to scan the original again.**

If the above display appears again, repeat steps **1** to **3**.

Note

❒ If the machine still cannot detect the original size, the following display is shown:



❒ If this happens, carry out the following steps.

- Press the key to switch the Scan Size.
- Press the 【Start】 key again.

2

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. ⇒ p.21 "If the Machine Cannot Detect the Size of Your Original"

- Documents placed on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges
- Slippery originals
- Originals in bound form of more than 10mm (0.3") thick such as books

The following paper sizes are automatically detected in Facsimile mode.

❖ Metric Version

Paper Size **Where Original is Placed**	**A3**	**B4**	**A4**	**B5**	**A5**	**8 1/2"×13"**
Exposure Glass	O	O	O	O	×	O
Optional Document Feeder (ADF)	O	O	O	O	O	O

❖ Inch Version

Paper Size **Where Original is Placed**	**11"×17"**	**8 1/2"×14"**	**8 1/2"×11"**	**5 1/2"×8 1/2"**
Exposure Glass	O	O	O	×
Optional Document Feeder (ADF)	O	O	O	O

O - Auto detect

× - Unable to auto detect

Memory Transmission

In Memory Transmission mode, after you press the **[Start]** key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long
- While your message is being sent, other people can operate the machine
- You can send the same message to more than one place in a single operation (Broadcasting)

Important

❒ If there is a power failure (main power switch is off) or the plug is pulled out for more than 1 hour, all the documents programmed in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, documents are not deleted. ⇒ Chapter 10, "Power Failure Report" in the Advanced Features manual

Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

❒ Maximum number of destinations per Memory Transmission: 500

❒ Combined total number of destinations that can be programmed: 500 (2,000 with the optional Fax Function Upgrade Unit).

❒ The theoretical maximum number of destinations you can enter with the number keys is 100 (1,000 with the optional Fax Function Upgrade Unit), but this will depend on the amount of memory currently available.⇒ p.39 "Restrictions When Dialing with the Number Keys"

❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).

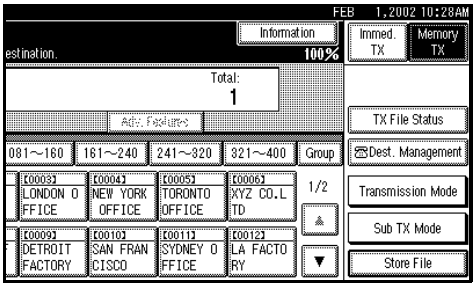
❒ You can set whether the machine will return to the default transmission mode (Memory Transmission or Immediate Transmission) after every transmission. You can change this so that the desired setting is maintained. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❒ The maximum total number of documents that can be programmed in memory is as follows:
  - About 1,000 pages with only the optional Expansion Memory installed
  - About 2,080 pages with both the optional Expansion Memory and Fax Function Upgrade Unit installed

❒ The number of programs that you can store is 400. You can store 800 programs with the optional Fax Function Upgrade Unit.

2

1 Make sure that Memory Transmission is selected.



If it is not, press **[Memory TX]**.

2 Place the original.

Limitation

- ❒ You can send the first pages from the exposure glass then the remaining pages from the optional Document Feeder (ADF). After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the optional Document Feeder (ADF).
- ❒ Note that you cannot place pages on the exposure glass after you have started using the optional Document Feeder (ADF).

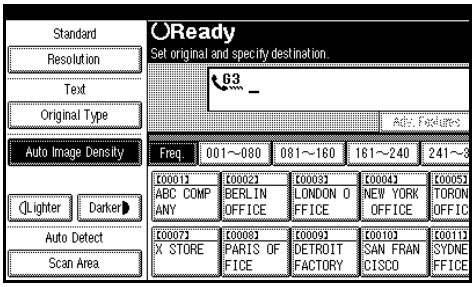
Note

- ❒ To store multiple page originals from the exposure glass, place them page by page.
- ❒ The original can be placed in either the optional Document Feeder (ADF) or exposure glass until the **【Start】** key is pressed.

Reference

⇒ p.16 “Placing Originals”

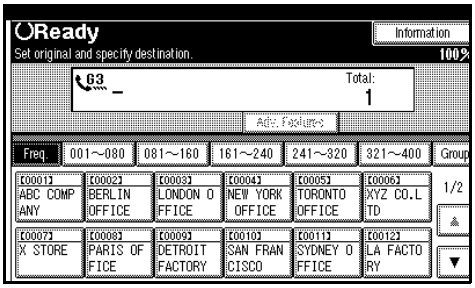
3 Make the necessary settings you require.



Reference

⇒ p.34 “Scan Settings”

4 Dial a destination.



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then enter the correct number.

Reference

⇒ p.39 “Dialing”

⇒ p.41 “Quick Dials”

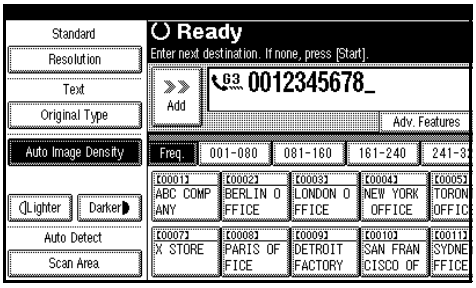
⇒ p.42 “Groups”

⇒ Chapter 4, “Chain Dial” and “Redial” in the Advanced Features manual

5 **Press [Add], when sending the same original to several destinations (broadcasting).**

Note

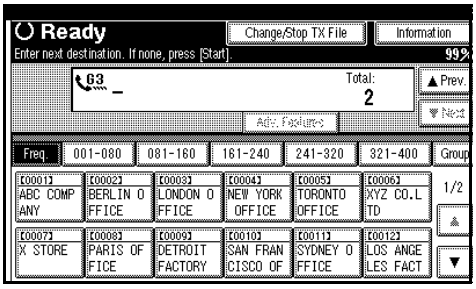
❒ If you do not want to do a broadcast transmission, proceed to step **7**.



Note

❒ You do not have to press **[Add]** when adding a destination to the address list using Group Dial.

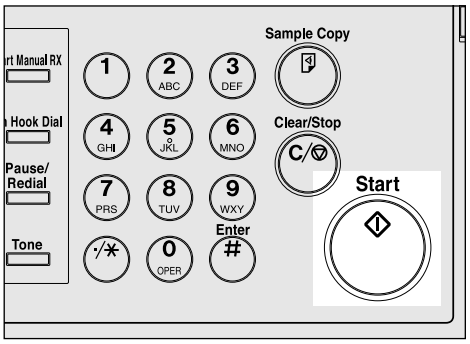
6 **Specify the destination.**



Note

❒ If you want to specify a different destination, repeat steps **5** and **6**.

7 **Press the [Start] key.**

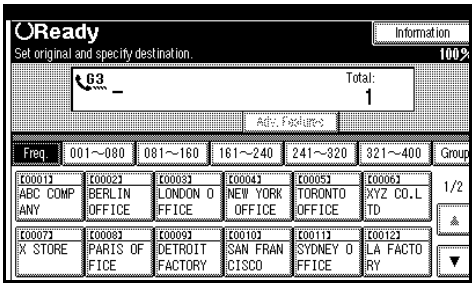


The machine starts scanning the original.

Note

❒ Do not open the optional Document Feeder (ADF) while it is scanning originals.

After scanning, the machine will return to the standby mode.



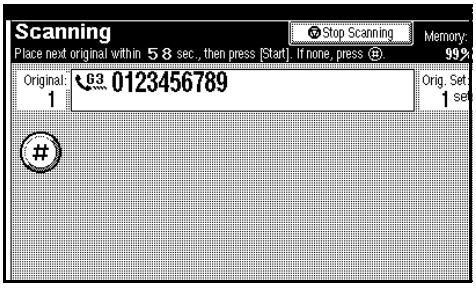
Sending Originals from the Exposure Glass

1. **Place the first page of your original on the exposure glass face down.**
2. **Dial a destination.**
3. **Make any scan settings you require.**
4. **Press the [Start] key.**

   The machine starts scanning the original.

2

❺ **Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.**



Note

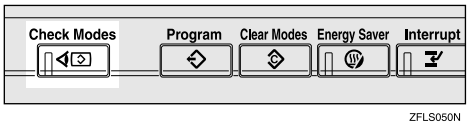
❒ Repeat steps ❸ to ❺ for all originals.

❻ **Place the last original, and then press [#].**

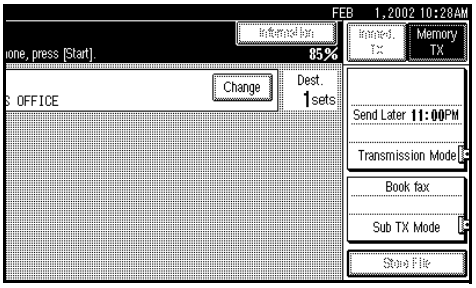
Checking the Transmission Settings

You can check the transmission settings (e.g. destination and transmission mode) on the display.

① Press the **【Check Modes】** key.



The following display appears.



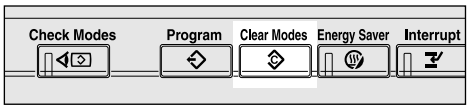
② After checking the settings on the display, press the **【Check Modes】** key.
This returns the display to the display shown before pressing the **【Check Modes】** key the first time.

Canceling a Memory Transmission

Canceling the Transmission Before the Original is Scanned

Canceling a transmission before pressing the 【Start】 key. Use this procedure to cancel a transmission before the original has been scanned.

1 **Press the 【Clear Modes】 key.**



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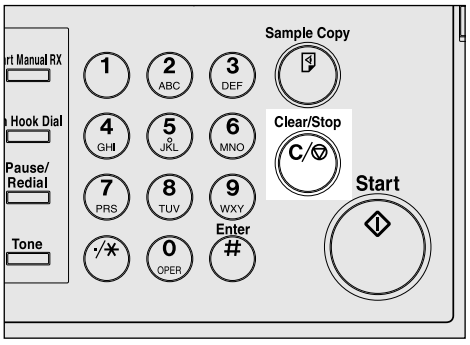
Note

❒ When documents are placed in the optional Document Feeder (ADF), you can cancel the transmission by just removing them.

Canceling a Transmission While the Original is Being Scanned

Canceling a transmission after pressing the 【Start】 key. Use this procedure to cancel a transmission after the original has been scanned.

1 **Press the 【Clear/Stop】 key.**



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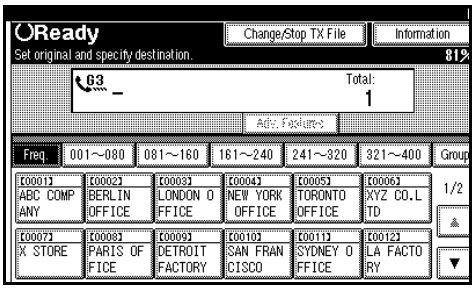
The machine will stop scanning the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned.

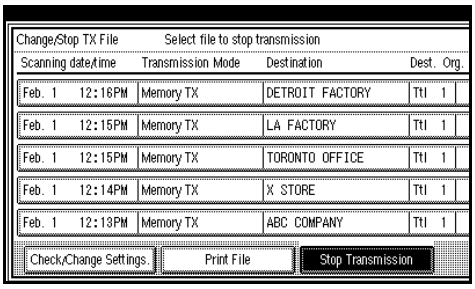
Canceling a transmission using [Change/Stop TX File]

1 **Press [Change/Stop TX File].**



The list of programmed files being transmitted or waiting for transmission is displayed.

2 **Select the file you want to cancel.**

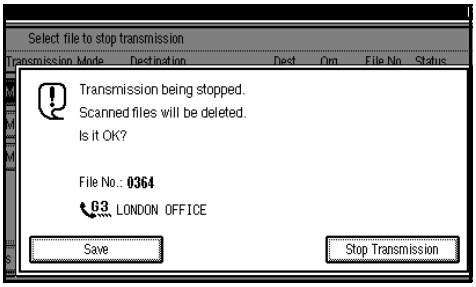


Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.

2

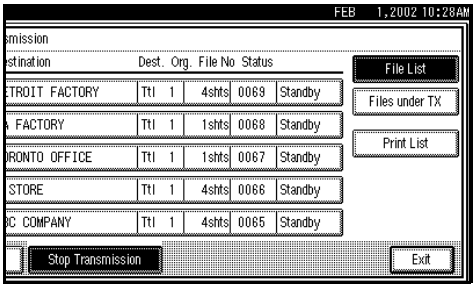
3 Press [Stop Transmission].



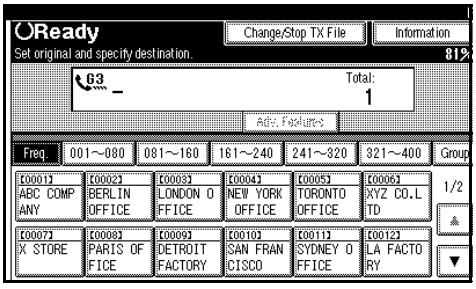
Note

❒ To cancel another file, repeat steps **2** and **3**.

4 Press [Exit].



The machine will return to the standby mode.



Canceling a transmission using the 【Clear/Stop】 key

Limitation

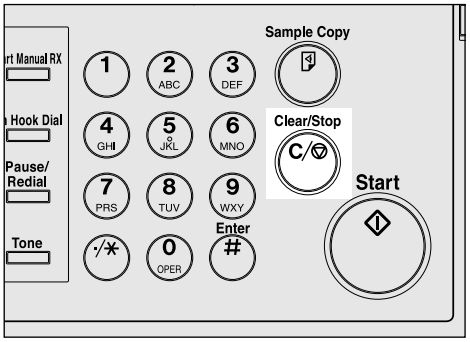
❒ You cannot cancel the pages which already have been sent to the destination even if you cancel a transmission.

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

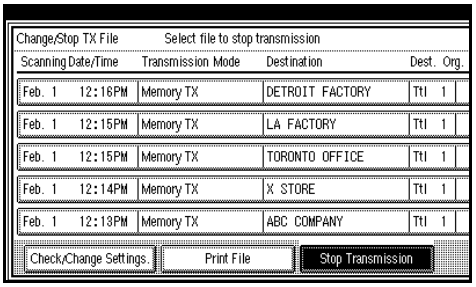
Note

❒ If you cancel a message while it is being sent, the transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and may have been received at the other end.

1 Press the 【Clear/Stop】 key.



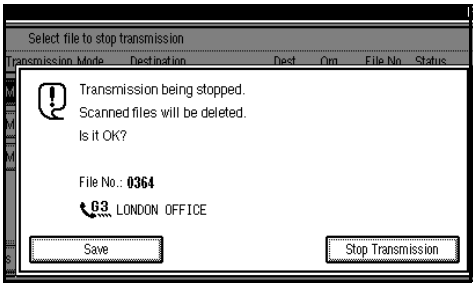
2 Select the file you want to cancel.



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.

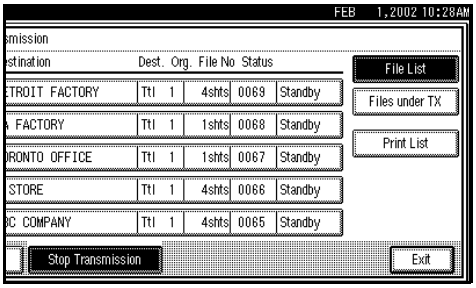
3 Press **[Stop Transmission]**.



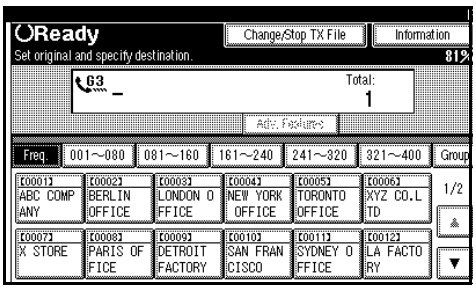
Note

❒ To cancel another file, repeat steps **2** and **3**.

4 Press **[Exit]**.



The machine will return to standby mode.



Immediate Transmission

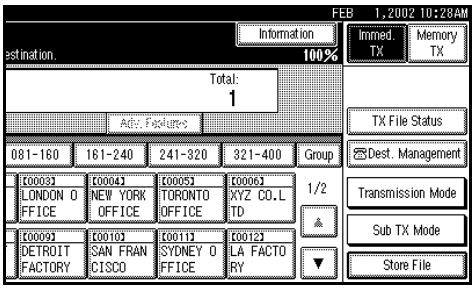
With Immediate Transmission, when you press the **【Start】** key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored into memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check for the other terminal's Own Name or Own Fax Number on the operation panel during transmission).

Note

- ❒ You cannot send the same message to multiple destinations (Broadcasting). The Memory Transmission allows for this purpose.
- ❒ Place the original on the exposure glass or in the optional Document Feeder (ADF). To send two or more pages from the exposure glass, set them one page at a time.
- ❒ You can scan some pages of your original from the exposure glass and the remainder from the optional Document Feeder (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the optional Document Feeder (ADF) and press the **【Start】** key within ten seconds.
- ❒ You can set whether the machine is in Memory Transmission mode or Immediate transmission mode right after the power is turned on. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

1 **Make sure that Immediate Transmission is selected.**



If it is not selected, press **[Immed. TX]**.

2 **Place the original.**

Limitation

- ❒ Do not open the optional Document Feeder (ADF) while it is scanning the originals. This can cause originals to jam.

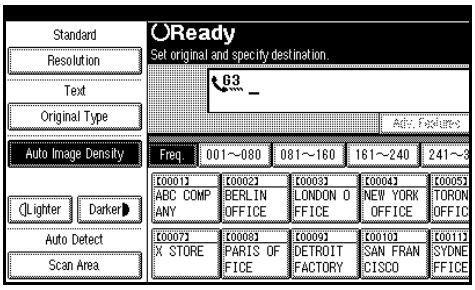
Note

- ❒ The original can be placed in either the optional Document Feeder (ADF) or exposure glass until the **【Start】** key is pressed.

Reference

⇒ p.16 "Placing Originals"

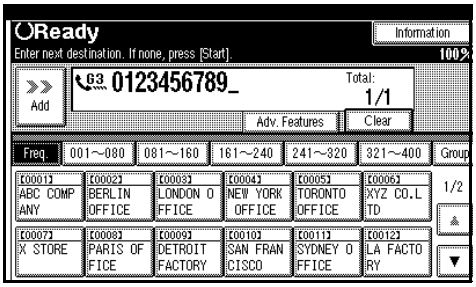
3 **Select any scan settings you require.**



Reference

⇒ p.34 "Scan Settings"

4 Dial a destination.



Note

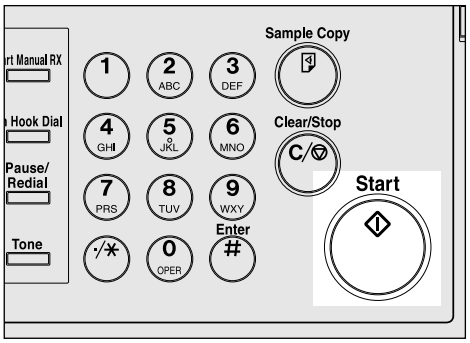
❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and enter the correct number.

Reference

⇒ p.39 "Dialing"

⇒ Chapter 4, "Chain Dial" and "Redial" in the Advanced Features manual

5 Press the 【Start】 key.



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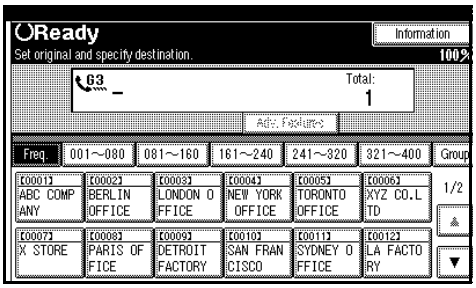
After transmission, the machine will return to standby mode.



Sending Originals from the Exposure Glass

❶ **Place the first page face down on the exposure glass.**

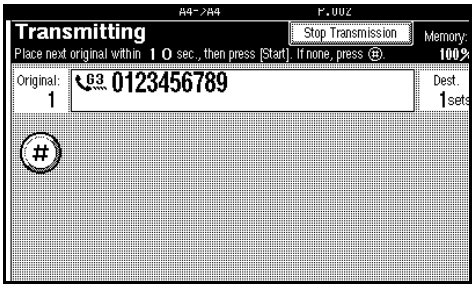
❷ **Dial a destination.**

❸ **Make any scan settings you require.**

❹ **Press the 【Start】 key.**

The machine starts scanning the original.

❺ **Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.**



Note

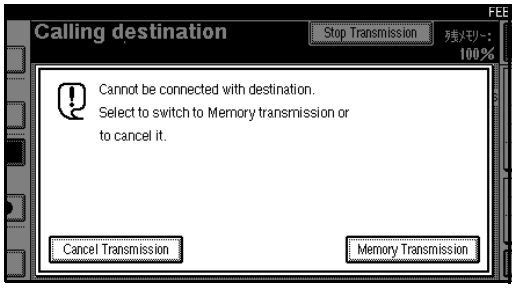
❒ Repeat steps ❸ to ❺ for all originals.

❻ **Place the last original, and then press [#].**

2

If the Connection Could Not Be Made

The following display appears if the fax could not be sent:



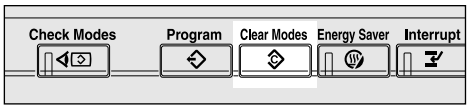
Do one of the following:

- Press **[Cancel Transmission]** and try again.
- Press **[Memory Transmission]** to have the machine store the scan in memory and then automatically redial the number.

Canceling an Immediate Transmission

Canceling a Transmission Before You Have Pressed the Start Key

1 **Press the 【Clear Modes】 key.**



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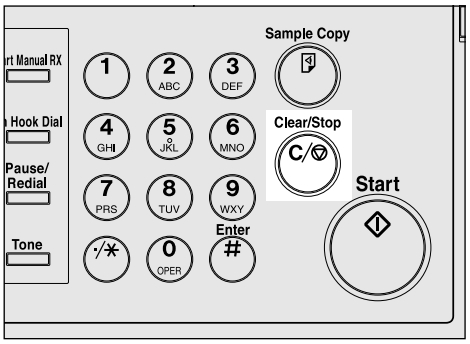
Note

❒ When the original is placed in the optional Document Feeder (ADF), you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

1 **Press the 【Clear/Stop】 key, and then remove the original.**



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Note

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

❒ You can also cancel an Immediate Transmission by pressing **[Stop Transmission]**.

Scan Settings

You may wish to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

2

❖ **Resolution:**
Standard, Detail, Super Fine (option)

❖ **Original Type:**
Text, Text/Photo, Photo

❖ **Image Density (Contrast):**
Auto Image Density, Manual Image Density (7 levels)

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in lower quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8×3.85lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8×7.7lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (optional Expansion Memory required: 16×15.4lines/mm, 400×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

❒ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.

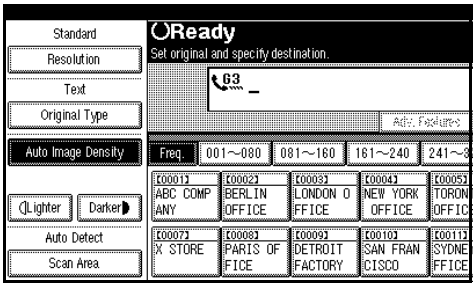
❒ Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this feature.

Note

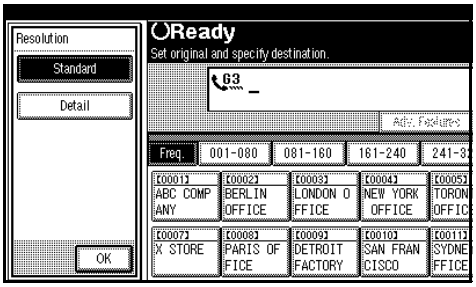
❒ You can select the resolution type that is selected right after the machine is turned on or modes are cleared with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❒ You can set whether the machine returns to the resolution default setting after every transmission with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

1 Press [Resolution].



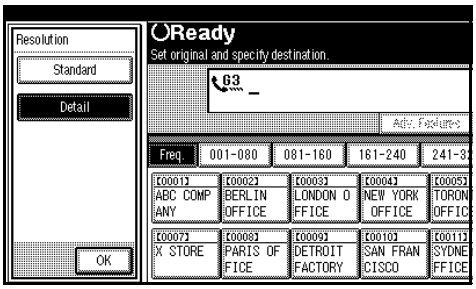
2 Select the resolution you require.



Note

❒ If you install the optional Expansion Memory, "**Super Fine**" will be displayed in the Resolution box.

3 Press [OK].



Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate original type to optimize image clarity.

❖ Text

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ Text / Photo

Select **Text / Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ Photo

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

Note

❒ If you select **Text / Photo** or **Photo**, the transmission will take longer than when **Text** is selected.

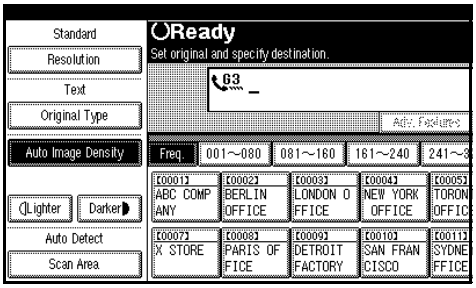
❒ If you send a fax message with **Text / Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.

❒ You can select the original type that is selected right after the machine is turned on or modes are cleared with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

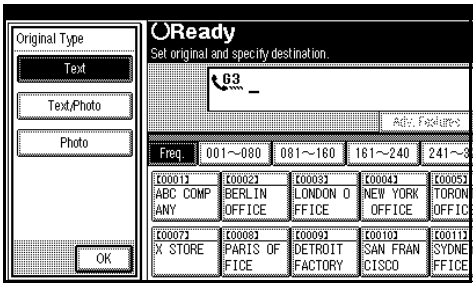
❒ You can set whether the machine returns to the original type default setting after every transmission with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

2

1 Press [Original Type].



2 Select the original type you require.



3 Press [OK].

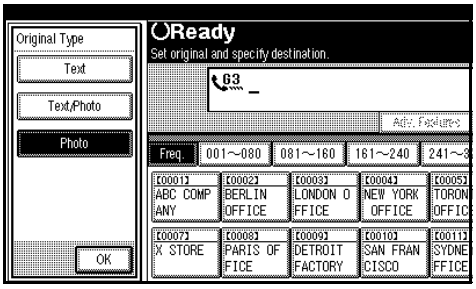


Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

❖ Auto Image Density

The appropriate density setting for the original is automatically selected.

❖ Manual Image Density

Use manual image density to set image density yourself.

❖ Combined Auto and Manual Image Density

You can adjust image density for only photographs, illustrations or diagrams when the original has a dark background.

Note

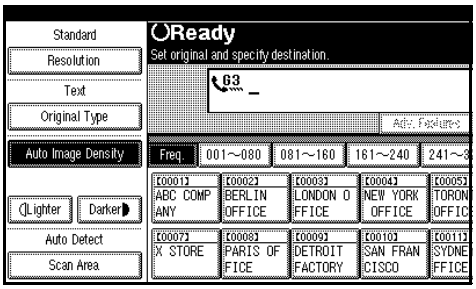
❒ You can select the image density that is selected right after the machine is turned on or modes are cleared with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❒ You can set whether the machine returns to the image density default setting after every transmission with the **[Gen. Settings/Adjust]** key. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

1 Selecting the type of image density.

Auto Image Density

❶ **Make sure that [Auto Image Density] is selected.**

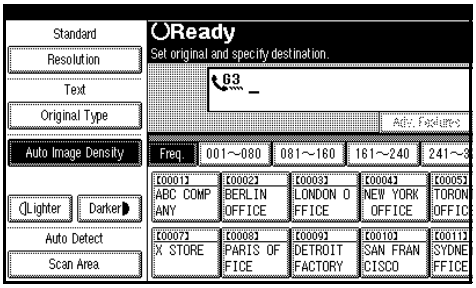


Note

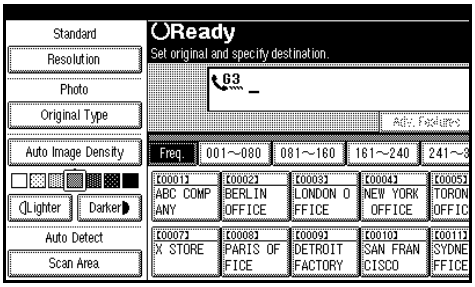
❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

Manual Image Density

❶ **Make sure that [Auto Image Density] is not selected. If it is selected, press [Auto Image Density] to turn it off.**



❷ **Press [Lighter] or [Darker] to change the density.**

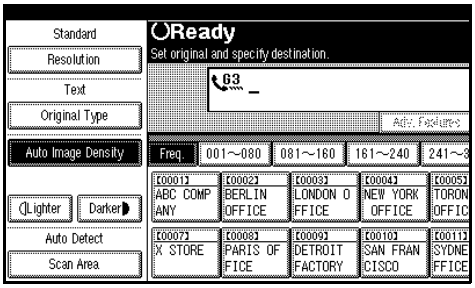


Note

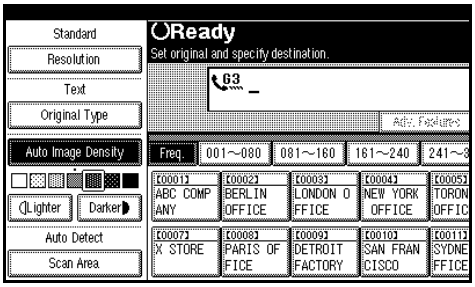
❒ You can select one of seven density levels.

Combined Auto and Manual Image Density

❶ **Make sure that [Auto Image Density] is selected. If it is not selected, press [Auto Image Density] to turn it on.**



❷ **Press [Lighter] or [Darker] to change the density.**



Note

❒ You can select one of seven density levels.

Mixing Scan Settings for a Multiple Page Original

When sending an original consisting of several pages, you can select different image density, resolution and original type settings for each page.

Place your original, select the scan settings for the first page, dial and press the 【Start】 key as you would normally. Then follow one of the following two procedures.

Note

❒ It is recommended that originals are placed on the exposure glass when mixing scan settings for a multiple page original.

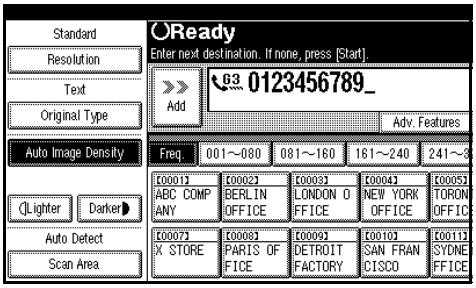
When placing originals on the exposure glass

While the machine is beeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original type. The remaining time is shown on the display.

1 Check which pages you wish to scan with different settings.

2 Remove the previous page and place the next page.

3 Select the image density, resolution and original type.



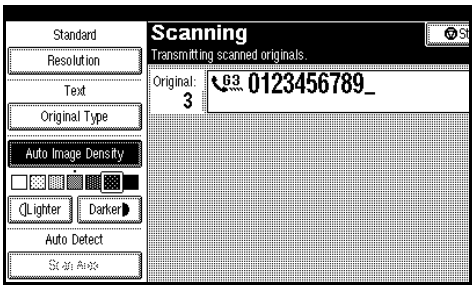
Note

❒ Adjust settings for each page before you press the 【Start】 key.

When placing originals in the optional Document Feeder (ADF)

1 Check which pages you wish to scan with different settings.

2 Select the image density, resolution and original type before the next page is scanned.



Dialing

There are three main ways to dial a number:

❖ **Number Keys**
⇒ p.39 “Number Keys”

❖ **Quick Dials**
⇒ p.41 “Quick Dials”

❖ **Groups**
⇒ p.42 “Groups”

This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

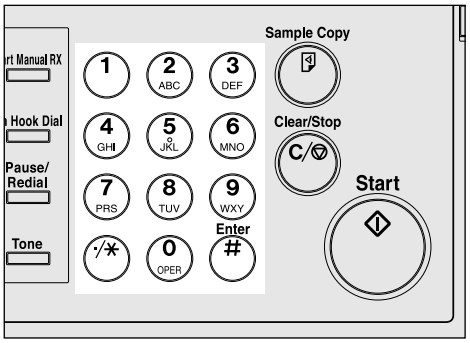
Note

❒ Maximum length of a fax number: 254 digits.

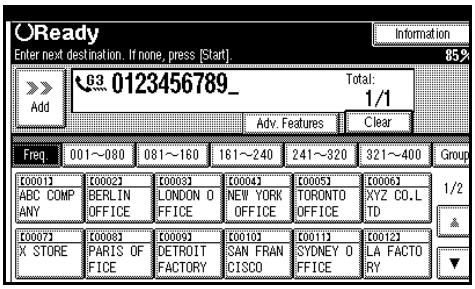
❒ You can insert pauses and tones in a fax number. ⇒ p.40 “Pause”, p.40 “Tone”

❒ If the optional ISDN Unit is installed, you may need to enter a sub-address and UUI. ⇒ Chapter 4, “Sub-address” , “UUI” in the Advanced Features manual

1 Enter the fax number with the number keys.



The digits appear on the display as you enter them.



Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and enter again.

❒ If the optional ISDN Unit is installed, select G3 or G4 before you go to the next step. ⇒ Chapter 4, “Changing the Line Type” in the Advanced Features manual

Restrictions When Dialing with the Number Keys

Fax numbers entered with the number keys are programmed in the internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 100 numbers in total for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations specified in a Group
- Destinations specified in program registration

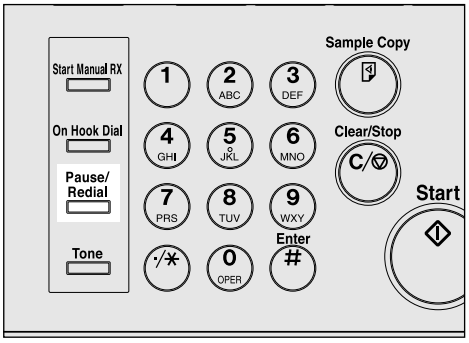
For example, when 90 destinations are programmed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

Note

- ❒ When this machine is requested to transfer a call (i.e. become a Transfer Station), 2 fax numbers are automatically programmed. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- ❒ When a total of 100 fax numbers (1,000 with the optional Fax Function Upgrade Unit) is programmed, only Immediate Transmission is allowed.
- ❒ If a memory file is awaiting transmission and the "`Memory is full. Cannot scan more. Transmitting only scanned pages.`" message is displayed when dialing with the number keys, you cannot dial any more numbers. This is because fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- ❒ The display shows the percentage of free memory space for storing originals. Since fax numbers are programmed in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the **【Pause/Redial】** key when dialing or storing a number to insert a pause of about two seconds.



ZFLS090N

Limitation

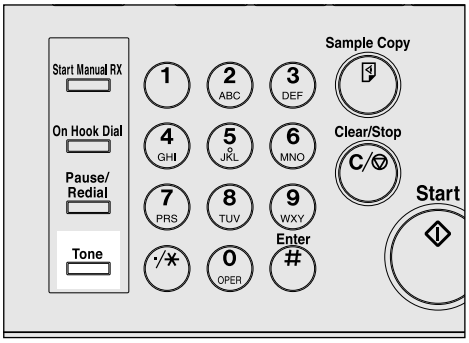
- ❒ You cannot insert a pause before the first digit of a fax number.

Note

- ❒ A pause is shown as a "-" on the display.
- ❒ You can insert pauses in numbers programmed in Quick Dials.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the **【Tone】** key, the machine dials the number using tonal signals.



ZFLS100N

Limitation

- ❒ You cannot place a tone before the first digit of a fax number.
- ❒ Some services may not be available when using the 【Tone】 key.

Note

- ❒ A tone is shown as a "•" on the display.

Using the 【Tone】 key with On Hook Dial

① Press the 【On Hook Dial】 key.

② Enter the fax number with the number keys.

③ Press the 【Tone】 key.

④ Enter the ID number with the number keys.

Sending Tonal Signals by ISDN (Optional ISDN Unit Required)

You can still send tonal signals to a G3 user even if the machine is only connected to an ISDN line.

Note

- ❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On Hook Dial or Manual Dial.
- ❒ When G4 is selected, the display shows UUI after a tone indication "•".
- ❒ When G3 is selected on ISDN line, you can set the indication after a tone indication "•" in the User Parameters : BP(tone) or UUI. ⇒ Chapter 8, "Changing the User Parameters"(Swith11, Bit1) in the Advanced Features manual

Quick Dials

When you have programmed a destination's number in a Quick Dial Table, you can dial the number by just selecting the destination from the Quick Dial Table.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

Preparation

You must program the fax number of a destination for the Quick Dial Table prior to using Quick Dials.⇒ p.52 "Quick Dial"

A stored name can be printed out on the first page of a received fax at the other end. ⇒Chapter 4, "Transmission Options" in the Advanced Features manual

Note

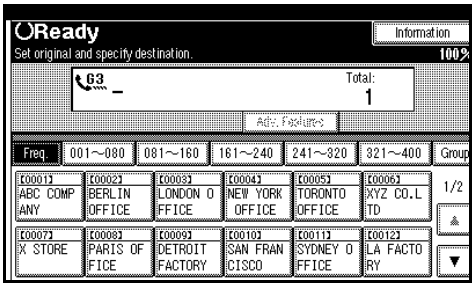
- ❒ To check the contents of Quick Dial, print the Quick Dial list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Reference

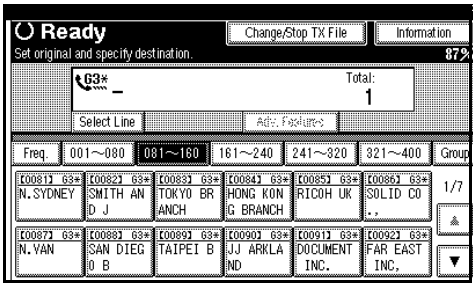
⇒ p.39 "Dialing"

1 Place your original, and then select any scan settings you require.

2 Press the title key for the table with the desired Quick Dial key.



3 **Press the Quick Dial key.**



Note

- ❒ If the desired Quick Dial key is not shown, press **[▲]** and **[▼]** to look through the table.
- ❒ To cancel a selected destination, press that destination again.
- ❒ If you wish to dial another destination, repeat from step **2**.

4 **Press the 【Start】 key.**

Changing Display Method

① Press **[Dest. Management]**.

② Press **[Switch Display]**.

③ Select **[Display Quick Dial Tbl]** or **[Display Number Keys]**.

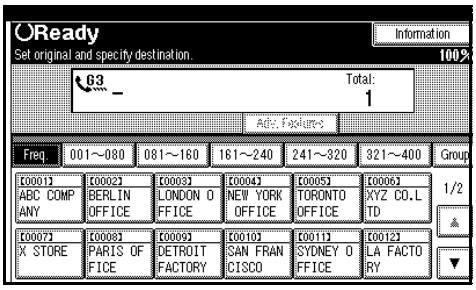
④ Press **[OK]**.

Note

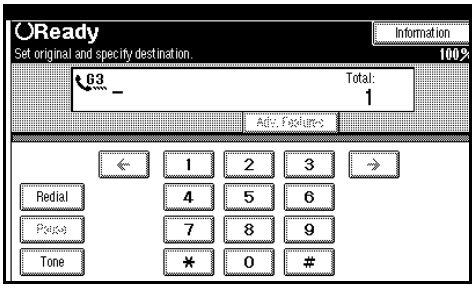
- ❒ To cancel the change, press **[Cancel]**. The display appears as in step ②.

⑤ Press **[Exit]**.

❖ Display Quick Dial Table



❖ Display Number Keys



Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the **【Start】** key.

Preparation

You need to program the Groups. ⇒ p.61 "Groups"

Limitation

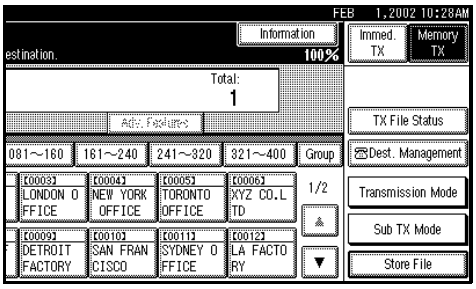
- ❒ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use Group Dial.

Note

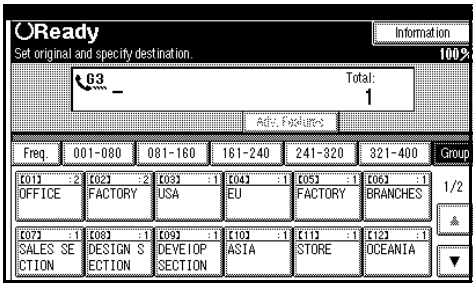
- ❒ To check the contents of the Groups, print the list. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual
- ❒ A total of 500 destinations can be programmed for Group Dial.

1 Place your original and select any scan settings you require.

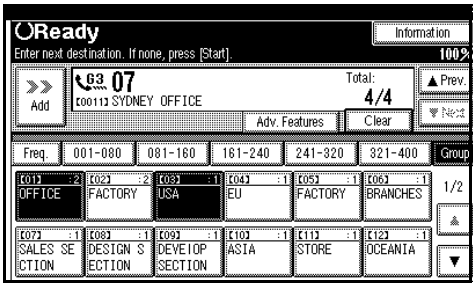
2 Press [Group].



3 Press the Group key for the desired group.



A programmed destination and the total number of destinations is displayed. Press **[▲]** and **[▼]** to see the other destinations.



Note

- ❒ If the destination is not displayed, press **[▲ Prev.]** or **[▼ Next]** to find it.
- ❒ To cancel a setting, press once more the selected Quick Dial key. You can also change the settings by pressing **[Clear]** or the **[Clear / Stop]** key.
- ❒ To set more groups, repeat from step **3** .

4 Press the [Start] key.

Reception

Selecting the Reception Mode

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (optional external telephone or optional Handset is required)
- Auto Reception

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax message, you must manually change to facsimile mode.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting for a dedicated fax line.

Limitation

❒ You cannot select the reception mode when the optional Extra G3 Interface Unit is installed.

❒ The optional external telephone or optional Handset is required to use this machine as a telephone.

❒ You cannot select the reception mode when you use an ISDN line.

Receiving a Fax in Manual Reception Mode

① When the machine rings, pick up the handset of the external telephone.

② If you hear beeps, press the 【**Start**】 key or the 【**Start Manual RX**】 key. (The 【**Start**】 key is available in the facsimile mode when an original is not placed only.)

③ Replace the handset of the external telephone. The machine will start receiving.

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

❖ Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.
You can program characters, symbols, number, and spaces.

Limitation

❒ Own Name works only when the other machine is the same make and has the Own Name feature.

Note

❒ You can program up to 20 characters in Own Name.

❖ Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in Fax Header.
You can program characters, symbols, number, and spaces.

Note

❒ You can program up to 32 characters in Fax Header. ⇒ Chapter 7, "General Settings/Adjustment" in the Advanced Features manual

❖ Own Fax Number (Facsimile number of sender)

The Own Fax Number of the sender is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the make of the other party's machine.

Note

❒ You can program up to 20 characters in Own Fax Number

❖ G4 Terminal ID

The optional ISDN Unit is required.
G4 Terminal ID is available when the machine is connected to an ISDN line. This information is printed by the other party's machine when a fax is transmitted.
You can program characters, symbols, number, and spaces.

Note

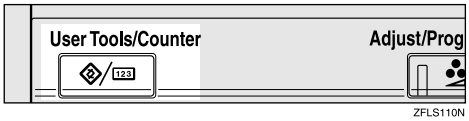
❒ You can program up to 22 characters that include Country Codes, Facsimile No., and Terminal Names in G4 Terminal ID.

Important

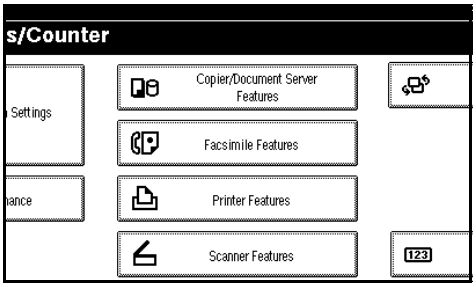
❒ You can confirm the programmed settings from Parameter Setting List. We recommend that you print and keep the Parameter List when you program or change settings. ⇒ Chapter 8, "Printing the User Parameter List" in the Advanced Features manual

Programming

1 Press the 【User Tools/Counter】 key.

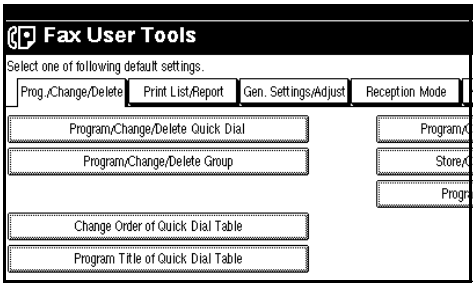


2 Press [Facsimile Features].

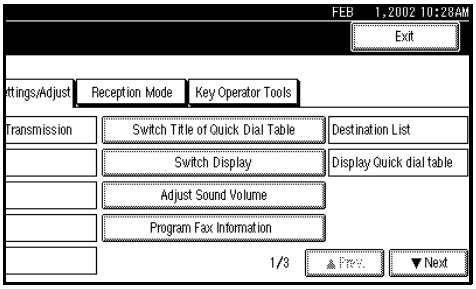


The Facsimile Features menu is shown.

3 Press [Gen. Settings/Adjust].



4 Press [Program Fax Information].



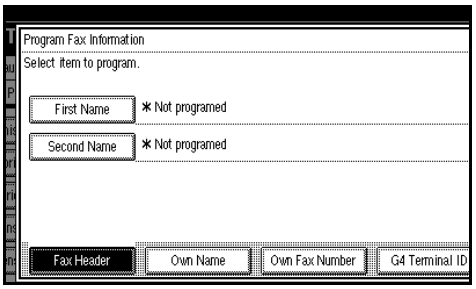
Note

❒ If "Program Fax Information" is not shown, press [▲ Prev.] or [▼ Next].

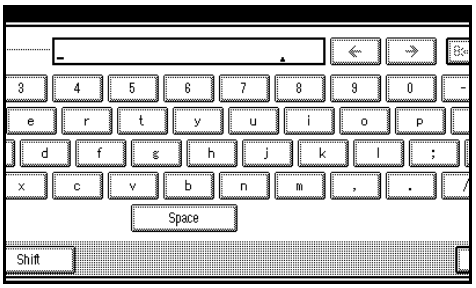
5 Program the name and facsimile number.

Programming a Fax Header

❶ Press [First Name] or [Second Name].



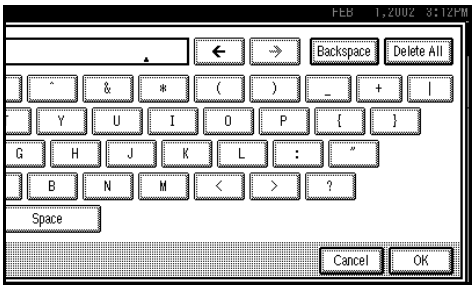
❷ Enter a Fax Header.



Reference

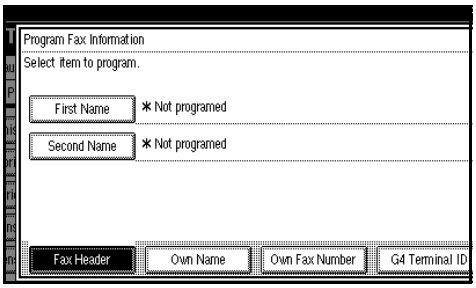
⇒ p.71 "Entering Text"

❸ Press [OK].

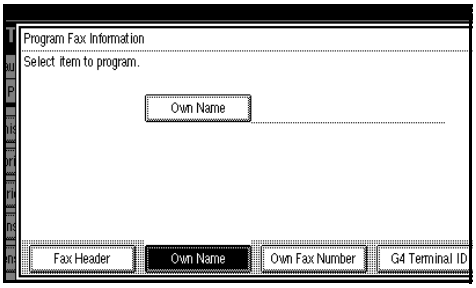


Programming an Own Name

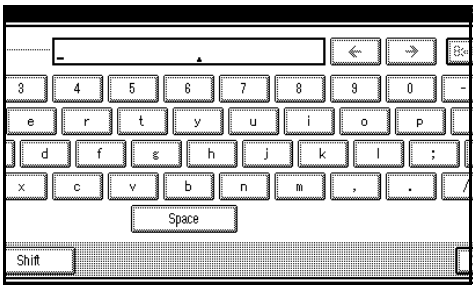
❶ **Press [Own Name].**



❷ **Press [Own Name].**



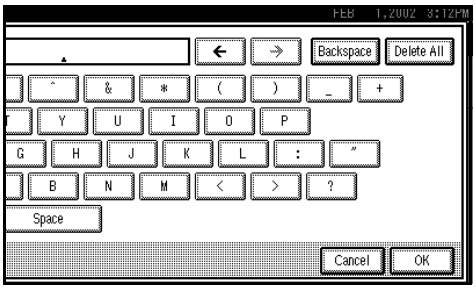
❸ **Enter an Own Name.**



Reference

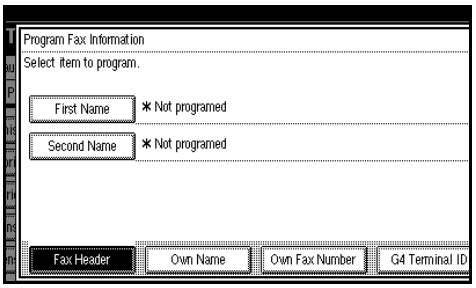
⇒ p.71 "Entering Text"

❹ **Press [OK].**

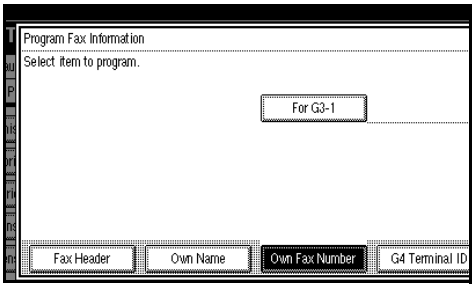


Programming an Own Fax Number

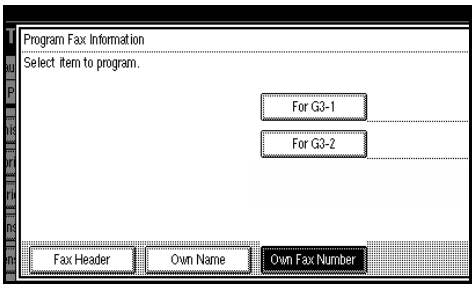
❶ **Press [Own Fax Number].**



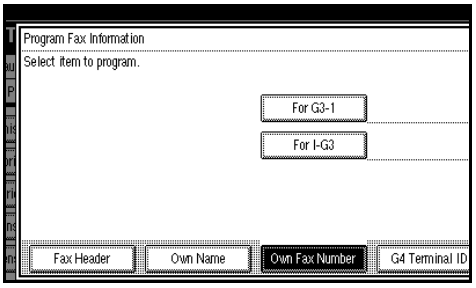
❷ **Select line type to Program.**



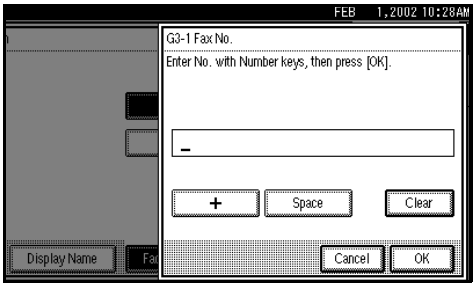
When an optional Extra G3 Interface Unit is installed.



When an optional ISDN Unit is installed.



❸ **Enter a facsimile number using the number keys.**

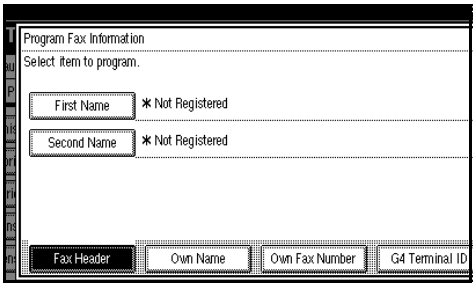


❹ **Press [OK].**

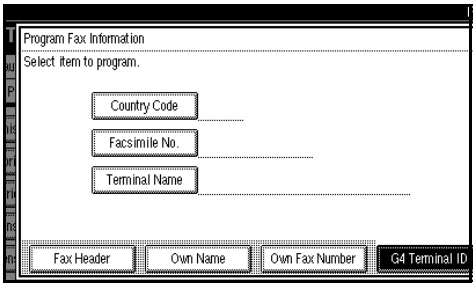
Programming G4 Terminal ID

The display appears as below when the optional ISDN Unit is installed.

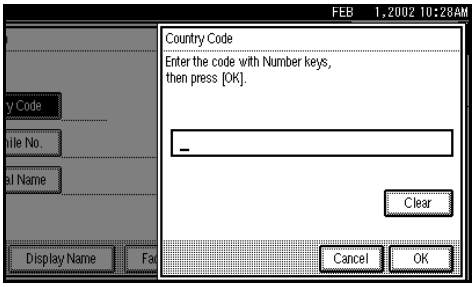
❶ **Press [G4 Terminal ID].**



❷ **Press [Country Code].**

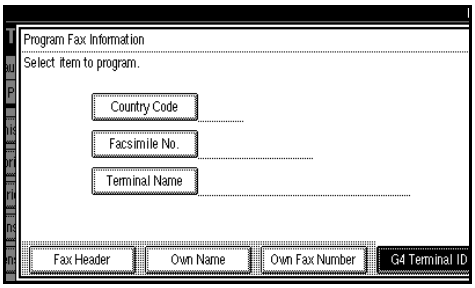


❸ **Enter a country code using the number keys.**

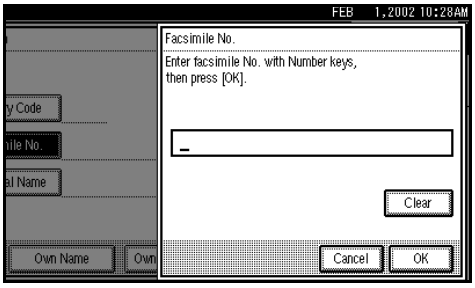


❹ **Press [OK].**

❺ **Press [Facsimile No.].**

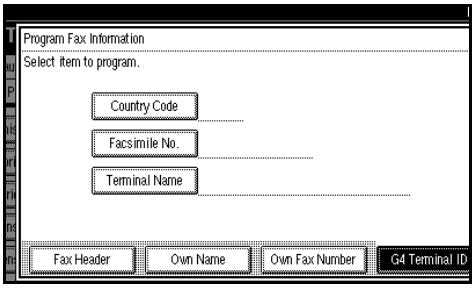


❻ **Enter a facsimile number using the number keys.**

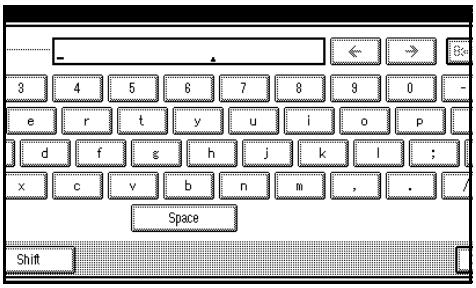


❼ **Press [OK].**

❽ **Press [Terminal Name].**



❾ **Enter a terminal name.**



Reference

⇒ p.71 "Entering Text"

❿ **Press [OK].**

6 **Press [Exit].**

7 **Press the 【User Tools/Counter】 key.**

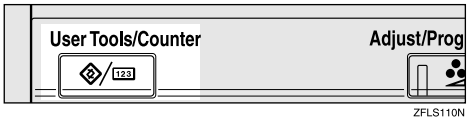
The machine will return to standby mode.

Editing

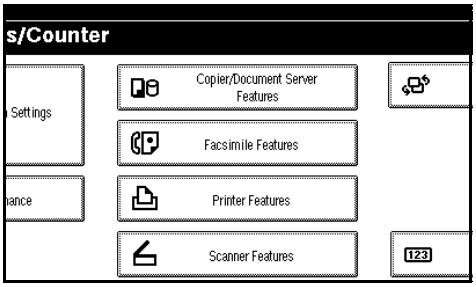
Note

❒ The following procedure explains how to edit Own Name as an example.

1 **Press the 【User Tools/Counter】 key.**

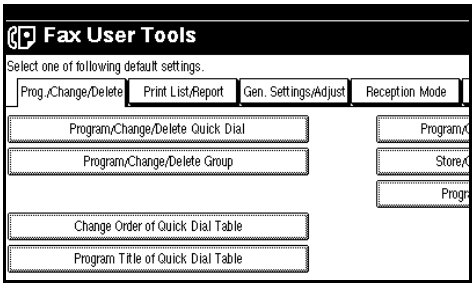


2 **Press [Facsimile Features].**

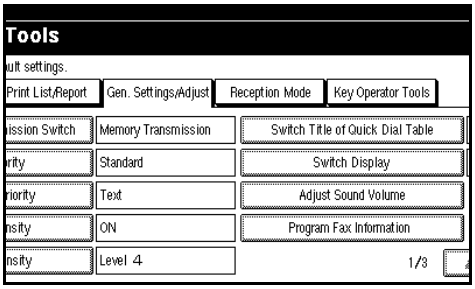


The Facsimile Features menu is shown.

3 **Press [Gen. Settings/Adjust].**



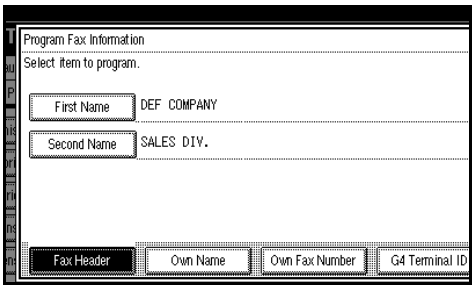
4 **Press [Program Fax Information].**



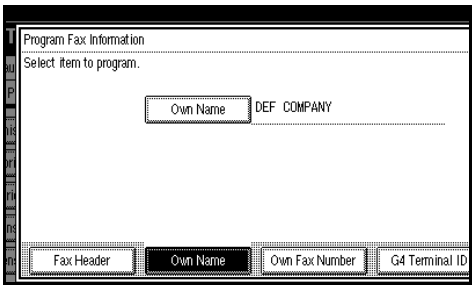
Note

❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

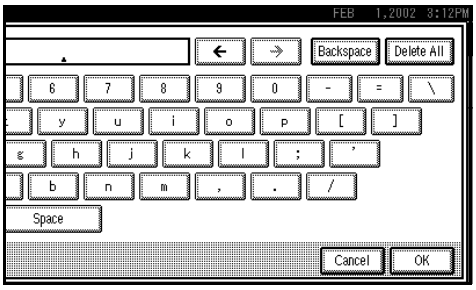
5 **Press [Fax Header], [Own Name] or [Own Fax Number] for editing.**



6 **Press the item you want to edit.**



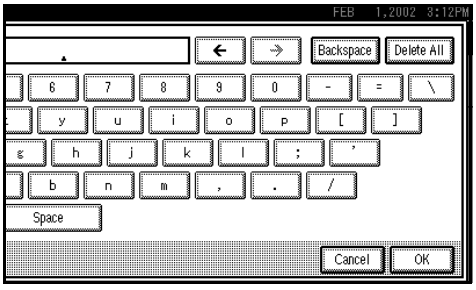
7 **Press [Backspace] or [Delete All], and then reenter the name or number.**



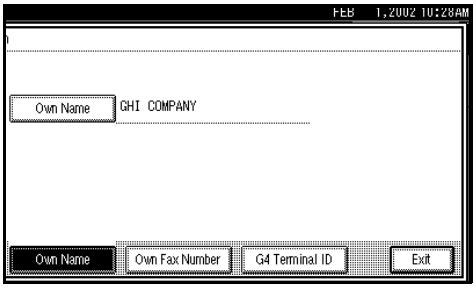
Note

❒ Press **[Clear]** or the **【Clear/Stop】** key if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

8 **Press [OK].**



9 **Press [Exit].**



10 **Press the 【User Tools/Counter】 key.**

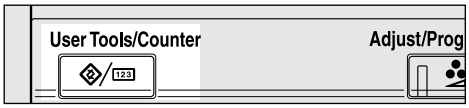
The machine will return to standby mode.

Deleting

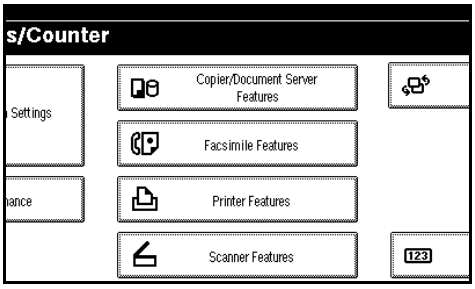
Note

❒ The following procedure explains how to edit Own Name as an example.

1 **Press the 【User Tools/Counter】 key.**

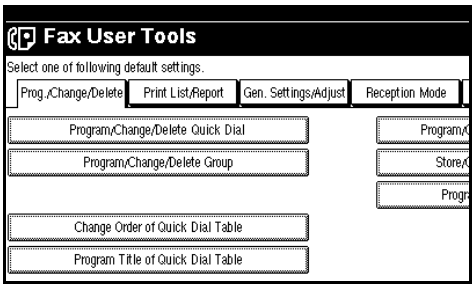


2 **Press [Facsimile Features].**

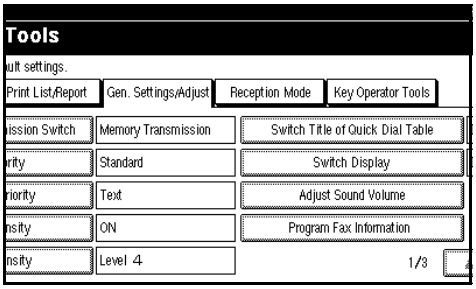


The Facsimile Features menu is shown.

3 **Press [Gen. Settings/Adjust].**



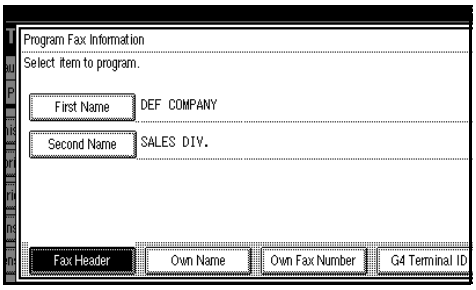
4 Press **[Program Fax Information]**.



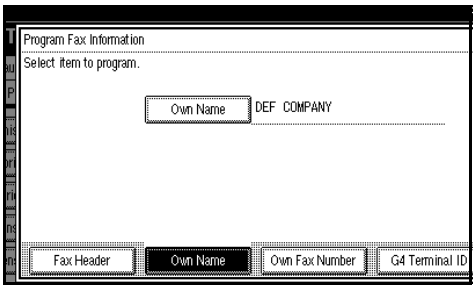
Note

❒ If "Program Fax Information" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

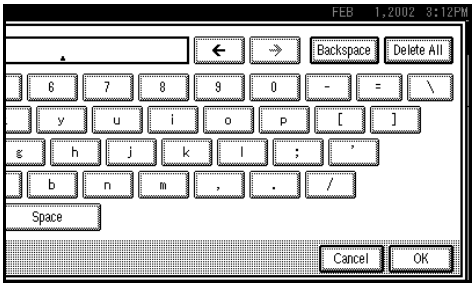
5 Press **[Fax Header]**, **[Own Name]** or **[Own Fax Number]** for deleting.



6 Press the item you want to delete.



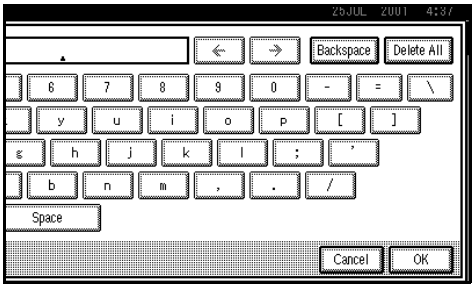
7 Press **[Backspace]** or **[Delete All]**.



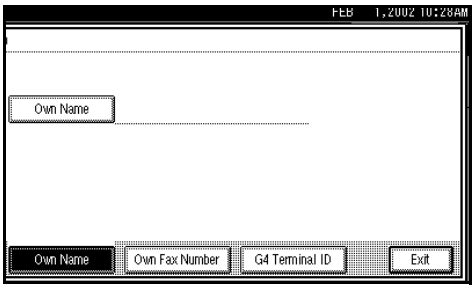
Note

❒ Press **[Clear]** or the **【Clear/Stop】** key if you want to edit Own Fax Number, Country Code and Own Fax Number of G4 Terminal ID.

8 Press **[OK]**.



9 Press **[Exit]**.



10 Press the **【User Tools/Counter】** key.

The machine will return to standby mode.

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

You can also program a destination into the Quick Dial Table using **[Prog./Change/Delete]** in Facsimile Features menu. ⇒ Chapter 7, "Program/Change/Delete Menu" in the Advanced Features manual

You can program the following items in each key:

❖ **Destination Fax Number (up to 254 digits)**
You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Settings can also be made for SUB, SID, SEP, PWD (up to 20 characters), sub-address (optional ISDN Unit is required), UUI, and tonal signals. ⇒ p.40 "Tone", Chapter 4, "Other Transmission Features" in the Advanced Features manual

❖ **Destination Name (up to 20 characters)**
You should enter the destination name when programming Quick Dials.

❖ **Key Display**
You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the Group name) will be programmed as the Key Display automatically if you do not program a Key Display.

❖ **Select Title**
You can select a title for programmed destinations. If no specific title is selected, only "Quick Dial List" will be shown.

❖ **Fax Header (which Fax Header is printed on faxes sent to this number)**
⇒ Chapter 4, "Transmission Options" in the Advanced Features manual

❖ **Label Insertion (whether to print the destination name on faxes sent to this number)**
You can program your own messages to be used as standard messages. ⇒Chapter 7, "Programming Standard Messages" in the Advanced Features manual

❖ **International Transmission Mode**
When setting the International Transmission Mode to "ON", the machine transmits reliably by lowering the transmission speed. However, the communication time will become longer.

Important

❒ We recommend that you print and keep the Quick Dial list when you program or change fax numbers. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Programming

If a destination is programmed in the Quick Dial Table, you can just press that Quick Dial key to dial.

Limitation

- ❒ When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`" is shown. You cannot change the destination for this key.

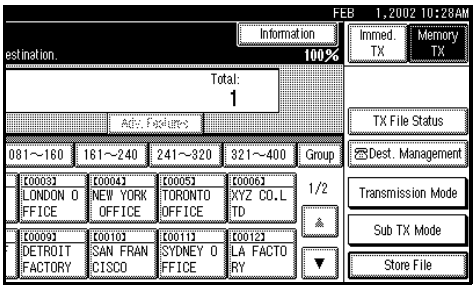
Note

- ❒ Up to 400 destinations can be programmed. You can program up to 1,200 destinations when Fax Function Upgrade Unit is installed.
- ❒ The maximum number of digits for a fax number may be less than 254 due to the settings for SUB, SID, SEP, PWD, Space and Sub-address.

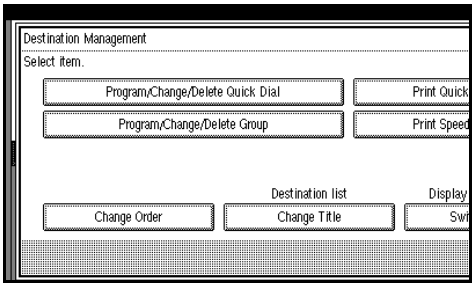
Reference

⇒Chapter 7, "Program/Change/Delete Menu" in the Advanced Features manual

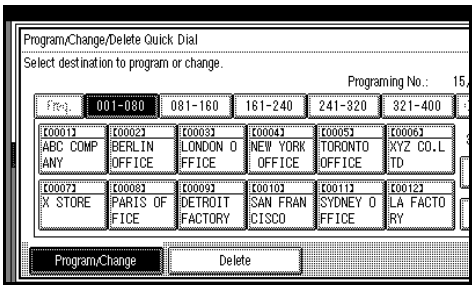
1 **Press [Dest. Management].**



2 **Press [Program/Change/Delete Quick Dial].**



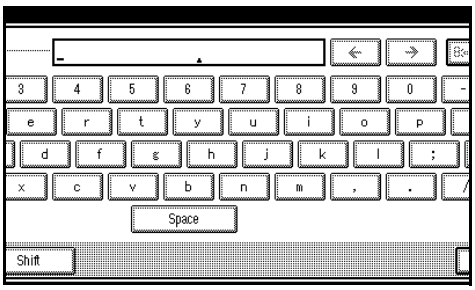
3 **Select the Quick Dial key you want to program.**



Note

- ❒ If the Quick Dial key has not been programmed, **[*Not programed]** is shown.
- ❒ If an unprogrammed key is not shown, press **[▲]** or **[▼]**.
- ❒ Press **[Change Title]** to display another title.

4 **Enter the name of the receiver.**



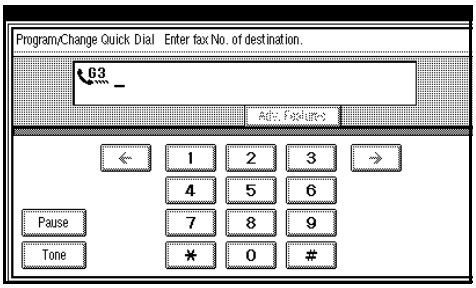
Note

- ❒ You should program the name of the receiver.
- ❒ If the key has been programmed already, the contents are shown.

5 **Press [OK].**

The name has been programmed.

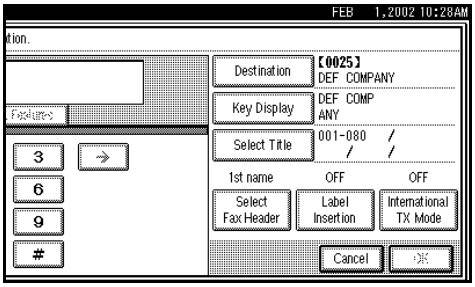
6 **Enter the facsimile number you want to program with the number keys or [1], [2], [3], [4], [5], [6], [7],[8], [9], [0], [✱], and [#].**



Note

- ❒ You should program a facsimile number.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and start again.
- ❒ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual.
- ❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

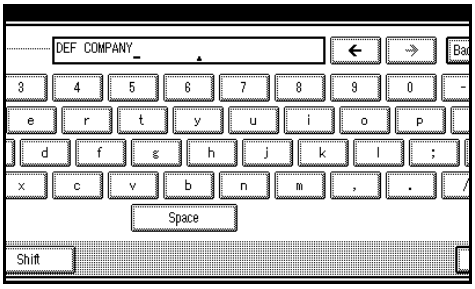
7 **When programming each item, select its key.**



Programming/Changing Key Display

❶ **Press [Key Display].**

❷ **Enter a Key Display.**



Note

- ❒ The name which you programmed is shown. ⇒ p.71 "Entering Text"

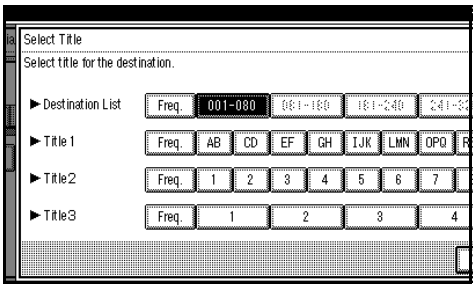
❸ **Press [OK].**

The Key Display which you programmed is shown.

Selecting a Title

❶ **Press [Select Title].**

❷ **Select the title you want to program.**



Note

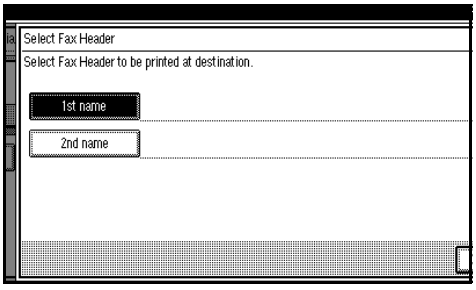
- ❒ You can program the same destination in **[Title 1]** , **[Title 2]** and **[Title 3]**.
- ❒ When **[Freq.]** is selected for one title, **[Freq.]** is selected for all titles. ⇒ Chapter 7, "Programming Title of the Quick Dial Table" in the Advanced Features manual

❸ **Press [OK].**

Selecting a Fax Header

❶ **Press [Select Fax Header].**

❷ **Select [1st Name] or [2nd Name] for registration.**

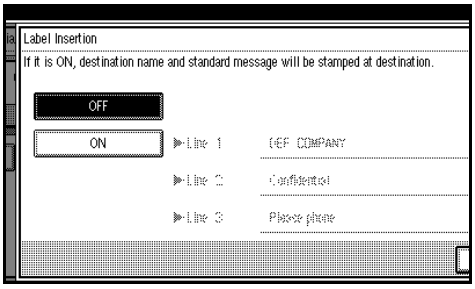


❸ **Press [OK].**

Programming Label Insertion

❶ **Press [Label Insertion].**

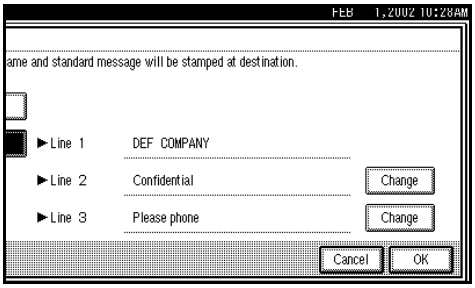
❷ **Select [ON] or [OFF].**



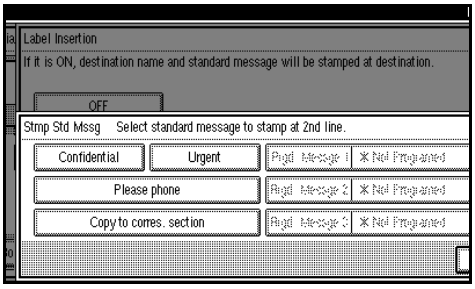
Note

- ❒ If you select **[OFF]** or if you want to insert only the receiver name, go to step **8**.

❸ **Press [Change] at the right side of the second or third line.**



❹ **Select the standard message to be stamped at the second or third line.**



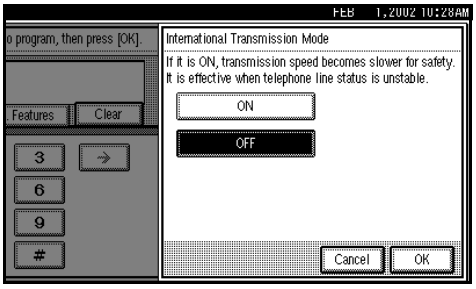
❺ **Press [OK].**

❻ **Press [OK].**

Programming the International Transmission Mode

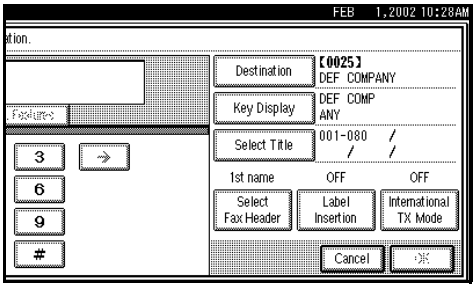
❶ **Press [International TX Mode].**

❷ **Press [ON] or [OFF].**



❸ **Press [OK].**

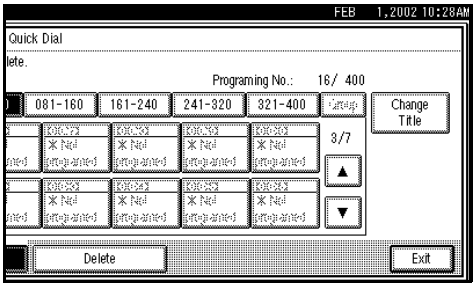
8 **Press [OK].**



Note

❒ If you press **[Cancel]**, no changes are made. The display appears as in step **3**.

9 **Press [Exit] twice.**



The machine will return to standby mode.

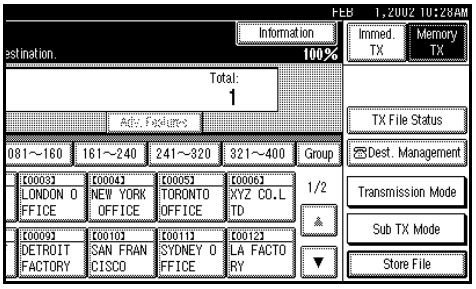
Editing

Use this procedure to change the receiver information already programmed.

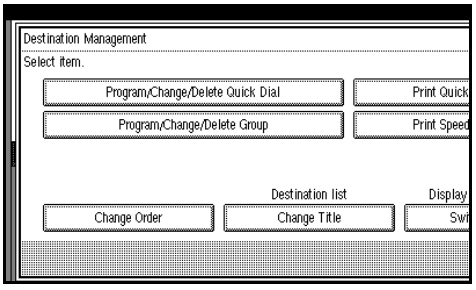
Limitation

❒ When a programmed Quick Dial key is being used for a standby Memory Transmission, the message "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`" is shown. You cannot change the destination for this key.

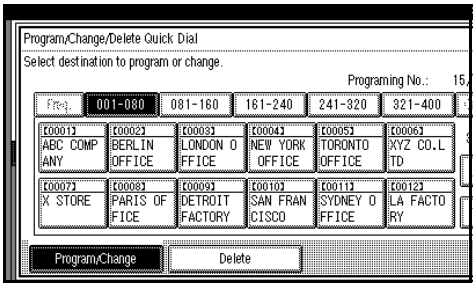
1 **Press [Dest. Management].**



2 **Press [Program/Change/Delete Quick Dial].**



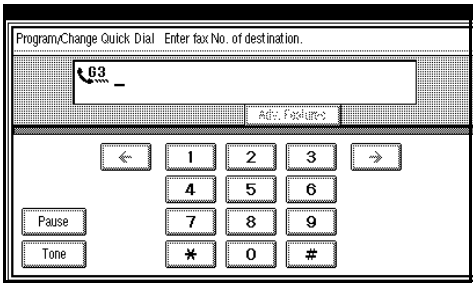
3 **Select the Quick Dial key you want to change.**



Note

- ❒ If the Quick Dial key you require is not shown, press **[▲]** or **[▼]**.
- ❒ Press **[Change Title]** to display another title.

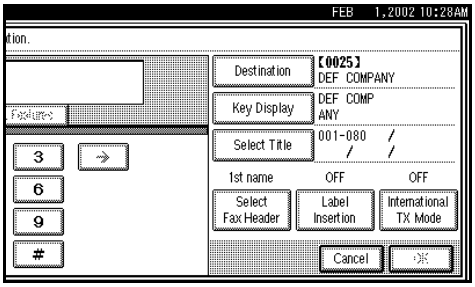
4 **Press [Clear] or the 【Clear/Stop】 key, and then reenter the facsimile number.**



Note

- ❒ Edit the items only you want to change. If you do not edit, go to step **7**.
- ❒ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- ❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select Line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced features manual

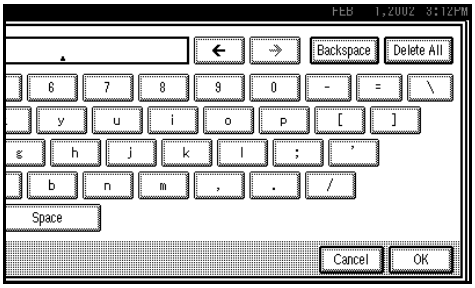
5 **When programming each item, select its key.**



Editing a Destination

❶ **Press [Destination].**

❷ **Press [Backspace] or [Delete All], and then reenter the destination.**



Reference

⇒ p.71 "Entering Text"

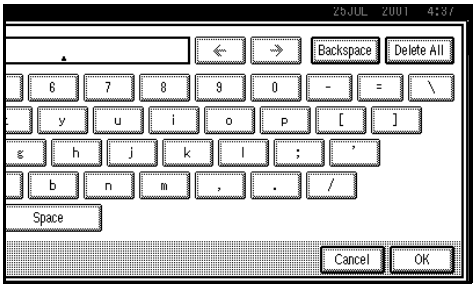
❸ **Press [OK].**

The new destination entered is shown.

Editing a Key Display

❶ **Press [Key Display].**

❷ **Press [Backspace] or [Delete All], and then reenter the Key Display.**



Reference

⇒ p.71 "Entering Text"

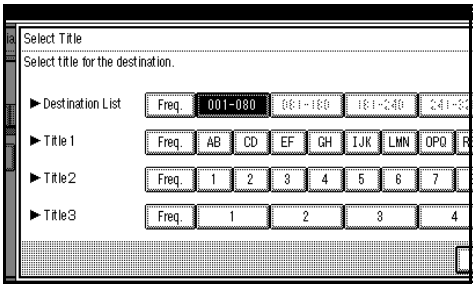
❸ **Press [OK].**

The new Key Display entered is shown.

Editing a Title

❶ **Press [Select Title].**

❷ **Select the title you want to edit.**



Note

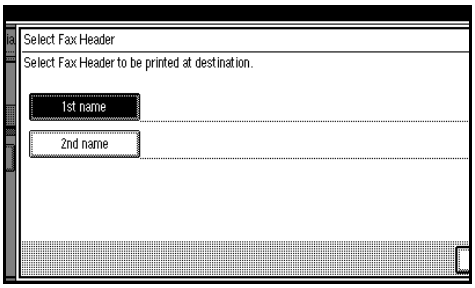
- ❒ You can program the same destinations in **[Title 1]**, **[Title 2]**, and **[Title 3]**.
- ❒ The address stored in **[Freq.]** will be normally displayed even if it's switched to **[Destination List] [Title 1] [Title 2]** or **[Title 3]**.⇒ Chapter 7, "Programming Title of the Quick Dial Table" in the Advanced Features Manual

❸ **Press [OK].**

Editing a Fax Header

❶ **Press [Select Fax Header].**

❷ **Select [1st Name] or [2nd Name] and edit them.**

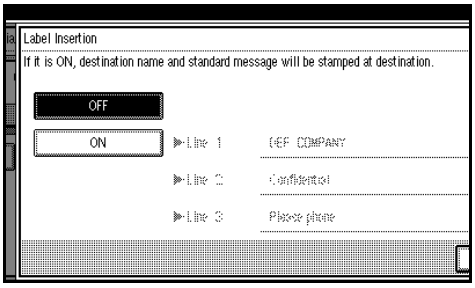


❸ **Press [OK].**

Editing Label Insertion

❶ **Press [Label Insertion].**

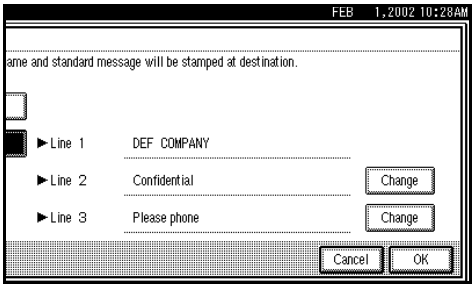
❷ **Select [ON] or [OFF].**



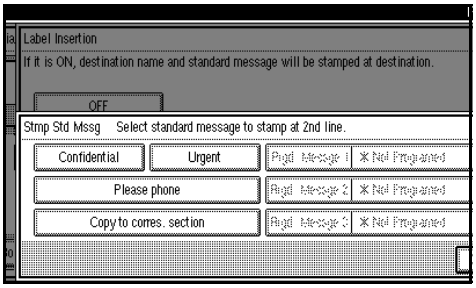
Note

- ❒ If you select **[ON]** or if you want to stamp only the receiver name, go to step ❻.

❸ **Press [Change] at the right side of the second or third line.**



❹ **Select the standard message to be stamped at the second or third line.**



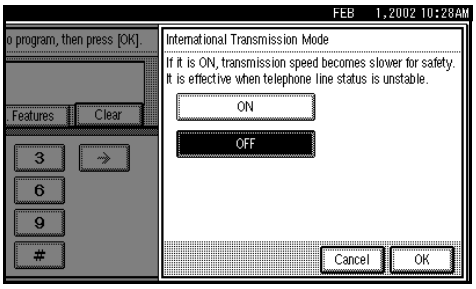
❺ **Press [OK].**

❻ **Press [OK].**

Editing the International Transmission Mode

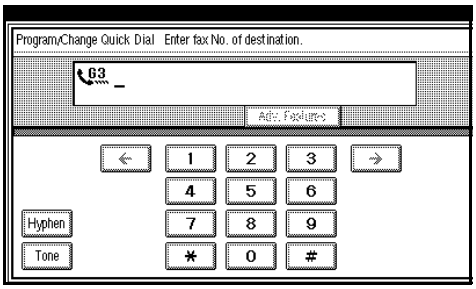
❶ **Press [International TX Mode].**

❷ **Select [ON] or [OFF].**



❸ **Press [OK].**

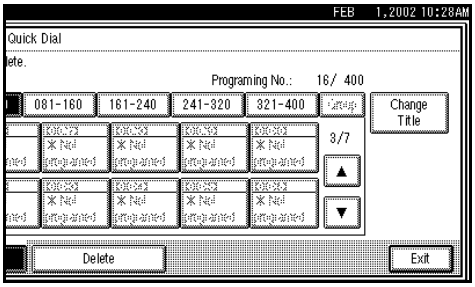
6 **Press [OK].**



Note

❒ If you press **[Cancel]**, no changes are made. The display appears as in step **3**.

7 **Press [Exit] twice.**



The machine will return to standby mode.

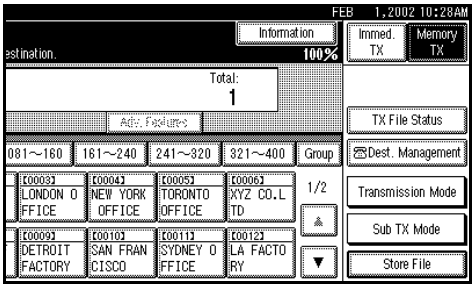
Deleting

This procedure describes how to find a programmed Quick Dial and delete it.

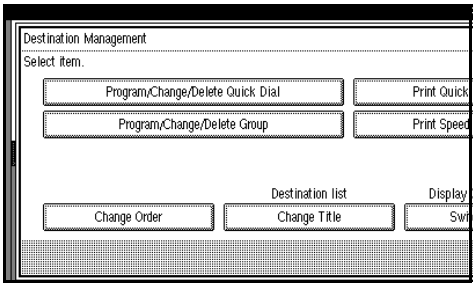
Limitation

❒ When you try to delete a Quick Dial key that is being used for a standby Memory Transmission, the message "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`" is shown. You cannot delete the destination for this key at this time.

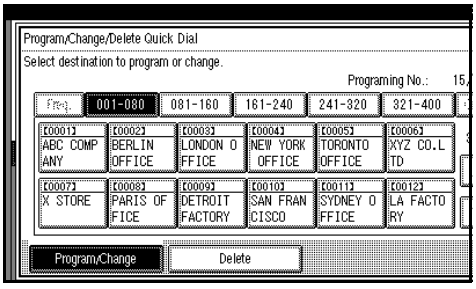
1 **Press [Dest. Management].**



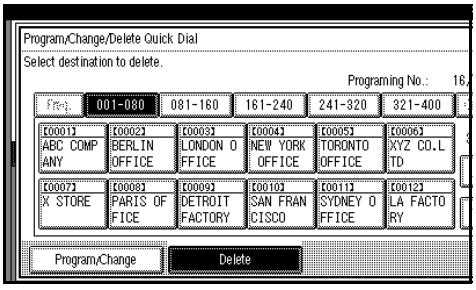
2 Press **[Program/Change/Delete Quick Dial]**.



3 Press **[Delete]**.



4 Select a Quick Dial key to be deleted.

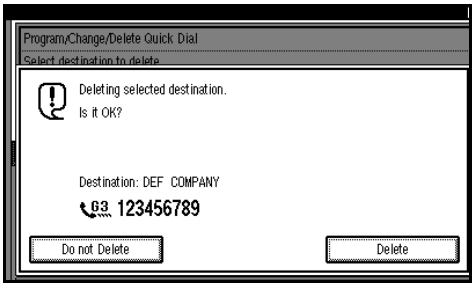


The information for the Quick Dial key is shown.

Note

- ❒ If the Quick Dial key you require is not shown, press **[▲]** and **[▼]**.
- ❒ Press **[Change Title]** to display another title.

5 Press **[Delete]**.

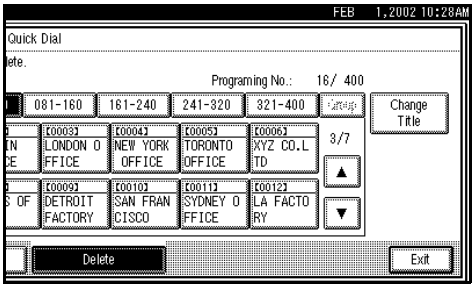


The destination has been deleted.

Note

- ❒ If you press **[Do not Delete]**, the destination is not deleted. The display appears as in step **4**.

6 Press **[Exit] twice.**



The machine will return to standby mode.

Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

You can program the group destination using **[Prog./Change/Delete]** in Facsimile Features menu.

You can program the following items in a Group:

❖ **Destination fax numbers (up to 500 numbers for each group or 2,200 numbers with optional Fax Function Upgrade Unit, up to 254 digits for each number)**

❖ **Group name (up to 20 characters)**
You should program the Group name.

❖ **Key Display**
You can program the Key Display shown on the display (up to 16 characters). The Group name (up to 16 characters of the group name) will be programmed as the Key Display automatically if you do not program a Key Display.

You can edit destinations which are programmed in a Group.

Programming

Preparation

All destinations to be programmed should be selected using the Quick Dial table or entered using the number keys. You can use a combination of the Quick Dial table and number keys.

Important

❒ It is recommended that you print and keep the Group Dial list when you program or change destinations. ⇒ Chapter 7, "Reports/Lists" in the Advanced Features manual

Limitation

❒ When a programmed group is being used for a standby Memory Transmission, the message "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`" is shown. You cannot change the destinations for this group at this time.

Note

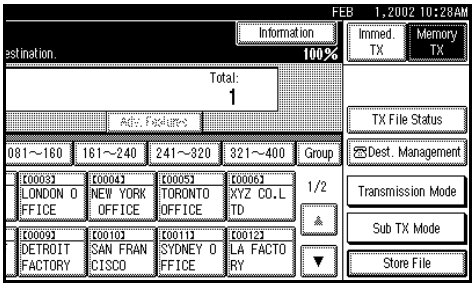
❒ The maximum number of groups that can be programmed is 64.

❒ The maximum number of destinations that can be programmed in one group is 500. (400 with the Quick Dial Table and 100 with the number keys)

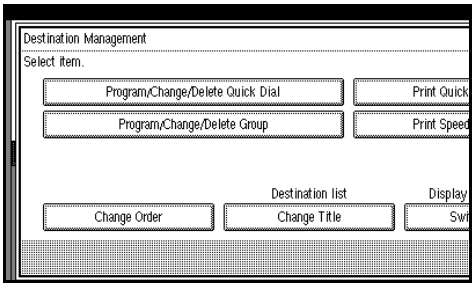
- ❒ The combined maximum number of destinations that can be programmed in all groups is 500 (400 with the Quick Dial Table and 100 with the number keys). When the optional Fax Function Upgrade Unit is installed, it is 2,200 (1,200 with the Quick Dial Table and 1,000 with the number keys).
- ❒ The programmed number can be counted as 1, when the same destination is specified in various groups. For example, if the same destination is found in one group of 500 programmed destinations, it is possible to register it other groups. If programming 200 destinations in one group, when programming completely different destinations, number of destinations that can be programmed in the remaining groups is 300. The procedure is also similar when the optional Fax Function Upgrade Unit is installed.
- ❒ How to count numbers

	Registered items	Total Numbers
Group 1	Quick Dial: [0001], [0003], [0005], [0010], [0015], [0020] number key: 0312345678, 0451119999	8 numbers
Group 2	Quick Dial: [0001], [0005], [0015], [0020] number key: 0312345678, 0451119999	

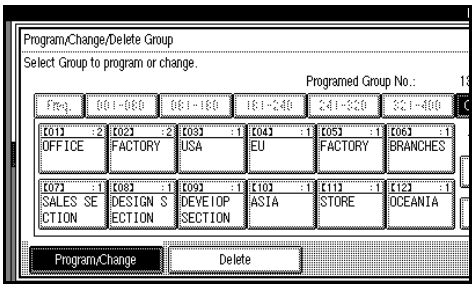
1 **Press [Dest. Management].**



2 **Press [Program/Change/Delete Group].**



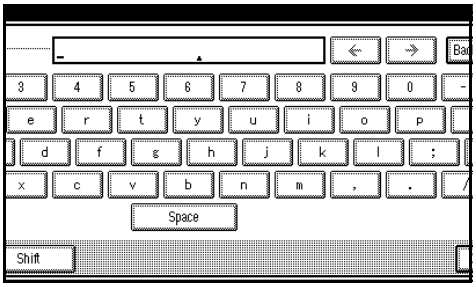
3 **Select the Group key you want to program.**



Note

- ❒ If the Group key has not been programmed, **[*Not programed]** is shown.
- ❒ If the Quick Dial key you require is not shown, press **[▲]** or **[▼]**.

4 **Enter the name of the group.**



Note

❒ You should program the Group name.

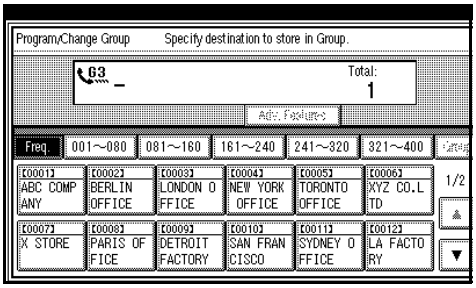
Reference

⇒ p.71 "Entering Text"

5 **Press [OK].**

The name has been programmed.

6 **Specify the destinations to be programmed in the Group.**



Note

❒ You should program facsimile numbers using the number keys or Quick Dial Table.

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and enter again.

❒ If the destination key you require is not shown, press **[▲]** and **[▼]**.

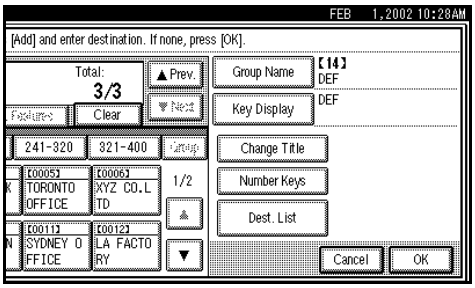
❒ Press **[Change Title]** to display another title.

❒ When you specify multiple destinations using the number keys, press **[Add]**.

❒ When you add the destination using the number keys, press **[Adv. Features]** to program SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual

❒ Press **[Dest. List]** to confirm the destinations programmed in the Group.

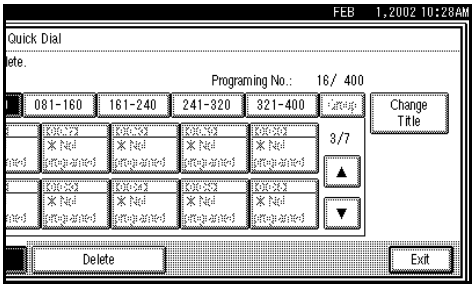
7 **Press [OK].**



Note

❒ If you press **[Cancel]**, the Group is not programmed. The display appears as in step **3** .

8 **Press [Exit] twice.**



The machine will return to standby mode.

Programming the Group as a Transfer Station of a Multi-Step Transfer

A group can be programmed as a Transfer Station. You should program the receiving stations when you program the Group as a Transfer Station.

For more information, contact your service representative.

Limitation

- ❒ If you want to program a group which has been programmed as a Transfer Station as a normal group, delete the group and program again.
- ❒ Only one destination can be programmed as a Transfer Station in a group.

Note

- ❒ Before you program the group as a Transfer Station, you must program the Polling ID and your own fax number. ⇒ Chapter 8, "Programming a Polling ID", "Transfer Report" in the Advanced Features manual

① Follow steps **1** to **6** in "Programming".

② Press **[Adv. Features]**.

③ Press **[Transfer Req.]**.

④ Press **[Receiving Station]**.

⑤ Specify the receiving station.

Note

- ❒ When you specify the receiving station with Quick Dial, press **[Quick Dial]** and enter the Group Dial number using the number keys.
- ❒ When you specify the receiving station with Group Dial, press **[Group Dial]** and enter the Group Dial number using the number keys.

⑥ After specifying all of the receiving stations, press **[OK]**.

⑦ Press **[OK]**.

⑧ Press **[Exit]**.

Reference

⇒ Chapter 4, "Transfer Request", Chapter 5, "Transfer Station" in the Advanced Features manual

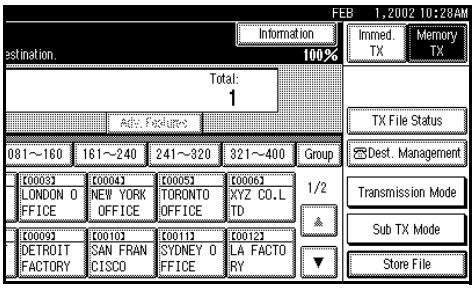
Editing

Use this procedure to change the Groups already programmed.

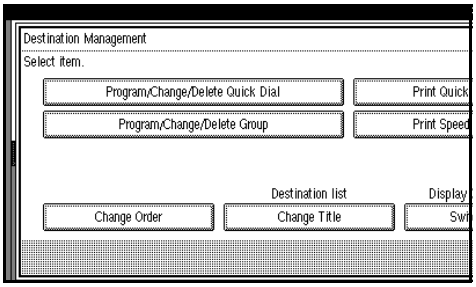
Limitation

- ❒ When a programmed group is being used for a standby Memory Transmission, the message "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`" is shown. You cannot change the destinations for this key at this time.

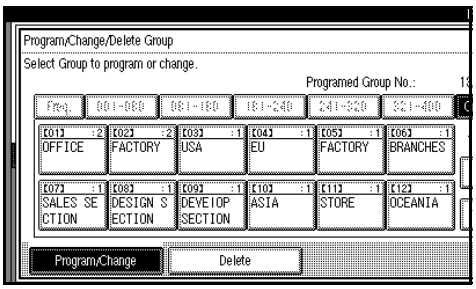
1 **Press [Dest. Management].**



2 Press **[Program/Change/Delete Group]**.



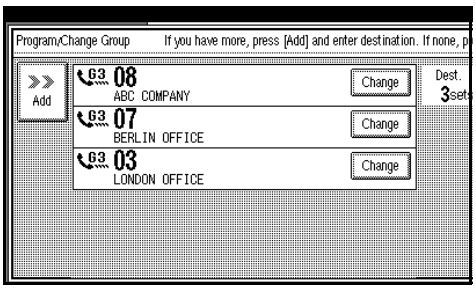
3 Select the key for the group you want to change.



Note

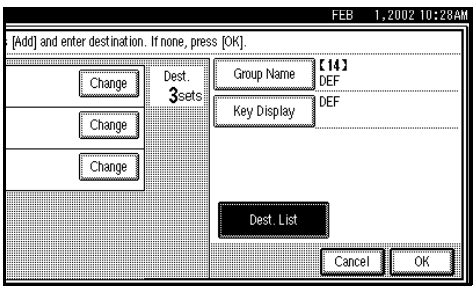
❒ If the Group key you require is not shown, press **[▲]** and **[▼]**.

4 Change the contents of the group.

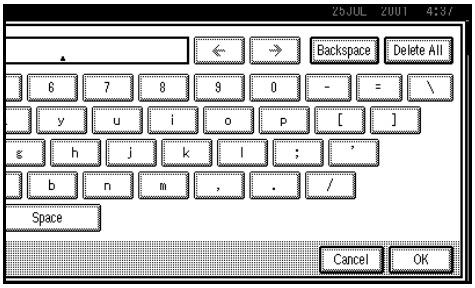


Editing a Group Name

❶ Press **[Group Name]**.



❷ Press **[Backspace]** or **[Delete All]**, and then reenter the Group name.



Reference

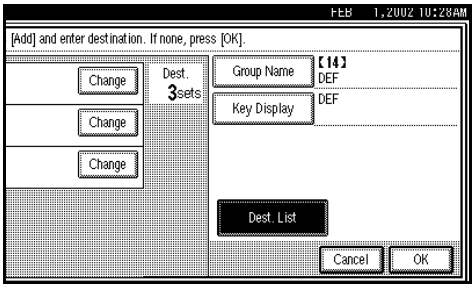
⇒ p.71 "Entering Text"

❸ Press **[OK]**.

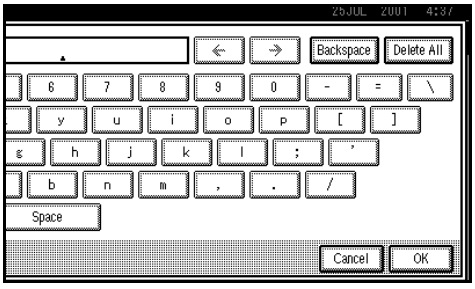
The display appears as in step **4**.

Editing Key Display

❶ Press **[Key Display]**.



❷ Press **[Backspace]** or **[Delete All]**, and then reenter the Key Display.



Reference

⇒ p.71 "Entering Text"

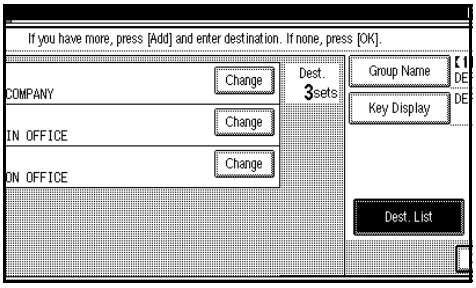
❸ Press **[OK]**.

The display appears as in step **4**.

Editing a destination programmed in a Group

❶ **Press [Change] for the destination you want to edit.**

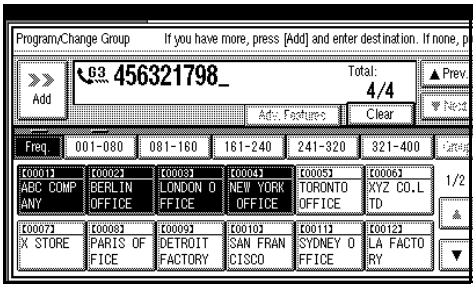
The name of the destination is displayed under the fax number if the destination is programmed with the Quick Dial Table.



Note

❒ If the destination you require is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❷ **Edit the destination using the number keys or destination key.**



Note

❒ If the destination is programmed with the Quick Dial Table, press the **【Clear/Stop】** key or **[Clear]** to cancel programming, and then program with the destination key again. You can cancel programming also by pressing the destination key.

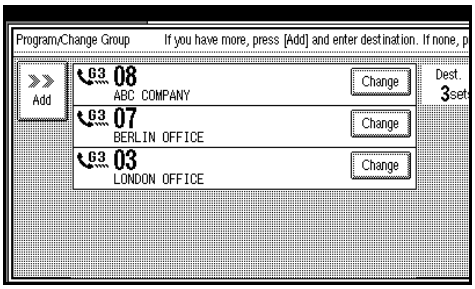
❒ Press **[Adv. Features]** to edit SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual

❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

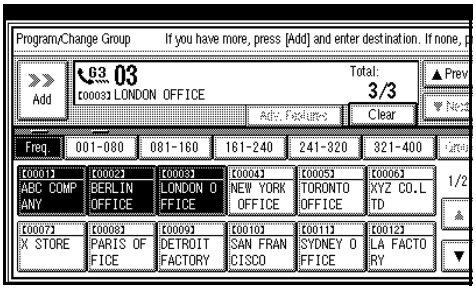
❒ To edit another destination, press **[Dest.List]** and proceed from step ❶.

Adding destinations

❶ **Press [Add].**



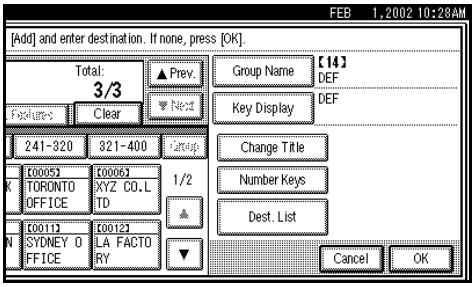
❷ **Add the destination using the number keys or a Quick Dial key.**



Note

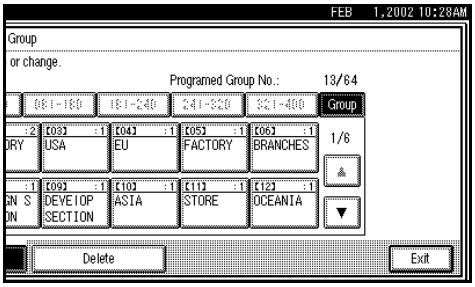
- ❒ To add another destination, press **[Dest.List]** and proceed from step ❶.
- ❒ You also can cancel programming by pressing the Quick Dial key of the destination to be added.
- ❒ When you add the destination using the number keys, press **[Adv. Features]** to program SUB, SID, SEP, PWD, sub-address or UUI. ⇒ Chapter 4, "Advanced Features" in the Advanced Features manual
- ❒ You can select a line type for each destination when the optional ISDN Unit or the optional Extra G3 Interface Unit is installed. Press **[Select line]** to select a line type. ⇒ Chapter 4, "Changing the Line Type" in the Advanced Features manual

5 **Press [OK].**



If you press **[Cancel]**, the group is not changed. The display appears as in step **3**.

6 **Press [Exit] twice.**



The machine will return to standby mode.

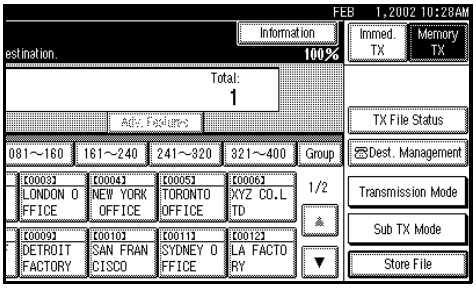
Deleting

Limitation

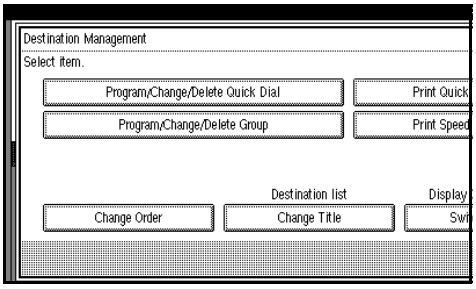
❒ When a programmed group is being used for a Memory Transmission on standby, the message "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`" is shown. You cannot delete destinations for this Group at this time.

Deleting a destination programmed in a Group

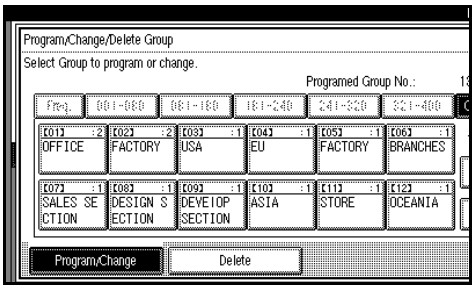
1 **Press [Dest. Management].**



2 **Press [Program/Change/Delete Group].**



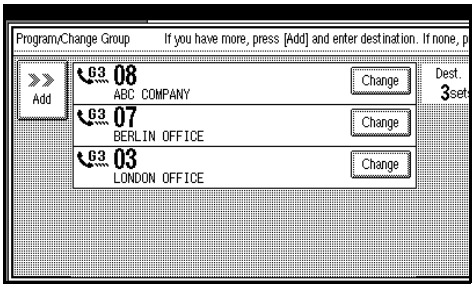
3 **Select the Group key which contains the destination you want to delete.**



Note

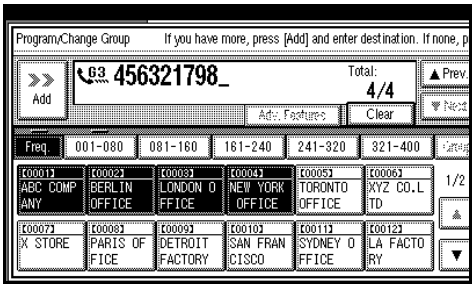
❒ If the Group key you require is not shown, press **[▲]** and **[▼]**.

4 **Press [Change] for the destination you want to delete.**



5 **Press [Clear] or the 【Clear/Stop】 key to delete the facsimile number.**

If you programmed the destination with the number keys, the number will clear one digit at a time. If you programmed it with the Quick Dial Table, the number will clear all at once.

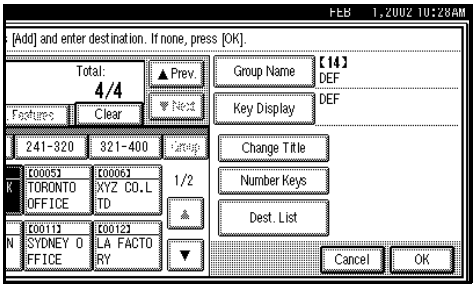


Note

❒ If you want to delete another destination, press **[▲ Prev.]** or **[▼ Next]** to display it.

The programmed group is shown on the display.

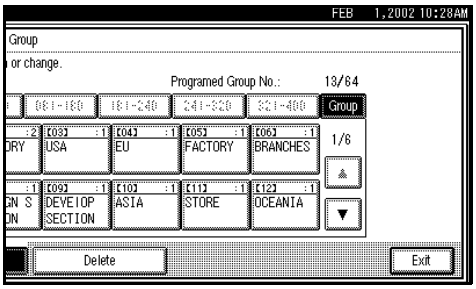
6 **Press [OK].**



Note

❒ If you press **[Cancel]**, the destination is not display appears as in step **3**.

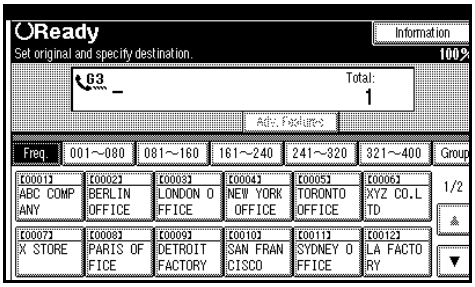
7 **Press [Exit] twice.**



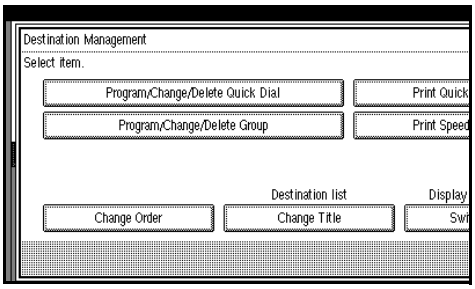
The machine will return to standby mode.

Deleting Groups

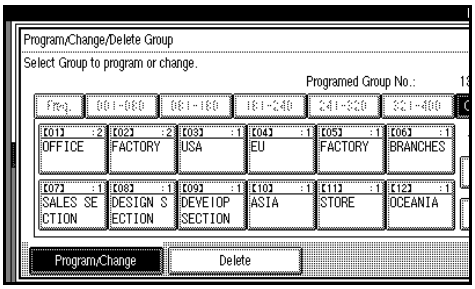
1 **Press [Dest. Management].**



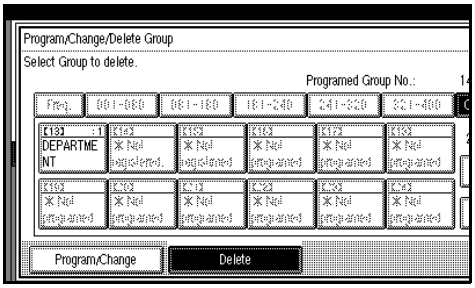
2 **Press [Program/Change/Delete Group].**



3 **Press [Delete].**



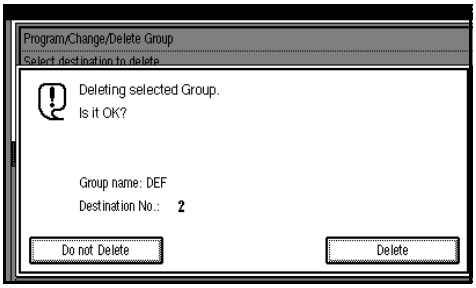
4 **Select the key for the group you want to delete.**



Note

- ❒ If a Group key has not been programmed, **[*Not programed]** is shown.
- ❒ If the Group key has been programmed, the group name or Key Display is shown.

5 **Press [Delete].**

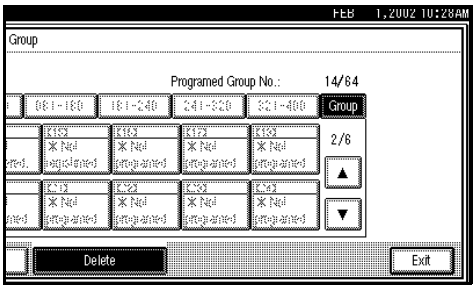


The Group is deleted.

Note

- ❒ If you press **[Do not Delete]**, the display appears as in step **4**.

6 **Press [Exit] twice.**



The machine will return to standby mode.

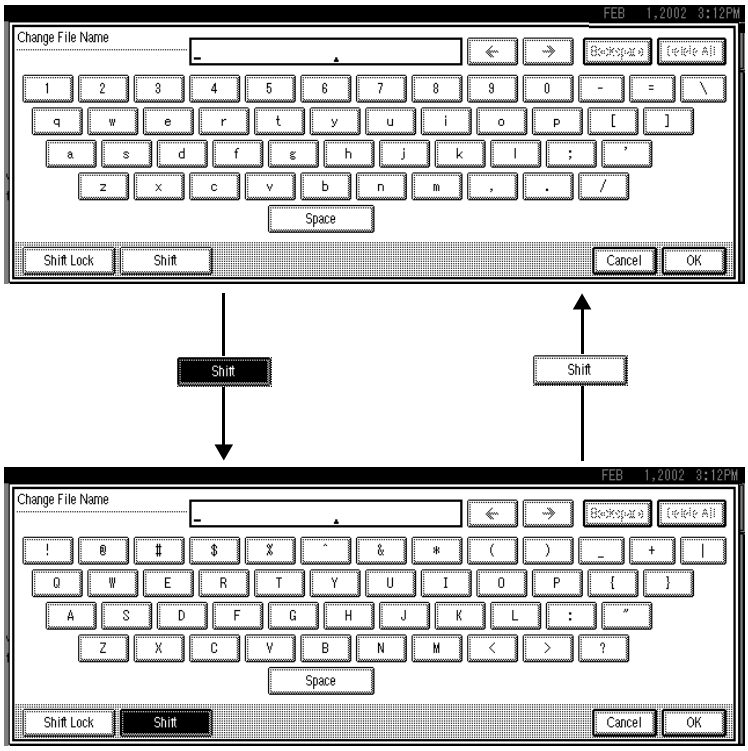
Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys



Note

❒ When entering uppercase or lowercase continuously, use **[Shift Lock]** to lock the case.

How to Enter Text

Entering characters

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letter you want to enter.

Deleting characters

1. Press [Backspace] or [Delete All] to delete characters.

Adjusting Volume

You can change the volume of the following sounds the machine makes.

❖ **On Hook Mode**
Sounds when the 【On Hook Dial】 key is pressed.

❖ **At Transmission**
Sounds when the machine sends a message.

❖ **At Reception**
Sounds when the machine receives a message.

❖ **At Dialing**
Sounds after pressing the 【Start】 key until the line connects to the destination.

❖ **At Printing**
Sounds when a received message has been printed. ⇒ Chapter 5, "Print Completion Beep" in the Advanced Features manual

Limitation

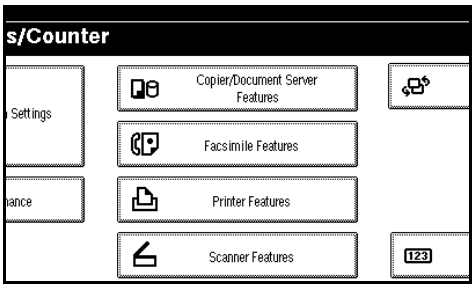
❒ Adjusting Volume is not available with the optional G4 line or the optional Extra G3 line.

Note

❒ You can adjust the On Hook volume when you press the 【On Hook Dial】 key. ⇒ Chapter 4, "On Hook Dial" in the Advanced Features manual

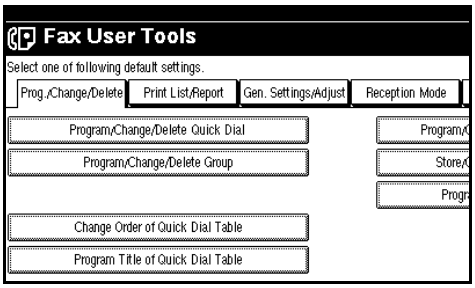
1 Press the 【User Tools/Counter】 key.

2 Press [Facsimile Features].

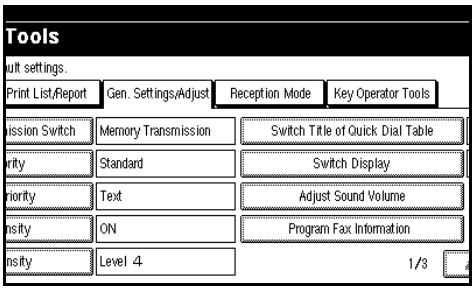


The Facsimile Features menu is shown.

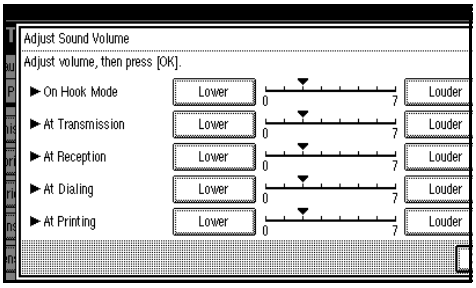
3 Press [Gen. Settings/Adjust].



4 Press [Adjust Sound Volume].



5 **Press [Lower] or [Louder] for each item.**



Note

❒ You can hear the actual volume by pressing **[Check]**.

6 **Press [OK].**

Note

❒ If you press **[Cancel]**, the volume setting is canceled. The display appears as in step **4**.

7 **Press the 【User Tools/Counter】 key.**

The machine will return to standby mode.

When the【Facsimile】Key is Lit in Red

If this key is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. ⇒ "Loading Paper" in Maintenance Guide 2 Copier System Edition
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the main power switch on. The machine will enter the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. It might just flash briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Put original back, check it and press [Start].	Original jammed during Memory Transmission. Place originals that have not been scanned again.
Error occurred, and transmission was canceled.	A document jam occurred during Immediate Transmission. Press **[OK]**, and then re-send the page which has not been sent.
	An error occurred during Immediate Transmission. Press **[OK]**, and then re-send the original. **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Place original again, then press [Start].	The machine failed to detect the size of the original. Place originals again, and then press the **【Start】** key.
Call Service Functional problems with facsimile. Please call service.	There is a problem with the fax function. Record the code number shown in the display and contact your service representative. The copier function will still work normally.
Memory is full. Cannot scan more. Transmitting only scanned pages.	If you press **[OK]**, the machine returns to the standby mode and starts transmitting pages which have been scanned.
Cannot scan to send fax message as scanner is in use for other function.	The Copy or Document Server function is in use. To cancel the job in process, do the following, and then try faxing again. Press **[Exit]**, and then press the **【Copy】** or **【Document Server】** key. Next press the **【Clear/Stop】** key. When the message "**[Stop]** key was pressed. Stop printing?" or "**[Stop]** key was pressed. Stop storing?" appears, press **[Stop]**.

Out of paper display message

If the paper tray runs out of paper, you can have a message "No paper. Load it, then press **[Exit]**." appear on the display asking you to add more paper.

Note

❒ You can turn this function on or off with the User Parameters. ⇒ Chapter 8, “Changing the User Parameters” (Switch05, Bit7) in the Advanced Features manual

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	⇒ p.36 "Image Density (Contrast)"
Printed or sent image contains spots.	The optional Document Feeder (ADF) or exposure glass is dirty. Clean them. Make sure that ink or correction fluid is dry before placing the original.	⇒"Cleaning and Adjusting the machine" in Maintenance Guide 1 Copier System Edition
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	⇒"Paper Recommendations" in Maintenance Guide 2 Copier System Edition
	When appears on the display, toner is beginning to run out. Replace the toner cartridge soon.	⇒"Replacing the Toner Cartridge" in Maintenance Guide 1 Copier System Edition
Message appears blank at the other end.	The original was placed upside down. Place it properly.	⇒ p.16 "Placing Originals"
You want to cancel a Memory Transmission.	If the original is being scanned, press **[Cancel]** or the **【Clear/Stop】** key.	⇒ p.27 "Canceling a Memory Transmission"
	If the original is being sent or if it is in stand-by, press **[Change/Stop TX File]** or the **【Clear/Stop】** key.	⇒ p.27 "Canceling a Memory Transmission" ⇒ Chapter 2, "Checking and Canceling Transmission Files" in the Advanced Features manual
You want to cancel an Immediate Transmission.	Press the **【Clear/Stop】** key.	⇒ p.33 "Canceling an Immediate Transmission"
You cannot add any destinations to a Group although the number of destinations has not reached the maximum.	100 destinations have been programmed with the number keys (1,000 with the optional Fax Function Upgrade Unit). Program more numbers with Quick Dials.	⇒ p.39 "Dialing"

Problem	Solution	Refer to
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	---
	Setting of the Terminal Adaptor is incorrect. Check the setting.	---
Transmission is possible, though receiving is impossible.	Setting of the optional Terminal Adaptor is incorrect. Check the setting.	---
Receiving is possible, though transmission is impossible.	Setting of the optional Terminal Adaptor is incorrect. Check the setting.	---

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USA

❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. The following is applicable only for an equipment using an analog G3 line.
   This equipment uses the RJ11C USOC jack.
   An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack that is Part 68 compliant. See the Operating Instructions for details.
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. Typically, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice so that you can make the necessary modifications to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair or warranty information. If the equipment is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

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FAX Option Type 3800C Operating Instructions Facsimile Reference (option) <Basic Features>

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in Administrator Reference 1 Copier System Edition before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Fax options are not sold in some areas.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

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

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information” in Administrator Reference 1 Copier System Edition.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information” in Administrator Reference 1 Copier System Edition.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ Chapter 1 Getting Started

Describes the parts of the machine and control panel.

❖ Chapter 2 Faxing

Explains about basic transmission. You can also learn about other types of transmissions and how to switch the Reception Modes.

❖ Chapter 3 Registering

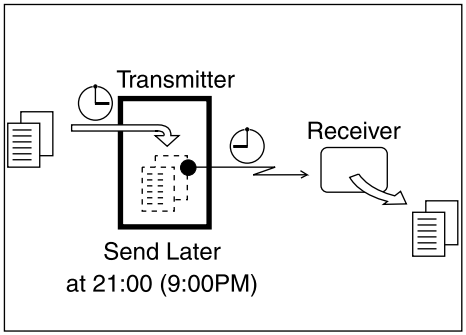
Explains how to store, edit and erase names and fax numbers. Quick Dials and Groups are also explained. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

❖ Chapter 4 Troubleshooting

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages.

Sending at a Specific Time (Send Later)

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



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For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission Time. ⇒ p.196 “Program Economy Time”

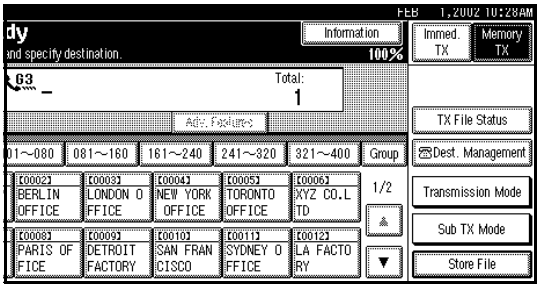
Then if you have a non-urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will be sent during Economy Transmission Time.

Note

- ❒ You can specify a time less than 24 hours.
- ❒ If the current time shown on the display is not correct, change it.⇒ “Timer Setting -- Set Time” in Administrator Reference 2 Copier System Edition
- ❒ This feature is only available with Memory Transmission.

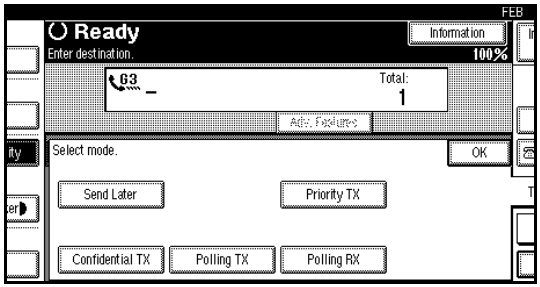
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**

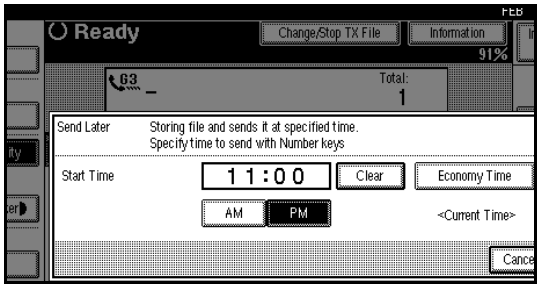


The Transmission Mode menu appears.

3 **Select [Send Later].**



4 **Enter the time with the number keys, and press [AM] or [PM] to change AM/PM.**



Note

- ❒ Press **[Economy Time]** to specify the economy time.
- ❒ When entering numbers smaller than 10, add a zero at the beginning.
- ❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.
- ❒ To cancel Send Later, press **[Cancel]** and the display will return to step **3**.

5 **Press [OK].**

The Transmission Mode menu is shown on the display. The **[Send Later]** key is highlighted, and the specified time is shown above.

6 **Press [OK].**

The initial display is shown.

Note

- ❒ To check settings, press **[Transmission Mode]**.

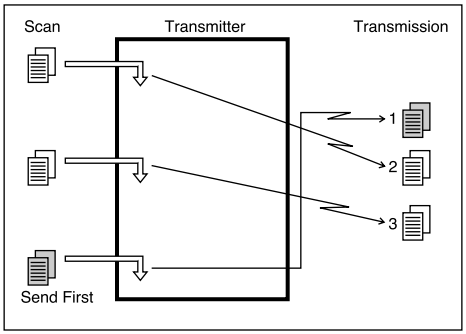
7 **Dial and press the [Start] key.**

Note

- ❒ You can cancel a message transmission set up for Send Later. ⇒ p.32 “Canceling a Transmission”

Priority Transmission

Documents you send with Memory Transmission are sent in the order they are scanned. Therefore, if several messages are queued in memory, the next document you send will not be sent immediately. However, by using this feature you can have your message sent before any other queued messages.

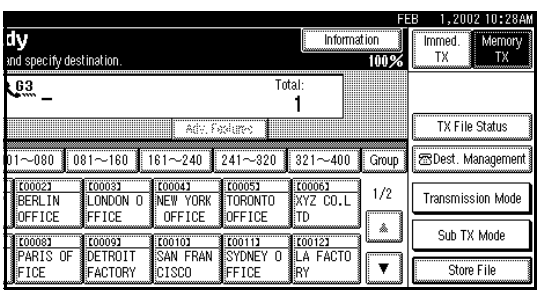


Limitation

- ❒ This feature is not available with Immediate Transmission. If this feature is selected, the machine automatically switches to Memory Transmission.
- ❒ If there is already a message stored with this feature or a transmission is in progress, your message will be sent after that message has been transmitted.

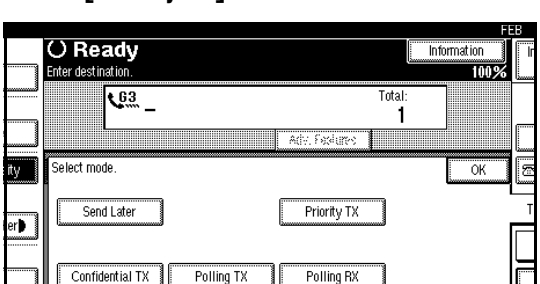
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

3 **Select [Priority TX].**



4 Press [OK].

The initial display is shown.

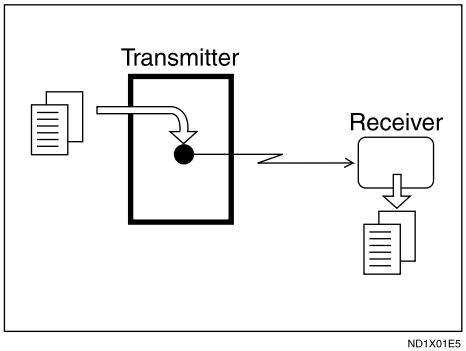
5 Dial, and then press the 【Start】 key.

Note

- ❒ Press **[Change/Stop TX File]** to cancel the transmission.

Confidential Transmission

If you want to limit into who views your message, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



There are two types of Confidential Transmission:

❖ Default ID

It is not necessary to enter an ID when transmitting.
The other party can print the message by entering the Confidential ID programmed in their machine.

❖ ID Override

Should you wish to send a Confidential Message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Before you send the message, do not forget to tell the intended receiver the ID that must be entered to print the message.

Limitation

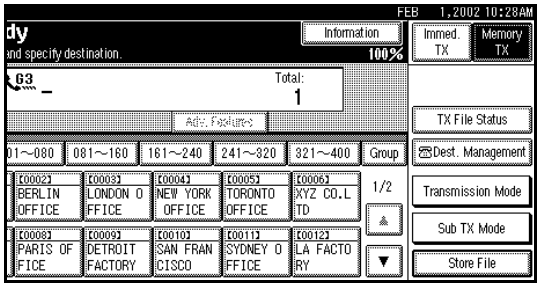
- ❒ The destination machine must be of the same make and have the Confidential Reception feature.
- ❒ The destination machine must have enough memory available.

Note

- ❒ We recommend that you program the Confidential ID beforehand.⇒ p.257 “Programming a Confidential ID”
- ❒ An ID can be any 4 digit number except 0000.
- ❒ When the machine is not the same make, you can use Confidential Transmission using “SUB Code”. ⇒ p.76 “SUB Code”

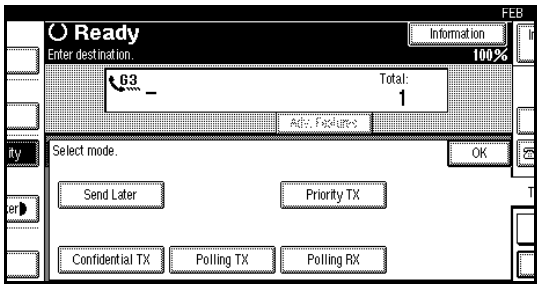
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

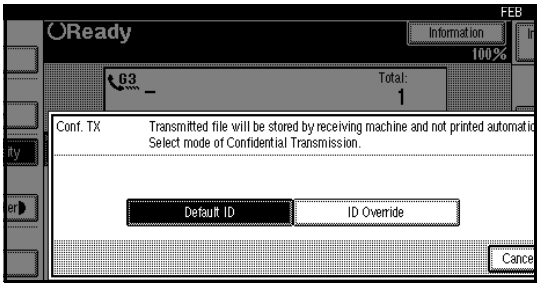
3 **Select [Confidential TX].**



4 **Depending on the Confidential Transmission type, use one of the following procedures:**

Default ID

❶ **Check that [Default ID] is selected.**



Note

- ❒ If **[Default ID]** is not selected, press **[Default ID]**.
- ❒ To cancel Confidential TX, press **[Cancel]**. The display will return to the Transmission Mode menu.

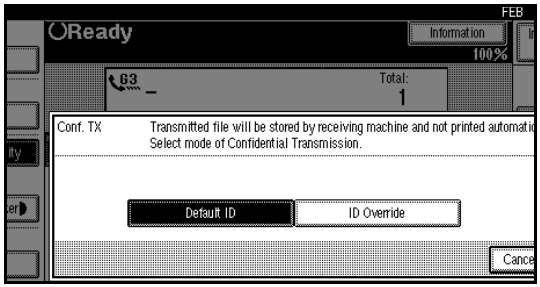
❷ **Press [OK].**

The Transmission Mode menu is shown.

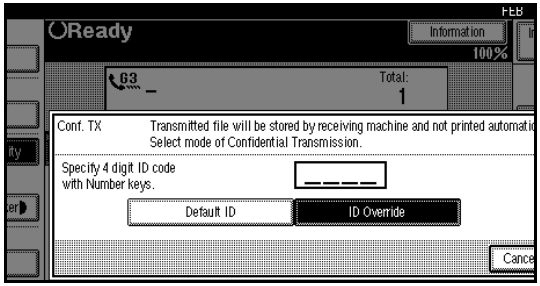
The **[Confidential TX]** key is highlighted, and “Default ID” is shown above.

Override ID

❶ **Press [ID Override].**



❷ **Enter the Confidential ID (4 digit number) with the number keys.**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel Confidential TX, press **[Cancel]**. The display will return to the Transmission Mode menu.

❸ **Press [OK].**

The Transmission Mode menu is shown.

The **[Confidential TX]** key is highlighted, and "ID Override" and the Confidential ID you entered is shown above.

5 **Press [OK].**

Note

- ❒ To check settings, press **[Transmission Mode]** .

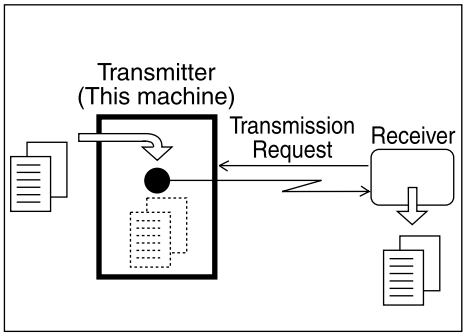
6 **Dial, and then press the 【Start】 key.**

Note

- ❒ For details on canceling a Confidential Transmission, see p.32 "Canceling a Transmission".

Polling Transmission

Use Polling Transmission when you want to leave an original in the machine's memory for others to pick up. The message will be sent when the other party calls you up.



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There are three types of Polling Transmission.

❖ Free Polling Transmission

It is not necessary to enter the Polling ID during the procedure.
Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ Default ID Transmission

It is not necessary to enter the Polling ID during the procedure.
The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

❖ ID Override Transmission

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. The user must supply this ID when they poll your machine. If the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

Limitation

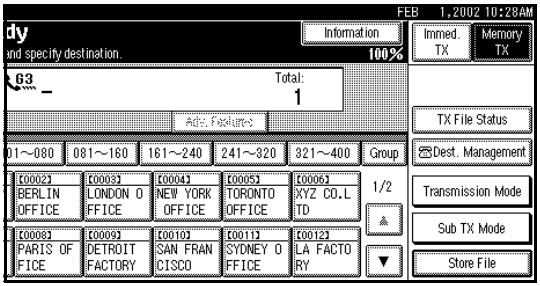
- ❒ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❒ Usually, only machines of the same make that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File functions is used, and the other party's fax machine supports Polling Transmission and the “SEP” feature, you can still carry out a Polling Transmission with an ID. ⇒ p.64 “Information Boxes”

Note

- ❒ Free Polling and Default ID Transmission allow only one file to be stored in memory.
- ❒ ID Override Polling Transmission allows a file to be stored in memory for each ID; a total of up to 400 files (800 with the optional Fax Function Upgrade unit) for varying ID's can be stored.
- ❒ Before using “Default ID Transmission”, you need to program the Polling ID. ⇒ p.259 “Programming a Polling ID”
- ❒ You can set whether a Polling Transmission file is deleted after transmitting in “User Parameters”. To save the file to transmit repeatedly, set to “Standby (Save)”.⇒ p.216 “Changing the User Parameters” (Switch 11, Bit7)
- ❒ A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- ❒ The communication fee is charged to the receiver.

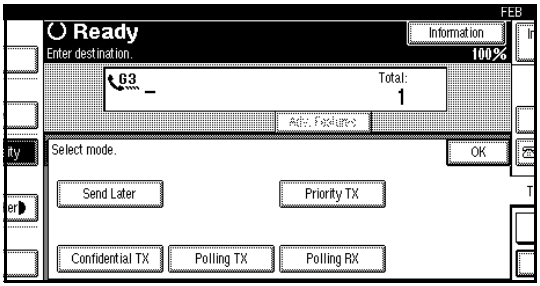
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

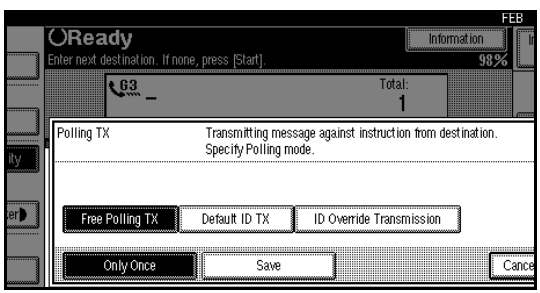
3 **Select [Polling TX].**



4 **Depending on the Polling Transmission mode, use one of the following procedures:**

Free Polling TX

❶ **Check that [Free Polling TX] is selected.**

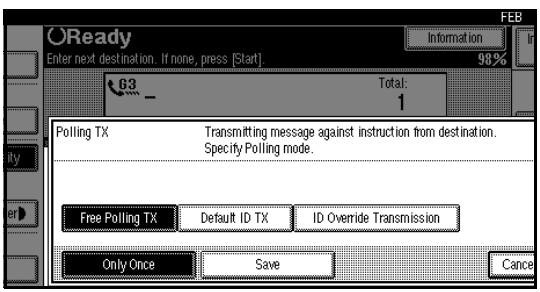


Note

❒ If **[Free Polling TX]** is not selected, press **[Free Polling TX]**.

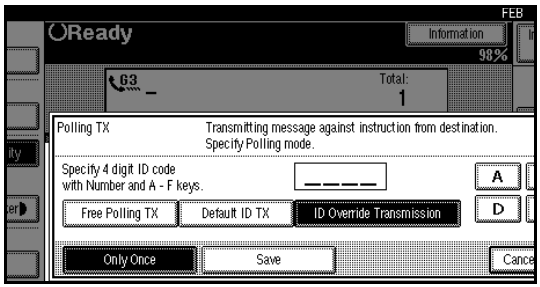
Default ID TX

❶ **Select [Default ID TX].**



ID Override Transmission

1. **Select [ID Override Transmission].**
2. **Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F].**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

5. **Press [Only Once] or [Save] to delete or save the file after transmission.**

Note

- ❒ To delete the original immediately after transmission, select **[Only Once]**.
- ❒ To repeatedly send the original, select **[Save]**.
- ❒ To cancel the Polling Transmission, press **[Cancel]**. The display will return to the Transmission Mode menu.

6. **Press [OK].**

   The Transmission Mode menu is shown.

   The **[Polling TX]** key is highlighted, and the specified mode is shown above.

7. **Press [OK].**

   The initial display is shown.

8. **Press the 【Start】 key.**

Polling Transmission Clear Report

This report allows you to verify whether Polling Transmission has taken place.

Limitation

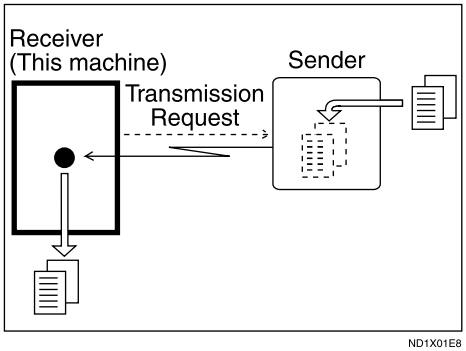
- ❒ This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). ⇒ p.216 “Changing the User Parameters” (Switch11, Bit7)

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit6)
- ❒ You can set whether a portion of the sent image is printed on the report with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)

Polling Reception

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke Programs to fully exploit this feature).



There are two types of Polling Reception.

❖ Default ID/Free Polling Reception

Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).

❖ ID Override Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID.

Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

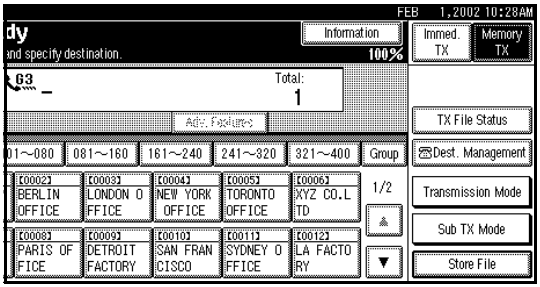
Limitation

- For ID Polling Reception, program a Polling ID in advance. ⇒ p.259 “Programming a Polling ID”
- Polling Reception requires that the other machine can perform Polling Transmission.
- To receive a message sent by any Default ID Polling Transmission or ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- Usually, you can only receive documents with a Polling ID from machines of the same make that support the polling function. However, if the other party's fax machine supports Polling Transmissions and the “SEP” function, and also has stored IDs. You can still perform Polling Reception. ⇒ p.78 “SEP Code”
- To receive a message sent by any Free Polling Transmission, it is not necessary to specify the same Polling ID as the sender's.

Note

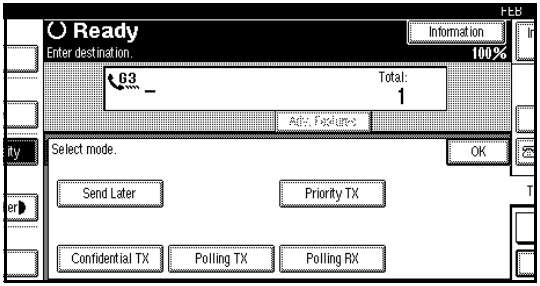
- A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

1 Press [Transmission Mode].



The Transmission Mode menu appears.

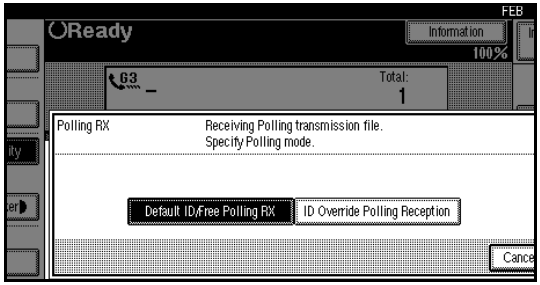
2 Select [Polling RX].



3 **Depending on which method you are using, choose one of the following procedures:**

Default ID/Free Polling RX

❶ **Check that [Default ID/Free Polling RX] is selected.**

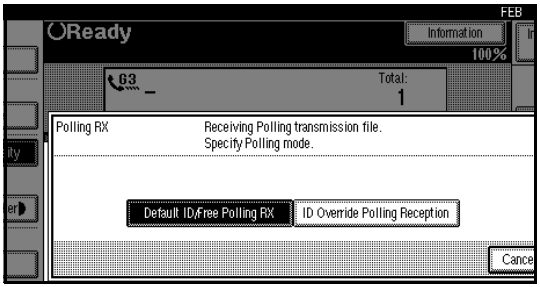


Note

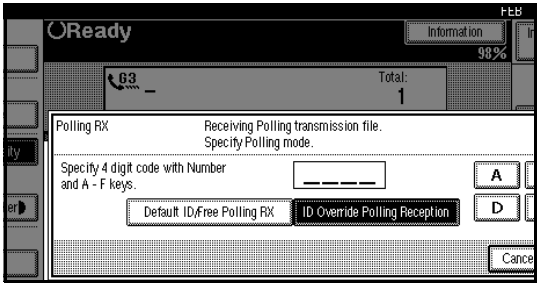
- ❒ If **[Default ID/Free Polling RX]** is not selected, press **[Default ID/Free Polling RX]**.
- ❒ To cancel the Polling Reception, press **[Cancel]**. The display will return to the Transmission Mode menu.

ID Override Polling Reception

❶ **Press [ID Override Polling Reception].**



❷ **Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F].**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel the Polling Reception, press **[Cancel]**. The display will return to the Transmission Mode menu.

4 Press [OK].

The Transmission Mode menu is shown. The **[Polling RX]** key is highlighted, and the specified mode is shown.

5 Press [OK].

The initial display is shown.

6 Dial, and then press the 【Start】 key.

Polling Reserve Report

This report is printed after Polling Reception has been set up.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit3)

Polling Result Report

This report is printed after a Polling Reception has been completed and shows its result.

Note

- ❒ You can also check the result of a Polling Reception with the Journal.⇒ p.45 “Printing the Journal”
- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit4)

2. Checking and Canceling Transmission Files

After you have pressed the **[Start]** key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files and resend a file which failed to transmit.

This feature is available for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission.

Limitation

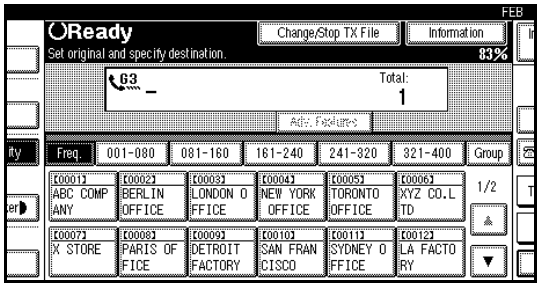
- ❒ You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

Note

- ❒ There is no file being sent, received or stored by Memory Transmission, if **[Change/Stop TX File]** does not appear on the display. ⇒ Chapter 2, “Memory Transmission” in the Basic Features manual

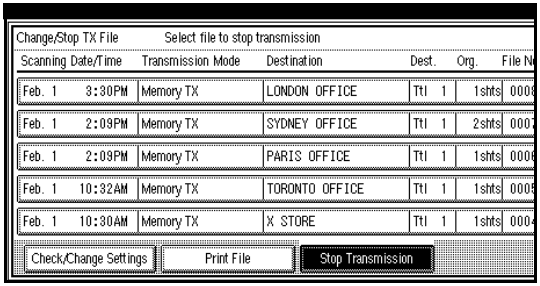
Checking Destinations

1 **Press [Change/Stop TX File].**

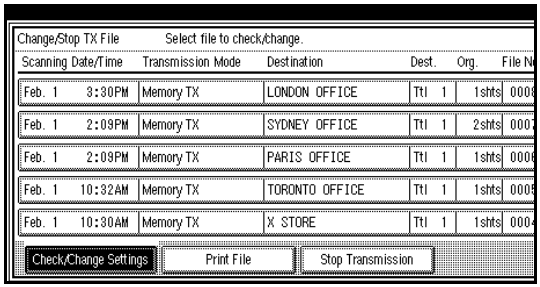


2 **Select [Check/Change Settings].**

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number and Status are displayed.



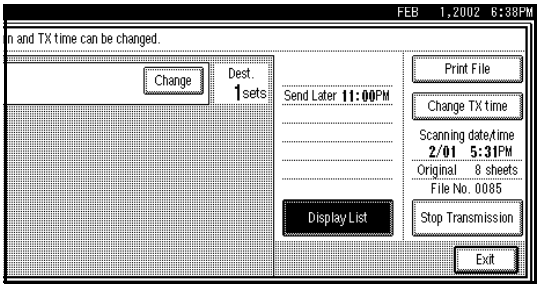
3 **Select files to be changed or checked.**



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the destination selected first is displayed.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 **Check a file, and then press [Exit].**



5 **Press [Exit].**

The initial display is shown.

Canceling a Transmission

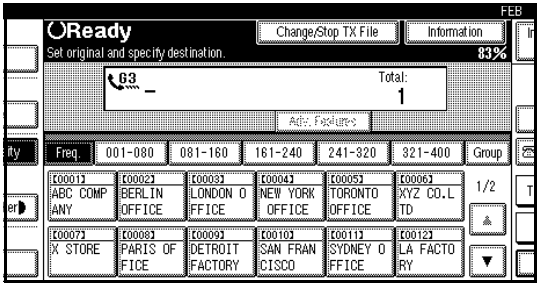
You can cancel a transmission of a file when the file is being sent, stored in memory or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This feature is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing originals in memory. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and delete it.

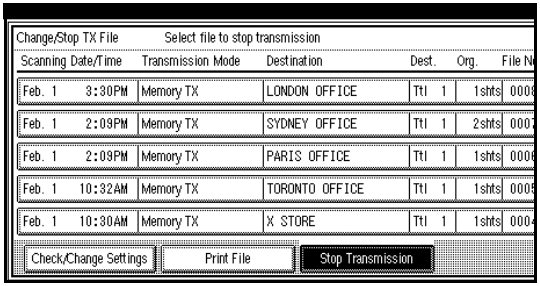
Note

- ❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.
- ❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

1 **Press [Change/Stop TX File].**



2 **Select the files whose transmission you want to cancel.**

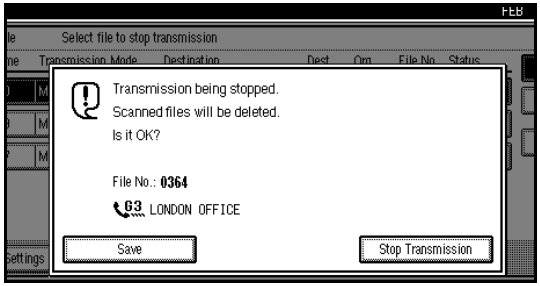


Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- ❒ If there are multiple destinations for a file, only one destination can be displayed. To display all destinations, press **[Check/Change Settings]**.

3 **Press [Stop Transmission].**

The file you selected to stop transmitting is deleted.



Note

- ❒ To not cancel Transmission, press **[Save]**.
- ❒ To cancel another transmission, repeat from step **2**.

4 **Press [Exit].**

The initial display is shown.

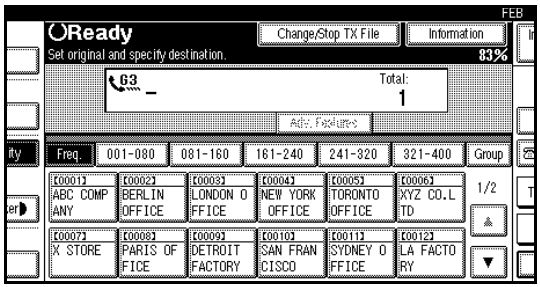
Deleting a Destination

You can delete destinations.

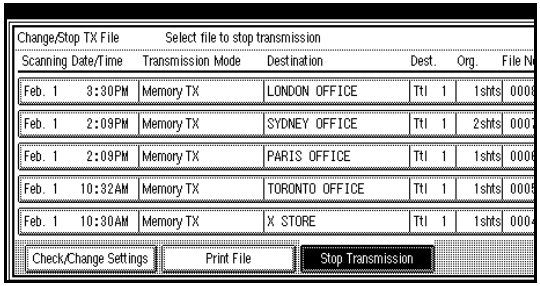
Note

- ❒ If you delete a destination that is the only destination for a transmission, the transmission is canceled.

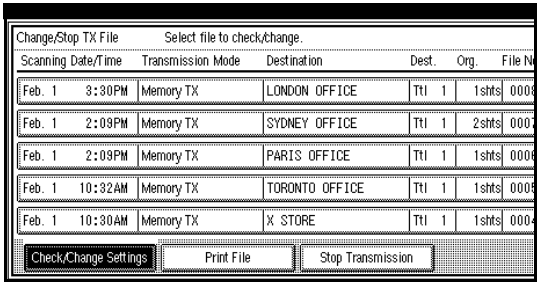
1 **Press [Change/Stop TX File].**



2 **Press [Check/Change Settings].**



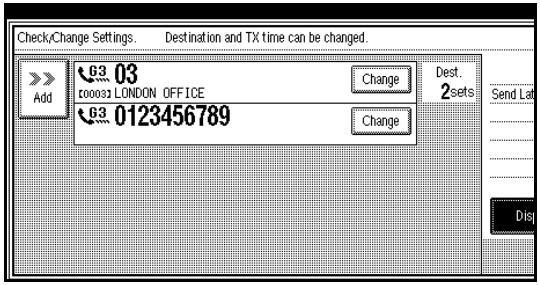
3 **Select the file from which you want to delete a destination.**



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

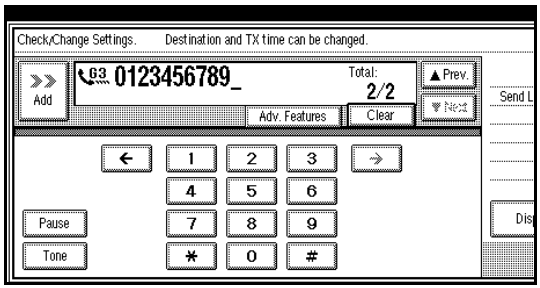
4 **Press [Change] for the destination you want to delete.**



Note

❒ If the desired destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Clear] to delete the destination.**



6 **Press [Exit].**

Note

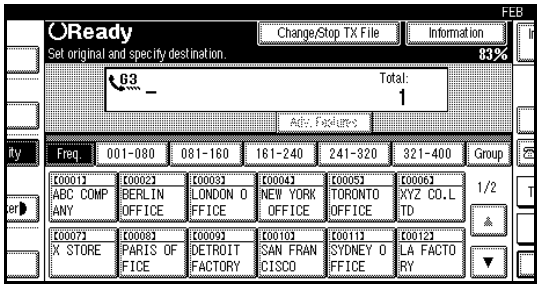
❒ To delete another destination, repeat from step **3**.

7 **Press [Exit].**

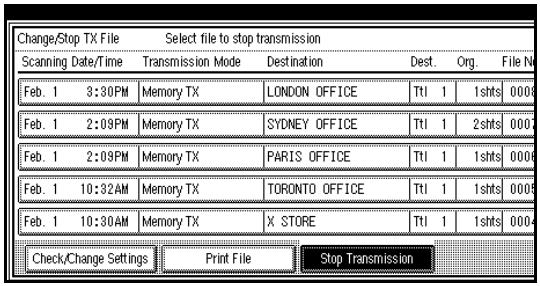
The initial display is shown.

Adding a Destination

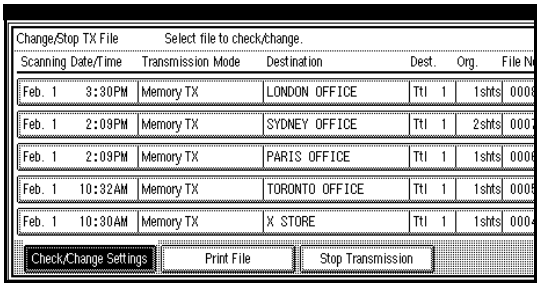
1 Press **[Change/Stop TX File]**.



2 Press **[Check/Change Settings]**.



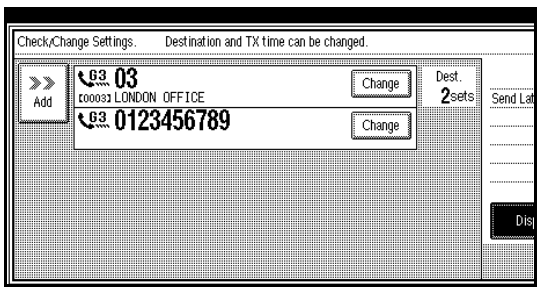
3 Select the file to which you want to add a destination.



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

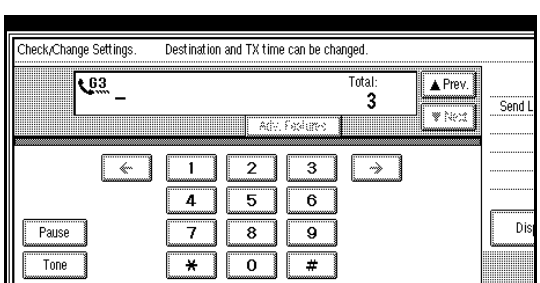
4 **Press [Add].**



Note

❒ If a destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Specify the destination.**



Note

❒ You can specify the destination using the number keys.

6 **Press [Exit].**

Note

❒ Repeat steps **4** and **5**, if you want to add another destination.

7 **Press [Exit].**

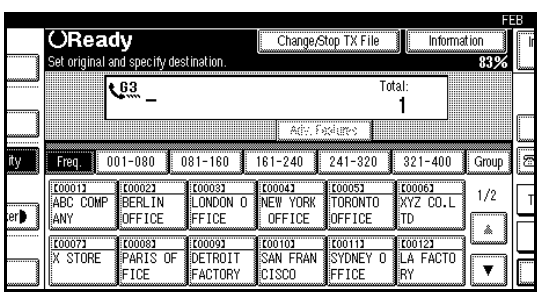
The initial display is shown.

Changing the Transmission Time

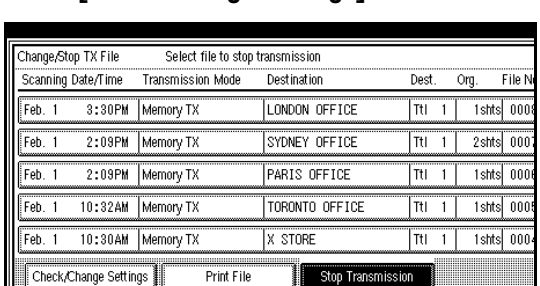
You can change the transmission time which has been specified with Send Later.⇒ p.15 “Sending at a Specific Time (Send Later)”

You can also delete the transmission time. When the transmission time is deleted, the file is transmitted immediately.

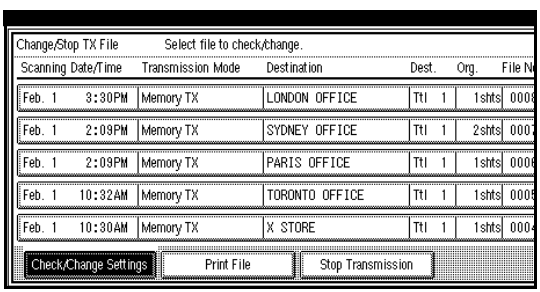
1 **Press [Change/Stop TX File].**



2 **Press [Check/Change Settings].**



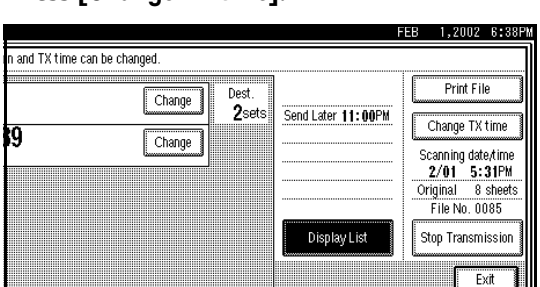
3 **Select the file for which you want to change or cancel the transmission time.**



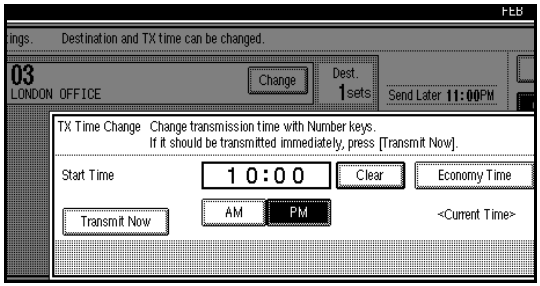
Note

- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

4 **Press [Change TX time].**



5 **Press [Clear], and then reenter the transmission time using the number keys or select [Economy Time].**



Note

- ❒ The time already specified is shown.
- ❒ If you select **[Economy Time]**, the economy time already specified is entered.⇒ p.189 "General Settings/Adjustment"
- ❒ If you press **[Transmit Now]**, the file is transmitted immediately. However, if there is a file on standby that file is sent first.

6 **Press [OK].**

7 **Press [Exit].**

Note

- ❒ Repeat from step **3**, if you want to change another transmission time.

8 **Press [Exit].**

The initial display is shown.

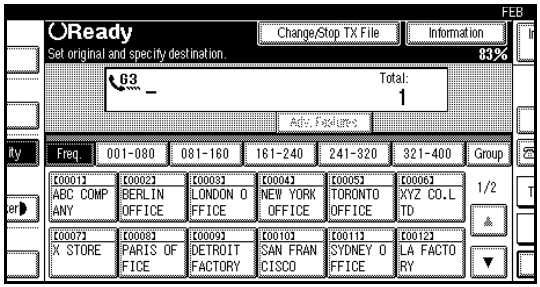
Printing a File

If you wish to check the contents of a file that is stored in memory and has not been sent yet, use this procedure to print it out.

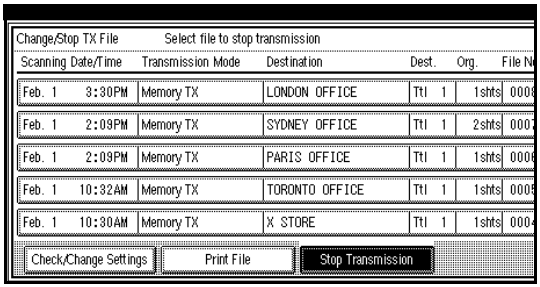
Limitation

- ❒ Polling Transmission files are not displayed in the list. Confidential Transmission files are displayed, but cannot be printed.

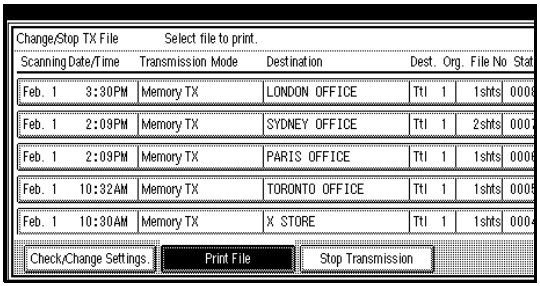
1 Press **[Change/Stop TX File]**.



2 Press **[Print File]**.



3 Select the file you want to print.



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- ❒ If you want two sided printing (option), press **[Print 2 Sides]**.
- ❒ To cancel printing, press **[Cancel]**. The display will return to step 3.

4 Press the 【Start】 key.

Note

- ❒ To cancel a file from printing, press **[Stop Printing]**. The display will return to step 3.
- ❒ Repeat from step 3, if you want to print another file.

5 Press [Exit].

The initial display is shown.

Re-sending a File

This function is valid when the machine is set up with the User Parameters to save messages that could not be sent in memory.

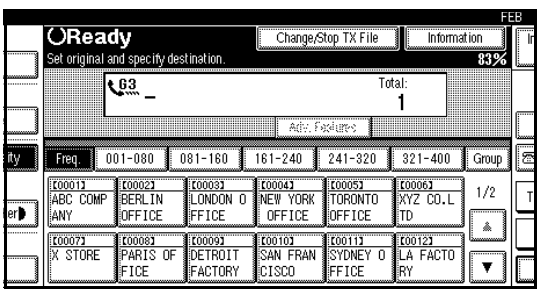
Preparation

❒ You should select “Store for 24 hours” for “Store a message that could not be transmitted” in User Parameters.⇒ p.216 “Changing the User Parameters” (Switch 24, Bit0)

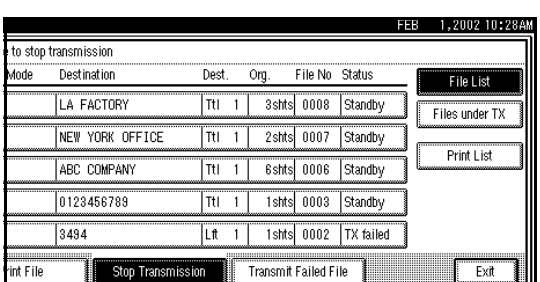
Note

❒ If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. These files will be kept for either 24 or 72 hours depending on how you program this feature. ⇒ p.216 “Changing the User Parameters” (Switch24, Bit1,0)

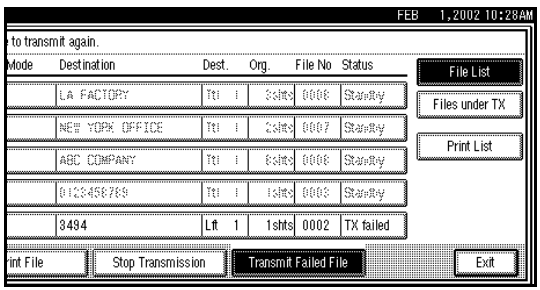
1 Press [Change/Stop TX File].



2 Press [Transmit Failed File].



3 Select a file you want to resend.



Note

- ❒ "TX failed" is displayed for files that could not be sent.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the destination selected first is displayed.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 Press [OK].

Note

- ❒ To add destinations, press **[Add]** and specify the destinations.
- ❒ To cancel transmissions, press **[Cancel]**. The display will return to step 3.
- ❒ Repeat from step 3 to resend another file.

5 Press [Exit].

The initial display is shown.

Transmission starts.

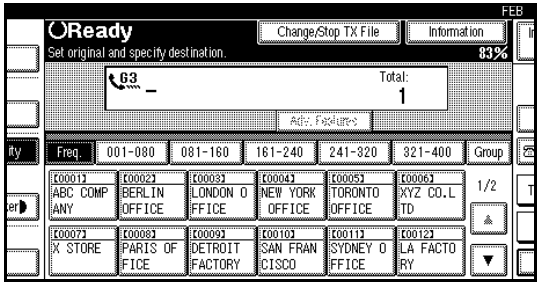
Printing a List of Files in Memory (Print TX File List)

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

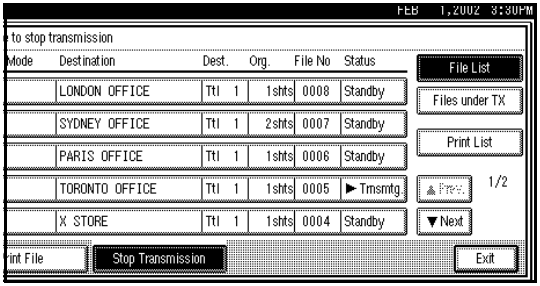
Note

- ❒ The contents of a file stored in memory can also be printed. ⇒ p.40 “Printing a File”

1 **Press [Change/Stop TX File].**



2 **Press [Print List].**



Note

- ❒ To cancel printing, press **[Cancel]**. The display will return to step **2**.

3 **Press the [Start] key.**

Note

- ❒ To cancel printing, press **[Stop Printing]**. The display will return to step **2**.

4 **Press [Exit].**

The initial display is shown.

Printing the Journal

The Journal contains information about the last 50 communications made by your machine. It is printed automatically after every 50 communications (receptions+transmissions).

If the machine is installed with the optional ISDN Unit or the optional Extra G3 Interface Unit, you can print the Journal of each line type.

You can also print a copy of the Journal at any time by following the procedure below.

Important

- ❒ The contents of a Journal printed automatically are deleted after printing. If you administer the history of transmissions and receptions, we recommend that you keep the Journal. You can check a total of 200 communications (1,000 with the optional Fax Function Upgrade unit) (receptions+transmissions) on the display.

❖ All

Prints the results of communications in the order made.

❖ Print per File No.

Prints only the results of communications specified by file number.

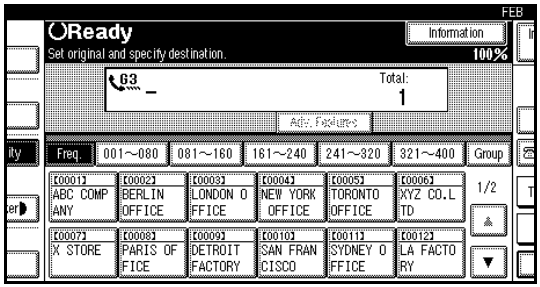
❖ Print per User Code

Prints only the results of communications for a specified User Code. ⇒Chapter 1 “Reading the Display Panel and Using Keys -- User Code Management” in the Basic Features manual

Note

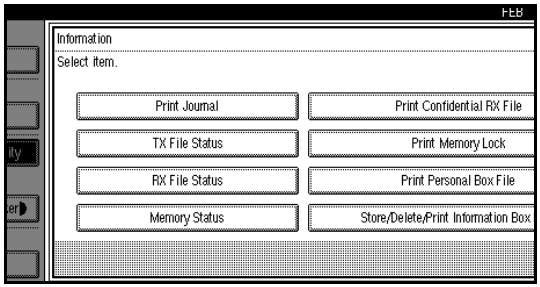
- ❒ The Journal is printed automatically after every 50 communications (receptions+transmissions).
- ❒ The sender's name column of the Journal is useful when you need to program a special sender.
- ❒ If you do not want the Journal printed, you can turn it off. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit7)
- ❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters.⇒ p.216 “Changing the User Parameters” (Switch03, Bit7)
- ❒ You can set whether you print the Journal by line type.⇒ p.216 “Changing the User Parameters” (Switch19, Bit1)

1 **Press [Information].**

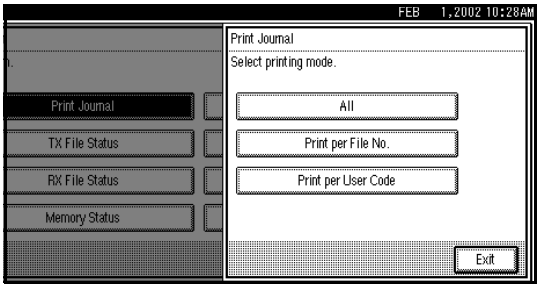


The Information menu is shown.

2 **Select [Print Journal].**



3 **Select a printing mode.**



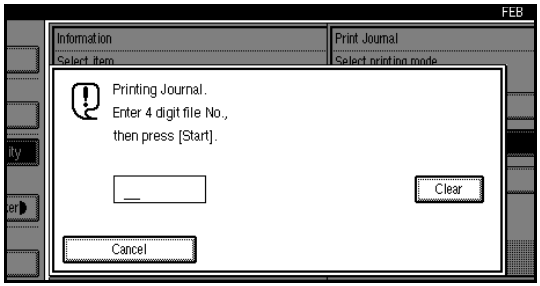
Selecting **[All]**

❶ **Press [All].**

Selecting **[Print per File No.]**

❶ **Press [Print per File No.].**

❷ **Enter a 4 digit file number.**



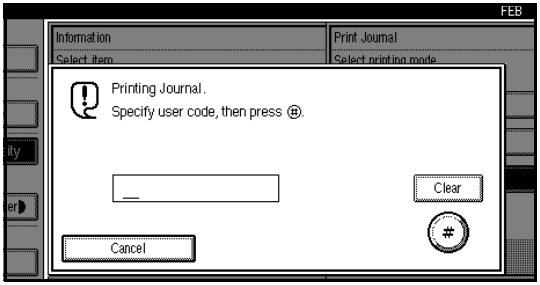
Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

Selecting **[Print per User Code]**

❶ **Press [Print per User Code].**

❷ **Specify an 8 digit User Code with the number keys.**



Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

❸ **Press [#].**

❹ **Check the User Code shown on the display.**

Note

❒ To cancel printing, press **[Cancel]**. The display will return to step **3**.

4 **Press the 【Start】 key.**

Note

❒ To cancel a file printing, press **[Stop Printing]** and the display will return to step **3**.

5 **Press [Exit].**

6 **Press [Exit].**

The initial display is shown.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

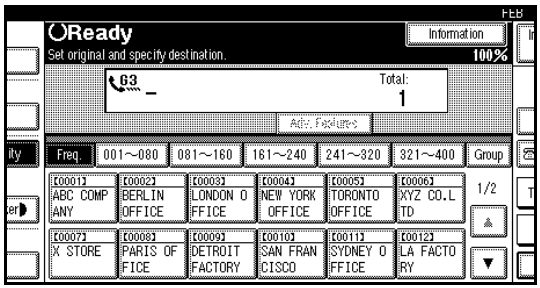
Limitation

- ❒ If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

Note

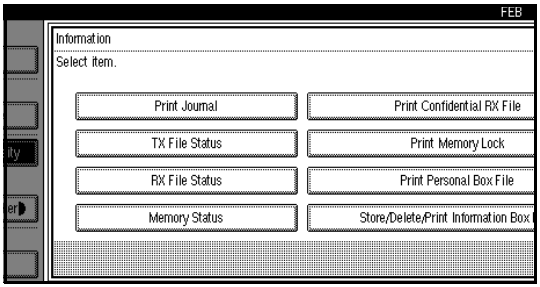
- ❒ Only the transmission result of the last 200 communications are shown.

1 **Press [Information].**



The Information menu is shown.

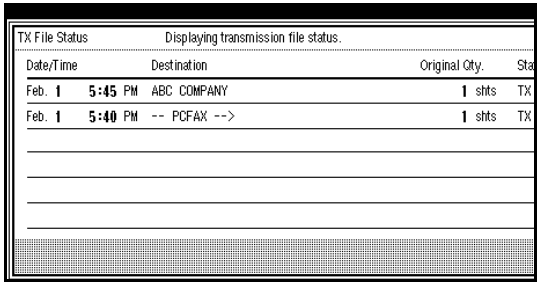
2 **Select [TX File Status].**



Transmission results are displayed from the latest result in groups of six.

Scanning date/time, destination, originals quantity, file number and status are displayed.

3 **Check the transmission results, and then press [Exit].**



Note

- ❒ If a desired transmission result is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ "Destination" shows the fax number of a sender or Fax Header information. For a transmission from a computer, "-- PCFAX -->" is shown.

4 **Press [Exit].**

The initial display is shown.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

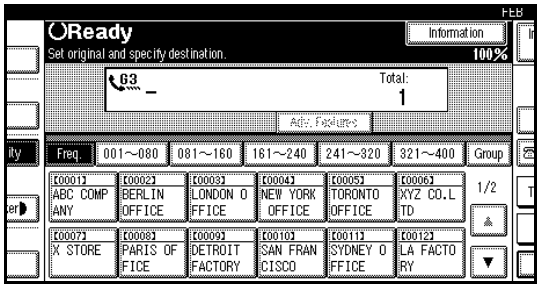
Limitation

- ❒ If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

Note

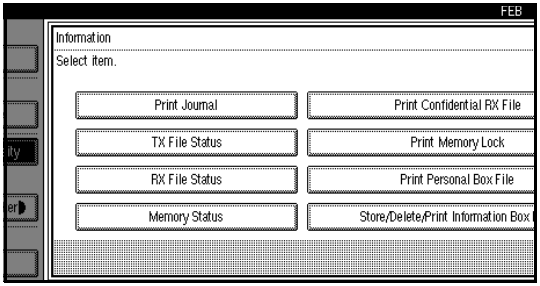
- ❒ Only the reception result of the last 200 communications are shown.

1 **Press [Information].**



The Information menu is shown.

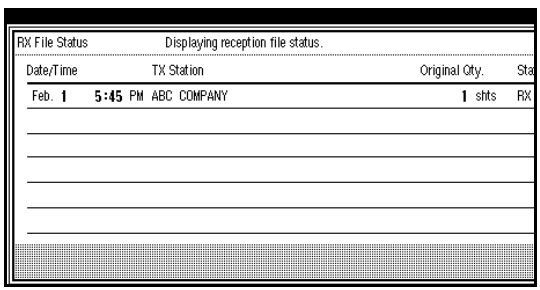
2 **Select [RX File Status].**



Reception results are displayed from the latest result in groups of six.

Scanning date/time, Transmission Station, originals quantity, file number and Status are displayed.

3 **Check the reception results, and then press [Exit].**



Note

- ❒ If a desired reception result is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ TX Station shows the fax number of a sender or Fax Header information.

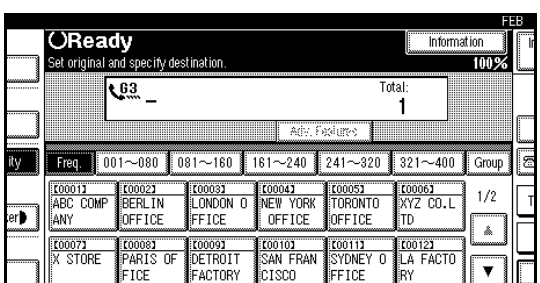
4 **Press [Exit].**

The initial display is shown.

Displaying the Memory Status

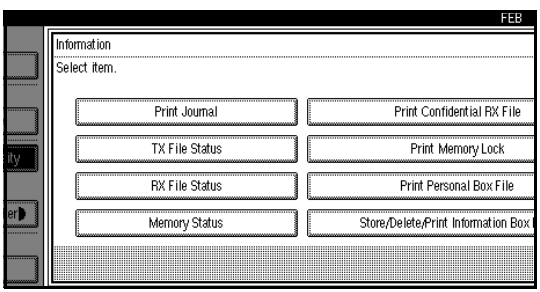
Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received Confidential Messages, the number of files to be sent, the number of Memory Lock files and the number of received messages to be printed.

1 **Press [Information].**

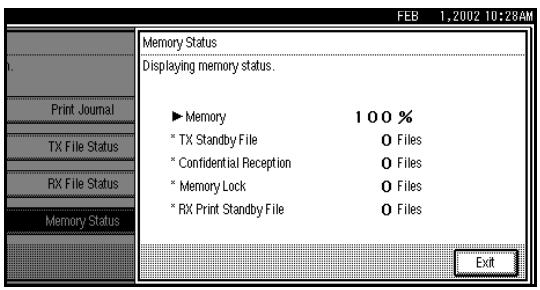


The Information menu is shown.

2 **Select the [Memory Status] function number with the number keys.**



3 **Check the memory status, and then press [Exit].**



Note

❒ "Others" will be displayed:

- When storing attachment files. ⇒ p.179 "Storing and Changing an Auto Document"
- When storing Transfer Request files. ⇒ p.82 "Transfer Request"
- When storing originals in the Information Boxes. ⇒ p.64 "Information Boxes"
- When sending to the Personal Box. ⇒ p.60 "Personal Boxes"

4 **Press [Exit].**

The initial display is shown.

Printing a Confidential Message

This feature is designed to prevent unauthorized users from reading your messages. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID Code. When your machine has received a Confidential Message, the **Confidential File** (⊠) indicator lights.

Preparation

❒ Before using this function, program your Confidential ID. ⇒ p.257 "Programming a Confidential ID"

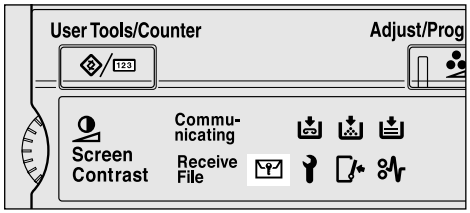
Important

❒ If the main power switch is off more than 1 hour, all Confidential Messages are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. ⇒ p.278 "Power Failure Report"

Limitation

❒ You must program the Confidential ID for Confidential Reception to work.

1 Confirm that the Confidential File indicator is lit.



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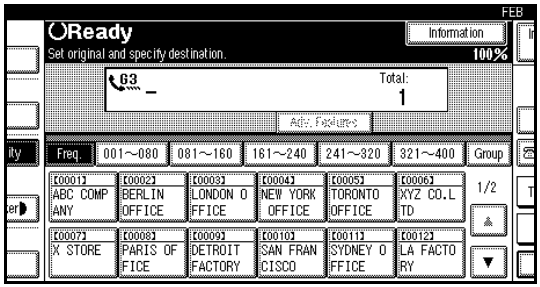
Note

❒ If the machine received a message with SUB Code, the Confidential File indicator also lights.

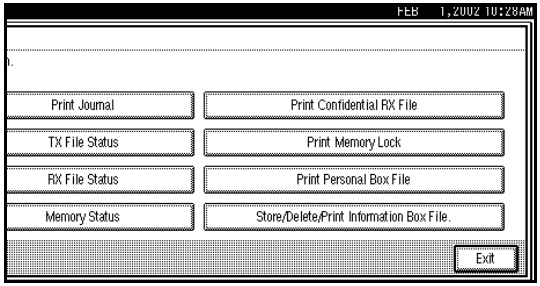
❒ Print a message with SUB Code using the **[Print Personal Box File]** function. ⇒ p.61 "Printing Personal Box Messages"

2 **Press [Information].**

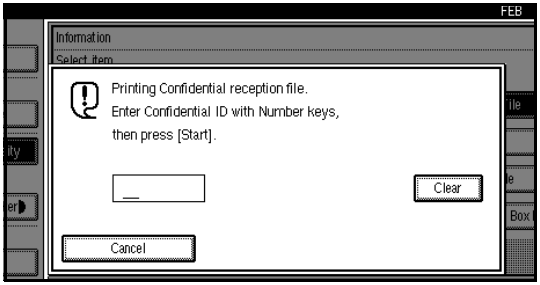


The Information menu is shown.

3 **Select [Print Confidential RX File].**



4 **Enter a 4 digit Confidential ID with number keys.**



The Confidential ID is not shown on the display.

Note

- ❒ You must enter the Confidential ID programmed in this machine when the received file has no Confidential ID.
- ❒ You must enter the Confidential ID programmed by the sender. Confirm the sender's Confidential ID in advance.
- ❒ If no Confidential Messages have been received, the message "`No reception file.`" is shown. Press **[Exit]**.
- ❒ If the Confidential IDs or Personal Confidential IDs do not match, the message "`No reception file under specified Confidential ID.`" is displayed. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party and try again.

5 **Press the 【Start】 key.**

The received messages are printed. When printing has finished, the Information menu is shown.

6 **Press [Exit].**

The initial display is shown.

If you cannot print confidential files even if the Confidential File (✉) indicator is lit.

The Confidential File indicator also lights if the machine received a message with a SUB Code. Check the Personal Boxes.

Note

❒ Print from the Personal Box, when a file has been sent from another party with a SUB Code attached.⇒ p.60 “Personal Boxes”

Confidential File Report

When this function is turned on, this report is printed whenever your machine receives a Confidential Message.

Note

❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit0)

Printing a File Received with Memory Lock

This is a security feature designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID Code. When your machine has received a message with Memory Lock, the **Confidential File** ( ) indicator blinks.

Preparation

- ❒ Before using this function, program your Memory Lock ID.⇒ p.260 “Programming a Memory Lock ID”
- ❒ Before using this function, set Confidential Transmissions to On.

Important

- ❒ If the main power switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. ⇒ p.278 “Power Failure Report”
- ❒ Set Confidential Transmissions to ON.

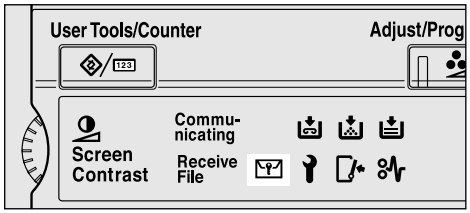
Limitation

- ❒ Messages received by Polling Reception are automatically printed even if this feature is switched on.

Note

- ❒ You can also apply a Memory Lock to messages that come only from certain senders. ⇒ p.223 “Special Senders to Treat Differently”

1 Confirm that the Confidential File indicator is blinking.



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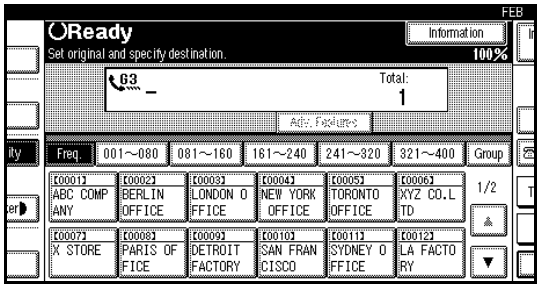
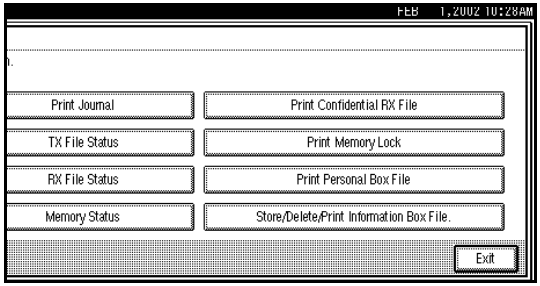
2 **Press [Information].**

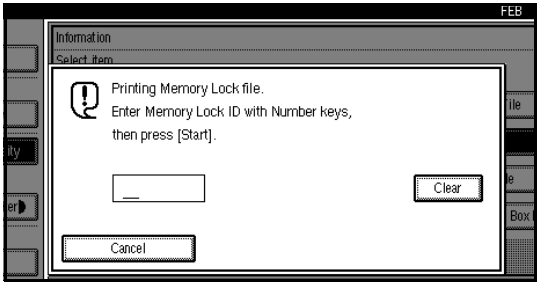


The Information menu is shown.

3 **Select [Print Memory Lock].**



4 **Enter a 4 digit Memory Lock ID with the number keys.**



The Memory Lock ID is not shown on the display.

Note

- ❒ If no messages were received while Memory Lock was switched on, the message "`No reception file.`" is shown. Press **[Exit]**.
- ❒ If the Memory Lock ID does not match, the message "`Specified code does not correspond to programed Memory Lock ID.`" is shown. Press **[Exit]** and retry after checking the Memory Lock ID.

5 **Press the [Start] key.**

The received messages are printed. When the printing is completed, the Information menu is shown.

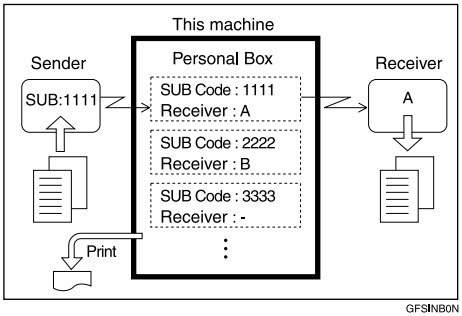
6 **Press [Exit].**

The initial display is shown.

Personal Boxes

Personal Boxes

This feature lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the user to which they are sending the message. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a message received into a Personal Box, you must enter the SUB Code assigned to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify.



Note

- ❒ To be able to receive messages into a Personal Box you must inform the sender of the SUB Code registered for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. ⇒ p.76 “SUB Code”
- ❒ When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed. ⇒ p.57 “Confidential File Report”

❒ If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a Forwarding Mark stamped on them ⇒ p.208 “Forwarding”. If a receiver is not assigned, see p.61 “Printing Personal Box Messages” for how to print these messages.

Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

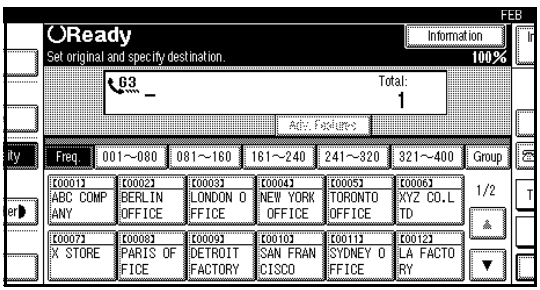
Preparation

❒ Before using this function, set the Personal Box in advance.⇒ p.238 “Box Settings”

Note

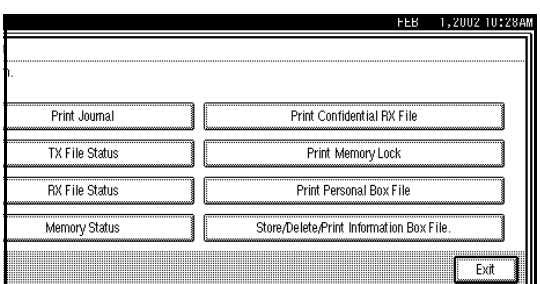
❒ If you print a Personal Box message, it is deleted.

1 **Press [Information].**

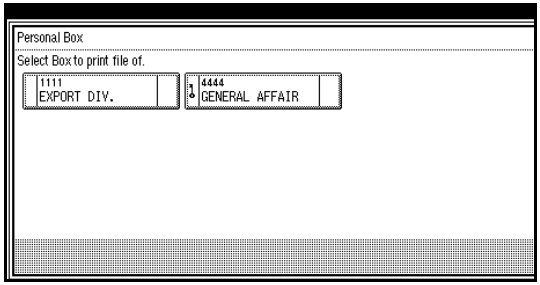


The Information menu is shown.

2 **Select [Print Personal Box File].**



3 **Select the box with the message you want to print.**



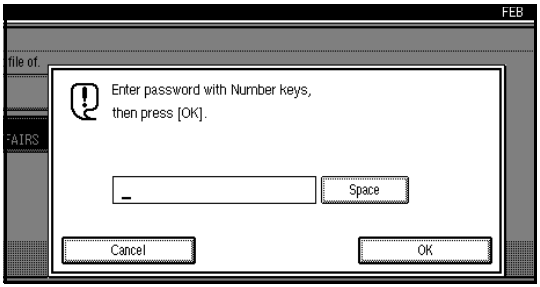
Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

When a password is required

The screen is displayed, when the selected Personal Box password is set in advance. The password is registered in "Key Operator Tools". ⇒ p.239 "Programming/Editing Personal Boxes"

❶ **Enter a password.**



❷ **Press [OK].**

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **3**.

4 **Press the 【Start】 key.**

The received messages are printed.

Note

- ❒ To stop printing, press **[Stop Printing]**. The display will return to step **3**.

5 **Press [Exit].**

Note

- ❒ If there are messages in other Personal Boxes, the display will return to step **3**. Repeat from step **3** to print another file.

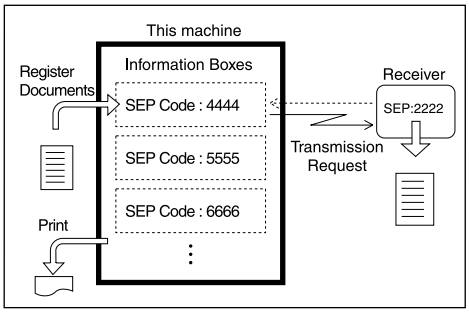
6 **Press [Exit].**

The initial display is shown.

Information Boxes

Information Boxes

Use the Information Box feature to set up the machine as a Fax Information service or Document Server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.



Note

- ❒ Program documents for this feature using the *"Storing Messages in Information Boxes"* ⇒ p.65
- ❒ For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- ❒ When a SEP Code Polling Reception request is made by another party, the SEP Code they specify is compared with the SEP Codes programmed in that Information Boxes. If a code matches, the message stored in the Information Box is sent to the other party automatically.
- ❒ To check on the contents of Information Boxes, use *"Printing Information Box Messages"* ⇒ p.67
- ❒ You can set a password for Information Boxes in advance. A password can be set in "Key Operator Setting". ⇒ p.244 "Programming/Editing Information Boxes"

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

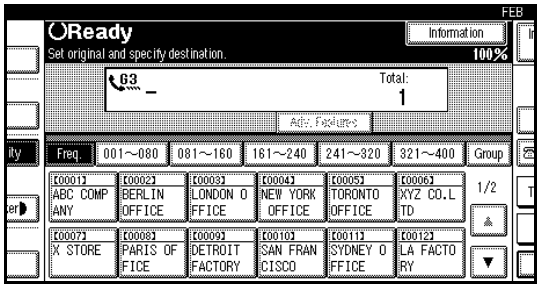
Preparation

- ❒ Before using this function, set the Information Box in advance. ⇒ p.244 “Programming/Editing Information Boxes”

Note

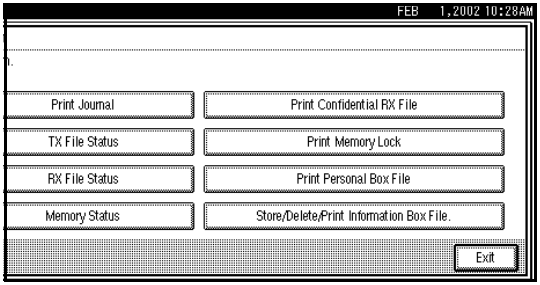
- ❒ One Information Box stores one file.
- ❒ The stored file is not deleted automatically. If you want to delete a stored file. ⇒ p.70 “Deleting Information Box Messages”

1 **Press [Information].**

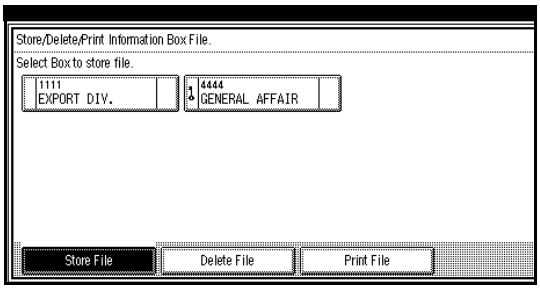


The information menu is shown.

2 **Select [Store/Delete/Print Information Box File.].**



3 **Select the box in which you want to store the file.**

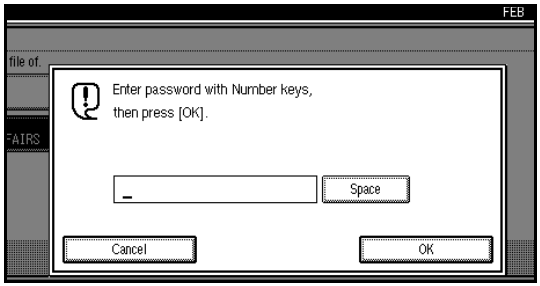


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When there are pre-registered files, a file mark is displayed at the end of the Box Name.
- ❒ A message is displayed, when selecting a box with a file stored in it. Press [Register], when changing the file name. The originally stored file will be overwritten.

When a password is required

❶ Enter a password.



❷ Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **3**.

4 Place the original, and then select any scan settings you require.

Note

- ❒ You can also select the following settings.
  - Book Fax
  - 2 Sided Original (Optional Document Feeder (ADF) is required)
  - Stamp (Optional Document Feeder (ADF) is required)

5 **Press the 【Start】 key.**

The machine starts to scan the original.

To stop scanning, press **[Stop Scanning]**. The display will return to step **3**.

Note

- ❒ After you place an original on the exposure glass, place the next original within 60 seconds. After all originals are scanned, press [#].

6 **Press [Exit].**

Repeat from step **3** to store another file in a box.

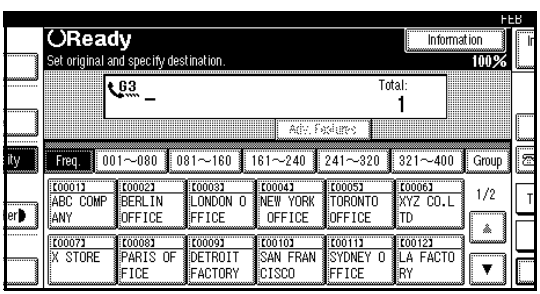
7 **Press [Exit].**

The initial display is shown.

Printing Information Box Messages

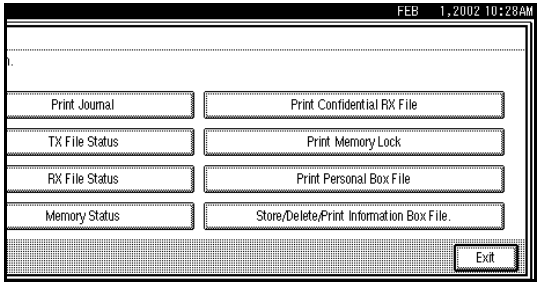
Follow these steps to print the message stored in an Information Box.

1 **Press [Information].**

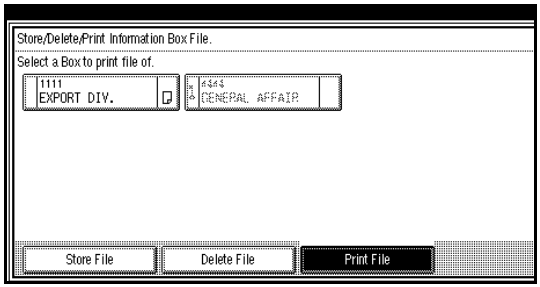


The information menu is shown.

2 **Select [Store/Delete/Print Information Box File.].**

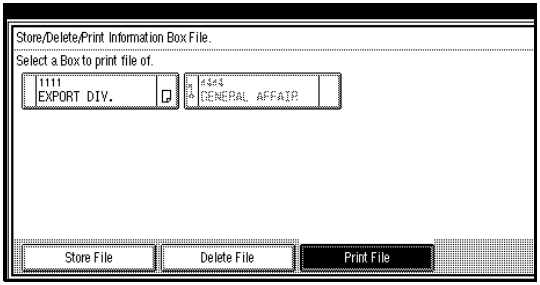


3 **Press [Print File].**



4 **Select the box with the message you want to print.**

The SEP Code and Box Name are displayed.

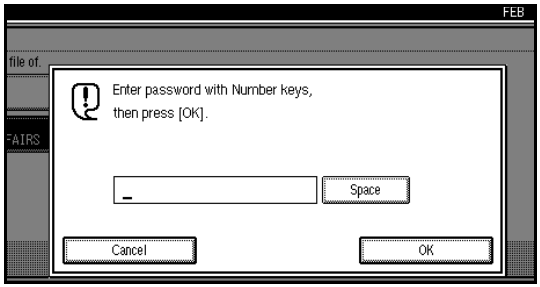


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ You cannot select a box which has no stored file.

When the password is required

❶ Enter a password.



❷ Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **4**.

5 Press the 【Start】 key.

The machine starts to print.

Note

- ❒ If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the **【Start】** key.
- ❒ To stop printing, press **[Stop Printing]**. The display will return to step **4**.

6 Press [Exit].

Repeat from step **4** to print another stored file in the box.

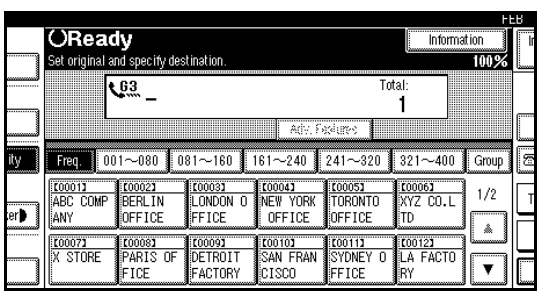
7 Press [Exit].

The initial display is shown.

Deleting Information Box Messages

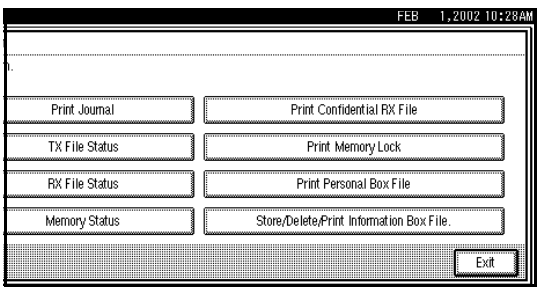
Follow these steps to delete a file stored in an Information Box.

1 Press [Information].

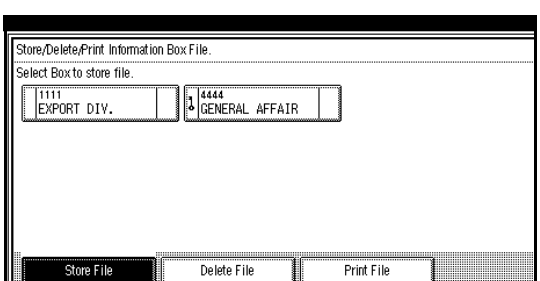


The information menu is shown.

2 Select [Store/Delete/Print Information Box File.].

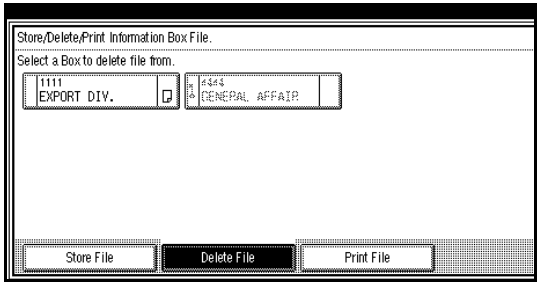


3 Press [Delete File].



4 Select the box that contains the stored file you want to delete.

The SEP Code and Box Name are displayed.

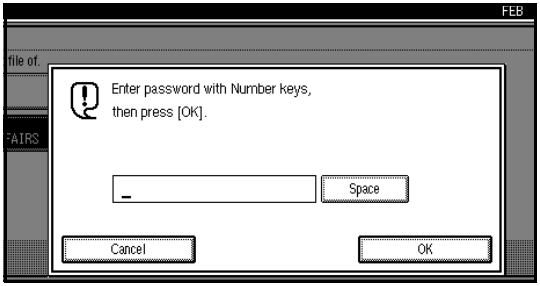


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ You cannot select a box which has no stored file.

When the password is required

❶ Enter a password.



❷ Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to the step **4**.

5 Press the 【Start】 key.

The machine starts to print.

Note

- ❒ If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the 【Start】 key.
- ❒ To stop printing, press **[Stop Printing]** and the display will return to step 4.

6 Press [Exit].

Repeat from step 4 to delete another stored file in another box.

7 Press [Exit].

The initial display is shown.

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

Note

- ❒ Maximum length of a telephone or fax number: 254 digits
- ❒ For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial key.

① Place the original, and then select any scan settings you require.

② Press the Quick Dial key which is programmed “01133”.

③ Press the 【Pause/Redial】 key.

④ Enter 【1】, 【5】, 【5】, 【5】, 【3】, 【3】, 【3】 with the number keys.

⑤ Press the 【Start】 key.

Redial

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed recently, the Redial feature saves you time by finding and entering the number again.

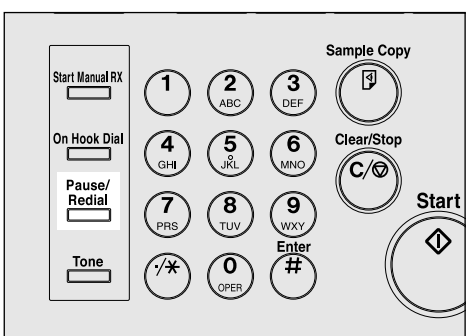
Limitation

- ❒ The following kinds of destinations are not memorized:
  - Quick Dials
  - Group Dials
  - Destinations dialed by a Program
  - Destinations dialed as End Receivers for Transfer Request
  - Forwarding terminal of the Substitute Reception
  - Destinations dialed using the external telephone or optional handset keypad
  - Destinations dialed by Redial (regarded as already stored in memory)
  - Any destinations after the first number if multiple destinations were dialed
- ❒ Do not dial any numbers before you press the **【Pause/Redial】** key. If you press the **【Pause/Redial】** key after entering numbers using the number keys, a pause will be entered instead.

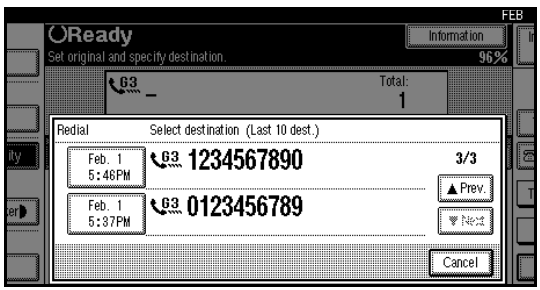
Note

- ❒ If the receiver uses a fax machine of the same manufacturer that is capable of programming the Own Name, that name may be shown on the display instead of the fax number. ⇒Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

1 **Press the 【Pause/Redial】 key.**



2 **Select a destination you want to redial.**



Note

- ❒ As the date and time of the reading of the original has become a key, select it by pressing on it.
- ❒ If the receiver is not displayed, press **[▲ Prev.]** or **[▼ Next]** to find it.

Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send messages to fax machines of the same make that have the Confidential Reception feature. ⇒ p.19 “Confidential Transmission” However, if the other machine supports a similar feature called “SUB Code”, you can send fax messages to the other party using this method instead.

Limitation

- ❒ You can only use this feature with a G3 line (not with G4).
- ❒ You cannot use Chain Dial with this feature.⇒ p.73 “Chain Dial”
- ❒ You cannot select this function when carrying out standard Confidential Transmission.

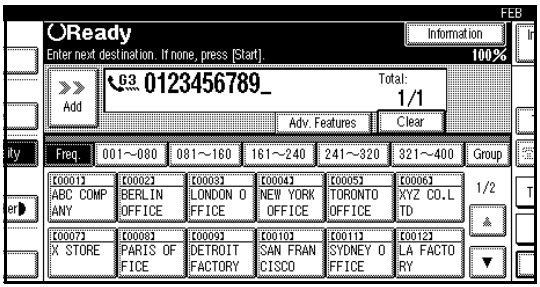
Note

- ❒ The ID can be up to 20 digits long and consist of numbers, spaces, * and # .
- ❒ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, “Quick Dial”, “Groups” in the Basic Features manual and, ⇒ p.153 “Registering and Changing Keystroke Programs”
- ❒ Messages you send using this feature are marked “SUB” on all reports.⇒ p.187 “Reports/Lists”

1 **Place your original, and then select any scan settings you require.**

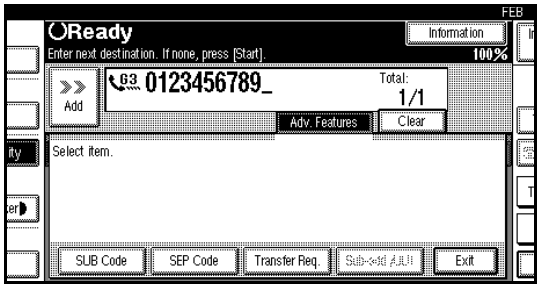
2 **Dial the fax number using the number keys.**

3 **Press [Adv. Features].**

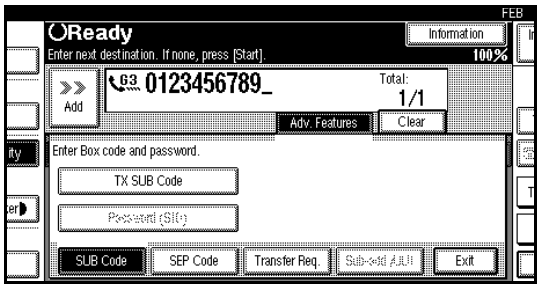


The advanced feature menu is shown.

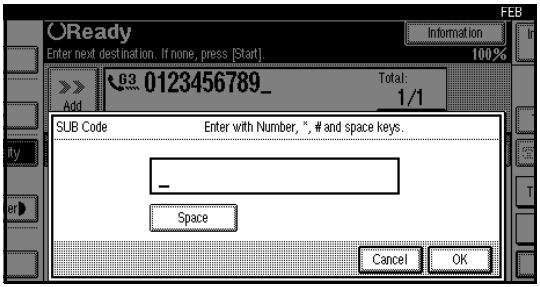
4 **Select [SUB Code].**



5 **Press [TX SUB Code].**



6 **Enter a SUB Code with the number keys.**



Note

- ❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

7 **Press [OK].**

"SUB Code" appears one line above **[Adv. Features]** on the display.

8 **To enter a password, press [Password (SID)].**

9 **Enter the password with the number keys.**

10 **Press [OK].**

11 **Press [Exit].**

12 Press the 【Start】 key.

Note

- ❒ If you use Immediate Transmission and the destination fax machine does not support the SUB Code feature, a message will appear on the display to inform you of this. In this case, press **[OK]** to cancel the transmission.

SID Code

There are times when you may wish to use a "SID" (Sender ID) when sending confidential faxes with the SUB Code feature.

Limitation

- ❒ You can enter a SID using up to 20 digits.

Note

- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and, ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you send using this feature are marked "SID" on all reports. ⇒ p.187 "Reports/Lists"

SEP Code

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception feature of the same make. However, if a machine of another make supports a Polling Reception, you can receive fax messages from the other party using this method instead.

Poll the other machine. You can receive messages that have the same SEP Code as the SEP Code you entered.

Limitation

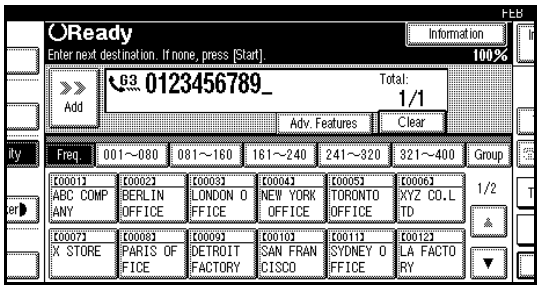
- ❒ You can only use this feature with a G3 line (not with G4).
- ❒ You cannot use Chain Dial with this feature. ⇒ p.73 "Chain Dial"

Note

- ❒ The ID can be up to 20 digits long.
- ❒ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- ❒ You can store IDs in Quick Dials, Groups and Programs with the number keys, and consist of space, * and #. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you receive using this feature are marked "SEP" on all reports.⇒ p.187 "Reports/Lists"

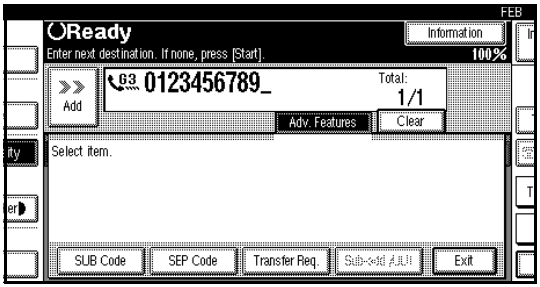
1 **Dial the fax number using the number keys.**

2 **Press [Adv. Features].**

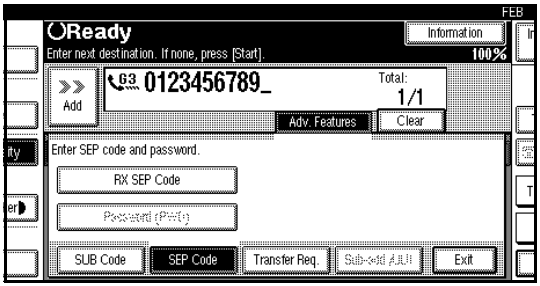


The advanced features menu is shown.

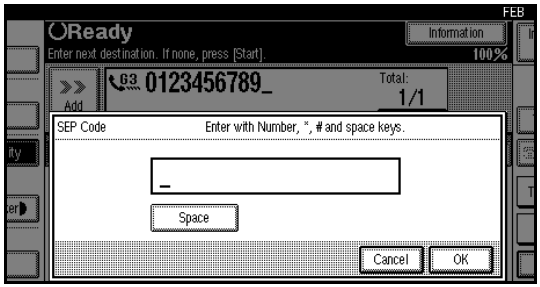
3 **Select [SEP Code].**



4 **Press [RX SEP Code].**



5 **Enter a SEP Code with the number keys.**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

6 **Press [OK].**

A "SEP Code" appears one line above **[Adv. Features]** on the display.

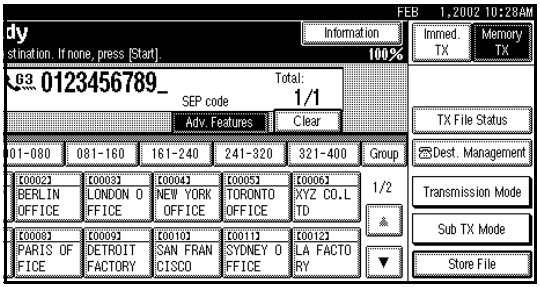
7 **To enter a password, press [Password (PWD)].**

8 **Enter the password with number keys.**

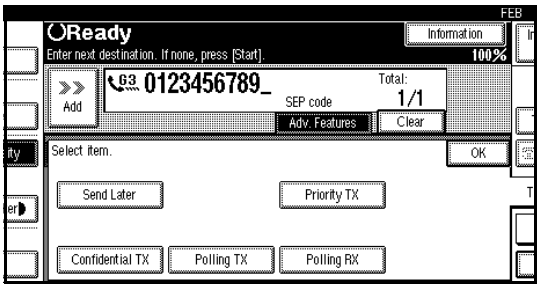
9 **Press [OK].**

10 **Press [Exit].**

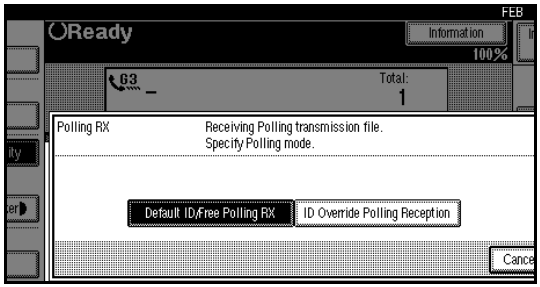
11 **Press [Transmission Mode].**



12 **Select [Polling RX].**



13 **Press [Default ID/Free Polling RX].**



Note

- ❒ To cancel Polling RX, press **[Cancel]**. The display will return to step **12**.

14 **Press [OK].**

The advanced features menu is shown.

The **[Polling RX]** key is highlighted, and "Default ID/Free Poll." is shown.

15 **Press [OK].**

The initial display is shown.

16 **Press the 【Start】 key.**

PWD Code

There are times you may wish to use a password when receiving faxes by polling with the SEP Code feature.

Limitation

- ❒ You can enter a password up to 20 digits long.

Note

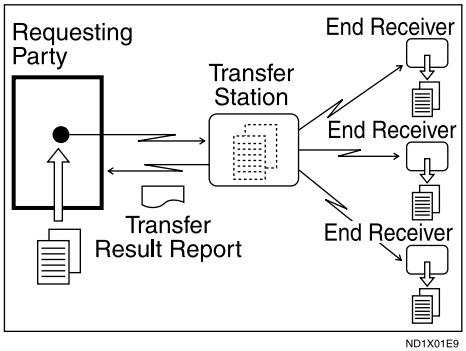
- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and, ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you send using this feature are marked "PWD" on all reports. ⇒ p.187 "Reports/Lists"

Transfer Request

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages to multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The diagram below may make the concept clearer.

The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.



The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from.

❖ Transfer Station

The machine that forwards the incoming message to another destination.

❖ End Receiver

The final destination of the message or the machine to which the Transfer Station sends to. End Receivers must be programmed into Quick Dials or Groups in the Transfer Station.

Preparation

❒ Before you can use this feature, you must program the Polling ID and your own fax number. ⇒ p.259 “Programming a Polling ID”, p.255 “Transfer Report”

❒ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.

Note

- ❒ Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❒ You can specify up to 500 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.
- ❒ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ❒ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 100. ⇒ Chapter 2, “Number keys” in the Basic Features manual

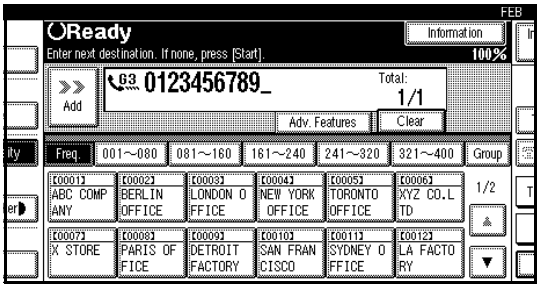
1 **Place your original, and then select any scan settings you require.**

2 **Dial a Transfer Station.**

Note

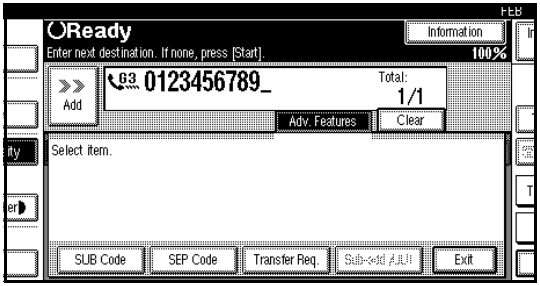
- ❒ Enter the fax numbers of the Transfer Stations with either Quick Dials or the number keys.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

3 **Press [Adv. Features].**

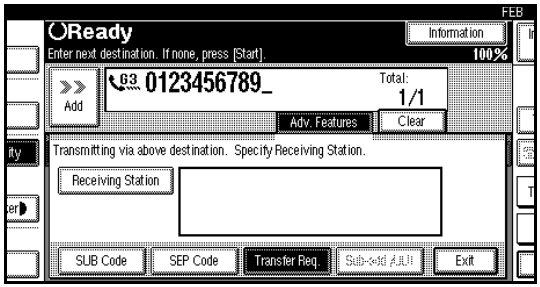


The advanced features menu is shown.

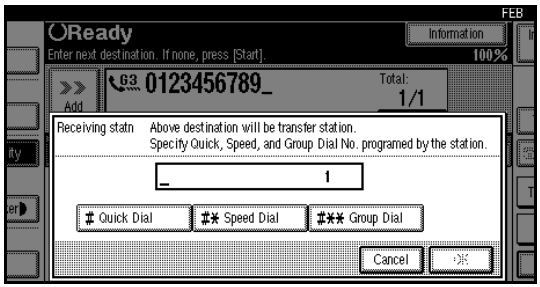
4 **Select [Transfer Req.].**



5 **Press [Receiving Station].**



6 **Dial an End Receiver.**



Note

- ❒ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described below.
- ❒ To cancel the Transfer Request, press **[Cancel]** and the display will return to step **4**.

Quick Dial

❶ **Press [# Quick Dial].**

❷ **Enter the number (2 or 3 digits) of the Quick Dial where the End Receiver is stored.**

For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: **【0】【1】**.

Speed Dial

❶ **Press [#✱ Speed Dial].**

❷ **Enter the number (2 or 3 digits) of the Speed Dial code.**

For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **【1】【2】**.

Group Dial

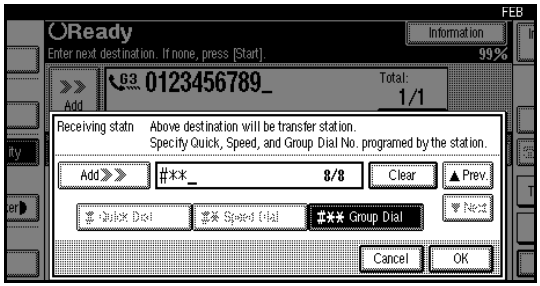
❶ **Press [#✱✱ Group Dial].**

❷ **Enter the number (2 digits) of the Group number.**

For example, to choose the number stored in Group Dial 04 in the Transfer station, enter: 【0】【4】.

To cancel the Transfer Request, press **[Cancel]**.

7 Press [Add].



Repeat step 6 to enter more End Receivers.

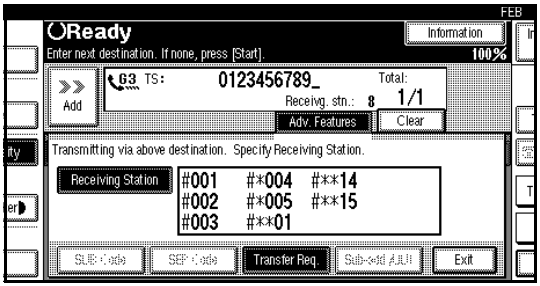
Note

❒ Press **[▲ Prev.]** or **[▼ Next]** to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing **[Clear]** or the 【Clear/Stop】 key.

❒ When you have specified all the End Receivers, go to step 8.

8 Press [OK].

9 Press [Exit].



Note

❒ The Transfer Stations and End Receivers are displayed.

10 Press the 【Start】 key.

Sub-address

The optional ISDN Unit is required.

ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.

Limitation

❒ Sub-addresses can only be used with ISDN.

Note

❒ You can program a sub-address in Quick Dial.

1 **Select either G4 or G3 (ISDN).**

Note

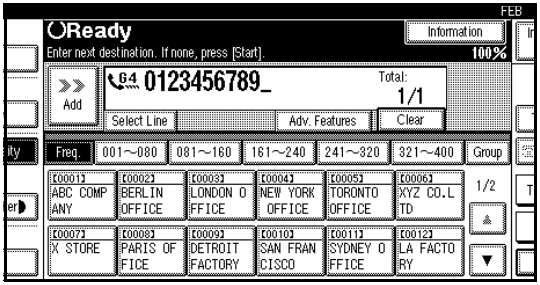
❒ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

Reference

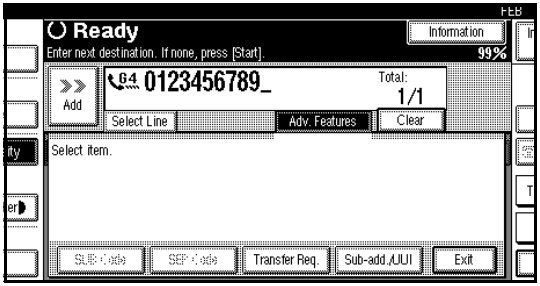
❒ "Changing the Line Type"⇒ p.93 "Changing the Line Type"

2 **Dial the fax number with the number keys.**

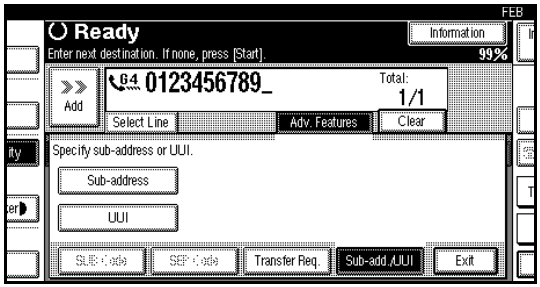
3 **Press [Adv. Features].**



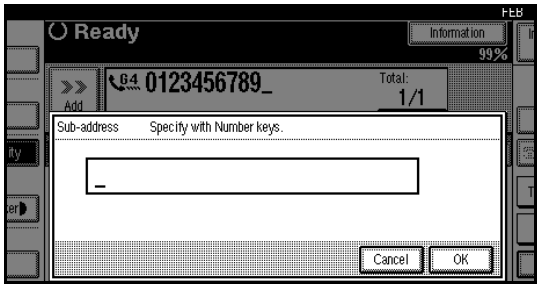
4 **Select [Sub-add./UUI].**



5 Select [Sub-address].



6 Enter the destination sub-address with the number keys.



Note

- ❒ If you make a mistake, press the **[Clear]** or the **【Clear/Stop】** key and try again.

7 Press [OK].

8 Press [Exit].

9 Press the **【Start】** key.

UUI

The optional ISDN Unit is required.

Limitation

- ❒ UUI can only be used with ISDN.

Note

- ❒ You can program a UUI in Quick Dial.

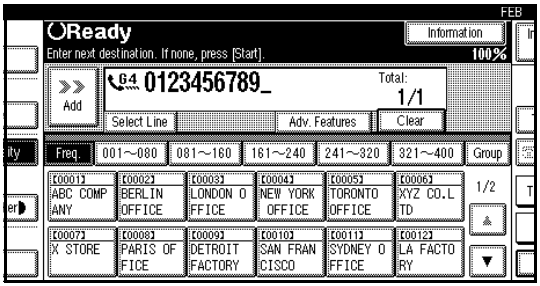
1 Select either G4 or G3 (ISDN).

Note

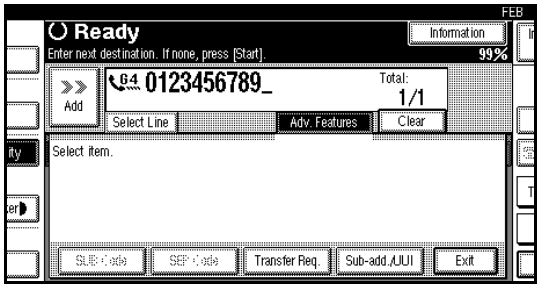
- ❒ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

2 Dial the fax number with the number keys.

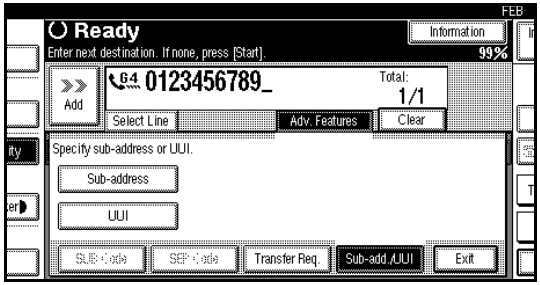
3 Press [Adv. Features].



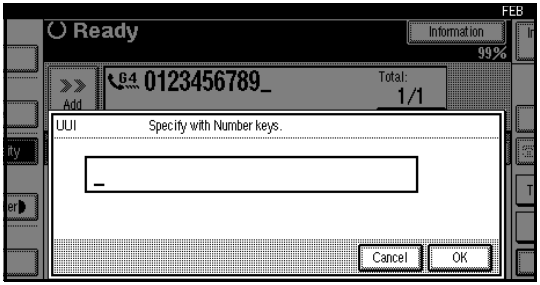
4 Select [Sub-add./UUI].



5 Select [UUI].



6 Enter the destination UUI with the number keys.



Note

- ❒ If you make a mistake, press the **[Clear]** or the **【Clear/Stop】** key and try again.

7 Press [OK].

8 Press [Exit].

9 Press the **【Start】** key.

On Hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the 【On Hook Dial】 key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

Limitation

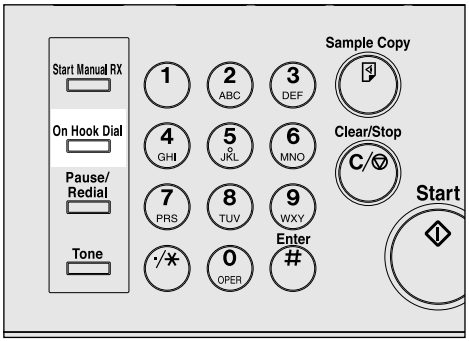
- ❒ This feature is not available in some countries.
- ❒ On Hook Dial does not work with ISDN lines.
- ❒ This feature is not available for the optional Extra G3 Interface Unit.

1 Place your original, and then select any scan settings you require.

Reference

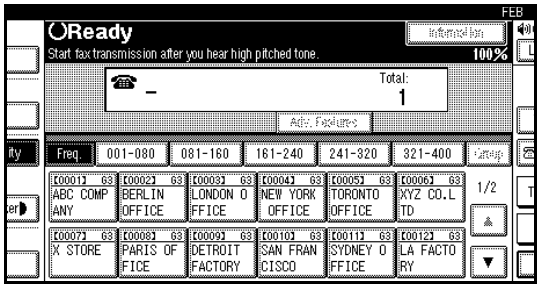
- ❒ ⇒ Chapter 2, “Placing Originals” in the Basic Features manual
- ❒ ⇒ Chapter 2, “Scan Settings” in the Basic Features manual

2 Press the 【On Hook Dial】 key.

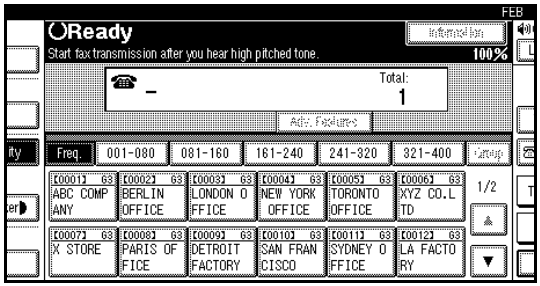


You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the 【On Hook Dial】 key again.

3 **Dial.**



The machine immediately dials the destination. If you make a mistake, press the **【On Hook Dial】** or **【Clear Modes】** key and return to step **2**.



4 **When the line is connected and you hear a high-pitched tone, press the 【Start】 key.**

- If you hear a voice, pick up the external telephone before you press the **【Start】** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).
- After transmission, the machine will return to standby mode.

Manual Dial

The external telephone or optional Handset is required.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

Limitation

- ❒ Manual Dial does not work with ISDN lines.
- ❒ This feature is not available for the optional Extra G3 Interface Unit.
- ❒ The result of a transmission with Manual Dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- ❒ Set originals on the exposure glass. The optional Document Feeder (ADF) cannot be used.

1 Place your original, and then select any scan settings you require.

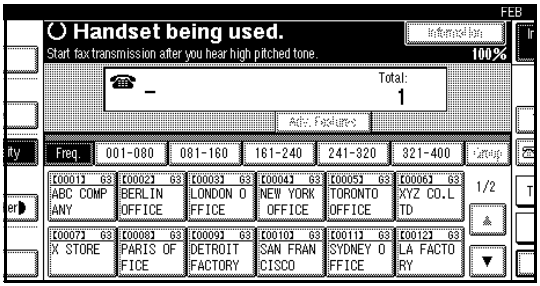
Reference

- ❒ ⇒ Chapter 2, “Placing Originals” in the Basic Features manual
- ❒ ⇒ Chapter 2, “Scan Settings” in the Basic Features manual

2 Pick up the external telephone.

You will hear a tone.

3 Dial.



The machine immediately dials the destination.

If you make a mistake, replace the external telephone and try again from step 2.

4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.

Note

❒ If you hear a voice, notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

5 Replace the handset of the external telephone.

After transmission, the machine will return to standby mode.

Changing the Line Type

The optional ISDN Unit or Extra G3 Interface Unit is required.

When the optional ISDN Unit and Extra G3 Interface Unit are installed, you can connect to up to a maximum of 2 lines.

Limitation

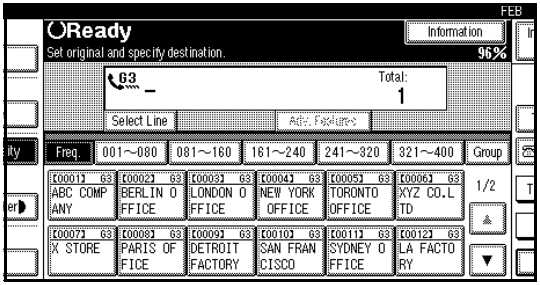
- ❒ When sending a fax, you can select the line type if dialing with the number keys or Chain Dial.

Note

- ❒ When you install the optional ISDN Unit or Extra G3 Interface Unit, you can specify the line type home position from “Gen. Settings/Adjust”. ⇒ p.189 “General Settings/Adjustment”

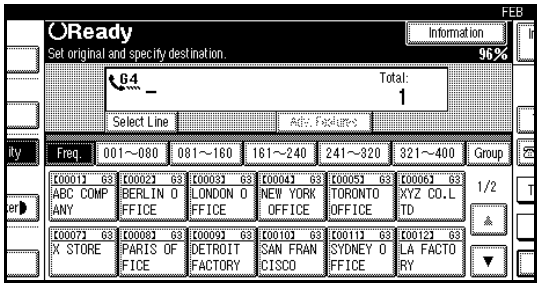
❖ G3

G3 is selected after power up or when the machine is reset. If you install Extra G3 Interface Unit, you can select “G3-1” or “G3-2” depending on the number of the installed unit.



❖ G4

ISDN line is selected.



Limitation

- ❒ If you select the G4 mode, JBIG compression is not available.

❖ Which line is used for G3 transmissions?

ISDN lines can be used for G3 communication as well as G4 communication. If the machine is connected with an ISDN and analog (PSTN) line, each line can be available by selecting “G3 Auto”. Select “I-G3” when you use the ISDN line for a G3 transmission.

Note

- ❒ If you wish to use an analog (PSTN) line for G3 transmission, contact your service representative.

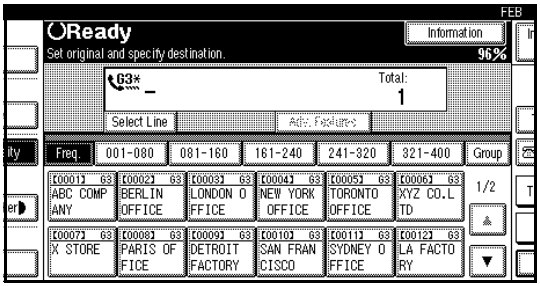
❖ Auto Identification

This feature is used when G4 is selected. The machine first tries a G4 communication and if it cannot connect because the receiver is not a G4 terminal, it automatically switches to G3 and redials.

Note

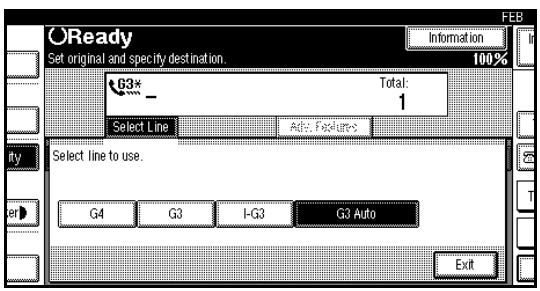
- ❒ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PABX, since the called number is on ISDN, it is regarded as G4 and the Auto Identification feature may not automatically switch this machine to G3.
- ❒ When you use G3 with ISDN, you can set the sub-address.

1 Press [Select Line].

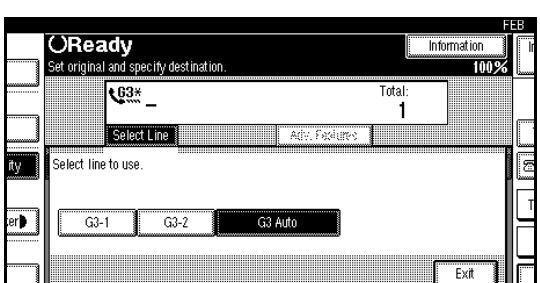


2 **Select the line you want to use.**

When an optional ISDN Unit is installed.



When an optional Extra G3 Interface Unit is installed.



3 **Press [Exit].**

The initial display is shown.

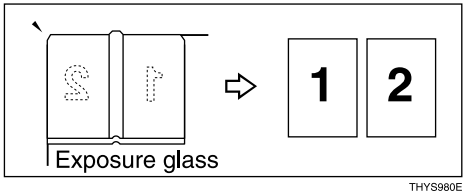
Sub Transmission Mode

Book Fax

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.

Limitation

- ❒ The Original Position and Page Opening Orientation
- ❒ Depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.

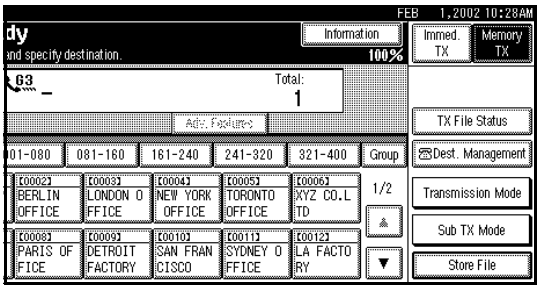


Note

- ❒ You can have bound originals scanned in left page first or right page first. You can set which page (left or right) the machine scans first by default with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch06, Bit6)

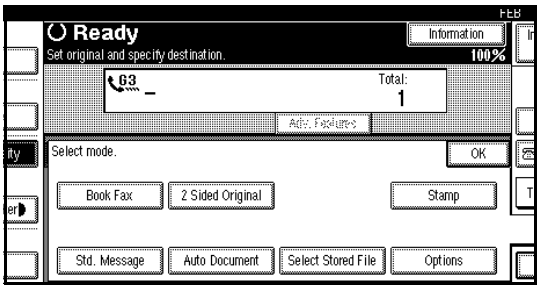
1 **Place your original on the exposure glass, and then select any scan settings you require.**

2 **Press [Sub TX Mode] .**

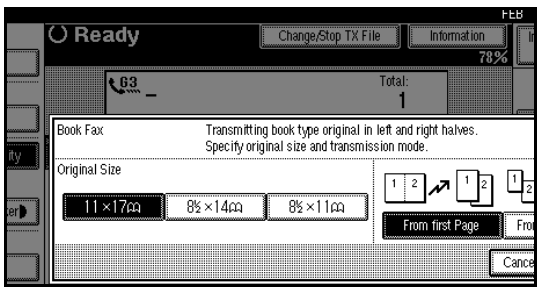


The Sub Transmission Mode menu is shown.

3 **Select [Book Fax].**



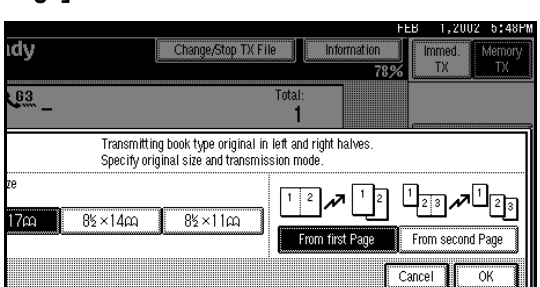
4 **Select the size of the original.**



Note

- ❒ To cancel this mode, press **[Cancel]**. The display will return to step **3**.
- ❒ If you choose 11"×17", the original will be sent using Image Rotation Transmission.⇒ p.125 "Transmission with Image Rotation"

5 **Select [From first Page] or [From second Page].**



Note

- ❒ Select "From first Page" to send a book original from the first page.
- ❒ Select "From second Page" if you want to send a cover letter as the first page.

6 **Press [OK].**

The **[Book Fax]** key is highlighted, and the selected original size is shown.

7 **Press [OK].**

8 **Dial, and then press the 【Start】 key.**

Note

- ❒ With multiple originals, place the following originals again, and then press the **【Start】** key repeatedly.
- ❒ After the last original has been scanned, press **[#]**.
- ❒ If **[#]** is not pressed, the machine will automatically start sending the documents, 60 seconds after the last original has been scanned.

2-Sided Transmission (Double-Sided Transmission)

The optional Document Feeder (ADF) is required.

Use this feature to send 2-sided originals.

Limitation

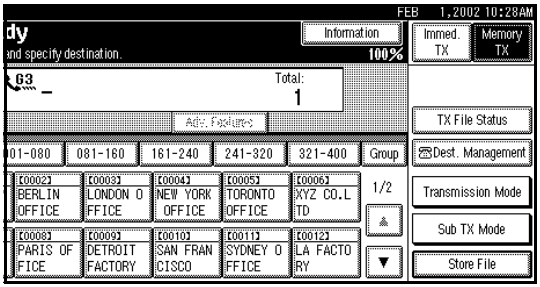
- ❒ The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the “Original Position” and “Page Opening Orientation”.
- ❒ This feature is only available with Memory Transmission.
- ❒ This feature is only available using the optional Document Feeder (ADF).

Note

- ❒ You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ p.114 “Stamp”

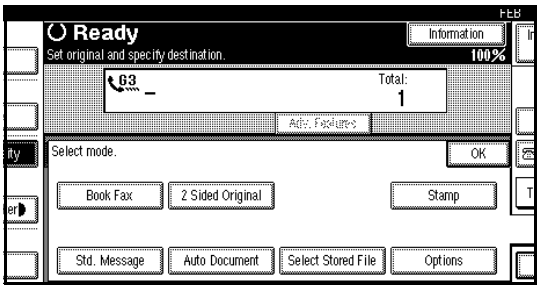
1 **Place your original in the optional Document Feeder (ADF), and then select any scan settings you require.**

2 **Press [Sub TX Mode].**



The Sub Transmission Mode menu is shown.

3 **Select [2 Sided Original].**

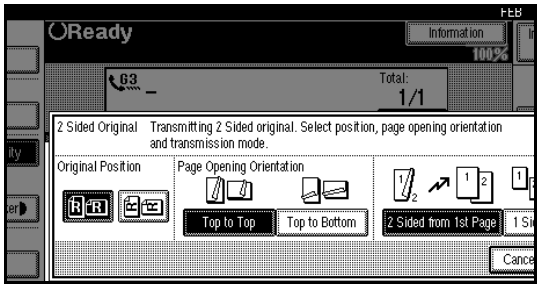


4 **Specify "Original Position".**

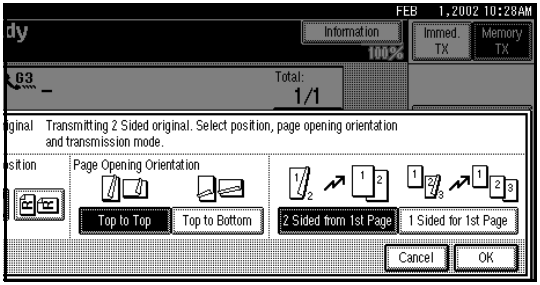
Note

- ❒ Make sure that the specified "Original Position" matches the orientation of originals loaded in the optional Document Feeder (ADF).

5 **Specify Page Opening Orientation from [Top to Top] or [Top to Bottom].**



6 **Specify the Transmission Mode from [2 Sided from 1st Page] or [1 Sided for 1st Page].**



Note

- ❒ To cancel this mode, press **[Cancel]**. The display will return to step **3**.

Note

- ❒ Select "2 Sided from 1st Page" to send a 2 Sided Original from the first page.
- ❒ Select "1 Sided for 1st Page" if you want to send a cover letter as the first page.

7 **Press [OK].**

The **[2 Sided Original]** key is highlighted, and the "Original Position" and "Page Opening Orientation" are shown above.

8 **Press [OK].**

9 **Dial, and then press the [Start] key.**

Standard Message Stamp

Use this feature to stamp a standard message at the top of the first original sent.

There are four types of standard messages: “Confidential”, “Urgent”, “Please phone” and “Copy to corres. section”

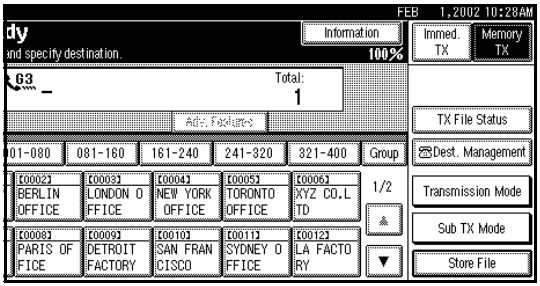
You can also program other messages.

Note

- ❒ While this feature is in use, the second and third lines of the “Label Insertion” are not printed. ⇒ p.119 “Programming the Label Insertion”
- ❒ When there is an image around the area where the standard message is to be stamped, that image is deleted.
- ❒ To program a standard message, use the “Program/Change/Delete Standard Message” function. ⇒ p.177 “Programming Standard Messages”, p.178 “Deleting Standard Messages”

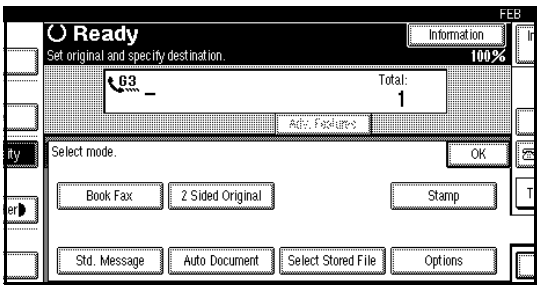
1 **Place your originals, and then select any scan settings you require.**

2 **Press [Sub TX Mode].**

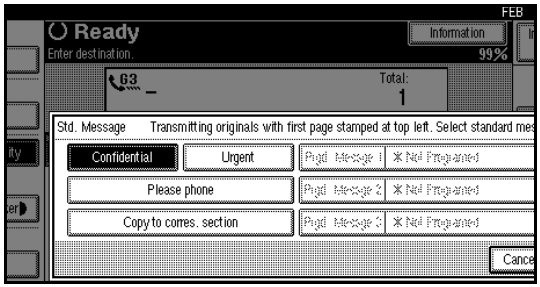


The Sub Transmission Mode menu is shown.

3 **Select [Std. Message].**



4 **Select the standard message to be stamped.**



Note

- ❒ Programmed standard messages are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ The machine cannot stamp multiple standard messages.

5 **Press [OK].**

The **[Std. Message]** is highlighted, and the selected standard message is shown.

6 **Press [OK].**

7 **Dial, and then press the 【Start】 key.**

Sending an Auto Document

If you often have to send a particular page to people (for example a map, a standard attachment or a set of instructions), store that page in the memory as an Auto Document. This saves rescanning the document every time you want to send it.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Preparation

- ❒ You need to program an Auto Document. ⇒ p.179 "Storing and Changing an Auto Document"

Important

- ❒ Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ p.187 "Reports/Lists"

Limitation

- ❒ You can attach one Auto Document to each transmission.

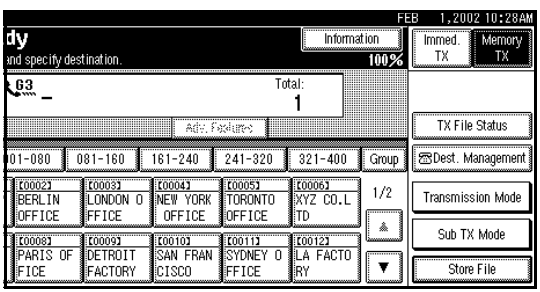
Note

- You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed).⇒ p.179 “Storing and Changing an Auto Document”
- Files with Auto Documents are sent by Memory Transmission.
- When sending an Auto Document with another files, the Auto Document is sent first.
- Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- You can print an Auto Document currently stored in memory.⇒ p.103 “Printing Documents Stored as Auto Documents”

1 **Place your original, and then select any scan settings you require.**

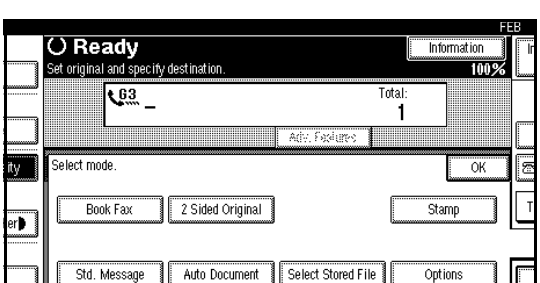
When you fax an Auto Document by itself, go to step **2** without placing original.

2 **Press [Sub TX Mode].**



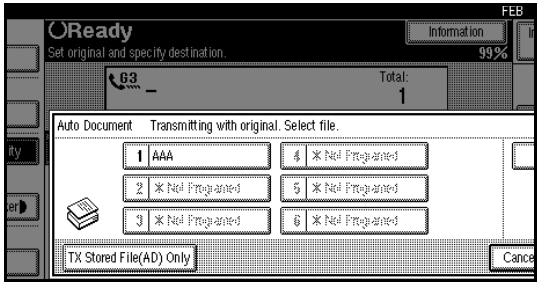
The Sub Transmission Mode menu is shown.

3 **Select [Auto Document].**



4 **Select Auto Document file.**

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



Note

- ❒ Programmed Auto Documents are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel the Auto Document, press **[Cancel]**. The display will return to step **3**.

5 **Press [OK].**

The **[Auto Document]** is highlighted, and the selected file name is shown.

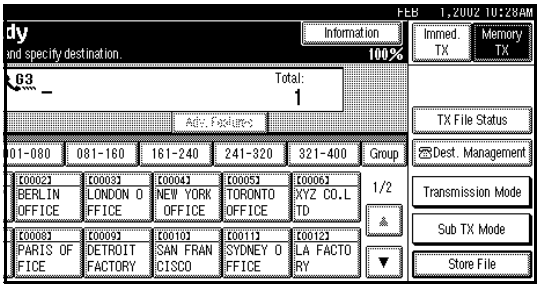
6 **Press [OK].**

7 **Dial, and then press the 【Start】 key.**

Printing Documents Stored as Auto Documents

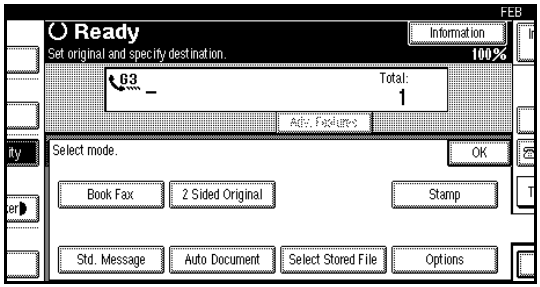
This function is used for printing documents stored as Auto Documents. This function is very convenient as it can be used for confirming the contents of stored files.

1 **Press [Sub TX Mode].**



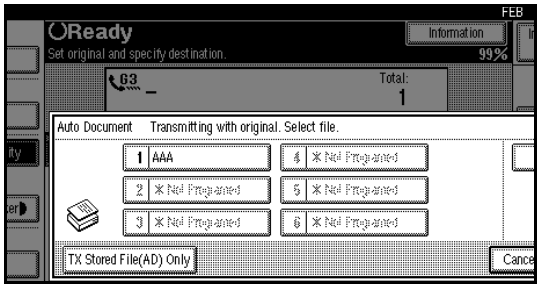
The Sub Transmission Mode menu is shown.

2 **Select [Auto Document].**



3 **Select Auto Document file to be printed.**

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



Note

- ❒ Programmed Auto Documents are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To cancel the Auto Document, press **[Cancel]**. The display will return to step **2**.

4 **Press [File Print].**

5 **Press the [Start] key.**

Once the printing has been completed, the display will return to step **3**.

Note

- ❒ To cancel printing, press **[Cancel]**. The display will return to step **3**.

6 **Press [Cancel].**

Note

- ❒ You can also send Auto Documents. ⇒ p.101 "Sending an Auto Document"

7 **Press [OK].**

The initial display is shown.

Sending a Stored File

The optional Hard Disk Unit (40GB) is required.

Use this feature to send documents that are stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print the stored originals with **[Print File]**.⇒ p.110 "Printing Stored Documents"

Preparation

❒ Store the documents to be sent in advance. ⇒ p.159 "Using the Document Server"

Limitation

❒ Only the documents that are stored using the fax feature can be sent or printed by pressing the **【Facsimile】** key.

Sending Stored Documents

The machine sends documents that are stored in the Document Server.

The documents stored in the Document Server can be sent again and again until they are deleted. Once sent, documents are stored into the Document Server. Therefore, you can send them in just one operation without having to set your originals again.

Limitation

❒ Only the documents that are stored using the fax feature can be sent. Documents that are stored using the copy feature, printer feature or scanner feature cannot be sent.

❒ You cannot use the following transmission methods.

- Free Polling Transmission
- Default ID Transmission
- ID Override Transmission
- Immediate Transmission
- Parallel Memory Transmission ⇒ ⇒ p.122 "Parallel Memory Transmission"
- On Hook Dial
- Manual Dial

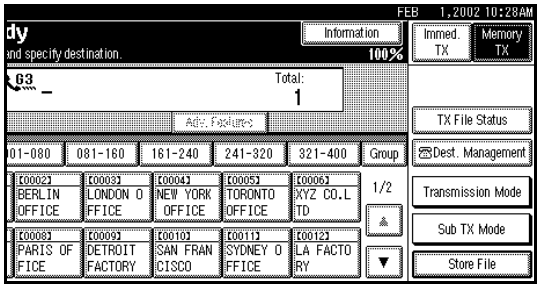
Note

❒ You can specify a maximum of 30 documents at one time.

❒ The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1,000 pages.

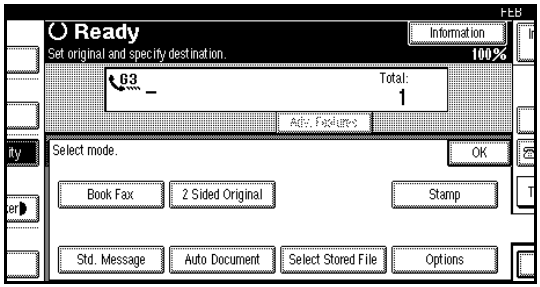
❒ The specified documents are sent with the scan settings made when they were stored.

1 Press [Sub TX Mode].

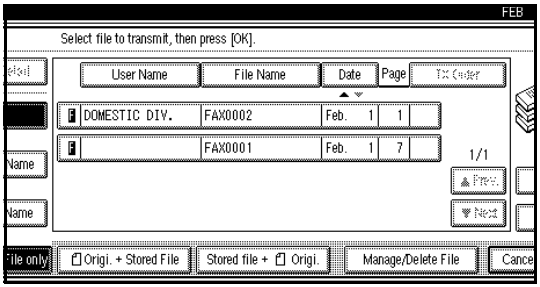


The Sub TX Mode menu is shown.

2 Select [Select Stored File].



3 Select the documents to be sent.



Note

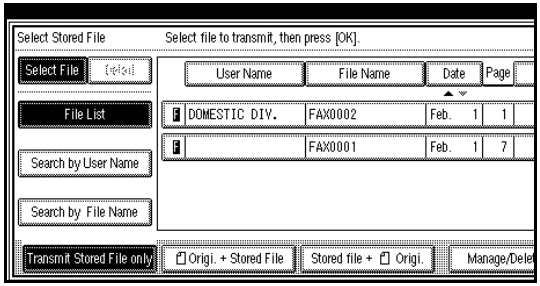
- When multiple documents are selected, they are sent in the order of selection.
- Press **[TX Order]** to arrange the order of the documents to be sent.
- Press **[File Name]** to place the documents in alphabetical order.
- Press **[User Name]** to place the documents in order by the programmed User Name.
- Press **[Date]** to place the documents in order by the programmed date.

Specifying Documents from the “File List”

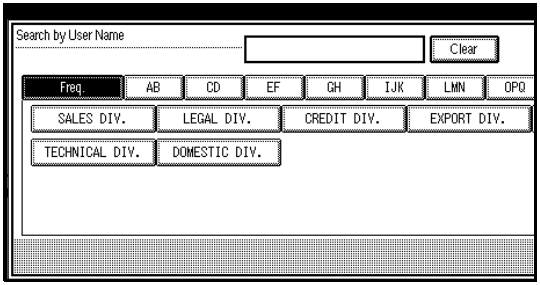
1. **Press [▲ Prev.] or [▼ Next] to display the documents to be sent.**
2. **Select the file name.**

Specifying Documents from the “User Name”

1. **Press [Search by User Name].**



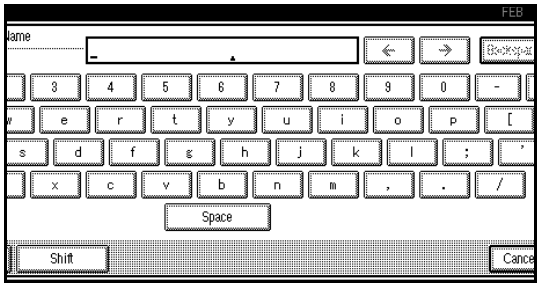
2. **When the User Code is programmed, press the User Name of the registered document, and then go to step 4.**



Note

- These User Names are programmed in the User Code in the “System Settings”.
- If the User Name of the registered document is not displayed, press **[▲ Prev.]** or **[▼ Next]**.
- To search by entering the User Name, press **[Non-programed Name]**, and then go to step 3. Partial matching is used to search for the User Name.

❸ **When the User Code is not programmed, enter the User Name.**

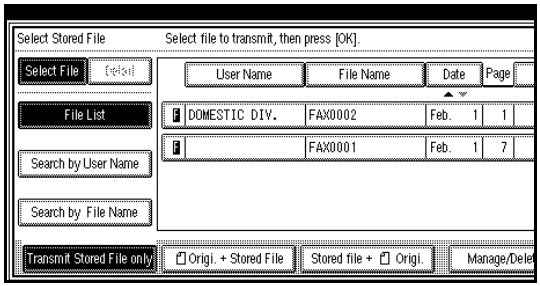


❹ **Press [OK].**

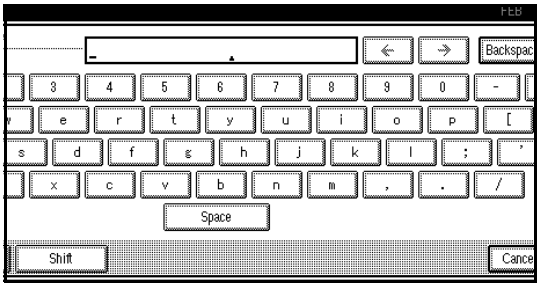
❺ **Select the file name to be sent.**

Specifying Documents from the “File Name”

❶ **Press [Search by File Name].**



❷ **Enter the name of the document to be sent.**



Note

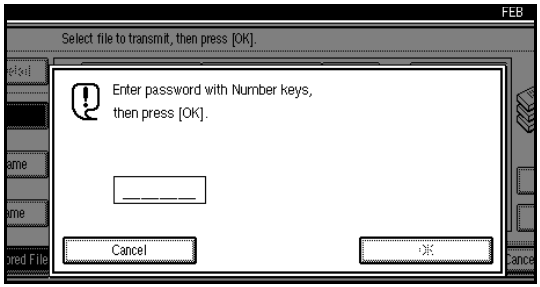
❒ Partial matching is used to search for the file name.

❸ **Press [OK].**

❹ **Select the file name to be sent.**

4 **If you select a document with a password, enter the password.**

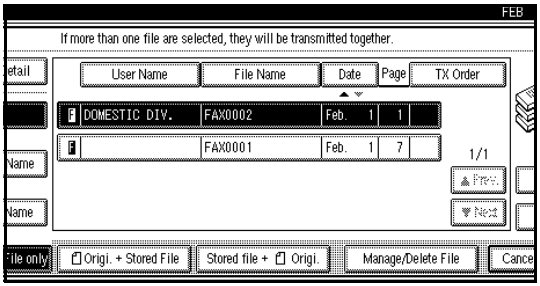
If the document does not have a password, proceed to step **6**.



5 **Press [OK].**

6 **When you want to add your originals to the stored documents and send them all at once, press [Origi. + Stored File] or [Stored file + Origi.].**

When sending only the stored documents, go to step **7**.



Note

- When the **[Origi. + Stored File]** key is pressed, the machine sends the “Originals” and then “Stored Files”. When the **[Stored file + Origi.]** key is pressed, the machine sends the “Stored Files” and then “Originals”.
- The added originals are not stored.

7 Press [OK].

Note

- ❒ To add an original to the stored documents, place the original, and then select any scan settings you require.

8 Press [OK].

9 Dial, and then press the 【Start】 key.

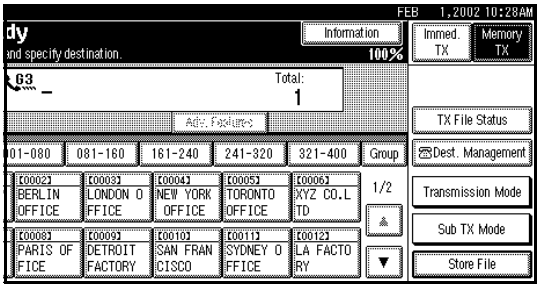
Printing Stored Documents

Use this feature to print the documents stored in the Document Server.

Note

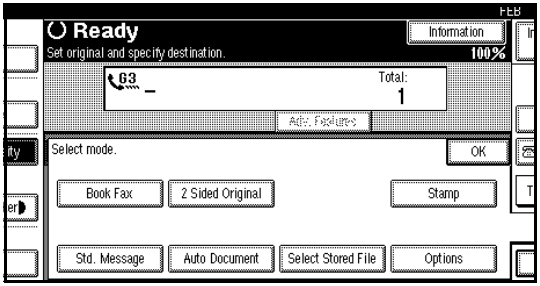
- ❒ Only the documents that are stored using the fax feature can be printed. Documents stored using the fax feature are shown with an “F” in front.
- ❒ You can also print the first page only to check the content of the original.
- ❒ You can specify and print multiple documents.
- ❒ When specifying and printing multiple documents, page numbers are put on all the files. You can specify whether to put page numbers on your files in “User Parameters”.⇒ p.216 “Changing the User Parameters” (Switch18,Bit3)

1 Press [Sub TX Mode].

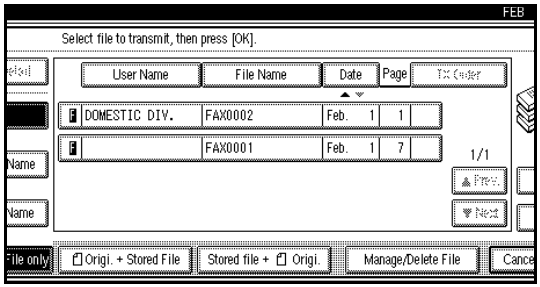


The Sub Transmission Mode menu is shown.

2 Select [Select Stored File].

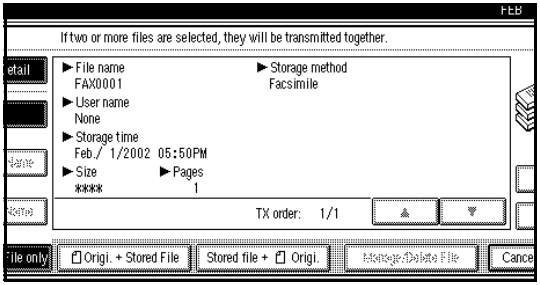


3 **Select the document to be printed.**



Note

- ❒ If you cannot find the document you want to print, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ Press **[File Name]** to place the documents in alphabetical order.
- ❒ Press **[User Name]** to place the documents in order by the programmed User Name.
- ❒ Press **[Date]** to place the documents in order by the programmed date.
- ❒ To see details of the selected document, press **[Detail]**. To return to the standby menu, press **[File List]**.



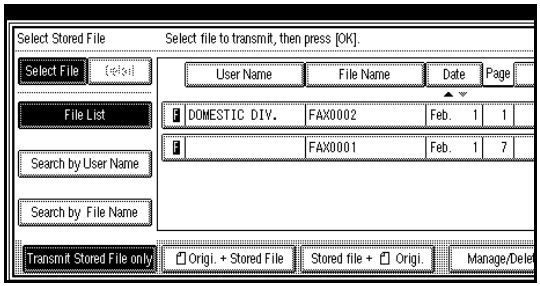
Selecting a Document from “File List”

❶ **Press [▲ Prev.] or [▼ Next] to display the document to be sent.**

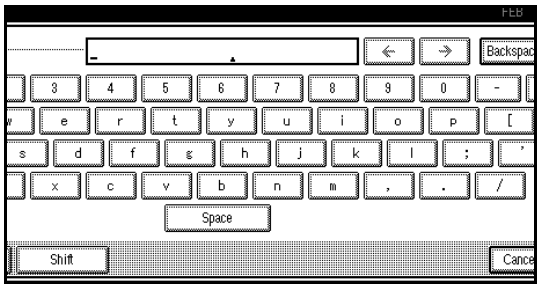
❷ **Select the file name.**

Specifying a Document from the “File Name”

❶ **Press [Search by File Name].**



❷ **Enter the file name to be sent.**



Note

❒ Partial matching is used to search for the file name.

Reference

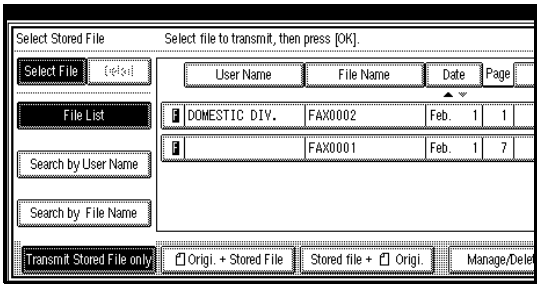
❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

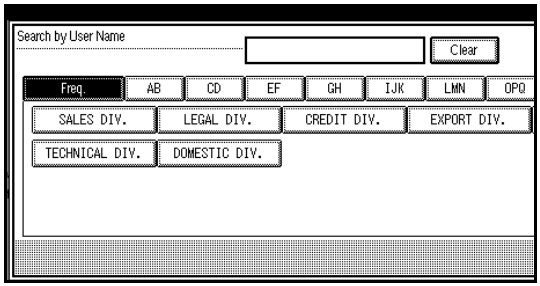
❹ **Select the file name.**

Specifying a Document from the “User Name”

❶ **Press [Search by User Name].**



❷ **Press the User Name of the document to be sent.**



Note

- ❒ If the User Name of the registered document to be sent is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To search by entering the User Name, press the **[Non-programed Name]** key, and then enter the User Name. The User Name is searched by partial matching.

Reference

- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

❹ **Select the file name.**

4 **Press [Print File] or [Print 1st Page].**

When the **[Print File]** key is pressed, the machine prints all the pages. When the **[Print 1st Page]** key is pressed, the machine prints only the first page.

Limitation

- ❒ When “Print 1st Page” is selected, originals larger than size A4 are printed after they are reduced to A4 size.
- ❒ The machine can print up to 30 files using the “Print 1st Page” feature.

Note

- ❒ To print both sides, press **[Print 2 Sides]**.

5 **Press the [Start] key.**

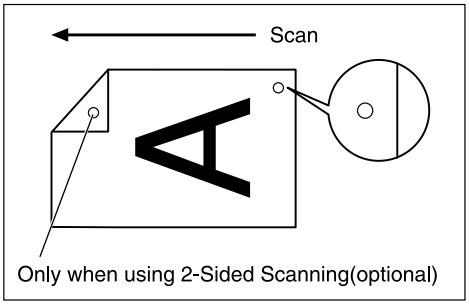
Note

- ❒ When only the first page is printed, the file name is printed at the top of the paper.
- ❒ To cancel printing, press **[Cancel]**.

Stamp

The optional Document Feeder (ADF) is required.

When sending a fax message using the optional Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a 2-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



FSTAM49E

Limitation

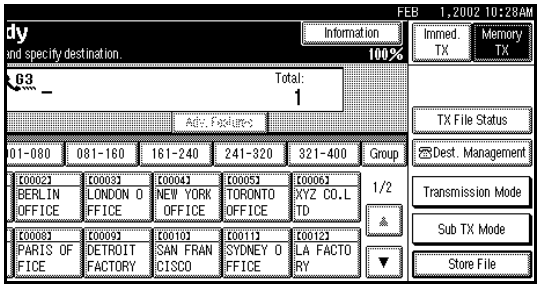
- ❒ Stamp only works when scanning from the optional Document Feeder (ADF).
- ❒ You cannot turn the Stamp feature on or off while a document is being scanned.
- ❒ Do not open the optional Document Feeder (ADF) while scanning a document. A document jam could occur.

Note

- ❒ When the stamp starts getting lighter, replace the cartridge. ⇒ p.281 “Replacing the Stamp Cartridge”
- ❒ If a page was not stamped even though the Stamp feature is turned on, you need to resend that page.
- ❒ If you use this function often, you can set the default in p.189 “General Settings/Adjustment” so that this feature is always on. In this case, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**.

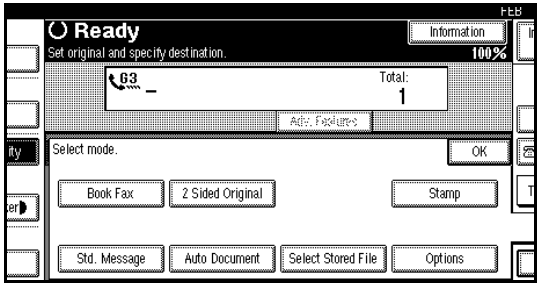
1 Place your original, and then select any scan settings you require.

2 **Press [Sub TX Mode].**



The Sub Transmission menu is shown.

3 **Select [Stamp].**



Note

❒ To cancel using stamp, press **[Stamp]** again.

4 **Press [OK].**

The **[Stamp]** key is highlighted.

5 **Dial, and then press the 【Start】 key.**

Transmission Options

This section describes various features that you can switch on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain option configuration, you can change the default home position (on or off) of each option.

Fax Header Print

When the Fax Header is set to “ON”, the stored name is printed on the receiver's paper.

You can store two Fax Headers: “First Name” and “Second Name”.

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Important

❒ In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

Note

- ❒ In the USA, law requires that your fax number be included in the Fax Header. Register the fax number and switch on with “Gen. Settings/Adjust”. ⇒ p.189

Label Insertion

With this feature you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by “To”.

Limitation

- ❒ When there is an image around the area where the Label is to be printed, that image is deleted.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Sender Stamp

When there is data, such as the User Name and department name, programmed into the User Code, you can have the machine print a sender stamp on the right edge of your paper.

Note

- ❒ Enter the User Name in System Settings.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Reduced Image Transmission

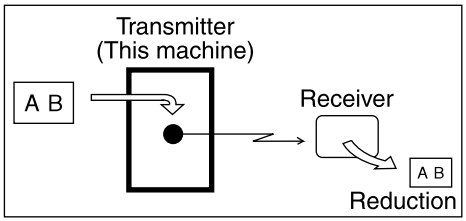
Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.

Limitation

- ❒ This feature is not available with Immediate Transmission or a specified transmission of a stored document.
- ❒ Image Rotation is not available with this feature.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Auto Reduce

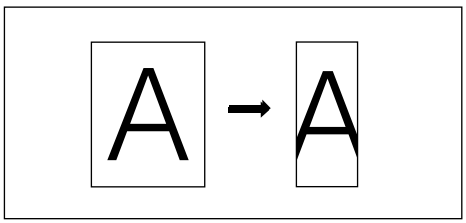
When this function is turned on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



ND1X02E0

Important

❒ If you turn this feature off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.



ND1X02E1

Note

❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Default ID Transmission

If you turn this feature on, transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party).

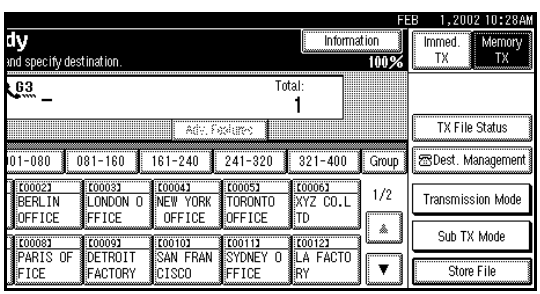
Note

❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Selecting Transmission Options for a Single Transmission

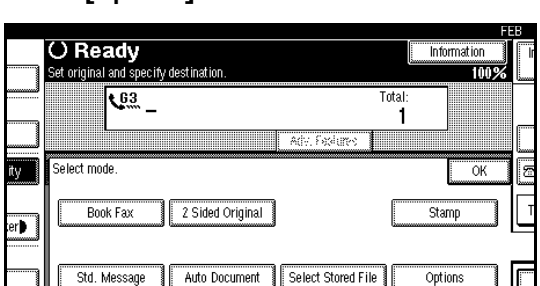
1 **Place the original, and then select any scan settings you require.**

2 **Press [Sub TX Mode].**



The Sub Transmission Mode menu is shown.

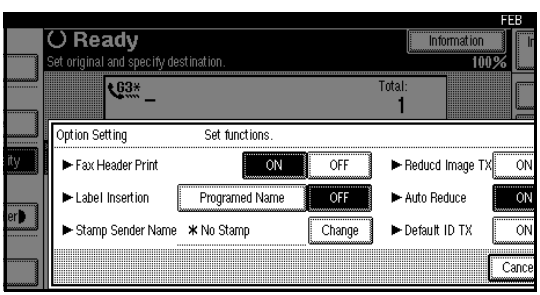
3 **Select [Options].**



4 **Select options to be set up.**

Programming the Fax Header Print

❶ **Press [ON] to specify "Fax Header Print".**

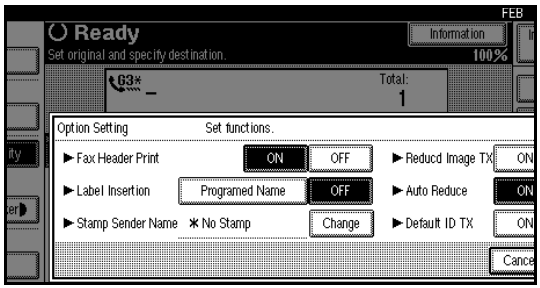


Note

- ❒ Press **[OFF]** if you do not want to print the sender's name.
- ❒ To close the option settings, go to step **5**.

Programming the Label Insertion

❶ **Press [Programed Name] in "Label Insertion".**

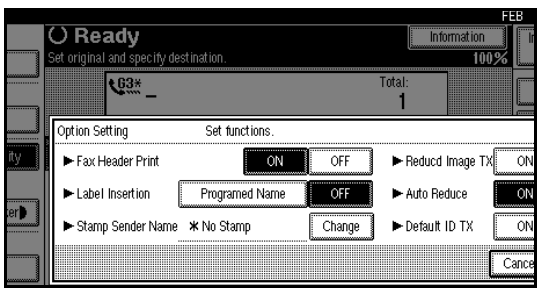


Note

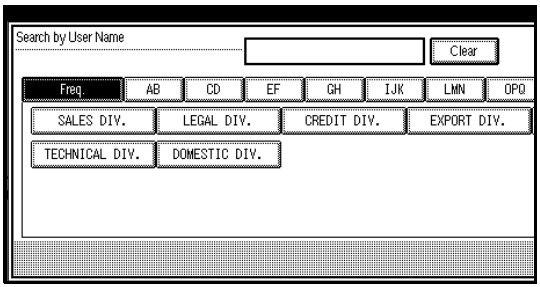
- ❒ Press **[OFF]** if you do not want to insert a destination.
- ❒ To close the option settings, go to step **5**.

Programming the Stamp Sender Name

❶ **Press [Change].**



❷ **Press the name of the user to be stamped.**



Note

- ❒ The set User Name is displayed, when the User Code has been stored. ⇒ "User Code" in Administrator Reference 2 Copier System Edition
- ❒ You can switch titles when you press on the Title key.
- ❒ To stamp a non-registered User Name, press **[Programed External Name]**, and then enter the User Name.
- ❒ If you do not want to stamp the sender's stamp, press **[No Stamp]**.

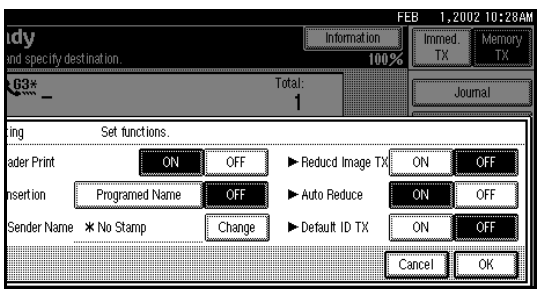
❸ **Press [OK].**

Note

- ❒ To close the option settings, go to step **5**.

Programming the Reduced Image TX

❶ Press [ON] in “Reducd Image TX”.

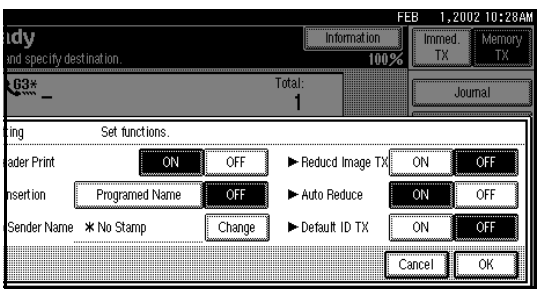


Note

- ❒ Press **[OFF]** if you do not want to do a reduced transmission.
- ❒ To close the option settings, go to step **5**.

Programming the Auto Reduce

❶ Press [ON] in “Auto Reduce”.

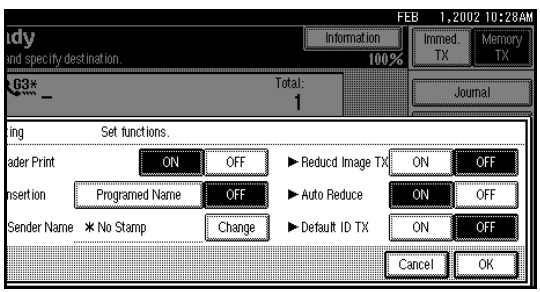


Note

- ❒ Press **[OFF]** if you do not want to use a Auto Reduce function.
- ❒ To close the option settings, go to step **5**.

Programming the Default ID TX

❶ **Press [ON] in "Default ID TX".**



Note

- ❒ Press **[OFF]** if you do not want to use ID transmission.
- ❒ To close the option settings, go to step **5**.

5 Press [OK].

The screen returns to the Sending menu screen.

Note

- ❒ When changing the settings, the **[Option Settings]** will be highlighted in dark.

6 Press [OK].

7 Set the destination, and then press the 【Start】 key.

8 Press [OK].

The Sub Transmission menu is shown.

9 Press [OK].

10 Dial, and then press the 【Start】 key.

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "`Memory is full. Cannot scan more. Transmission will be stopped.`" is displayed.

Press **[Exit]** to transmit the stored pages only.

Note

- ❒ Successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.
- ❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission depending the optional equipment installed if there is not enough free memory left.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch07, Bit2)
- ❒ If you use this function, the Memory Storage Report will not be printed.

Limitation

- ❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
  - When the line is busy and could not be connected to
  - With Send Later
  - When you store an original for Memory Transmission while another communication is in progress
  - When two or more destinations are specified
  - When you send only an Auto Document
  - When the first page of an original is placed on the exposure glass
  - When you send messages stored in the Document Server
- ❒ If the 【Clear/Stop】 key is pressed, an original is jammed or memory runs out during Parallel Memory Transmission stops. The Transmission Result Report is printed and files are deleted.
- ❒ When Parallel Memory Transmission is used, the total number of originals in “Fax Header Print” is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ Chapter 2, “Memory Transmission” in the Basic Features manual
  If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.⇒ p.128 “Communication Failure Report”
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication fails.
- You can also check the transmission result by examining the Journal.⇒ p.45 “Printing the Journal”
- You can either print or scroll through the Journal on the display. ⇒ p.49 “Checking the Transmission Result (TX File Status)”

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 5 times in 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch14, Bit2)

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

- ❒ You can turn this function on or off with the Key Operator Settings. ⇒ p.214 “ECM”

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting), the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Limitation

- ❒ Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

For most purposes, place A4/8$^1/_2$"×11" originals in the landscape direction (). If you place an A4/8$^1/_2$"×11" original in the portrait direction (), the image will be sent rotated by 90°. Providing the receiver has A4/8$^1/_2$"×11" landscape paper (), the message will be printed the same size as the original.

Limitation

- ❒ This feature is not available with Immediate Transmission.
- ❒ When Image Rotation is used, all messages are sent by normal Memory Transmission.

Simultaneous Broadcast

The optional ISDN Unit or Extra G3 Interface Unit is required.

The Standard Broadcast feature sends faxes one at a time to multiple destinations in the order of specified destination numbers.

The Simultaneous Broadcast feature, however, can send faxes three at a time to multiple destinations by transmitting simultaneously over different lines.

This results in a shorter overall transmission time.

Note

- ❒ This feature can use a maximum of 2 lines simultaneously.
- ❒ When using the optional Extra G3 Interface Unit, if you set the line selection as “G3 Auto Select” beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

The optional Fax Function Upgrade Unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than the other compression method. You can only use this feature with G3/I-G3 line type.

Limitation

- ❒ An ISDN line cannot be used.
- ❒ If ECM is turned off, JBIG Transmission is not available.⇒ p.214 “ECM”
- ❒ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

- ❒ You can turn this report on and off. ⇒ p.216 "Changing the User Parameters" (Switch03, Bit2)
- ❒ You can choose whether to include part of the original image on the report. ⇒ p.216 "Changing the User Parameters" (Switch04, Bit7)
- ❒ If you use Parallel Memory Transmission, the Memory Storage Report will not be printed.

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, a Communication Failure Report is printed. ⇒ p.128 "Communication Failure Report"

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch03, Bit0)
- ❒ You can choose whether to include part of the original image on the report.⇒ p.216 "Changing the User Parameters" (Switch04, Bit7)
- ❒ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- ❒ You can choose whether to include part of the original image on the report. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)
- ❒ The “Page” column gives the total number of pages. The “Not Sent” column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error Report is printed instead.

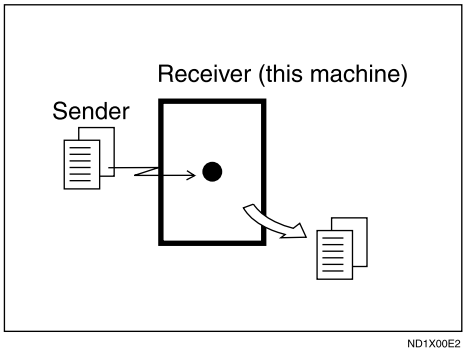
Note

- ❒ You can switch this report on or off in the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit5)
- ❒ If the page was sent successfully, the “Page” column gives the total number of pages that was sent successfully. The “Not Sent” column gives the number of pages that could not be sent successfully.

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.



Normally this machine receives messages by Immediate Transmission. But Memory Reception is used when “Combine 2 Originals”, “Multi-copy reception”, “Reverse Order Printing reception” or “2-sided Printing” is set to “ON”. If the conditions are that Subsutitute Reception should be used, a fax message is not printed. It will be stored in memory.⇒ p.130 “Memory Reception”,⇒ p.131 “Substitute Reception”

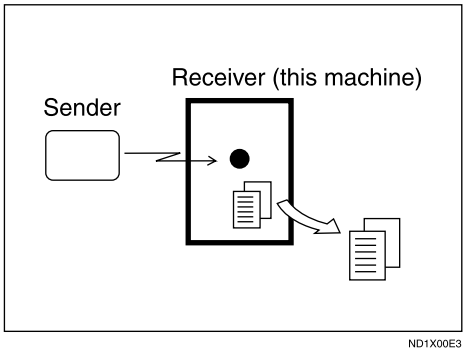
Reception Resolution

This machine supports **Standard**, **Detail** and **Super fine** resolutions for reception. If you do not have the optional Fax Function Upgrade Unit, faxes sent at **Super fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with the following features:

- Combine 2 originals ⇒ p.144 "Combine 2 Originals"
- Multi-copy when set to multiple copies ⇒ p.143 "Multi-copy Reception"
- Reverse Order Printing ⇒ p.146 "Reverse Order Printing"
- Substitute Reception ⇒ p.131 "Substitute Reception"
- 2-sided Printing ⇒ p.141 "2-Sided Printing"

Important

- ❒ All the messages stored in memory are deleted if the main power switch is turned off for more than one hour.
- ❒ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above features off or add a memory card.

Limitation

- ❒ The machine may not be able to receive fax messages when the free memory space is low.

Note

- ❒ If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception and stores messages in memory instead of printing them. This Reception, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A fax is received during a copy or print run

Limitation

❒ Reception may not take place if there is not enough free memory.

Note

❒ The Receive File indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up machine memory, the machine can be programmed to only use Substitute Reception under set condition.

Four settings are available:

- “When Own Name or Own Fax Number is received”
- “Free”
- “Polling ID match”
- “disable”

Note

❒ You can select the default setting with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch05, Bit2,1)

❒ If you select “When Own Name or Own Fax Number is received”, the machine stores messages only when the Own Name/Own Fax Number is present.

❒ Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:

- Paper becomes jammed while the power switch is on
- Printing is not possible for some reason, for example, when a copy job is in progress

When Own Name or Own Fax Number is Received

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages received into memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important

- ❒ If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

Polling ID match

The machine switches to Substitute Reception only when the programmed Polling ID's of the other end and this machine are identical.

When the Receive File Indicator is Lit

If the Receive File indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out.	and/or 【Facsimile】 indicator is lit red.	Add paper. ⇒ "Loading Paper" in Maintenance Guide 2 Copier System Edition
Toner is empty.	is lit.	Replace the toner cartridge. ⇒ "Replacing the Toner Cartridge" in Maintenance Guide 1 Copier System Edition
Paper is jammed.	is lit.	Remove the jammed paper. ⇒ "Removing Misfed Paper" in Maintenance Guide 2 Copier System Edition
Machine is busy printing with other function.	The machine is printing with other function.	The message will be printed after the current job finishes automatically.
Output tray is full.	The message "`Following output tray is full. Remove paper.`" appears.	Remove paper from output tray.

When the Confidential File Indicator is Lit or Blinking

If the Confidential File indicator (🔒) is lit, a message has been received and stored in memory as a Confidential Message or in the Personal Box. You need to print it out manually. ⇒ p.55 “Printing a Confidential Message”, ⇒ p.61 “Printing Personal Box Messages”

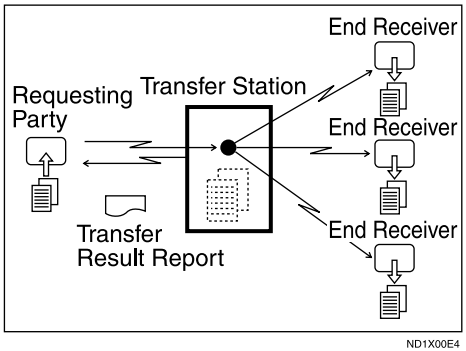
If the Confidential File indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ p.58 “Printing a File Received with Memory Lock”

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. Transfer Stations must be machines of the same make.

The diagram below may make the concept clearer.



The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from.

❖ Transfer Station (this machine)

The machine that forwards the incoming message to another destination.

❖ End Receiver

The final destination of the message, that is the machine the Transfer Station sends to. End Receivers must be programmed into Quick Dial or Groups in the Transfer Station.

Limitation

- ❒ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.
- ❒ A Transfer Request cannot be sent, if the fax number of the transfer station (this machine) is not programmed in Quick Dial.
- ❒ If your line number is not programmed at the Transfer Station, reception will not take place.⇒ p.255 “Transfer Report”
- ❒ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. ⇒ Chapter 2, “Number keys” in the Basic Features manual
- ❒ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

Multistep Transfer

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the End Receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This feature can only be used if the machines are made by the same maker.

Reference

❒ Chapter 3, “Groups” in the Basic Features manual

Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:
  001813-11112222
- Transfer Station's Quick Dial:
  03-11112222

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not.

Preparation

- ❒ Program the Requesting Party fax number into a Quick Dial key in advance. ⇒ Chapter 3, “Quick Dials” in the Basic Features manual

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the Requesting Party in Quick Dial in the Transfer Station.

Note

- ❒ You can set whether a portion of the original image is printed on the report with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)

JBIG Reception

The optional Fax Function Upgrade Unit is required.

It allows you to receive messages sent in the JBIG format.

Limitation

- ❒ If ECM is turned off, JBIG Reception is not available.
- ❒ This feature is not available with G4 communication.
- ❒ When the optional Extra G3 Interface Unit is installed, JBIG receptions of “G3-2” lines are standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

Important

- ❒ Reception is not possible if both the operation switch and main power switch are turned off.

Note

- ❒ You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch14, Bit0)
- ❒ You can also set that fax messages received by Memory Reception (Substitute Reception) will be printed after the machine is turned on.

Printing Options

Print Completion Beep

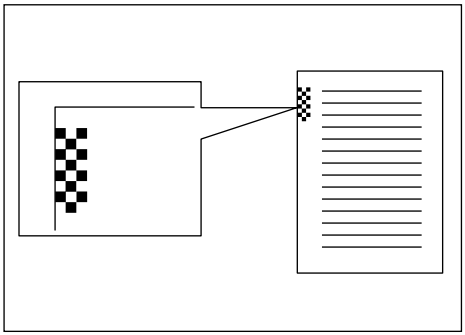
When this function is turned on, the machine beeps to let you know when a received message has been printed.

Note

❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). ⇒ Chapter 4, “Adjusting Volume” in the Basic Features manual

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax messages to help you separate them.



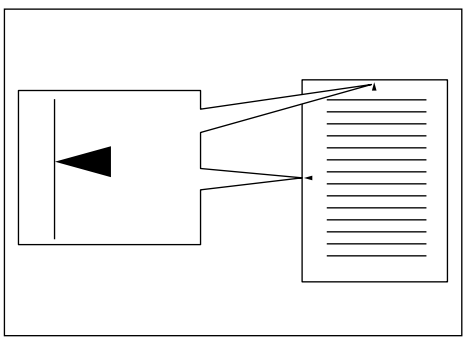
ND1X00E5

Note

❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



ND1X00E6

Limitation

- ❒ The Center Mark may deviate a little from the exact center of the edge.

Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Reception Time

You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Limitation

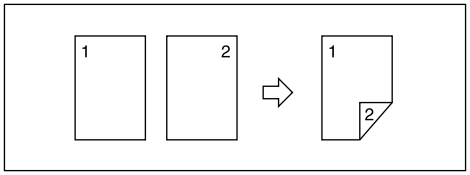
- ❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

Note

- ❒ The date and time when the message was printed can also be recorded on the message. If you need this feature, please contact your service representative.

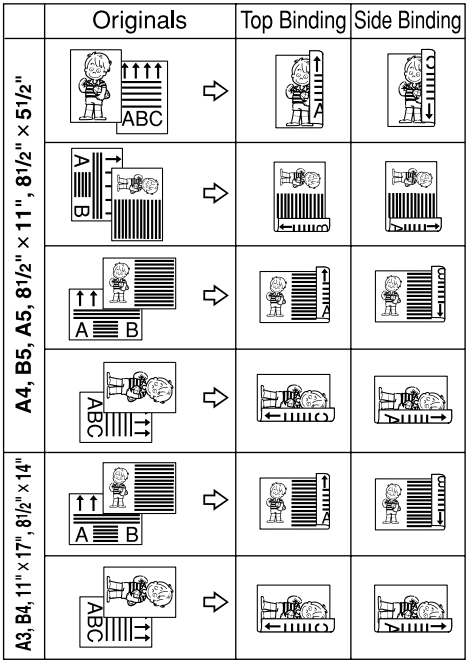
2-Sided Printing

You can have a received message printed on both sides of the paper. You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”



Limitation

- ❒ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (A4→A4, 8$^1/_2$"×11"→8$^1/_2$"×11" are typical examples, whether A3 and B5 sizes are correctly scanned in will depend on the fax machine). This machine will correctly scan in A3, B4, A4, B5, A5 (11"×17", 8$^1/_2$"×14", 8$^1/_2$"×11", 8$^1/_2$"×5$^1/_2$").
  The following table shows the results that can be achieved when sending and receiving using this machine.



- ❒ This feature works only when all pages are of the same width and are received into memory.
- ❒ The machine will use Memory Reception for 2-Sided Printing.
- ❒ This feature cannot be used with Combine 2 originals.

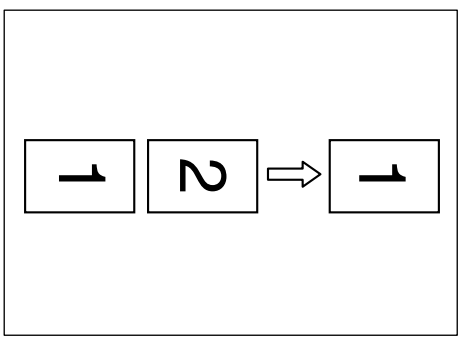
- Printouts may vary depending on how the sender set them.
- If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

Note

- You can choose to have messages only from selected senders printed in this way. ⇒ p.223 "Special Senders to Treat Differently"

180 Degree Rotation Printing

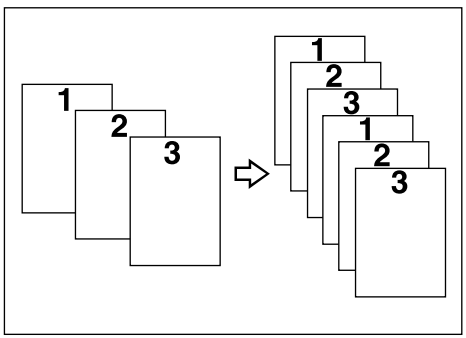
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



CP2B02E0

Multi-copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ p.223 “Special Senders to Treat Differently”, ⇒ p.198 “Reception Mode”



Limitation

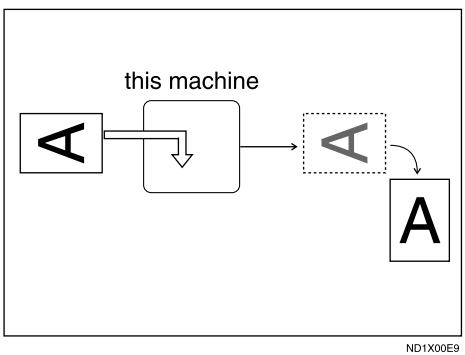
- ❒ The maximum number of copies that can be made for each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”
- ❒ The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the standard tray , incoming fax messages will be rotated automatically to fit on the paper.



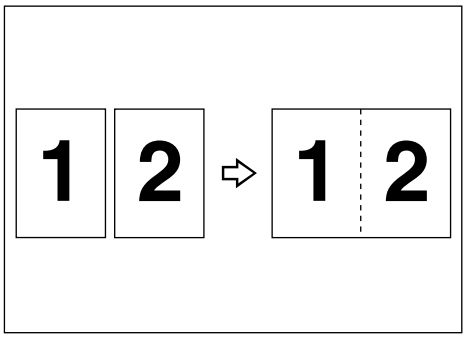
Note

- ❒ You can choose to have received messages printed from a specified tray. ⇒ p.198 “Reception Mode”

Combine 2 Originals

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5 messages are printed side by side on a sheet of A4.
- Two B5 messages are printed side by side on a sheet of B4.
- Two A4 messages are printed side by side on a sheet of A3.
- Two $8^1/_2$"×$5^1/_2$" messages are printed side by side on a sheet of $8^1/_2$"×11".
- Two $8^1/_2$"×11" messages are printed side by side on a sheet of 11"×17".



ND1X01E0

Limitation

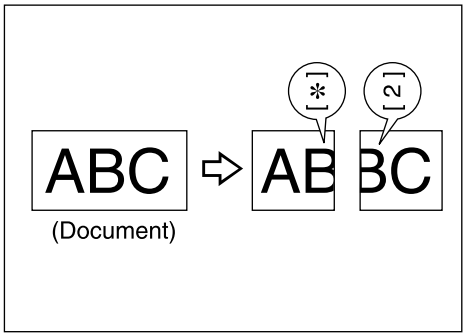
- ❒ This feature does not work with messages larger than A5, B5, A4, $8^1/_2$"×11" or $8^1/_2$"×$5^1/_2$". When A5, B5, A4, $8^1/_2$"×11" or $8^1/_2$"×$5^1/_2$" size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- ❒ If paper matching the size and direction of a received document is not available, “Combine 2 originals” is not possible.
- ❒ When “Combine 2 originals” and “2-Sided Printing” are selected at the same time, combine 2 originals takes priority and 2-sided printing is canceled.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch10, Bit1)
- ❒ This feature uses Memory Reception.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the message length is 20mm (0.79") or longer than the paper used. The message is reduced if it is less than 20mm (0.79") longer. When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.39") of the split area is duplicated on the top of the second sheet.



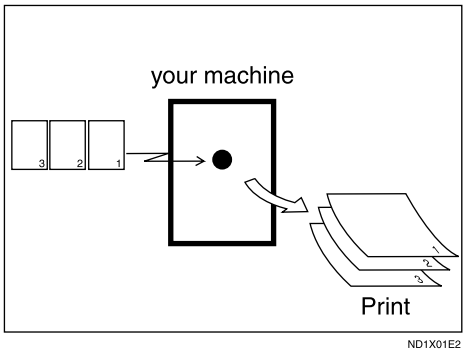
ND1X01E1

Note

- ❒ Your service representative can customize this feature with the following settings.
  - Reduction
  - Print split mark
  - Overprinting
  - Overprinting length
  - Guideline for split
- ❒ You can adjust the overprinting and reduction lengths within the following ranges:
  - Overprinting length: 4mm (0.16"), 10mm (0.39"), 20mm (0.79")
  - Guideline for split: 0~155mm (5mm steps)/0~6.1" (0.2" steps)

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received.

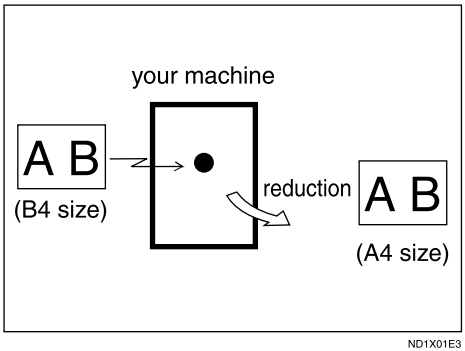


Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”
- ❒ When this feature is on, the first page will be printed last.
- ❒ This feature uses Memory Reception.

Page Reduction

If you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. If you turn this feature on, the machine reduces the width and length of the received image so that it will fit on one page. If A4▭ paper size is loaded and a message of B4▭ size is received, the machine will reduce the message to a single A4▭ sheet.



Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch10, Bit3)

Reference

- ❒ ⇒ p.145 “Page Separation and Length Reduction”

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. ⇒ Chapter 3, “Initial settings and Adjustment” in the Basic Features manual

Note

- ❒ You can turn it on or off in the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch02, Bit3)

CIL/TID Print

The optional ISDN Unit is required.

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page.

The CIL (Call Identification Line) refers to the combination of the receiver's Own Fax Number, name, the sender's Own Fax Number and name, time, and page number. The TID refers to the name programmed by the sender in their Fax Header.

Limitation

- ❒ These features are available only when receiving in G4 mode.
- ❒ If the sender's TID contains double-byte characters (for example Chinese characters), the TID will not be printed even if TID Print is turned on.

Note

- ❒ You can turn CIL and TID on or off in the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch02, Bit5 or Bit6)

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has 8½"×11" and A3 loaded and you receive a A4 size message, check the A4 column of the following table. The paper size at the top has the highest priority. In this case, since 8½"×11" is a higher priority than A3, the message is printed on 8½"×11".

If only B5 is loaded and you receive an A3 message, the received message is stored in memory and will not be printed.

❖ Priority Table

Paper Select Priorities	Received Image Size: A3,11"×17"	B4	A4, 8½"×11"	A4, 8½"×11"	B5	8½"×14"	F/F4
1	A3	B4	8½"×11"	A4	B5	8½"×14"	F/F4
2	11"×17"	A3	8½"×11"	A4	B5	A4	8½"×14"
3	A4	11"×17"	A4	8½"×11"	B4	A4	A4
4	A4	B5	A4	8½"×11"	A4	8½"×11"	A4
5	8½"×11"	B5	F/F4	A3	A4	8½"×11"	8½"×11"
6	8½"×11"	A4	8½"×14"	F/F4	8½"×11"	F	8½"×11"
7	F/F4	A4	A3	11"×17"	8½"×11"	B4	B4
8	B4	8½"×11"	B4	B4	F/F4	A3	A3
9	8½"×14"	8½"×11"	11"×17"	8½"×14"	A3	11"×17"	11"×17"
10		F/F4	B5		11"×17"	B5	B5
11		8½"×14"	B5		8½"×14"	B5	B5

Portrait Landscape Image Rotation

GFRXPSE

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20mm (0.79")
Width or Length Priority	Width

- ▯▯ and ▭▭ indicate that the message is split over two pages of paper with the orientation and size shown.

Limitation

- ❒ Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ p.223 “Special Senders to Treat Differently”
- ❒ The paper size used to print a received message may be different from the size of the sent original.

Note

- ❒ Widths that this machine can receive are A4, B4 and A3. Any messages narrower than A4 are sent as A4 width with the length unchanged.

Reference

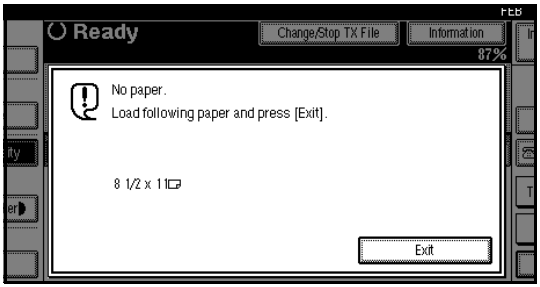
- ❒ p.145 “Page Separation and Length Reduction”
- ❒ p.146 “Page Reduction”
- ❒ p.143 “Image Rotation”

"Just Size" Printing

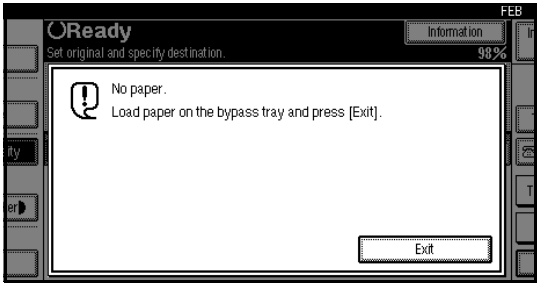
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray



Note

- The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.
  - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.
  - If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.
- You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch05, Bit5)

Having Incoming Messages Printed on Paper from the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the bypass tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).

You can set up to a maximum of 100 standard paper in the bypass tray.

Limitation

- The print area is determined by optional Expansion Memory, Resolution, and the vertical length of originals.
- You cannot output the received paper into the optional Finisher Unit, when using this function. The paper will be delivered into the machine's paper tray, even when the optional Finisher Unit has been set as the output tray.⇒“General Features -- Output : Facsimile” in Administrator Reference 2 Copier System Edition

Note

- Before you can use this feature, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. ⇒ p.198 “Reception Mode”, ⇒ p.223 “Special Senders to Treat Differently”
- When you set paper sizes other than A4▭, B4▭, A3▭ ($8^1/_2$"×11"▭, 11"×13"▭) in the bypass tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying. ⇒ “Loading Paper in the Bypass Tray” in Maintenance Guide 2 Copier System Edition
- If the specified paper size and the size of paper set in the bypass tray do not match, paper jams may occur or the image may be truncated.
- If you use this feature, Image Rotation and 180 Degree Rotating Printing are not possible.

Where Incoming Messages are Delivered - Output Tray

G3/G4 Separate Tray

The optional Extra G3 Interface Unit or optional ISDN Unit, as well as an optional upper tray or optional Finisher Unit is required.

You can specify the document feeding tray for each line. For example, you can specify documents received through the G3 line to be fed to the "Standard Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

Note

- To use this feature, specify the line and destination in "G3/G4 Separate Tray". ⇒ p.198 "Reception Mode"

Tray Shift

The optional Finisher Unit is Required.

When the optional Finisher Unit is selected for fax output, you can use the Tray Shift function to have the internal delivery exit move to the left or right whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

Note

- You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch19, Bit0)

Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by registering this information in a Keystroke Program.

Registering and Changing Keystroke Programs

Keystroke Programs can be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Default ID, Auto Document, Book Fax, Polling Transmission, Polling Reception, Transfer Request, 2-sided transmission, optional functions
- Program name (up to 20 characters)

Important

❒ We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ p.187 “Reports/Lists”

Limitation

❒ Transfer Request and broadcast transmissions cannot be registered at the same time.

❒ When a registered program key is being used for a Memory Transmission on standby, the message “`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`” is displayed. You cannot change the function for this key at this time.

Note

❒ The maximum number of programs you can register is 100 (200 with the optional Fax Function Upgrade Unit).

❒ Use the same procedure to registering and change programs. Follow the procedure for the items you want to change.

❒ The method to register or change programs for Copy Function is different from that of Fax Function.

1 **Prepare for registering the program.**

Note

- ❒ The procedure for programming differs depending on the items you want to register.
- ❒ Press the **【Clear Modes】** key to cancel programming.

Example of registering a program using Send Later with the fax number "0123456789".

❶ **Press 【0】, 【1】, 【2】, 【3】, 【4】, 【5】, 【6】, 【7】, 【8】, 【9】 with the number keys.**

❷ **Press [Transmission Mode].**

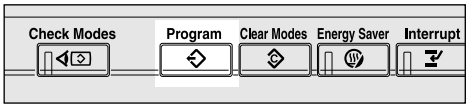
❸ **Select [Send Later].**

❹ **Enter the time to send.**

Note

- ❒ If "Send Later" is already specified, that time is shown. Press the **【Clear Modes】** key to change "Send Later".

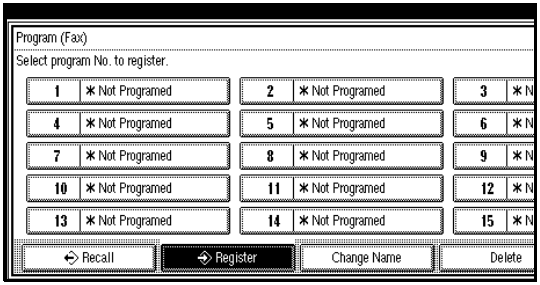
2 **Press the 【Program】 key.**



ZFLS170N

The program (Fax) is shown.

3 **Select a program number in which "*Not Programed" is shown.**



Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search, when "*Not Programed" is not displayed

4 **Enter the program name.**

The "Program Name" display is shown.

Note

- ❒ If you make a mistake, press **[Backspace]** or **[Delete All]** and try again.
- ❒ You should register the program name.

5 **Press [OK].**

The program has been registered.

6 **Press [Exit].**

The initial display is shown.

Using a Program

Example of executing a program using Send Later with the fax number “0123456789”.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

Note

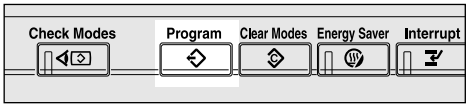
- ❒ If the standby display is not shown, press the 【**Facsimile**】 key.

2 **Place your original.**

Note

- ❒ If you have not a registered destinations or scan settings as a program, enter the fax number for the destination and select any scan settings you require.

3 **Press the 【Program】 key.**



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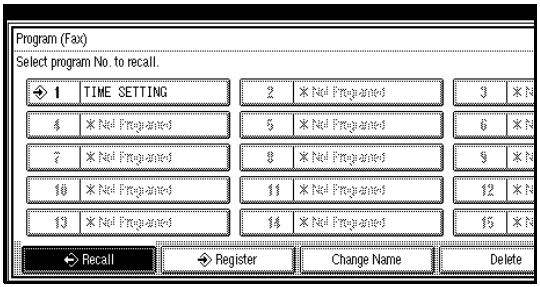
4 **Select a program number you registered.**



The initial display is shown.

Then, the registered fax number and time are shown. Transmission Mode is selected.

Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the transmission program number when it is not displayed.

5 **Press the 【Start】 key.**

The fax number and specified time are shown on the display and the machine starts to scan the original.

Changing a Program Name

Limitation

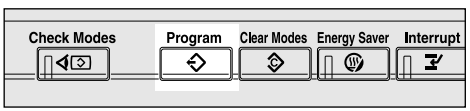
- ❒ When a registered program is being used for a standby Memory Transmission, you cannot change the program name.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

Note

- ❒ If the standby display is not shown, press the 【Facsimile】 key.

2 **Press the 【Program】 key.**



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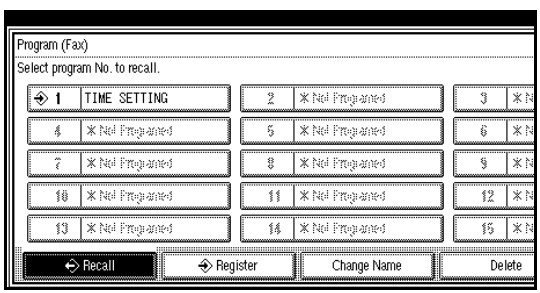
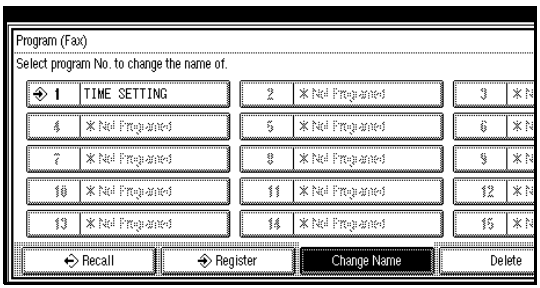
3 **Press [Change Name].**



4 **Select the program number for the name you want to change.**



Press **[▲ Prev.]** or **[▼ Next]** to search for the program number to change when it is not displayed.

5 **Enter a new program name.**

Note

- ❒ Press **[Cancel]** to cancel the change, and proceed to step **7**.

6 **Press [OK].**

The program name is changed.

7 **Press [Exit].**

The initial display is shown.

Deleting a Program

Limitation

- ❒ When a registered program is being used for a standby Memory Transmission, the following message appears: "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`"

Note

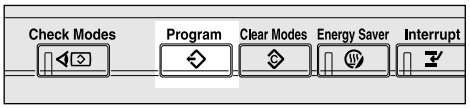
- ❒ If you delete a program, the registered program name is also deleted.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

Note

- ❒ If the standby display is not shown, press the **【Facsimile】** key.

2 **Press the 【Program】 key.**



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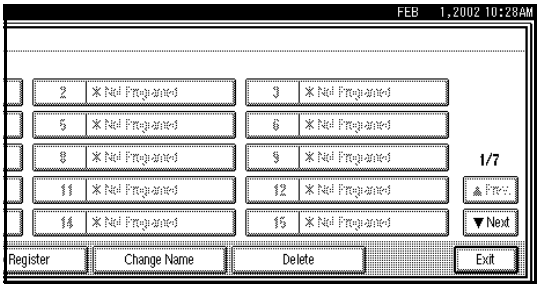
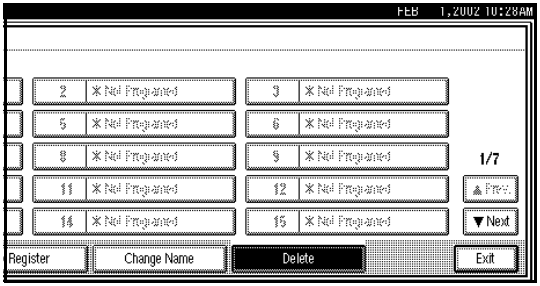
3 **Press [Delete].**



4 **Select the program number you want to delete.**



Press **[▲ Prev.]** or **[▼ Next]** to search for the program number to delete when it is not displayed.

The contents of the program are shown on the display.

5 **Press [Yes].**

Note

- ❒ Press **[No]** not to delete the program. The display will return to step **3**.

6 **Press [Exit].**

The initial display is shown.

Using the Document Server

The optional Hard Disk Unit (40GB) is required.

Use this feature to store documents in the Document Server of this machine.

The Document Server can store documents using facsimile and printer features.

The documents that are stored using a facsimile feature are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want just by selecting it.
- Storing a document does not use facsimile memory.

You can also send multiple stored documents or combine a document with a scanned original to send them out as a single document. Use **[Select Stored File]** in **[Sub TX Mode]** in Facsimile Mode to send stored documents.⇒ p.105 “Sending a Stored File”

Limitation

❒ Documents stored with **[Store File]** in the Facsimile mode cannot be operated from the screen displayed, when the **[Document Server]** key is pressed. ⇒ p.160 “Storing a Document”

Note

❒ The stored documents are not deleted even when there is a power failure or the main power switch is turned off.

❒ Based on the factory settings, the machine automatically deletes documents from the Document Box one day (24 hours) after each document was saved. The user can disable the automatic deletion of documents or change the automatic deletion period, for example, to several days. For details, see "Scanning Originals" in Administrator Reference 2 Copier System Edition.

❒ The fax feature has a memory capacity of approximately 1,000 pages. You can store approximately 2,000 pages (ITU-T No.1 chart) in the Document Server, using the copy, printer, and scanner features.

❒ You can store up to 400 pages (1,000 pages with the optional Expansion Memory) as one document.

Storing a Document

You can send and store a document at the same time. You can also just store a document.

❖ File names

Files which have been read automatically get names like “Fax0001” or “Fax0002”.⇒ p.163 “Setting a File Name”

❖ User Names

You can set this function if necessary to know whom and what departments are stored in the machine.⇒ p.161 “Programming a User Name”

❖ Password

You can set this function so as not to send to unspecified people.⇒ p.163 “Setting a Password”

Note

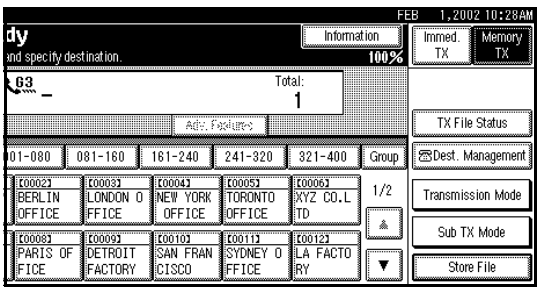
- ❒ The stored documents are given “file names”, such as “FAX0001” and “FAX0002”, automatically. However, you can change the file names. ⇒ p.164 “File Manage”
- ❒ You can attach “User Names” to the stored documents. ⇒ p.164 “File Manage”

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

If the standby display is not shown, press the **【Facsimile】** key.

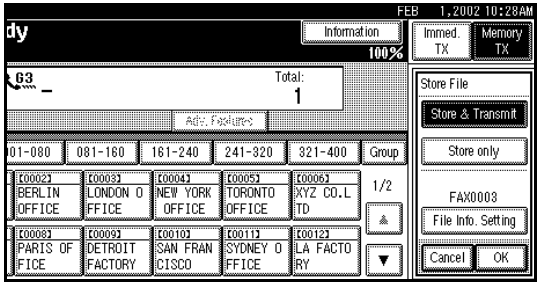
2 **Place your original, and then select any scan settings you require.**

3 **Press [Store File].**

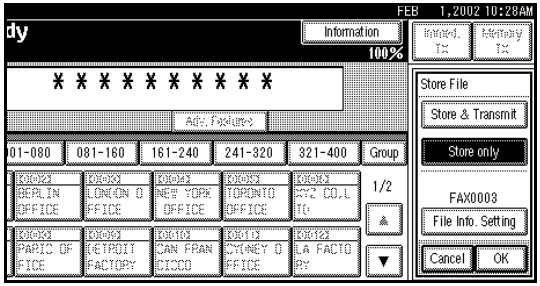


4 **Select [Store & Transmit] or [Store only].**

Select **[Store & Transmit]** to send documents after they are stored.



Select **[Store only]** to store documents.



When **[Store only]** is selected, "✱✱✱✱-✱✱✱✱✱✱" is shown.

5 **Set the User Name, file name and password if necessary.**

Note

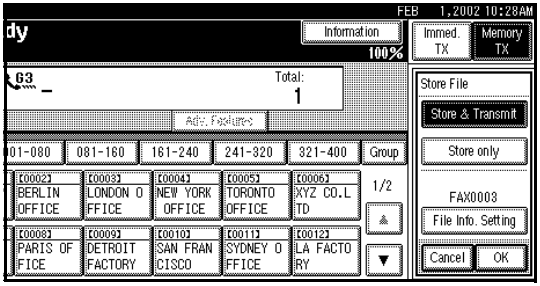
- ❒ If you are not going to set the User Name, file name, or password, go to step **6**.
- ❒ You cannot change multiple documents at once.

Programming a User Name

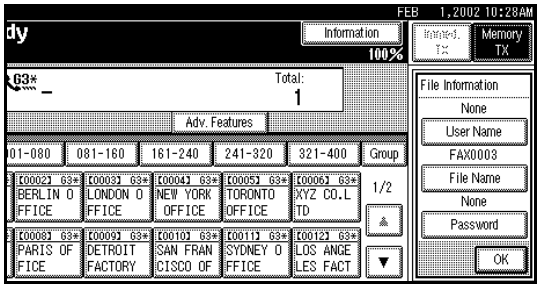
Note

- ❒ Set a User Name from those that are programmed in the User Code. Set the User Codes in the "System Settings".

❶ **Press [File Info. Setting].**

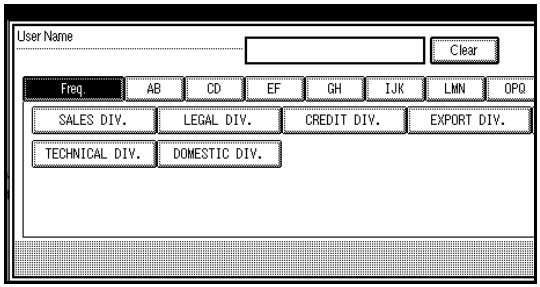


❷ **Press [User Name].**



The User Name change menu is shown.

❸ **Press the User Name to be programmed.**



The User Names that are programmed in the User Code are shown.

Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the set User Name when it is not displayed.
- ❒ Press the title key to switch between titles.
- ❒ To set an unprogrammed User Name, press **[Non-programed Name]**, and then enter the name. User Names that are entered by pressing the **[Non-programed Name]** key are not programmed into the User Code.

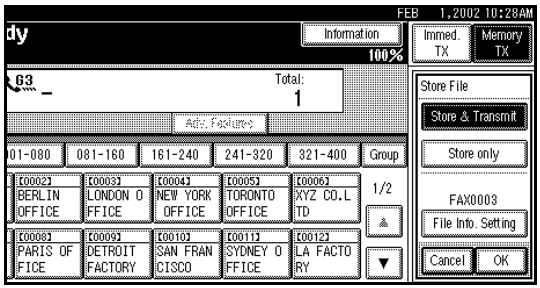
❹ **Press [OK].**

The specified User Name is shown.

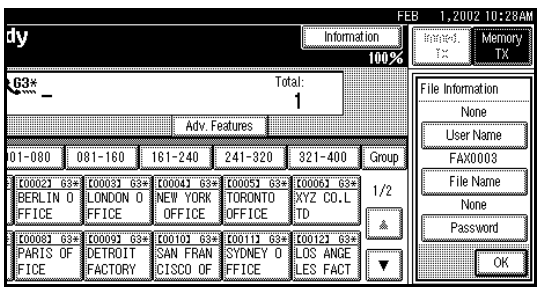
❺ **Press [OK].**

Setting a File Name

❶ **Press [File Info. Setting].**



❷ **Press [File Name].**



The File Name change menu is shown.

❸ **Enter the file name.**

Reference

❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

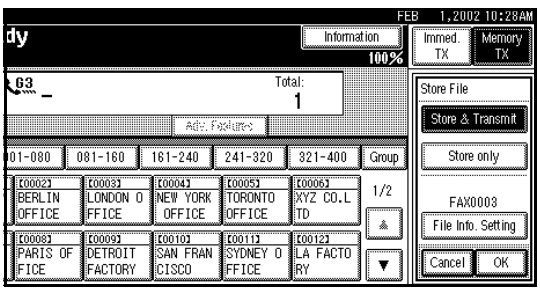
❹ **Press [OK].**

The changed file name is shown.

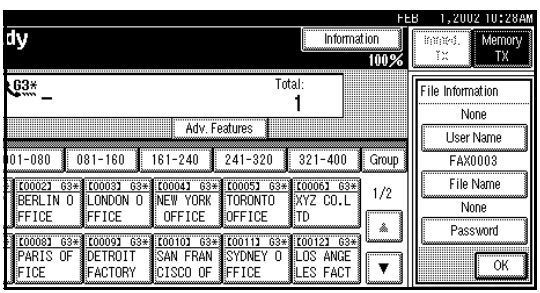
❺ **Press [OK].**

Setting a Password

❶ **Press [File Info. Setting].**

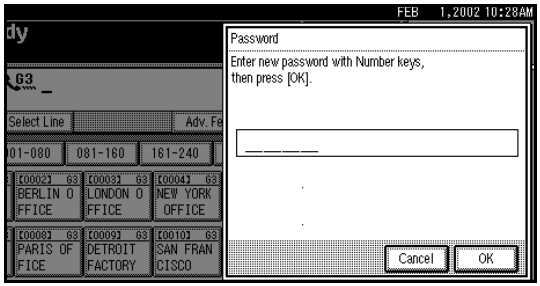


❷ **Press [Password].**



The Password setting menu is shown.

❸ **Enter a password using the number keys.**



Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then reenter your password.

❹ **Press [OK].**

✶✶✶✶ is shown.

❺ **Press [OK].**

6 **Press [OK].**

7 **If you have selected the [Store & Transmit] key, specify the receiver.**

Note

❒ If you have selected **[Store only]**, go to step **8**.

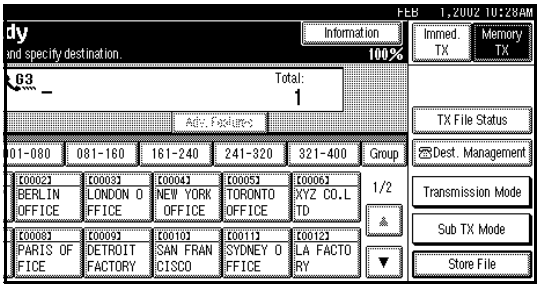
8 **Press the 【Start】 key.**

File Manage

You can change the file name, User Name, and password of stored documents.

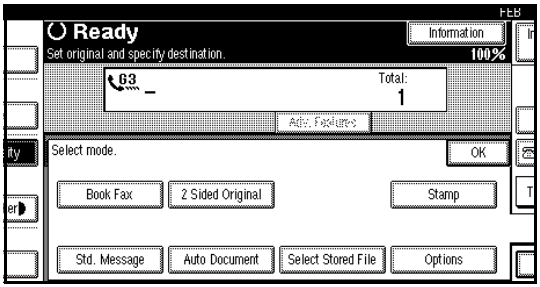
To change a stored document, delete the document you no longer need, and then reprogram the new document. ⇒ p.167 “Delete File”

1 **Press [Sub TX Mode].**

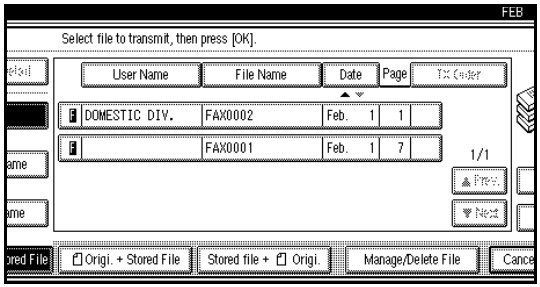


The Sub Transmission menu is shown.

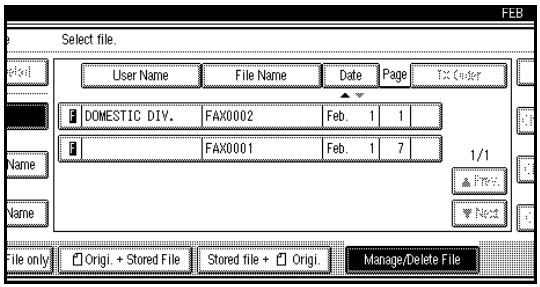
2 **Select [Select Stored File].**



3 **Select [Manage/Delete File].**



4 **Press the document to be changed.**



Note

- ❒ You can specify multiple documents at one time.
- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the file to be changed when it is not displayed.

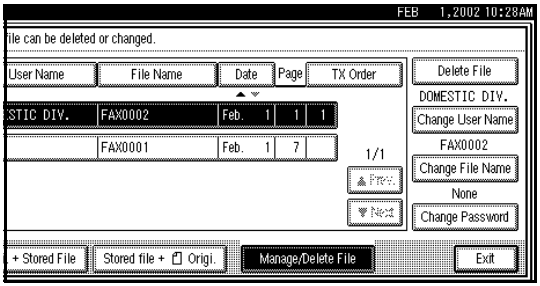
5 **If you select a document for which a password is set, enter the password. When a selected file does not have a password, go to step 7.**

6 **Press [OK].**

7 **Change the information of the stored document. Change the desired items.**

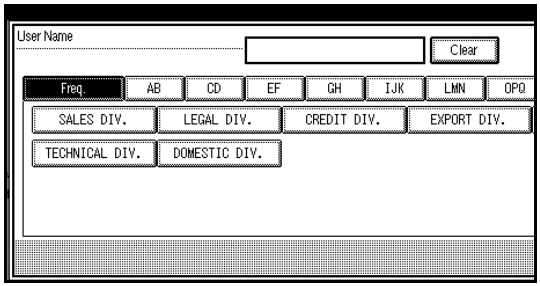
Changing a User Name

❶ **Press [Change User Name].**



❷ **Press [Clear].**

The User Name is deleted.



If the User Name to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❸ **Press the new User Name.**

Note

- ❒ Press the title keys to switch between titles.
- ❒ To set an unprogrammed User Name, press the **[Non-programed Name]** key, and then enter the name.
- ❒ User Names that are entered by pressing the **[Non-programed Name]** key are not programmed into the User Code.

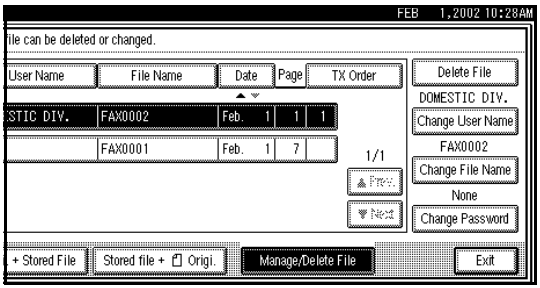
Reference

- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❹ **Press [OK].**

Changing a File Name

❶ **Press [Change File Name].**



❷ **Press [Backspace] or [Delete All], and then reenter the file name.**

Reference

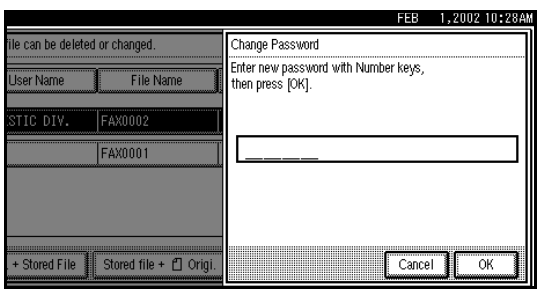
- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

Changing the Password

❶ **Press [Change Password].**

❷ **Enter a new password using the number keys.**



❸ **Press [OK].**

8 **Press [Exit].**

The Sub Transmission menu is shown.

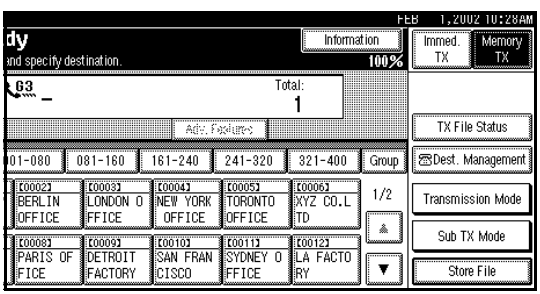
9 **Press [OK].**

The initial display is shown.

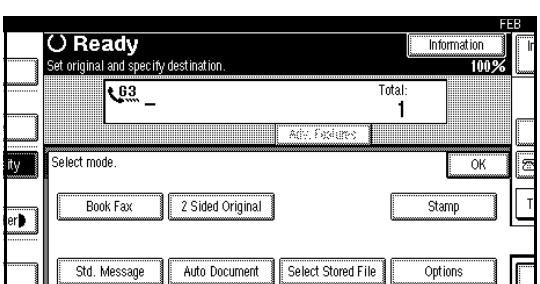
Delete File

Use this feature to delete your stored documents.

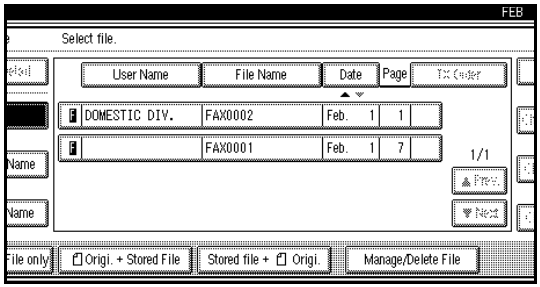
1 **Press [Sub TX Mode].**



2 **Select [Select Stored File].**



3 **Select [Manage/Delete File].**



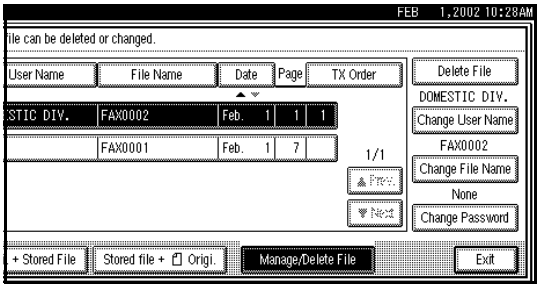
4 **Press the document you want to delete.**

Press **[▲ Prev.]** or **[▼ Next]** to search for the User Name to be changed when it is not displayed.

Note

❒ Enter the password when the Password setting menu is shown.

5 **Press [Delete File].**



6 **Press [Delete].**

Note

❒ If you do not want to delete the document, press **[Do not Delete.]**.

7 **Press [Exit].**

8 **Press [OK].**

The initial display is shown.

Controlling documents saved in the Document Server from a computer

The fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)
- Exporting documents as files (Export Document)

For more information, see the DesktopBinder V2 operating instructions and Help.

Note

❒ Settings made in System Settings enable you to send documents to the delivery server. ⇒ Administrator Reference 2 Copier System Edition

Accessing the User Tools

The User Tools allow you to program the machine with your identification, to store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function.

❖ Prog./Change/Delete

Use to program, change or delete: Quick Dial, Group Dial, Title of Quick Dial Table, Order of Quick Dial Table, Auto Documents, Standard Message, Scan Size
⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual
⇒ p.172 "Program/Change/Delete Menu"

❖ Print List/Report

Use to print: the Journal, Group Dial list, Program list, Auto Document list, Quick Dial list, Label Insertion list⇒ p.187 "Reports/Lists"

❖ General Settings/Adjustment

Use to set defaults for: Transmission Mode (Memory / Immediate), Scan Conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume⇒ p.189 "General Settings/Adjustment", Chapter 3, "Initial Settings and Adjustments", Chapter 4, "Adjusting volume" in the Basic Features manual

❖ Reception Mode

Use to turn on or off: Reverse Order, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-sided printing, Forwarding and Paper Tray Settings⇒ p.198 "Reception Mode"

❖ Key Operator Tools

Use to program/check: your name, your fax number, line type, various ID Codes, number of transmitted/received documents⇒ p.207 "Using Key Operator Settings"

Note

❒ Each menu appears in the each tab.

- ❒ You can switch the display by pressing **[▲ Prev.]** or **[▼ Next]**.
- ❒ The selected item is highlighted.
- ❒ When you specify all the settings, press **[OK]**. If **[OK]** is not pressed, the settings you made might be canceled.
- ❒ Press **[Cancel]** to cancel specified settings. The previous display is shown.

Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (maximum 8 digits) to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

Note

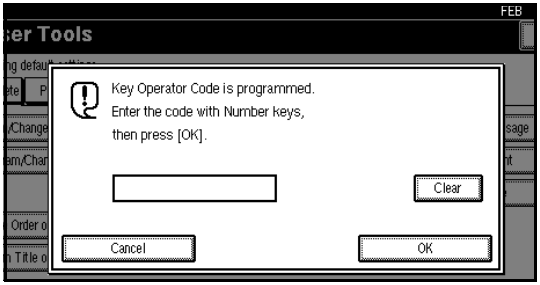
- ❒ You can turn the Key Operator Code on or off in the “System Settings”.
- ❒ When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select **[Partial]** or **[All Initial Settings]** to limit access.
  - When **[Partial]** is selected:
    Only the Key Operator Tools are protected with a Key Operator Code.
  - When **[All Initial Settings]** is selected:
    The Key Operator Tools and User Tools are protected with a Key Operator Code.

① Press the **【User Tools/Counter】** key.
If you have selected **[All Initial Settings]**, go to step ③.

② Select **[Key Operator Code]**.

③ Press **[Facsimile Features]**.

④ Enter a maximum 8 digit Key Operator Code with the number keys.



⑤ Press **[OK]**.

Program/Change/Delete Menu

Changing the Order of the Quick Dial Table

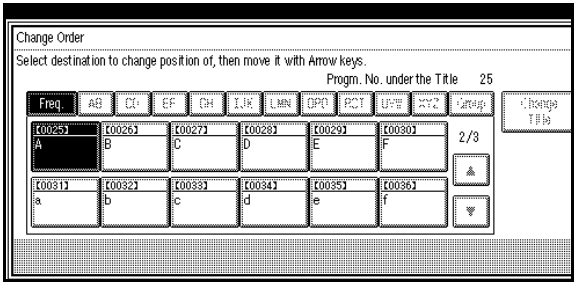
Use this feature to change the order of the programmed Quick Dial Table.

It is convenient if you list the receivers that you fax to frequently on the first page of the Quick Dial Table.

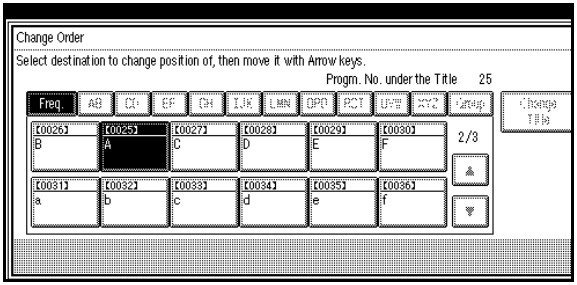
Note

- ❒ You can only change the order within Title 1, Title 2, and Title 3. You cannot change the order within the Destination List.

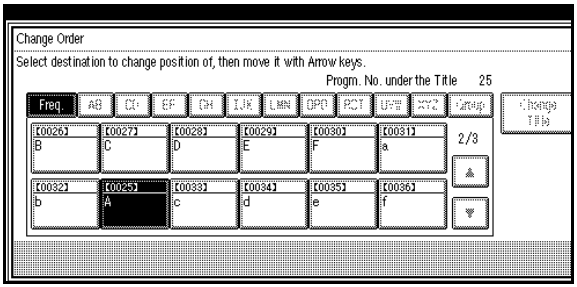
Pressing an arrow key will move the selection in the direction of the arrow.



Start in the menu above. By pressing **[→]**, the destination key moves to the right.



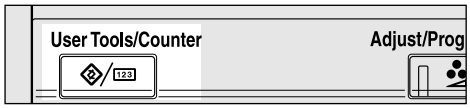
By pressing **[↓]** from the top menu, the destination key moves down.



Reference

- ❒ ⇒ Chapter 3, “Quick Dial” in the Basic Features manual

1 **Press the 【User Tools/Counter】 key.**



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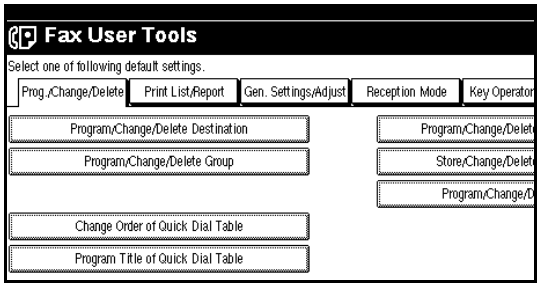
2 **Select [Facsimile Features].**

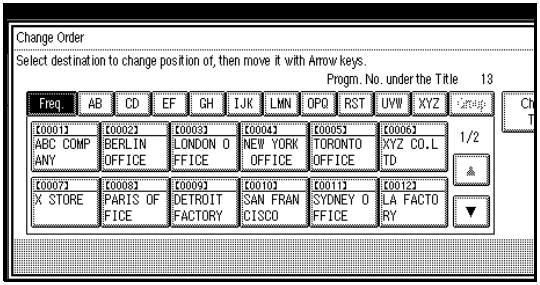
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Change Order of Quick Dial Table].**

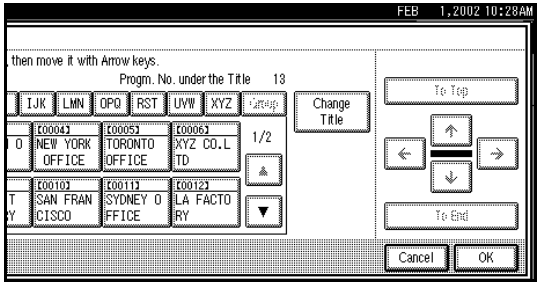
5 **Press the destination key for which you want to change the order.**



Note

- ❒ If the desired destination key is not shown, press **[▲]** or **[▼]** to switch displays.
- ❒ If the destination key is under a different title, press **[Change Title]** to switch between titles.

6 **Press the arrow keys to move the destination key.**



Note

- ❒ Press **[To Top]** to move the Key to the top of the Quick Dial Table, and press **[To End]** to move the Key to the end of the Quick Dial Table.

7 **Press [OK].**

The order has been changed.

Note

- ❒ To cancel the change, press **[Cancel]**.

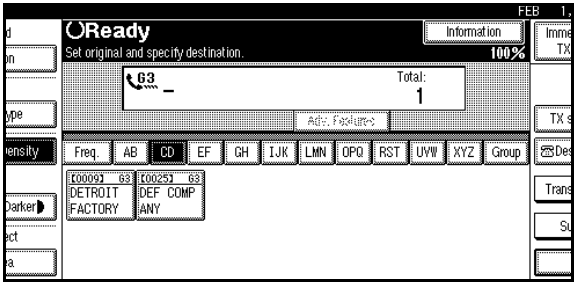
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming Title of the Quick Dial Table

Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired programmed destination.

As in a telephone directory, there are titles in the Quick Dial Table to facilitate finding the desired receiver from among many destinations.



In the menu above, the “CD” page (menu) of the Quick Dial Table is selected. The titles are “Freq.”, “AB”, “CD”, “EF”, “GH”, “IJK”, “LMN”, “OPQ”, “RST”, “UVW”, and “XYZ”. For an example, press “EF” to select that page.

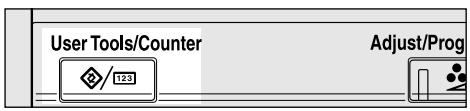
On this machine, you can create a Quick Dial Table according to your needs. In creating a Quick Dial Table, you should program titles to facilitate your search process.You can change the type of classification.

Create and use your own titles according to your needs, for example, “Business” and “Private”.

Note

- ❒ The machine can make four types of Quick Dial Tables. To display a Quick Dial Table different from the one being shown, press the **[Change Title]** key. ⇒ p.176 “Switching Titles”
- ❒ You can program up to four characters for the “Title 1” and “Title 2” keys.
- ❒ You can program up to eight characters for the “Title 3” key.
- ❒ Use the same procedure program and change the titles.

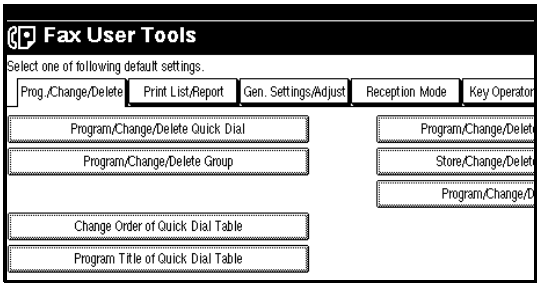
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the “Prog./Change/Delete” tab is selected.**

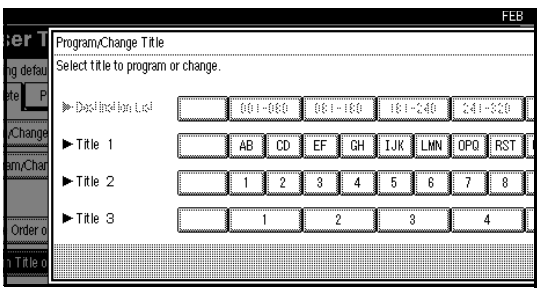


4 **Select [Program Title of Quick Dial Table].**

5 **Press the title key to program.**

Note

- ❒ You cannot make any changes to “Destination List” or “Freq.”.



6 **Enter the name for the title key.**

Reference

❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

Note

❒ To program another title key, repeat from step **5**.

7 **Press [OK].**

8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Switching Titles

To specify a fax receiver on the Quick Dial Table, select the title where that receiver is programmed.

You can specify all programmed receivers on the Destination List.

To display the Quick Dial Table in alphabetical order, select “Title 1”. To display the Quick Dial Table that is programmed by user, select “Title 2”.

① Press **[Dest. Management]**.

② Select **[Change Title]**.

③ Press the title key to be displayed.

④ Press **[OK]**.
The selected title is shown above the “Change Title” menu.

Note

❒ To cancel changing the title, press **[Cancel]**. The display will return to step ②.

⑤ Press **[Exit]**.
The initial display is shown.

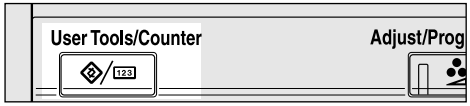
Programming Standard Messages

Use this feature to program standard messages to be printed at the top of the first page of the original. It is convenient if you program message such as your own greetings.

Note

- ❒ You can program your own messages into **[Prog. Messge 1]**, **[Prog. Messge 2]** and **[Prog. Messge 3]** keys only. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres ..." messages.
- ❒ Use the same procedure to program and change your messages.

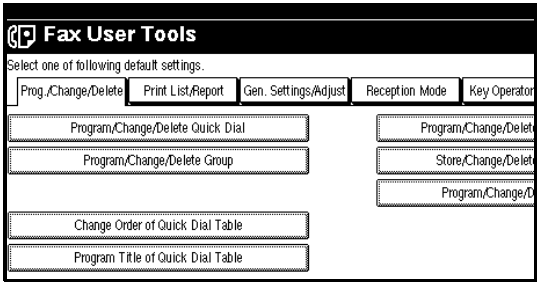
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**

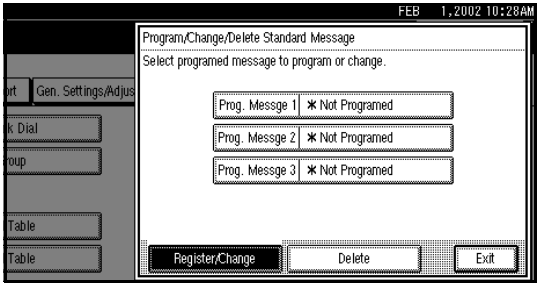


4 **Select [Program/Change/Delete Standard Message].**

5 **Select a key in which "*Not Programed" is displayed.**

Note

- ❒ To change a message, press the programmed message that you want to change.



6 **Enter your message.**

Reference

- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

7 **Press [OK].**

Note

- ❒ To program another message, repeat from step **5**.
- ❒ To cancel a registration, press **[Cancel]**.

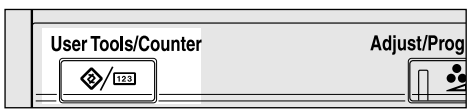
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting Standard Messages

Use this feature to delete programmed messages that you no longer need.

1 **Press the 【User Tools/Counter】 key.**



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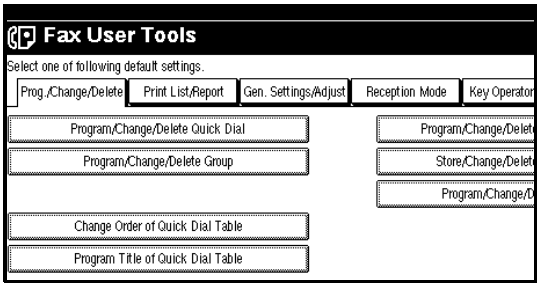
2 **Select [Facsimile Features].**

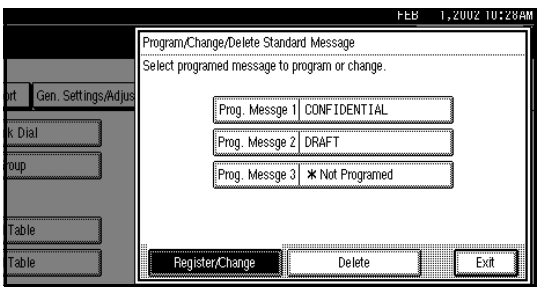
The Facsimile Features menu is shown.

3 **Check that the “Prog./Change/Delete” tab is shown.**

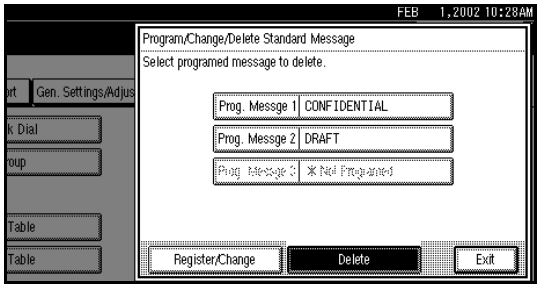


4 **Select [Program/Change/Delete Standard Message].**

5 **Press [Delete].**



6 **Select the message that you want to delete.**



7 **Press [Delete].**

Note

- ❒ To delete another message, repeat from step **6**.
- ❒ To cancel a deletion, press **[Do not Delete]**. The display will return to step **6**.

8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Storing and Changing an Auto Document

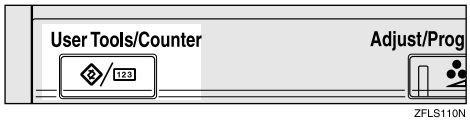
If you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), you can store that page in memory as an Auto Document. This saves rescanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

Important

- ❒ You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- ❒ You can store the following items in an Auto Document:
  - Originals (Max 6 Documents; when the optional Fax Function Upgrade Unit is installed, maximum 18 documents, only one page per file).
  - Scan settings (Resolution, Original Type, and Image Density)
  - Irregular Scan Area
  - Document name (up to 16 characters)
- ❒ We recommend that you print the Auto Document list and keep it when you program or change an Auto Document. ⇒ p.187 “Reports/Lists”

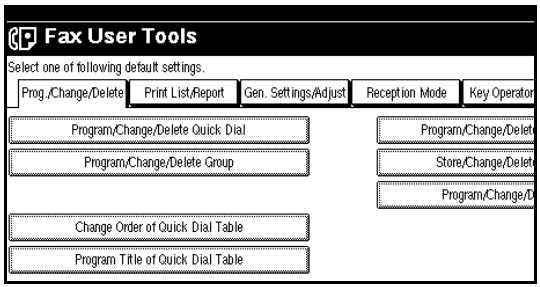
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

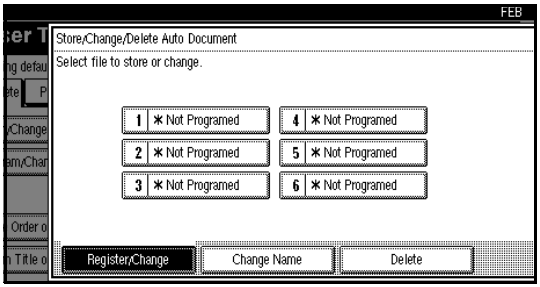
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Store/Change/Delete Auto Document].**

5 **Select the file you want to store or change.**



Note

- ❒ If there are stored files, the file names are shown.

Storing a file

❶ **Select a [*Not Programed] key.**

❷ **Enter a file name.**

Note

- ❒ You should program the file name.

Reference

- ❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

❸ **Press [OK].**

Changing a file

❶ **Select a file you want to change.**

The message "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" is shown.

❷ **Press [Store].**

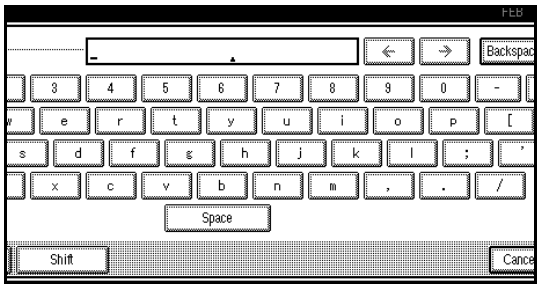
If you want to cancel storing, press **[Do not Store]**.

Changing only a file name

❶ **Press [Change Name].**

❷ **Select a file you want to change.**

❸ **Enter a file name.**



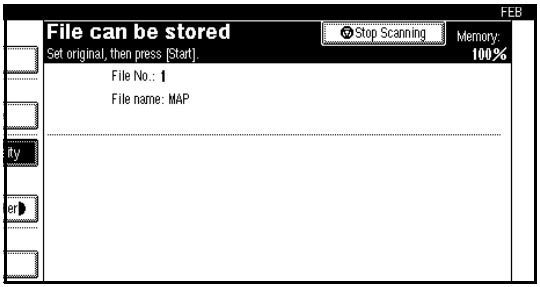
Reference

❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

❹ **Press [OK].**

Go to step 8.

6 **Place your original and select any scan settings you require.**



Note

❒ You can also specify a Scan Size. ⇒ Chapter 2, "Setting a Scan Area" in the Basic Features manual

7 **Press the 【Start】 key.**

The machine starts to scan.

Note

❒ To cancel scanning, press **[Stop Scanning]**.

8 **Press [Exit] after scanning is finished.**

9 **Press the 【User Tools/Counter】 key.**

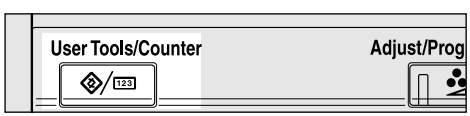
The initial display is shown.

Deleting an Auto Document

Limitation

- ❒ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

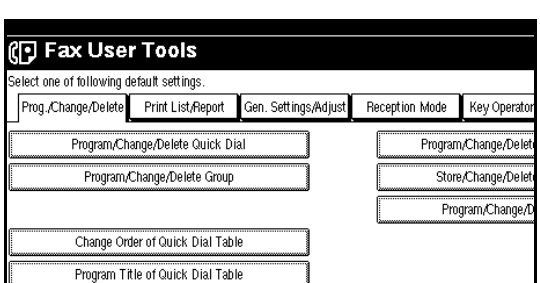
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

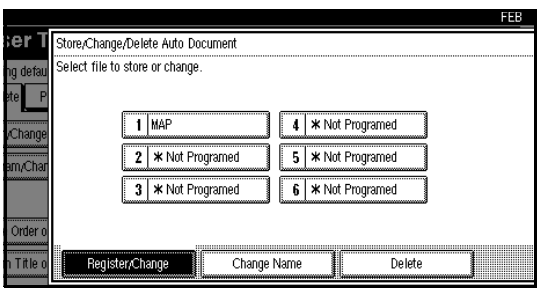
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**

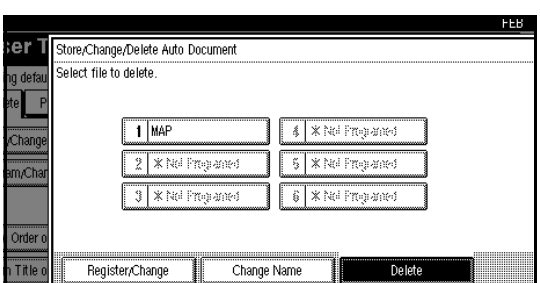


4 **Select [Store/Change/Delete Auto Document].**

5 **Press [Delete].**



6 **Select the file you want to delete.**



7 **Press [Delete].**

Note

- ❒ To cancel a file from deleting, press **[Do not Delete]**.

8 **Press [Exit].**

The initial display is shown.

Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance.

To change an existing Scan Size, just use the same procedure.

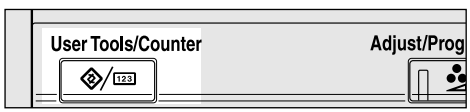
Important

- ❒ When programming or changing a Scan Size, we recommend that you make a memo of the new size.

Note

- ❒ You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches.

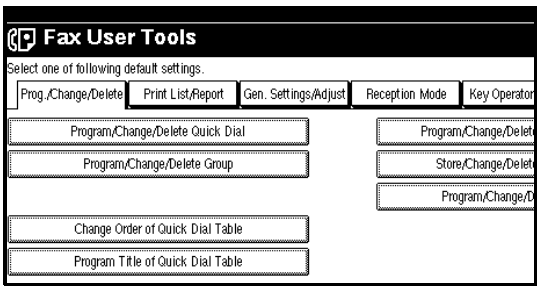
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

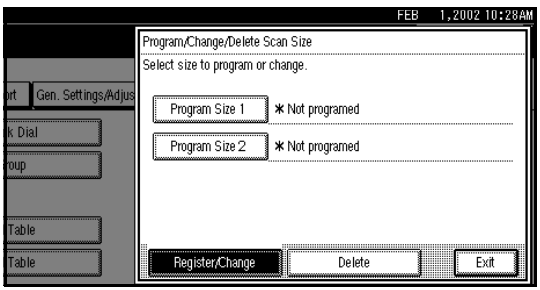
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Program/Change/Delete Scan Size].**

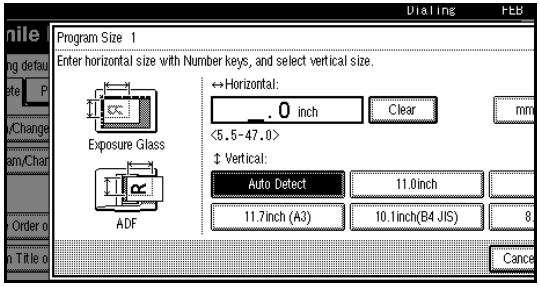
5 **After confirming [Register/Change] is selected, press [Program Size 1] or [Program Size 2].**



Note

- ❒ If a size is already programmed, it is shown on the display. If not, “*Not Programed” is shown.

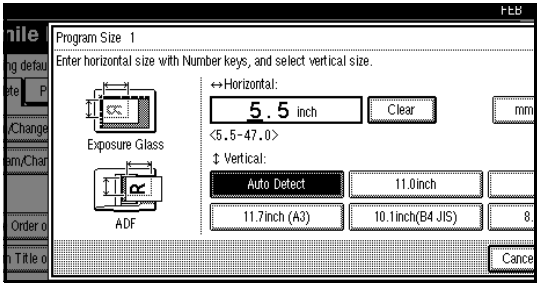
6 **Enter a horizontal size with the number keys.**



Note

- ❒ You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches. You cannot specify a length shorter than 128mm (5.5") or longer than 1,200mm (47").
- ❒ Each time you press **[mm]** or **[inch]**, the units change between “mm” and “inch” alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter **【2】**, **【5】** and **【0】** in millimeters and change to “inch”, the length “9.8inch” is shown on the display. If you press **[mm]** or **[inch]** again, “249mm” is displayed.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel a Scan Size, press **[Cancel]**.

7 **Select a vertical size.**



Note

- ❒ A displayed vertical size differs depending on the selected unit. When **[mm]** is selected, **[Auto Detect]**, **[210mm (A4)]**, **[257mm (B4 JIS)]**, **[297mm (A3)]**, **[216mm (8 1/2)]** and **[279mm (11)]** are shown. When **[inch]** is selected, **[Auto Detect]**, **[8.3inch (A4)]**, **[10.1inch (B4 JIS)]**, **[11.7inch (A3)]**, **[8.5inch]** and **[11.0inch]** are shown.
- ❒ To cancel a Scan Size, press **[Cancel]**.

8 **Press [OK].**

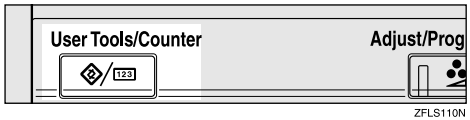
9 **Press [Exit].**

10 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting a Scan Size

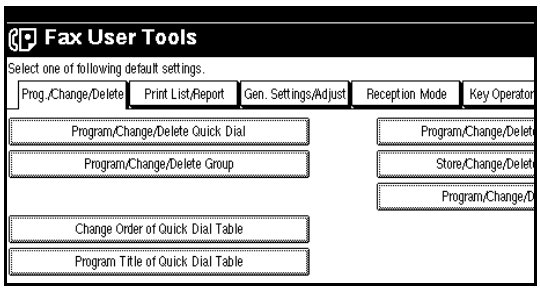
1 Press the 【User Tools/Counter】 key.



2 Select [Facsimile Features].

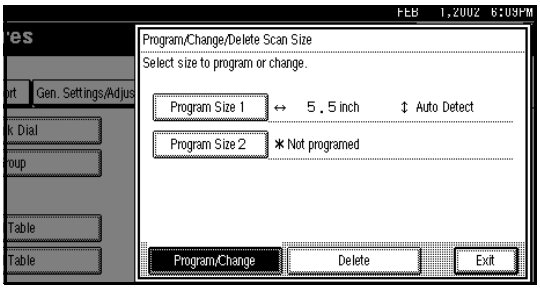
The Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.

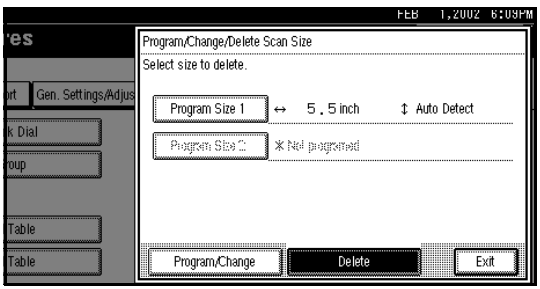


4 Select [Program/Change/Delete Scan Size].

5 Press [Delete].



6 Select [Program Size 1] or [Program Size 2].



7 Press [Yes].

Note

❒ To cancel a deletion, press **[No]**. The display will return to step **6**.

8 **Press [Exit].**

9 **Press the 【User Tools/Counter】 key.**

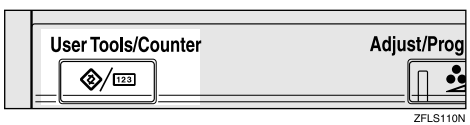
The initial display is shown.

Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
  ⇒ p.45 “Printing the Journal”
- Quick Dial list
  ⇒ Chapter 3, “Quick Dial” in the Basic Features manual
- Label Insertion list
  ⇒ Chapter 3, “Quick Dial” in the Basic Features manual
- Group Dial list
  ⇒ Chapter 3, “Groups” in the Basic Features manual
- Program list
  ⇒ p.153 “Programs”
- Auto Document list
  ⇒ p.179 “Storing and Changing an Auto Document”

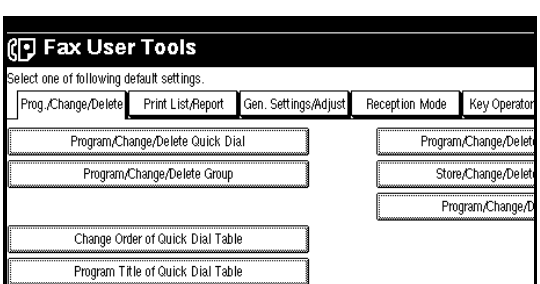
1 **Press the [User Tools/Counter] key.**



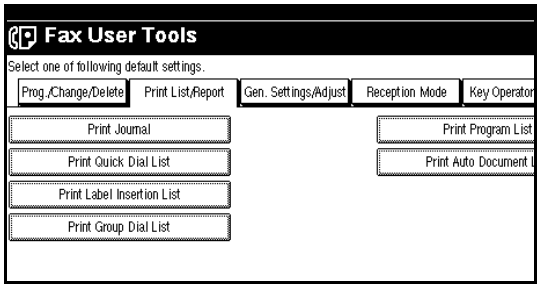
2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Print List/Report].**

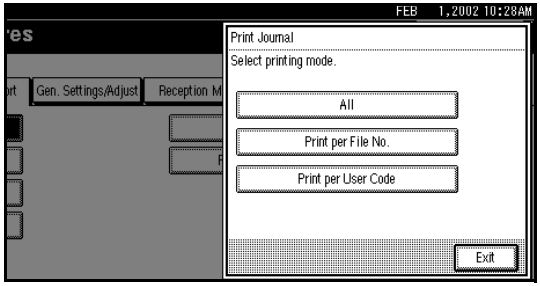


4 **Select a list or report you want to print.**

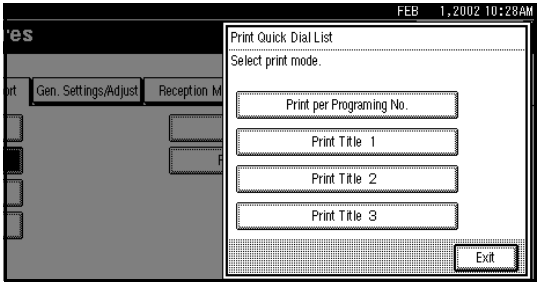


Note

❒ When printing the Journal, you can select a printing mode from **[All]**, **[Print per File No.]**, or **[Print per User Code]**.



❒ When printing the Quick Dial list, you can select from **[Print per Programing No.]**, **[Print Title 1]**, **[Print Title 2]** or **[Print Title 3]**.



5 **Press the [Start] key.**

After printing, the display will return to step **4**.

Note

❒ To cancel printing, press **[Cancel]**. The display will return to step **4**.

6 **Press the [User Tools/Counter] key.**

The initial display is shown.

General Settings/Adjustment

Make the settings for the following items. The set items are highlighted on the Facsimile Features menu when the power is turned on.

❖ Switch Memory/Immed. Transmission

Use this feature for specifying the Transmission Mode for document transmission.

❖ Text Size Priority

Use this feature to specify the character size of your originals for scanning.

❖ Original Type Priority

Use this feature for specifying the type of originals for scanning.

❖ Auto Image Density

Use this feature for specifying whether to prioritize automatic Image Density for scanning your originals.

❖ Adjust Scan Density

Use this feature for specifying the scan density of your originals.

❖ Switch Title of Quick Dial Table

Use this feature for selecting the title to be shown on the Quick Dial Table.

❖ Switch Display

Use this feature for displaying the number keys instead of the Quick Dial Table.

❖ Adjust Sound Volume

⇒ Chapter 4, “Adjusting Volume” in the Basic Features manual

❖ Program Fax Information

⇒ Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

❖ Fax Header Print Setting

Use this feature for specifying whether to print the Fax Header.

❖ Label Insertion Priority Setting

Use this feature for specifying whether to use the Label Insertion feature.

❖ Reduced Image TX Setting

Use this feature for specifying whether to use reduced image transmission.⇒ p.115 “Transmission Options”

❖ Auto Reduced Image Setting

Use this feature for specifying whether to transmit an automatically reduced image. ⇒ p.115 “Transmission Options”

❖ Closed Network Priority Setting

Use this feature for specifying whether to execute ID transmission. ⇒ p.115 “Transmission Options”

❖ Scan End Reset

Use this feature for specifying whether to return to the initial settings each time an original is scanned.

❖ Mix Original Size Priority Setting

Use this feature for specifying whether to use the Mixed Original Sizes when your originals are set in the optional Document Feeder (ADF).

❖ TX Stamp Priority

Use this feature for specifying whether to press a TX stamp.

❖ Line Priority Setting

Use this feature for specifying the line of usage.

❖ Program Economy Time

Use this feature for specifying a time for transmission when the telecommunication rates are low.⇒ p.15 “Sending at a Specific Time (Send Later)”

❖ On Hook Mode Release Time

Use this feature for specifying the time to cancel the On Hook mode after you transmit with On Hook dialing. It is convenient to use this when the Fax Information service disconnects your On Hook dialing.

❖ Quick Operation Key

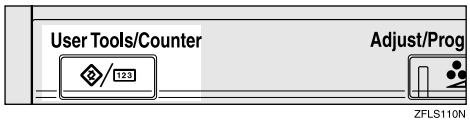
Frequently used features that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.

The Quick Operation Keys can be programmed with the following functions.

Journal, TX File Status, Print Conf. RX, Print Memory Lock, Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request

Up to three functions can be programmed in Quick Operation Keys.

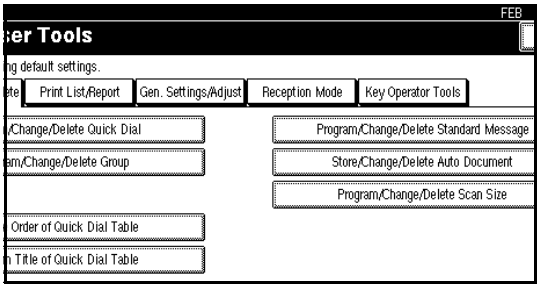
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

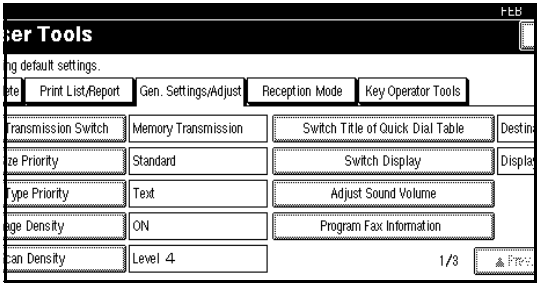
The Facsimile Features menu is shown.

3 **Select [Gen. Settings/Adjust].**



The General Settings/Adjust menu is shown.

4 **Select a function you want to specify.**



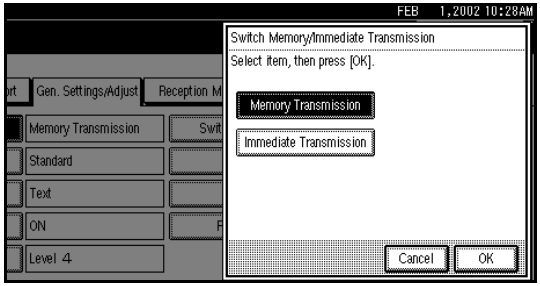
Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and try again.
- ❒ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Make any function settings you require.**

Memory/Immed. Transmission Switch

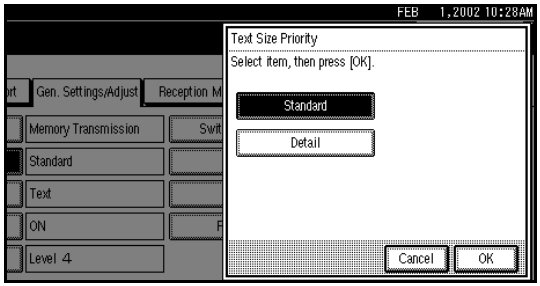
❶ **Select [Memory Transmission] or [Immediate Transmission].**



❷ **Press [OK].**

Text Size Priority

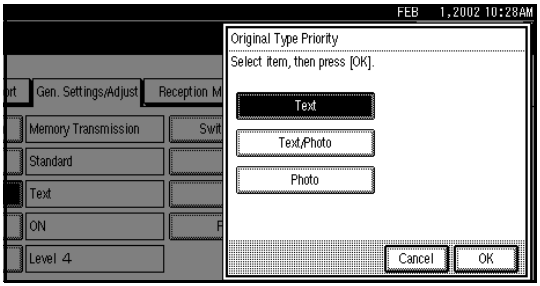
❶ **Select [Standard] or [Detail].**



❷ **Press [OK].**

Original Type Priority

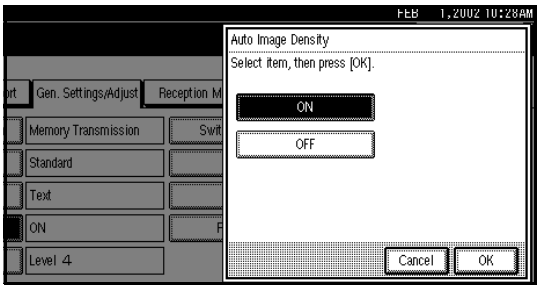
❶ **Select an [Text], [Text/Photo] or [Photo].**



❷ **Press [OK].**

Auto Image Density

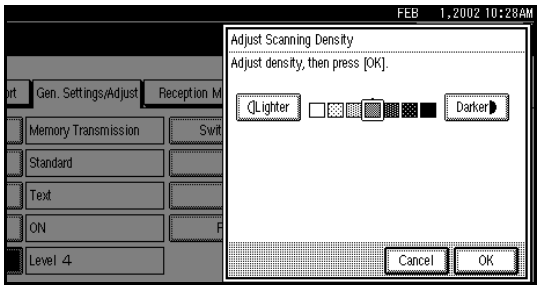
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Adjust Scan Density

❶ **Press [Darker ◗] or [◖ Lighter].**



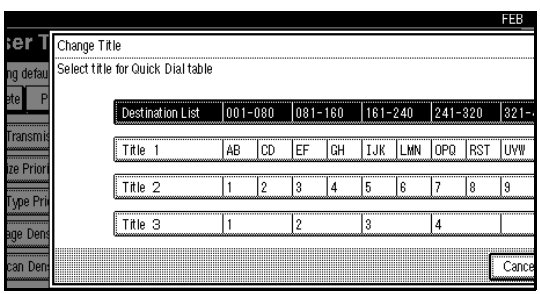
Note

❒ You can set the Image Density manually from seven levels.

❷ **Press [OK].**

Switch Title of Quick Dial Table

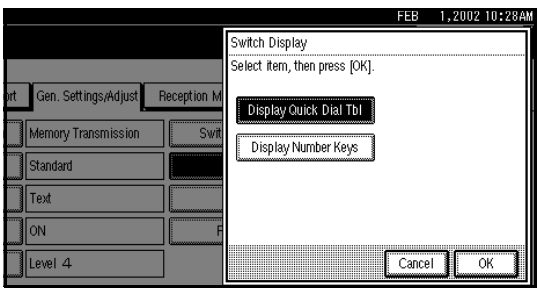
❶ **Select a title on the Quick Dial Table.**



❷ **Press [OK].**

Switch Display

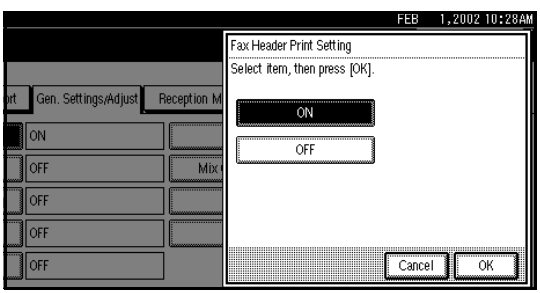
❶ **Select [Display Quick Dial Tbl] or [Display Number Keys].**



❷ **Press [OK].**

Fax Header Print Setting

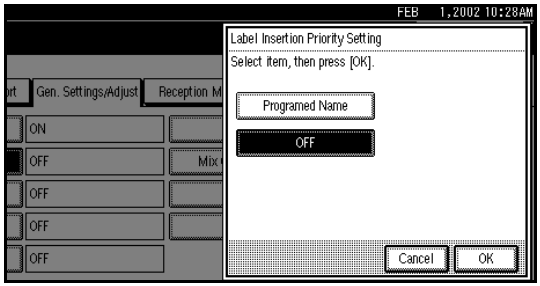
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Label Insertion Priority Setting

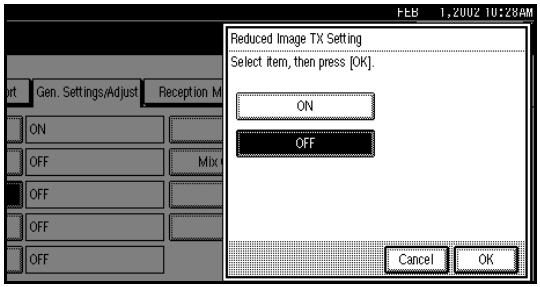
❶ **Select [Programed Name] or [OFF].**



❷ **Press [OK].**

Reduced Image Transmission Setting

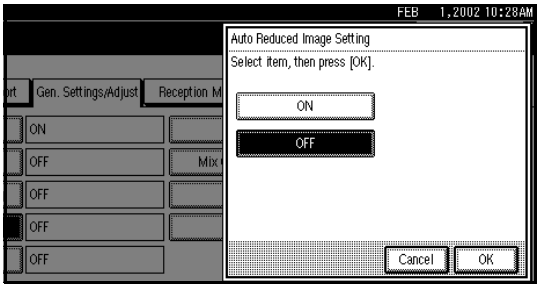
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Auto Reduced Image Setting

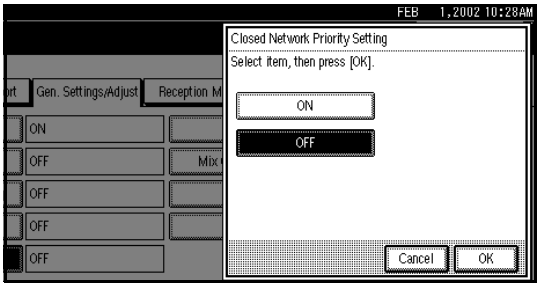
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Closed Network Priority Setting

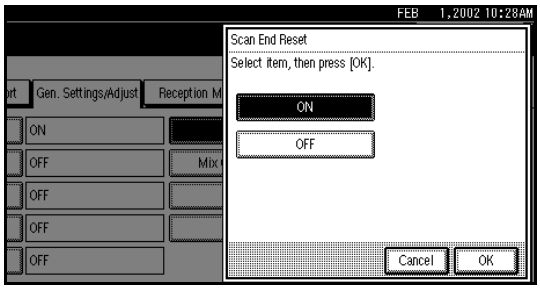
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Scan End Reset

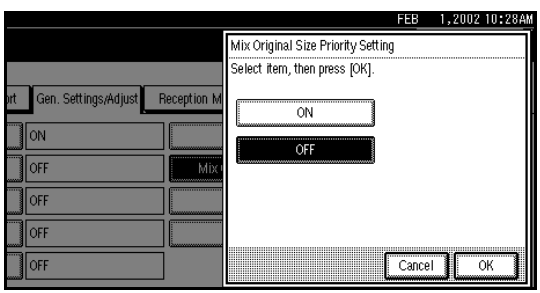
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Mix Original Size Priority Setting

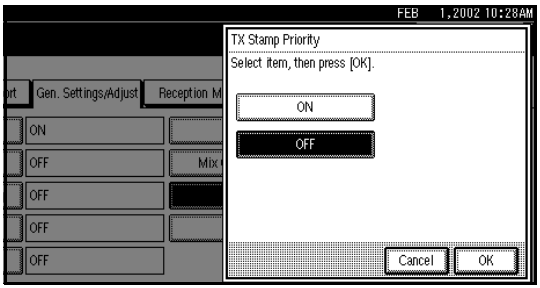
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

TX Stamp Priority

❶ **Select [ON] or [OFF].**



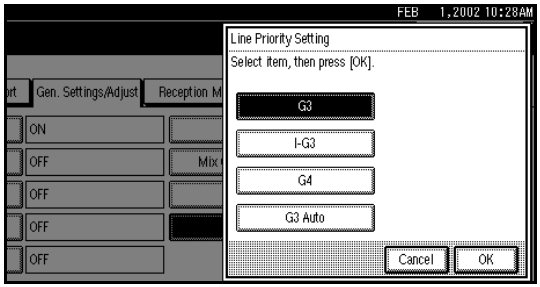
❷ **Press [OK].**

Line Priority Setting

Note

❒ The display may differ depending on the line type you have.

❶ **Select a line type you usually use.**



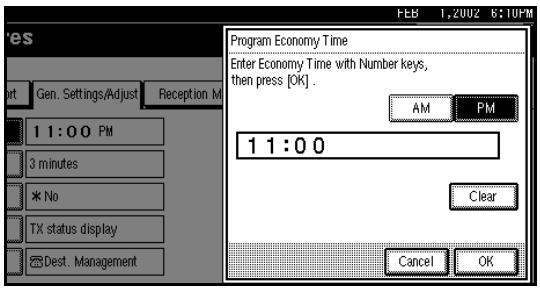
❷ **Press [OK].**

Program Economy Time

Limitation

❒ You can program only one Economy Time.

❶ **Enter the Economy Time with the number keys, and press [AM] or [PM] to change AM/PM.**



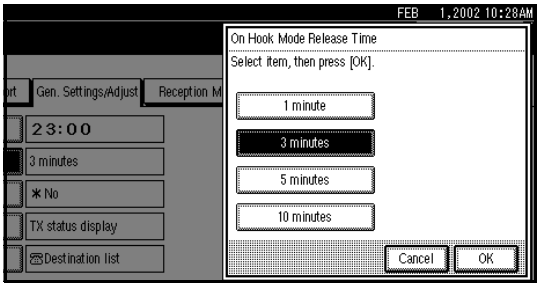
Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

❷ **Press [OK].**

On Hook Mode Release Time

❶ **Select [1 minute], [3 minutes], [5 minutes] or [10 minutes] to start the On Hook mode.**

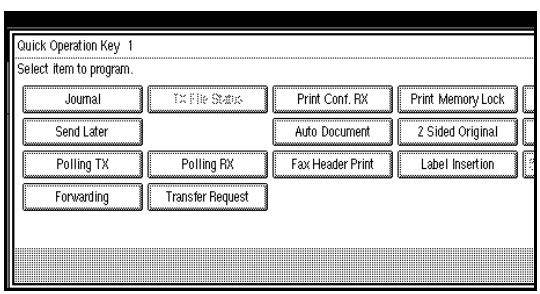


❷ **Press [OK].**

Quick Operation Key

❶ **Select the Quick Operation Key you want to program.**

❷ **Select the function you want to program in the Quick Operation Key.**



The functions that are half bright have already been set.

❸ **Press [OK].**

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

Reception Mode

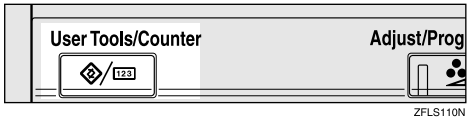
Make settings for the following reception functions.

- Switch Reception Mode⇒ p.135 “Reception Functions”
  ⇒ Chapter 2, “Selecting the Reception Mode” in the Basic Features manual
- Authorized RX⇒ p.225 “Authorized Reception”
- Forwarding⇒ p.225 “Forwarding”
- RX File Print Qty⇒ p.143 “Multi-copy Reception”
- 2-Sided Print⇒ p.141 “2-Sided Printing”
- RX Reverse Printing⇒ p.146 “Reverse Order Printing”
- Paper Tray
- G3/G4 Separate Tray⇒ p.152 “G3/G4 Separate Tray”
- Checkered Mark⇒ p.139 “Checkered Mark”
- Center Mark⇒ p.140 “Center Mark”
- Print Reception Time⇒ p.140 “Reception Time”

Note

❒ The following display shows the factory default of each function.

1 **Press the [User Tools/Counter] key.**



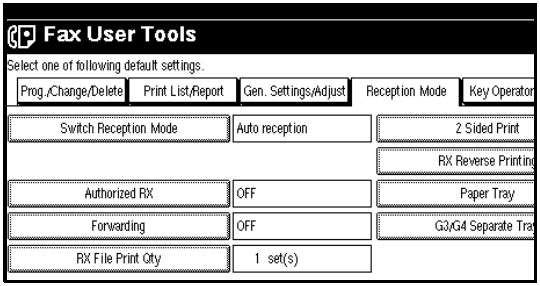
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Reception Mode].**

The Reception Mode menu is shown.

4 **Select a function you want to specify.**



Note

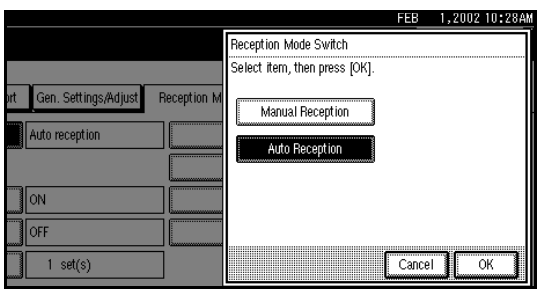
❒ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

5 **Make any function settings you require.**

Switch Reception Mode

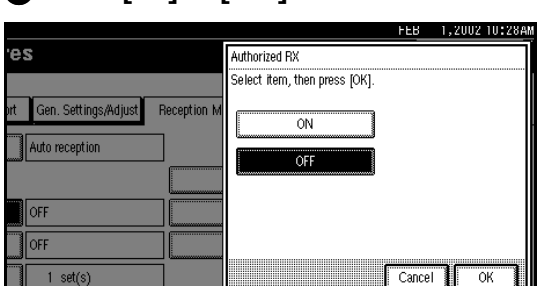
❶ **Select [Manual Reception] or [Auto Reception].**



❷ **Press [OK].**

Authorized RX

❶ **Select [ON] or [OFF].**



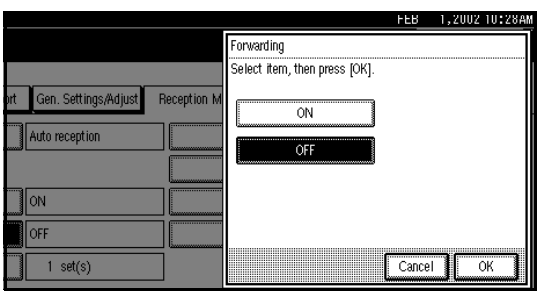
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Forwarding

❶ **Select [ON] or [OFF].**



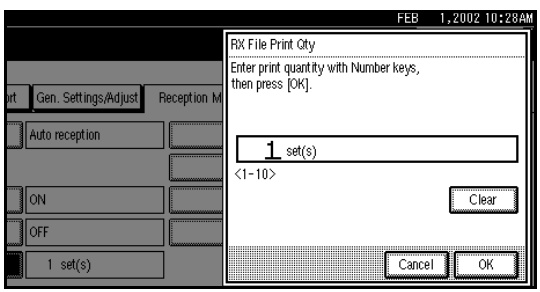
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

RX File Print Qty

❶ **Specify the print quantity with the number keys.**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ The range of available print quantities is 1 to 10.

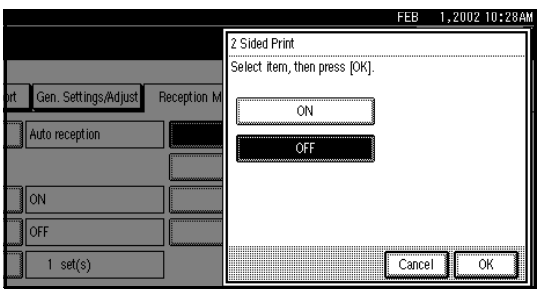
❷ **Press [OK].**

Note

- ❒ To cancel this setting, press **[Cancel]**.

2 Sided Print

❶ **Select [ON] or [OFF].**



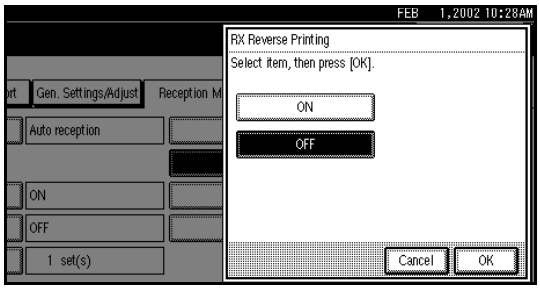
❷ **Press [OK].**

Note

- ❒ To cancel this setting, press **[Cancel]**.

RX Reverse Printing

❶ **Select [ON] or [OFF].**



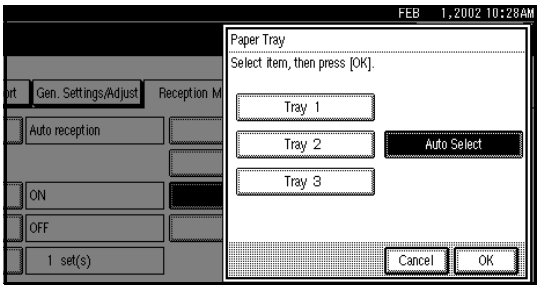
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Paper Tray

❶ **Select paper tray.**



Note

❒ When no tray is specified, “Auto Select” will be selected.

❒ If you want to select the bypass tray, specify it with “Special Sender”. ⇒ p.223 “Special Senders to Treat Differently”

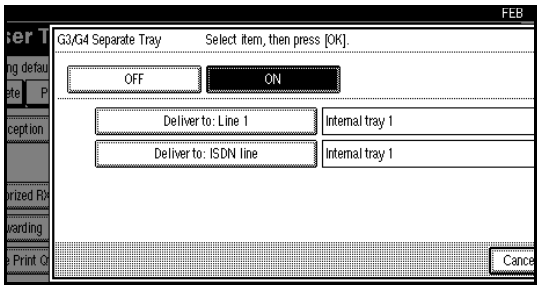
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

G3/G4 Separate Tray

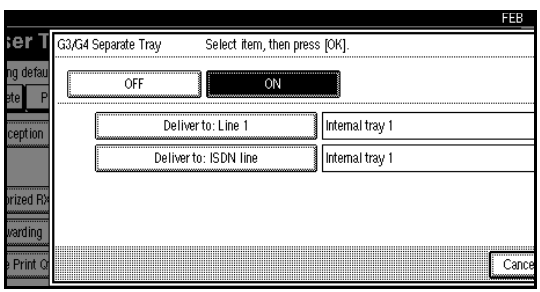
❶ **Select [ON] to choose the output tray.**



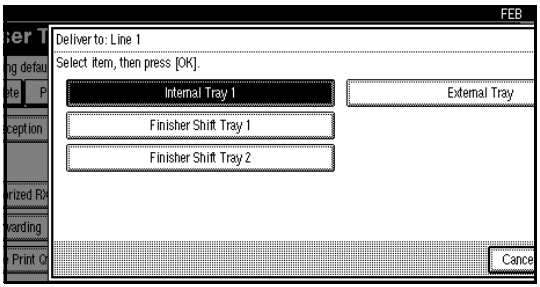
Note

- ❒ If you select “OFF”, the received fax is delivered to a default tray.

❷ **Select a line type.**



❸ **Select a tray to deliver the received paper.**



❹ **Press [OK].**

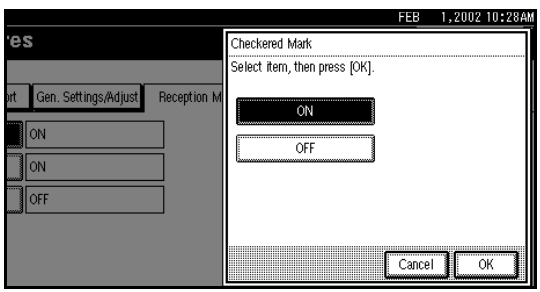
Note

- ❒ To cancel this setting, press **[Cancel]**.
- ❒ If you specify for another line type, repeat from step ❷.

❺ **Press [OK].**

Checkered Mark

❶ **Select [ON] or [OFF].**



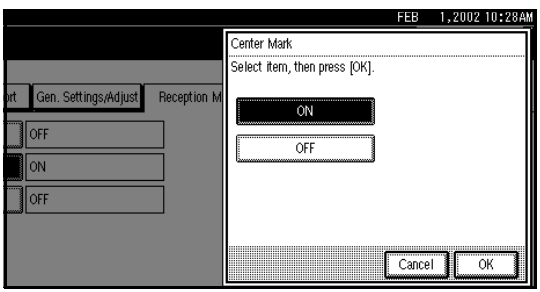
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Center Mark

❶ **Select [ON] or [OFF].**



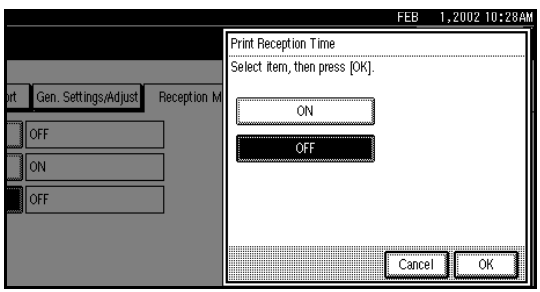
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Print Reception Time

❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

Function List

Feature name	Description	Reference
Transmission Page Count	Check the transmission and reception, and totals on the display.	⇒ p.207 “Counters”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ p.208 “Forwarding”
Memory Lock Reception	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ p.212 “Memory Lock”
ECM	If a part of the transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ p.214 “ECM”
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ p.216 “Changing the User Parameters”
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have the Special Senders to treated differently.	⇒ p.227 “Programming/Changing Special Senders”
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ p.238 “Box Settings”
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ p.255 “Transfer Report”

Feature name	Description	Reference
Program Confidential ID	Register an ID required for Confidential communication.	⇒ p.257 “Programming a Confidential ID”
Program Polling ID	Register an ID required for Polling communication.	⇒ p.259 “Programming a Polling ID”
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ p.260 “Programming a Memory Lock ID”
Select Dial/Push Phone	Select a line type when you connect the machine to G3 analog line. **Note** ❒ This function is not available in some areas.	⇒ p.261 “Selecting Dial/Push Phone”
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ p.263 “Programming ISDN G3 Line”
Program ISDN-G4 Line	Program your Own Fax Number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ p.265 “Programming ISDN G4 Line”

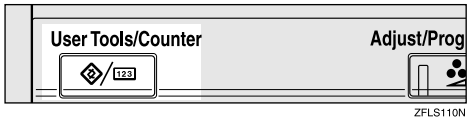
Using Key Operator Settings

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
  Total number of transmitted pages
- Receptions:
  Total number of received pages

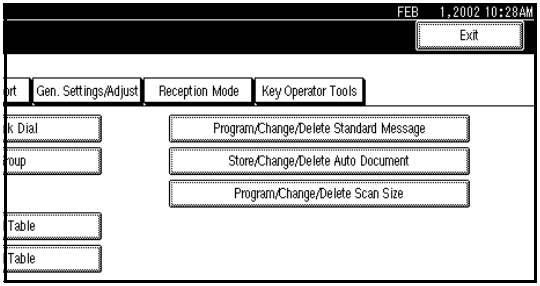
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

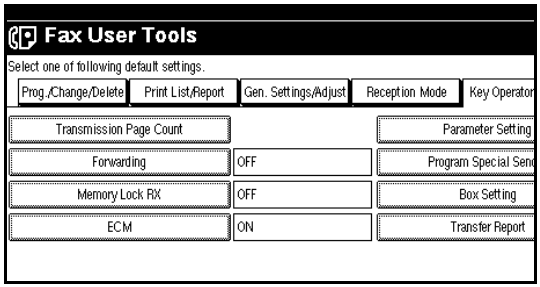
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

4 **Select [Transmission Page Count].**

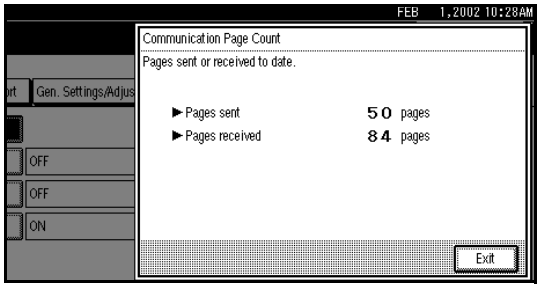


The totals for the number of pages transmitted and received are shown.

Note

- ❒ If "Transmission Page Count" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **After checking the display, press [Exit].**



6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Forwarding

Using this feature, you can select messages from Specified Senders to be printed on your machine, and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

Reference

- ❒ ⇒ p.223 "Special Senders to Treat Differently"

Limitation

- ❒ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.
- ❒ You can program senders with Quick Dial Table and Groups. You cannot program a sender with a Group that has destinations specified as Transfer Stations.

Reference

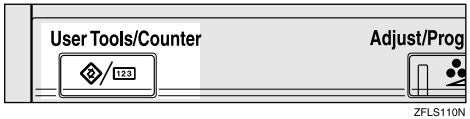
- ❒ ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual

Note

- To use this function, select “ON” for the “Forwarding” function in “Reception Mode”. ⇒ p.198 “Reception Mode”
- You can specify the End Receiver separately, according to the Special Sender. If you do not specify the Special Sender, the messages are forwarded to the specified receiver.⇒ p.223 “Special Senders to Treat Differently”
- One receiver can be specified with this function. For multiple receivers, use Group Dial. ⇒ Chapter 3, “Groups” in the Basic Features manual
- You can print a Forwarding Mark on messages that are forwarded. ⇒ p.216 “Changing the User Parameters” (Switch02, Bit0)
- You can specify whether or not to print forwarded messages.⇒ p.216 “Changing the User Parameters” (Switch11, Bit6)

Programming Forwarding Stations

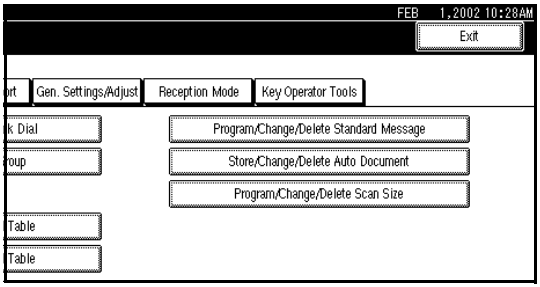
1 Press the [User Tools/Counter] key.



2 Press [Facsimile Features].

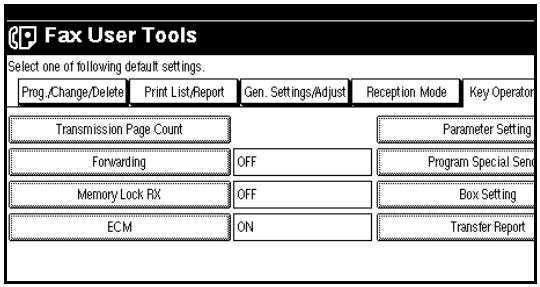
The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

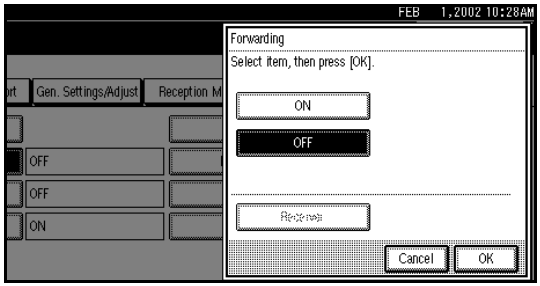
4 **Select [Forwarding].**



Note

- ❒ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

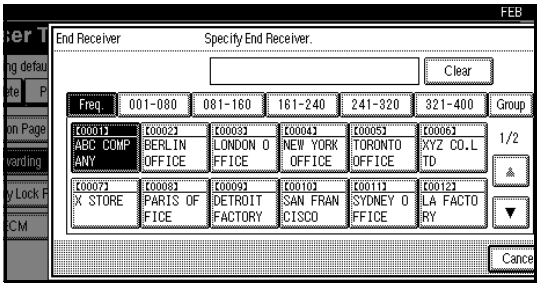
5 **Press [ON].**



Note

- ❒ If there is a Forwarding Station already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and go to step **6**.
- ❒ To cancel "Forwarding", press **[Cancel]** and go to step **9**.

6 **Select an end receiver with the Quick Dial Table.**



If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

7 **Press [OK].**

The receiver name is shown on the right side of **[Receiver]**.

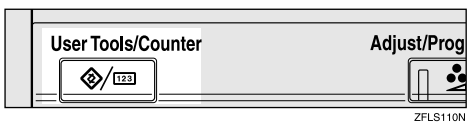
8 **Press [OK].**

9 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting a Forwarding Station

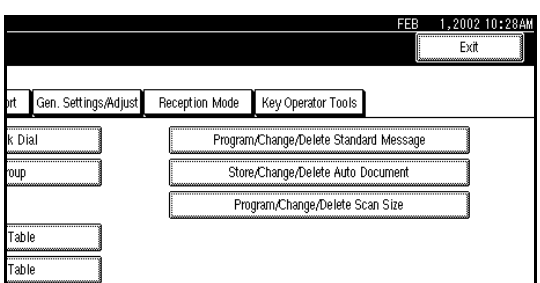
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

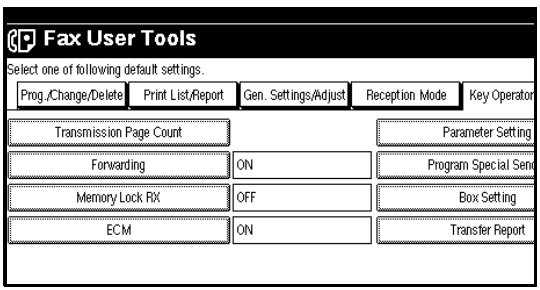
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

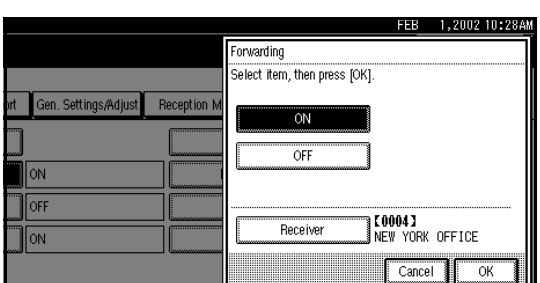
4 **Select [Forwarding].**



Note

- ❒ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [OFF].**



6 **Press [OK].**

7 **Press the 【User Tools/Counter】 key.**

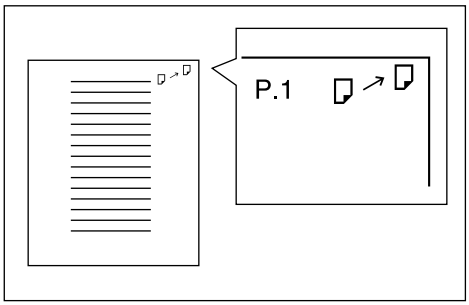
The initial display is shown.

Forwarding Mark

You can print a Forwarding Mark on the receiver's messages which have been forwarded.

The receiver can distinguish between forwarded messages and usual receptions.

You can specify whether or not to print a Forwarding Mark in the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch02, Bit0)



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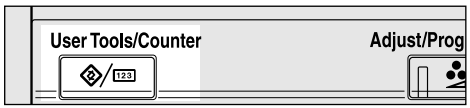
Memory Lock

When you switch Memory Lock on, received messages are stored in memory and are not printed automatically. When a message is received in the Memory Lock mode, the Confidential File (🔑) indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents an unauthorized person from seeing the message.

Preparation

❒ To use Memory Lock, program the Memory Lock ID and then switch Memory Lock on. ⇒ p.260 "Programming a Memory Lock ID"

1 Press the [User Tools/Counter] key.

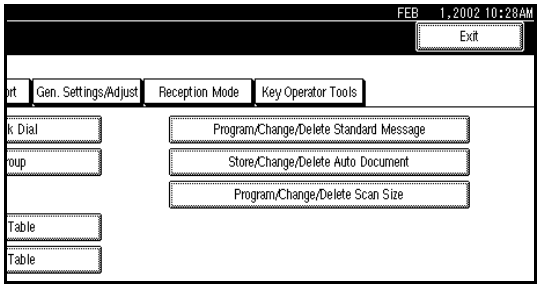


ZFLS110N

2 Press [Facsimile Features].

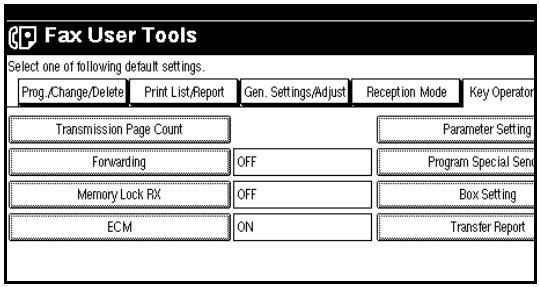
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

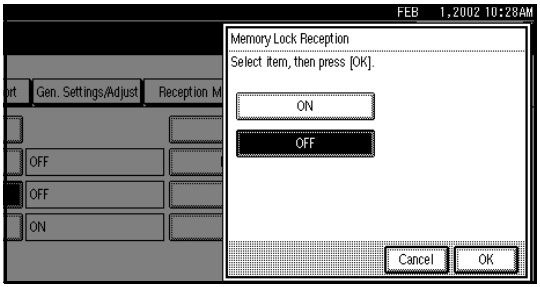
4 **Select [Memory Lock RX].**



Note

❒ If “Memory Lock RX” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select [ON] or [OFF].**



6 **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**. The display will return to step **4**.

7 **Press the [User Tools/Counter] key.**

The initial display is shown.

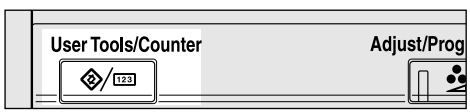
ECM

If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. You can turn this function on or off with the following procedure.

Limitation

- ❒ If you turn ECM off, you cannot use the following features:
- ❒ JBIG Transmission
- ❒ Super G3 Communication

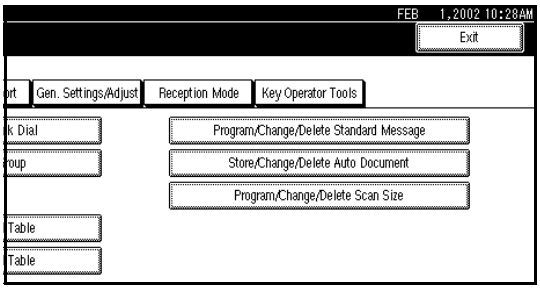
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

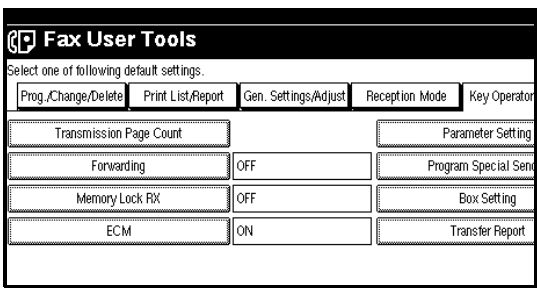
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

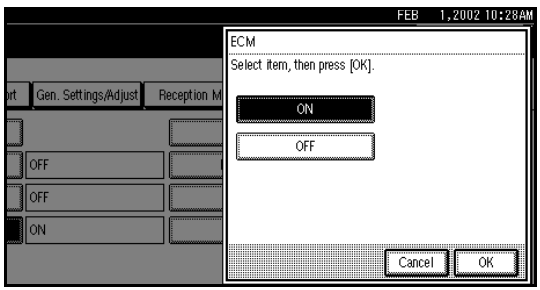
4 **Select [ECM].**



Note

- ❒ If “ECM” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select [ON] or [OFF].**



6 **Press [OK].**

Note

- ❒ To cancel this setting, press **[Cancel]**. The display will return to step **4**.

7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Changing the User Parameters

The User Parameters allow you to customize various settings to suit your needs.

To change the function settings, set the User Parameter Switches.

Preparation

❒ Access to some User Parameter Settings requires the installation of optional equipment or that other settings be made beforehand.

Switches and Bits

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Switch 02	**0**	**0**	**1**	**1**	**1**	**0**	**1**	**1**
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

The User Parameter Switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On
03	0	Automatic printing of the Memory TX Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling RX Reserve Report	Off	On
	4	Automatic printing of the Polling RX Result Report	Off	On
	5	Automatic printing of the Immediate TX Result Report	Off	On
	6	Automatic printing of the Polling TX Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On

Switch	Bit	Item	0	1
04	0	Automatic printing of the Confidential File Report	Off	On
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine cannot print (Substitute Reception during printer error) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception type	Only receive from specified senders	Receive all messages except those from specified senders

Switch	Bit	Item	0	1
10	1	Combine 2 Originals	Off	On
	3	Page Reduction when printing	Off	On
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Print when Forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Use Once)	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (Off)	When turning on the operation switch (On)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List TX	Off	On
17	2	Whether you need to press Add after entering a Quick Dial/Group Dial when broadcasting	Not Necessary	Necessary
	7	Receive messages by pressing the 【Start】 key when originals are not set	Off (The machine does not receive messages by pressing the 【Start】 key.)	On (The machine receives messages by pressing the 【Start】 key.)

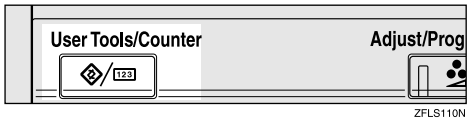
Switch	Bit	Item	0	1
18	0	Print data with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Off-set Print)	Off	On
	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the PC FAX Er-ror Report	Off	On
	1	Reprint the documents that fail to print from LAN FAX driver	Off	On
	5, 4, 3, 2	Store the documents in memory that could not be printed from the LAN FAX driver 0000: 0 minute / 0001: 1 minutes / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
24	1, 0	Store a message in memory that could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On

Changing the User Parameters

Important

- We recommend that you print and keep User Parameter list when you program or change a User Parameter. ⇒ p.222 “Printing the User Parameter list”
- Do not change any bit switches other than those shown on the previous pages.

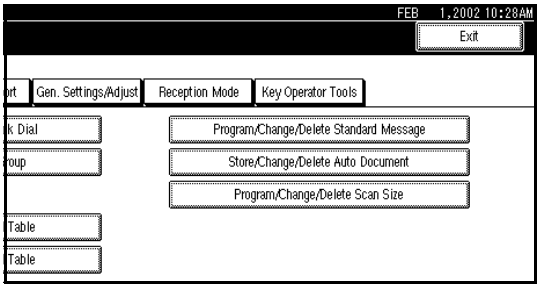
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

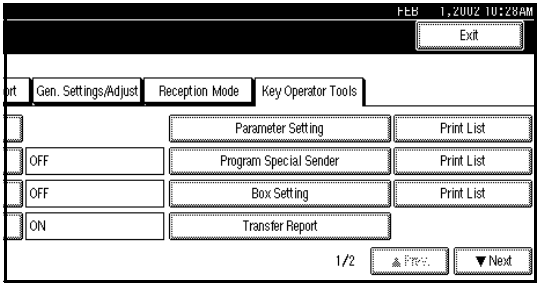
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

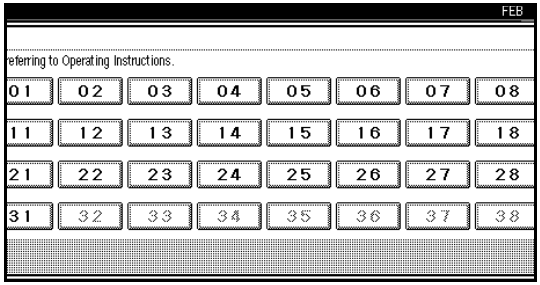
4 **Select [Parameter Setting].**



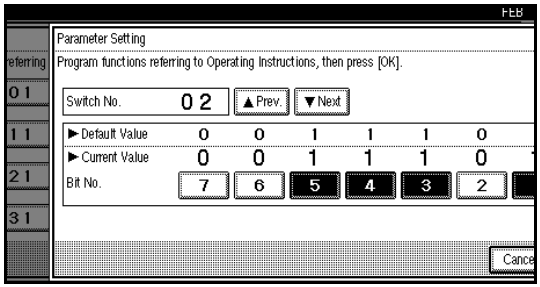
Note

❒ If “Parameter Setting” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select the Switch number you want to change.**



6 **Select the Bit number you want to change.**



When the Bit number is pressed, the current value switches between 1 and 0.

Note

- ❒ Repeat from step **6** to change another Bit number for the same Switch.

7 **Press [OK].**

Note

- ❒ To cancel these settings, press **[Cancel]**. The display will return to step **5**.

8 **Repeat steps 5 and 6 to change the Switch settings.**

9 **After all the settings are finished, press [Exit].**

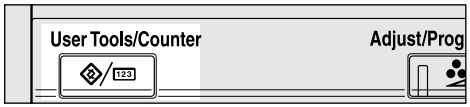
10 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Printing the User Parameter list

Print this list to see the current User Parameter settings.

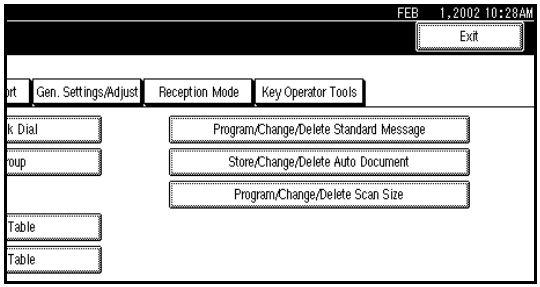
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

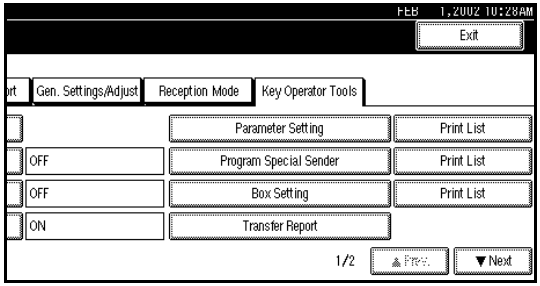
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

4 **Press [Print List] next to [Parameter Setting].**



Note

- ❒ If "Parameter Setting" is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

5 **Press the 【Start】 key.**

Note

- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following feature for each receiver.

- Authorized RX
- Forwarding
- Reception File Print Qty
- Print 2 sided
- Memory Lock
- RX Reverse Printing
- Paper Tray

Use the Own Name or Own Fax Number to program your receivers. If the receiver has the same machine make, program an Own Name that is already programmed as a receiver. If the machine is not the same make, use Own Fax Number. To transmit with G4 line, program the information about the destination with G4 lines. For convenience you can specify a function for all programmed numbers. Use the Special Sender registration function to custom set features for a particular individual.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 50 when the optional Fax Function Upgrade Unit is installed. A maximum of 20 characters for each name when using G3, and a maximum of 24 characters for each name when using G4.)
- Full/Partial agreement
  When you program Own Names and Facsimile Names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ Using a Full agreement

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a Partial agreement

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

Note

❒ You can program up to 30 wild cards (50 with the optional Fax Function Upgrade unit).

❒ Ignore spaces when comparing identifications.

❒ You can use wild cards for the following functions:

- ⇒ p.227 “Programming/Changing Special Senders”
- ⇒ p.229 “Authorized RX”
- ⇒ p.229 “Forwarding”

Limitation

- ❒ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- ❒ The machine cannot differentiate between Polling Reception and Free Polling documents from Special Senders.

Note

- ❒ You can program up to 24 characters for the sender.
- ❒ You can check Own Name and Own Fax Number with Journal. You can check programmed Special Senders with specified sender list. ⇒ p.45 “Printing the Journal”, ⇒ p.237 “Printing the Special Sender List”
- ❒ If you select “OFF” for the Special Sender function in “Initial Set Up”, the settings will be the same as the “Reception Mode” settings.⇒ p.198 “Reception Mode”

❖ Authorized Reception

Use this feature to limit incoming senders. The machine only receives the faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and save you from wasting fax paper.

Note

- ❒ To use this feature, program the Special Senders function, and then select “ON” in “Authorized RX” with “Reception Mode”. ⇒ p.198 “Reception Mode” ⇒ p.216 “Changing the User Parameters” (Switch08, Bit2)
- ❒ Without programming Special Senders, the Authorized RX function will not work even if you select “ON”.
- ❒ You can select whether to receive only from programmed senders or receive only from senders other than the ones programmed with “User Parameters”. ⇒ p.216 “Changing the User Parameters” (Switch08, Bit2)
- ❒ If you select “OFF” for Authorized RX in “Initial Set Up”, the settings will be the same as the “Reception Mode” settings.⇒ p.198 “Reception Mode”

❖ Forwarding

Use this feature to print received messages, and then transfer them to receivers which are programmed beforehand. Only faxes sent by programmed senders (Special Senders) will be received. Thus, paper will not be wasted for printing unnecessary faxes.

Receiving faxes sent only by senders not programmed as Special Senders is also possible.

Note

- ❒ To use this feature, program your Special Senders, and then select “ON” for “Forwarding” in “Reception Mode”. ⇒ p.198 “Reception Mode”
- ❒ If you specify “ON” in “Forwarding” and select “Same as basic settings”, the fax message will be forwarded to the other ends programmed in “Specify End Receiver”. ⇒ p.208 “Forwarding”
- ❒ If you do not program any Special Senders, the machine transfers all incoming documents to the other end that is specified in “Specify end Receiver”.

❖ Reception File Print Quantity

Use this feature to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the Specified number of copies for all received documents.

Limitation

- ❒ You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.

Note

- ❒ You can specify 1 to 10 copies.

❖ Print 2 Sided

The optional duplex unit is required.

Use this feature to print on both sides of the paper.

Limitation

- ❒ If you select bypass tray for the “Paper Tray”, duplex printing is disabled.

❖ Memory Lock

Use this feature to store incoming documents from programmed senders (Special Senders) in memory without printing them. People who do not know the Memory Lock ID cannot print the documents, and therefore this feature is useful for receiving confidential documents. If you do not program any senders, the machine receives fax message from all senders using Memory Lock reception.

Reference

- ❒ ⇒ p.260 “Programming a Memory Lock ID”

Limitation

- ❒ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

❖ Reception Reverse Printing

Use this feature to print the pages in Reverse Order. ⇒ p.146 “Reverse Order Printing”

❖ Paper Tray

Use this feature to print the documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in tray 1 and white paper is in tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to differentiate between the two.

If you do not program any Special Senders, the machine outputs the documents received from all senders using the default paper tray.

Limitation

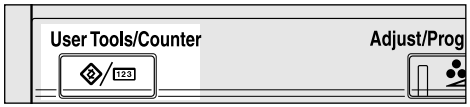
- ❒ For Polling Reception and Free Polling, you cannot select the paper tray.
- ❒ Paper in the bypass tray, specified as the paper tray, will be delivered to the machine's output tray, even if the optional Finisher Unit has been set as the output tray.

Note

- ❒ If the machine receives a message that is a different size from the paper in the specified tray, the machine prints the message after splitting it or minimizing its size. ⇒ p.145 “Page Separation and Length Reduction”
- ❒ Selection of the bypass tray (optional) enables you to specify the paper size in “Scan Area”.

Programming/Changing Special Senders

1 **Press the [User Tools/Counter] key.**

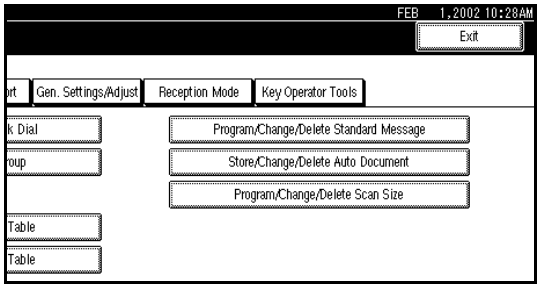


ZFLS110N

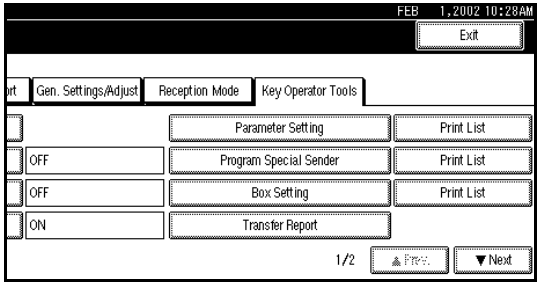
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



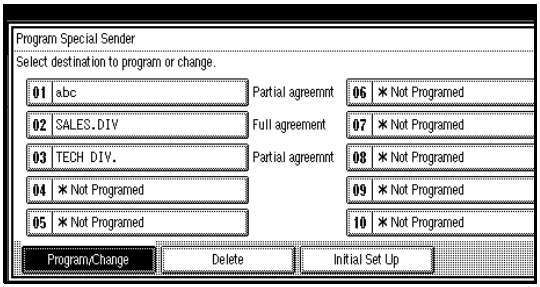
4 **Select [Program Special Sender].**



Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select destination to program.**



When programming a new destination, press "*Not Programed".

6 **Enter a destination.**

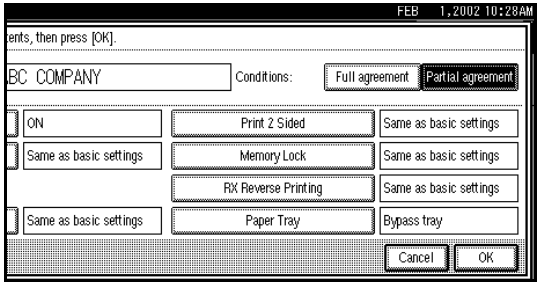
Enter a destination using Own Name or Own Fax Number.

Reference

❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 **Press [OK].**

8 **When programming the condition, press [Full agreement] or [Partial agreement].**



9 **Select the item you want to program.**

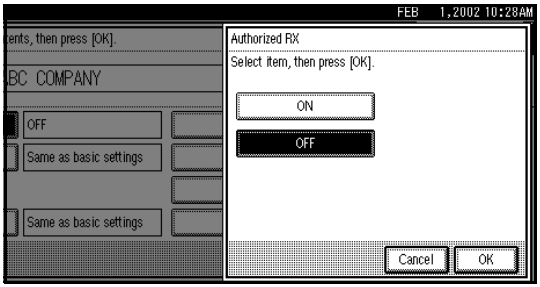
Note

- ❒ You must select only the item you want to program.
- ❒ If you select **[Same as basic settings]**, the settings will be the same as **[Reception Mode]** (⇒ p.198), **[Forwarding]** (⇒ p.208) and **[Memory Lock]** (⇒ p.212).
- ❒ To cancel these settings, press **[Cancel]**. The display will return to step **5**.

Authorized RX

❶ **Press [Authorized RX].**

❷ **Select [ON] or [OFF].**

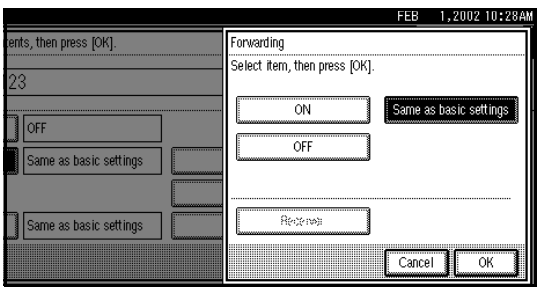


❸ **Press [OK].**

Forwarding

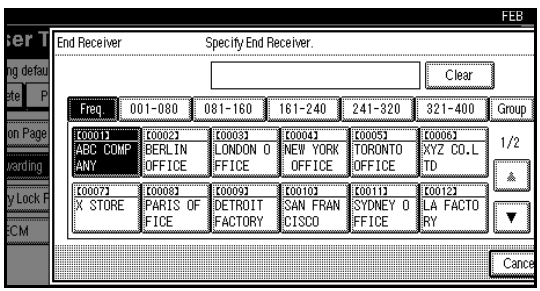
❶ **Press [Forwarding].**

❷ **Select [ON] or [OFF].**



If you select **[OFF]**, go to step **4**.

❸ **Specify an end receiver.**



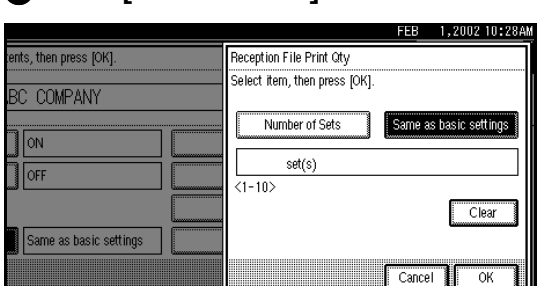
❹ **Press [OK].**

If you select **[Yes]**, the name of the end receiver is shown on the right of "Receiver:".

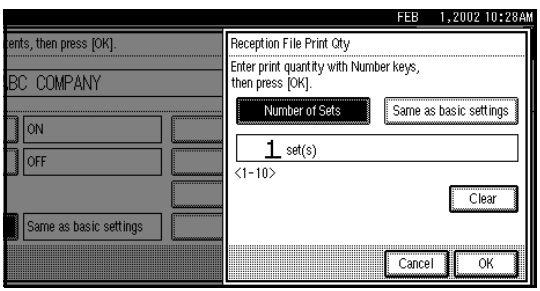
Reception File Print Qty

❶ **Press [Reception File Print Qty].**

❷ **Select [Number of Sets].**



❸ **Enter the print quantity with the number keys.**



Note

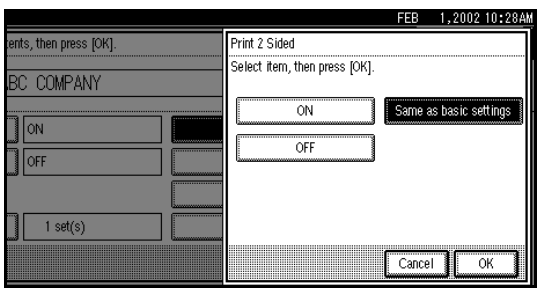
❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

❹ **Press [OK].**

Print 2 Sided

❶ **Press [Print 2 Sided].**

❷ **Select [ON] or [OFF].**

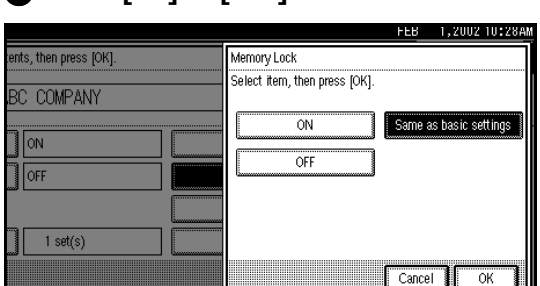


❸ **Press [OK].**

Memory Lock

❶ **Press [Memory Lock].**

❷ **Select [ON] or [OFF].**

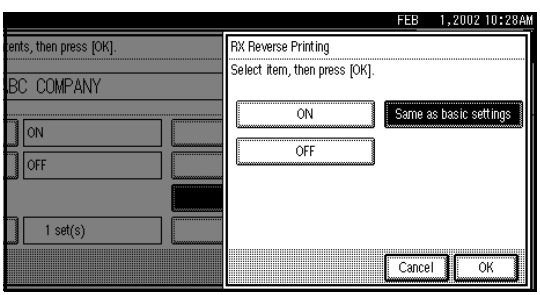


❸ **Press [OK].**

RX Reverse Printing

❶ **Press [RX Reverse Printing].**

❷ **Select [ON] or [OFF].**

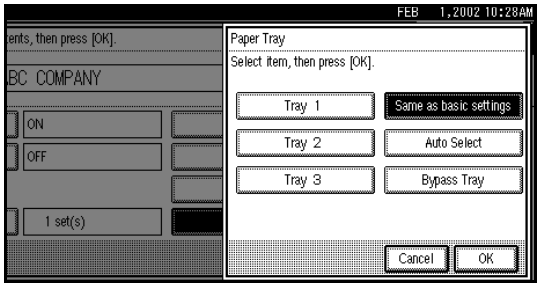


❸ **Press [OK].**

Paper Tray

❶ **Press [Paper Tray].**

❷ **Select the tray you want to use.**



Note

❒ You can select **[Tray 1]**, **[Tray 2]**, **[Tray 3]**, **[Bypass Tray]** or **[Auto Select]**.

❸ **Press [OK].**

10 **Press [OK].**

A Special Sender has been programmed.

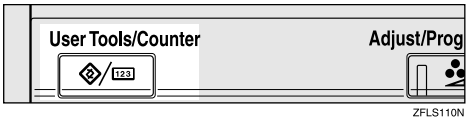
11 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming "Initial Set Up" of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

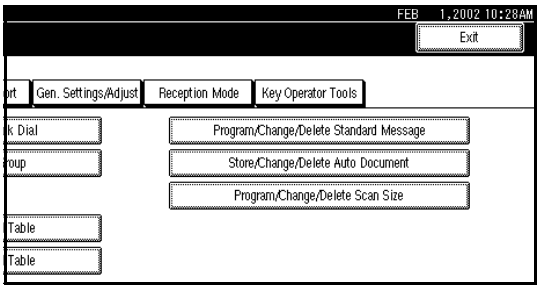
1 **Press the 【User Tools/Counter】 key.**



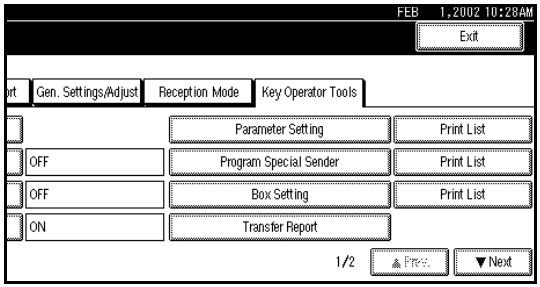
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



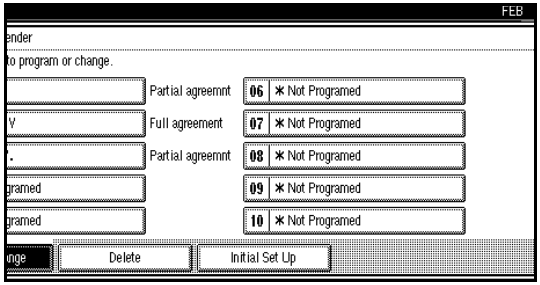
4 **Select [Program Special Sender].**



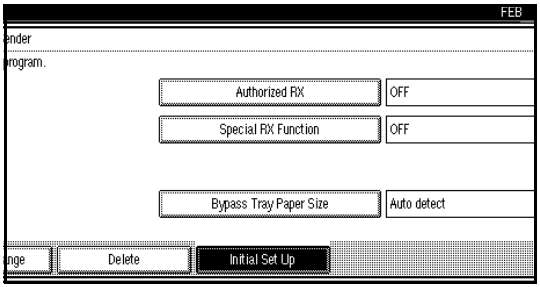
Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Initial Set Up].**



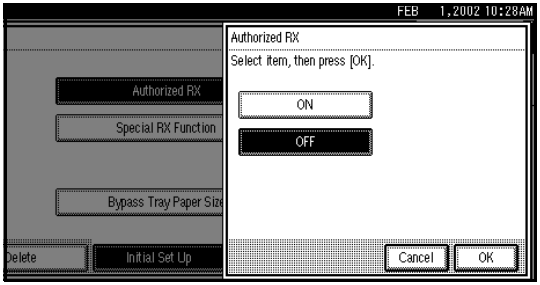
6 **Select a function you want to program.**



In this feature, "Authorized RX" has the same settings as "Reception Mode". ⇒ p.198 "Reception Mode"

Programming "Authorized RX" and "Special RX Function"

❶ **Select [ON] or [OFF].**

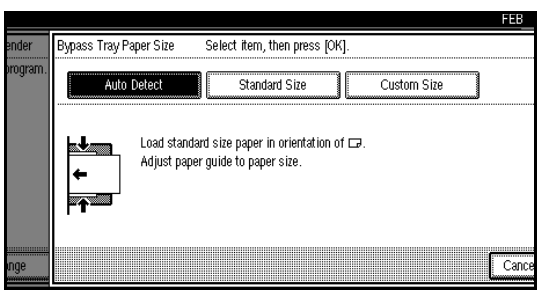


The illustration shows the "Authorized RX" display as a sample.

❷ **Press [OK].**

Programming "Bypass Tray Paper Size"

❶ **Select [Auto Detect], [Standard Size] or [Custom Size] to program.**



Note

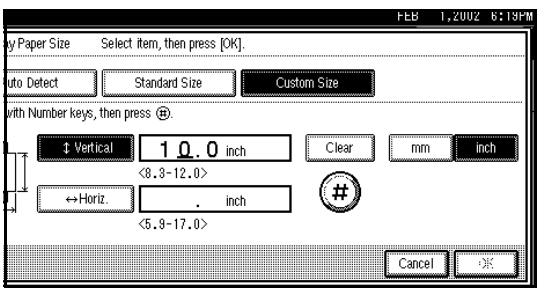
- ❒ If you select **[Auto Detect]**, the machine shows a paper size automatically.
- ❒ If you select **[Standard Size]**, select a paper size displayed, and then go to step ❼.
- ❒ If you select **[Custom Size]**, go to step ❷.

❷ **Make sure that [Vertical] is selected.**

Note

- ❒ If **[Vertical]** is not selected, press **[Vertical]**.

❸ **Enter the vertical size of the paper with the number keys.**



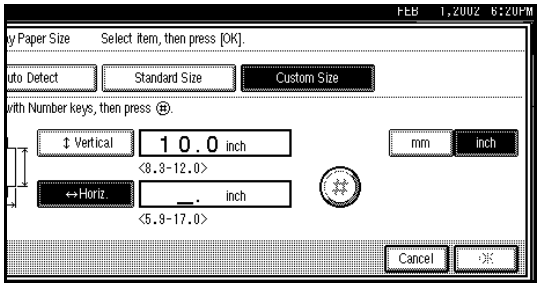
Note

- ❒ You can specify a vertical size from 210mm (8.3 inch) to 305mm (12.0 inch). You cannot enter a size smaller than 210mm or larger than 305mm. ⇒ p.150 "Having Incoming Messages Printed on Paper from the Bypass Tray"
- ❒ Each time you press **[mm]** or **[inch]**, the units change between "millimeter" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

❹ **Press [#].**

The programmed size is shown.

❺ **Enter the horizontal size of the paper with the number keys.**



Note

- ❒ You can specify a horizontal size from 148mm (5.9 inch) to 432mm (17.0 inch). You cannot enter a size smaller than 148mm or larger than 432mm.
- ❒ Each time you press **[mm]** or **[inch]**, the units change between “mm” and “inch” alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

❻ **Press [#].**

❼ **Press [OK].**

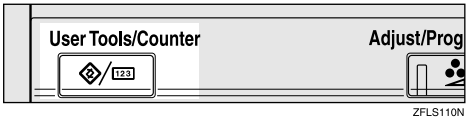
7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting a Special Sender

Use this function to program “Initial Set Up” of a Special Sender. Also the Bypass Tray Paper Size can be specified.

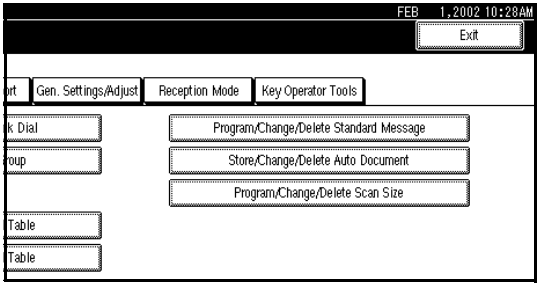
1 **Press the 【User Tools/Counter】 key.**



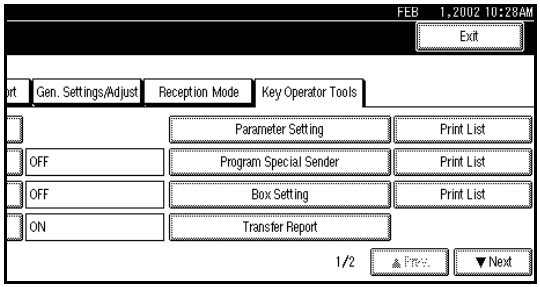
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



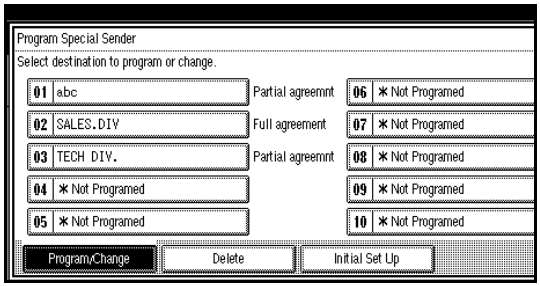
4 **Select [Program Special Sender].**



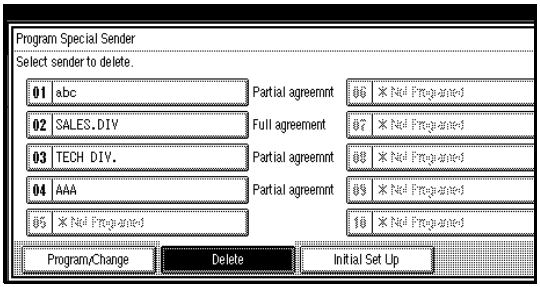
Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Delete].**



6 **Select a Special Sender you want to delete.**



7 **Press [Delete].**

A Special Sender is deleted and "*Not Programed" is shown.

Note

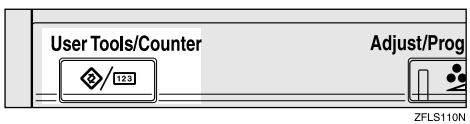
❒ To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step **6**.

8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Printing the Special Sender List

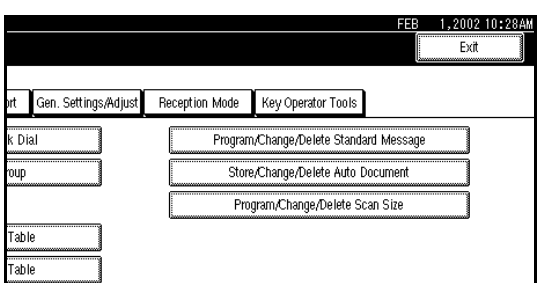
1 **Press the 【User Tools/Counter】 key.**



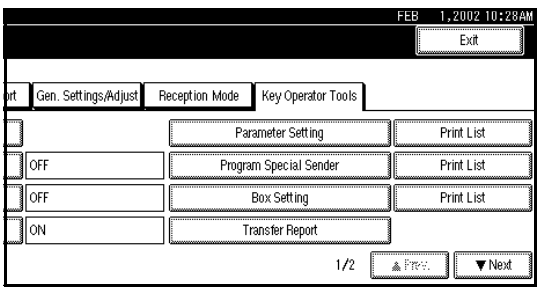
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



4 **Press [Print List] next to "Program Special Sender".**



Note

- ❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press the 【Start】 key.**

After printing a list, the display will return to step **4**.

Note

- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For details about how to set up these functions, see the following.

⇒ p.239 “Programming/Editing Personal Boxes”

⇒ p.244 “Programming/Editing Information Boxes”

⇒ p.248 “Programming/Editing Transfer Boxes”

For details about how to print out and delete messages stored in boxes, see the following.

⇒ p.60 “Personal Boxes”

⇒ p.64 “Information Boxes”

Note

- ❒ The combined total of items that can be stored in the Personal Box, Information Box and Transfer Box features is 150. Installing the optional Fax Function Upgrade Unit increases this capacity to 400 items.
- ❒ SUB and SEP Codes can be up to 20 digits long and contain numbers, spaces, pound signs (#), and asterisks (*).

Limitation

- ❒ You cannot set the same Box Code on two different boxes.
- ❒ Transmission or programming may not be used if there is not enough free memory left. The amount of free memory left is different depending on the optional equipment installed.

Programming/Editing Personal Boxes

This section describes how to program Personal Boxes.

You can store the following items:

- SUB Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Box Name (required)
  Up to 20 characters long
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Receiver (optional)
  You can program one delivery destination for each Personal Box. Specify the Quick Dial the delivery destination is stored in.

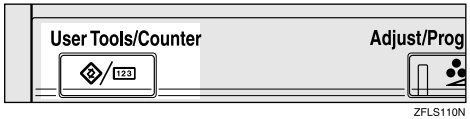
Note

- ❒ The Fax Header is not printed on delivered messages.
- ❒ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- ❒ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.

Reference

- ❒ ⇒ p.60 “Personal Boxes”

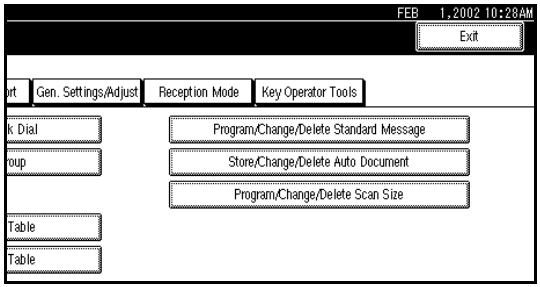
1 **Press the 【User Tools/Counter】 key.**



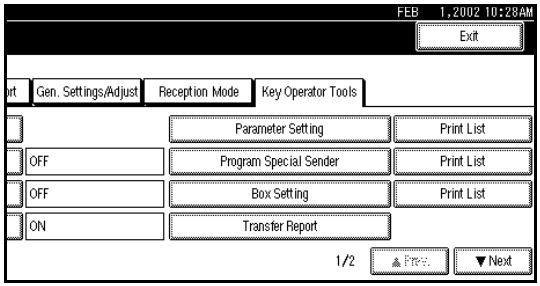
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].

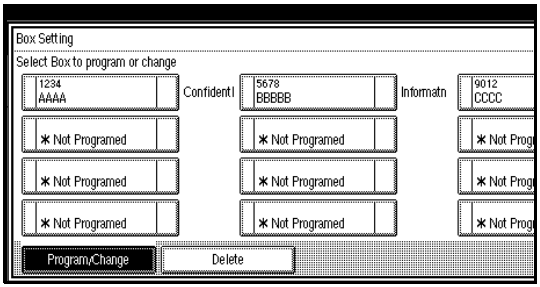


4 Select [Box Setting].



The “Box Setting” menu is shown.

5 Select a box to program.

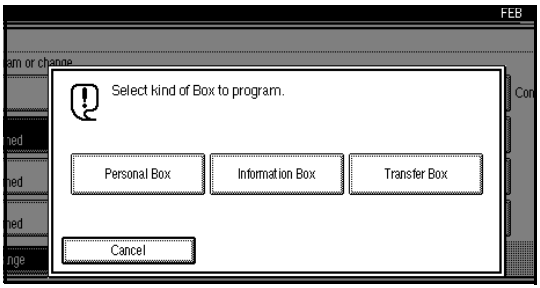


When programming a new box, press “*Not Programed”.

Note

- ❒ To change a box already programmed, press it and go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 Press [Personal Box].



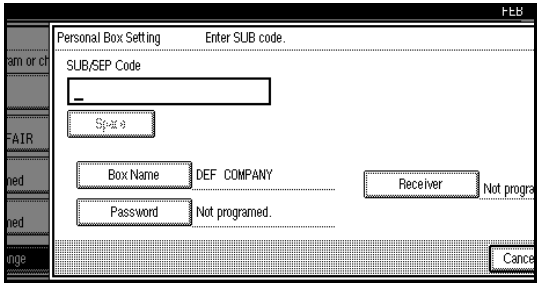
7 **Enter a Box Name.**

Reference

❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

8 **Press [OK].**

9 **Enter a SUB Code.**



Note

❒ To change the SUB Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step **7**.

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

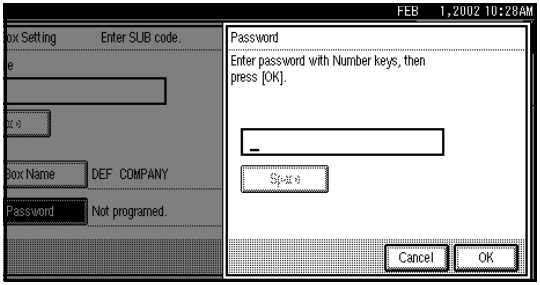
10 **Specify any settings you require.**

If you do not program **[Password]** or **[Receiver]**, go to step **11**.

Programming a Password

❶ **Press [Password].**

❷ **Enter a password.**



Note

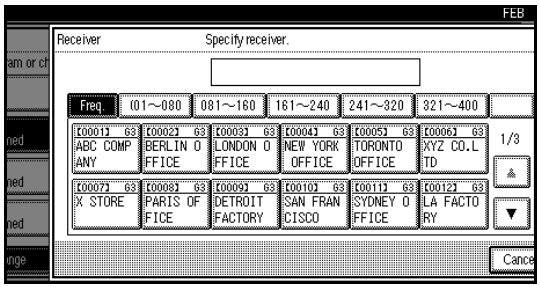
❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

❸ **Press [OK].**

Programming a Receiver

❶ **Press [Receiver].**

❷ **Select a destination with the Quick Dial Table.**



Note

❒ If the desired destination is not shown, press **[▼]** or **[▲]**.

❸ **Press [OK].**

11 **Press [OK].**

A box mode is shown next to the box.

12 **Press [Exit].**

13 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

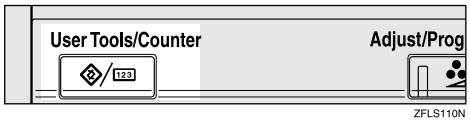
Deleting Personal Boxes

This section describes how to delete Personal Boxes.

Limitation

❒ If messages are programmed in the box, you cannot delete the box.

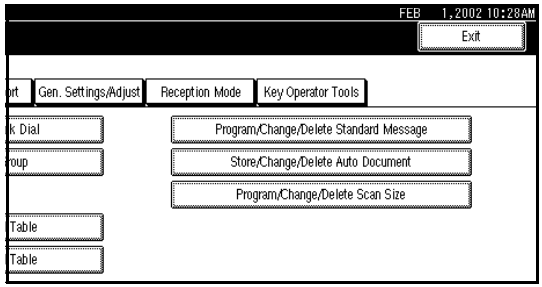
1 **Press the 【User Tools/Counter】 key.**



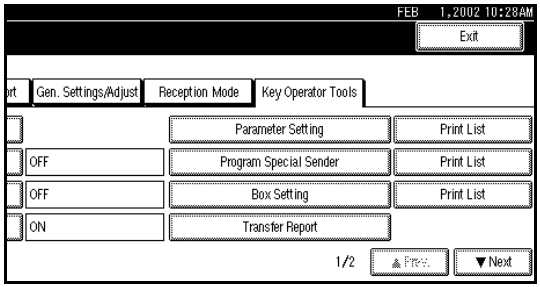
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

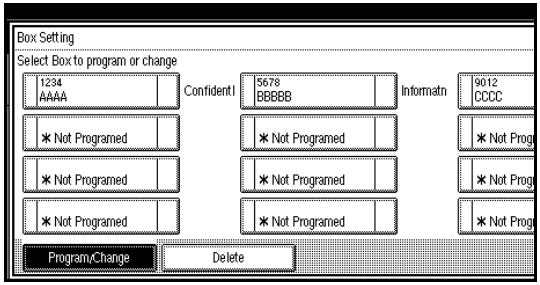
3 **Select [Key Operator Tools].**



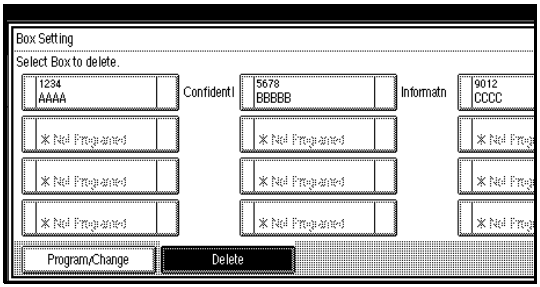
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** or the **【Clear/Stop】** key to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 Press [Delete].

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a box, press **[Do not Delete]**. The display will return to step **6**.

8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming/Editing Information Boxes

This section describes how to set up an Information Box.

You can store the following items:

- SEP Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Box Name (required)
  Up to 20 characters long

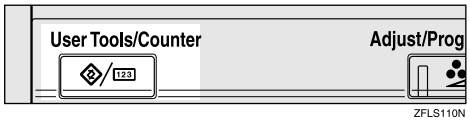
Note

❒ You can edit boxes in the same way you program them. However, to change the SEP Code itself, you must delete the box, and then program a new SEP Code.

Reference

❒ ⇒ p.64 “Information Boxes”

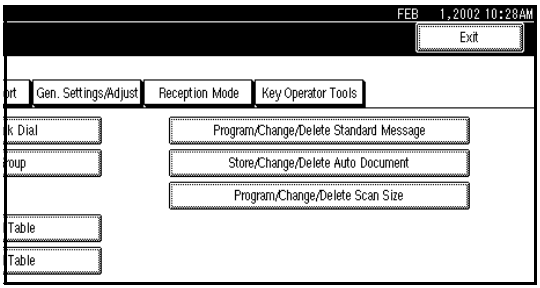
1 **Press the 【User Tools/Counter】 key.**



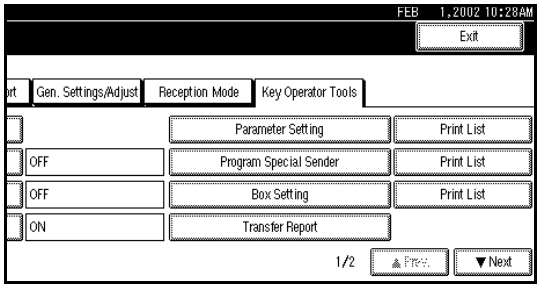
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**

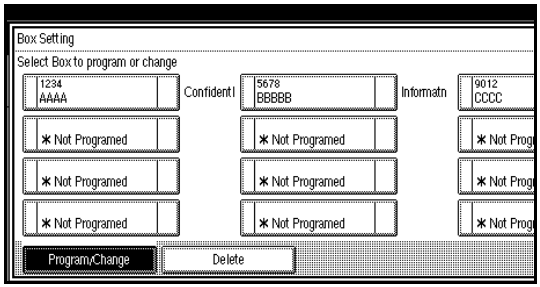


4 **Select [Box Setting].**



5 **Select a box to program.**

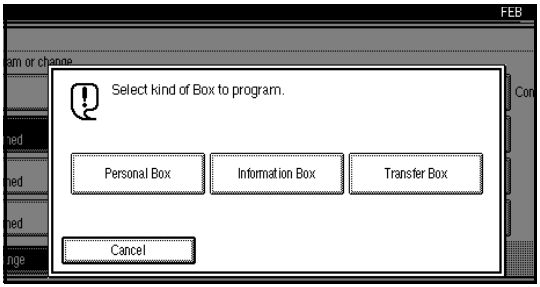
When programming a new box, press "*Not Programed".



Note

- ❒ To change a box already programmed, press it, and then go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 **Press [Information Box].**



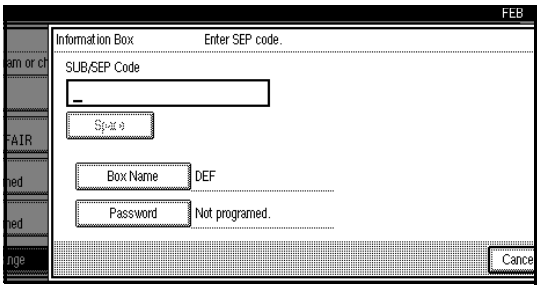
7 **Enter a Box Name.**

Reference

- ❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 **Press [OK].**

9 **Enter a SEP Code.**



Note

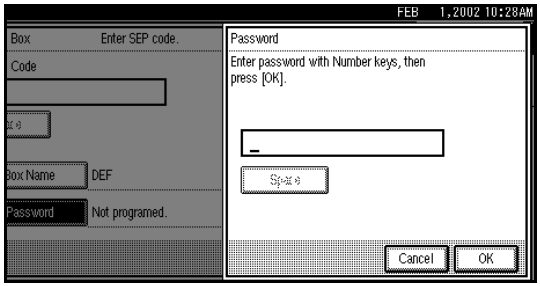
- ❒ To change SEP Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step 7.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

10 Press [Password].

Note

- ❒ If you do not want to program a password, go to step 13.

11 Enter a password.



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

12 Press [OK].

13 Press [OK].

A box mode is shown next to the box.

14 Press [Exit].

15 Press the 【User Tools/Counter】 key.

The initial display is shown.

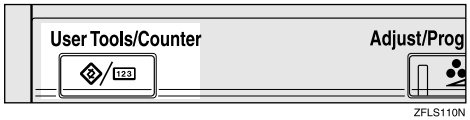
Deleting Information Boxes

This section describes how to delete Information Boxes.

Limitation

- ❒ If messages are programmed in the Information Box, you cannot delete the box.

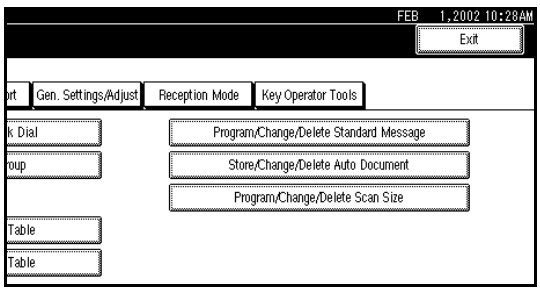
1 Press the 【User Tools/Counter】 key.



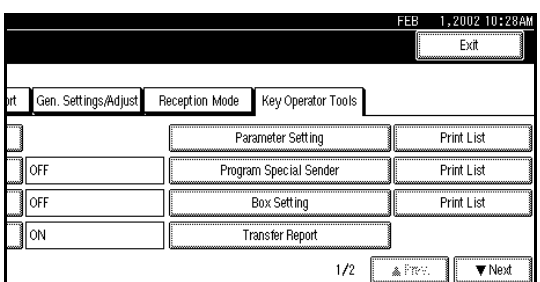
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

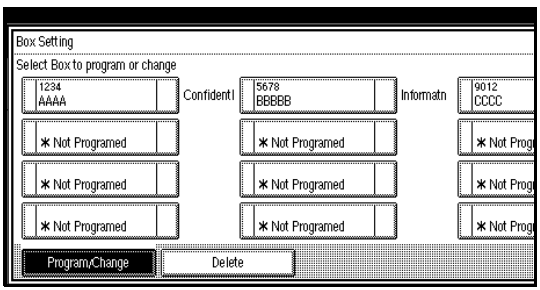
3 Select [Key Operator Tools].



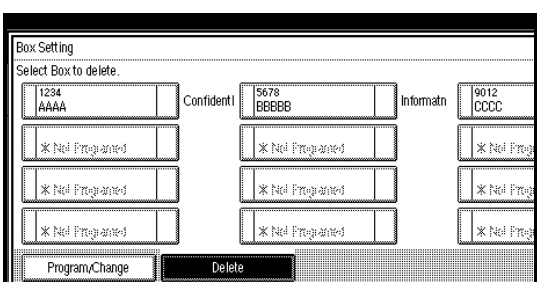
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 **Press [Delete].**

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a box, press **[Do not Delete]**. The display will return to step **6**.

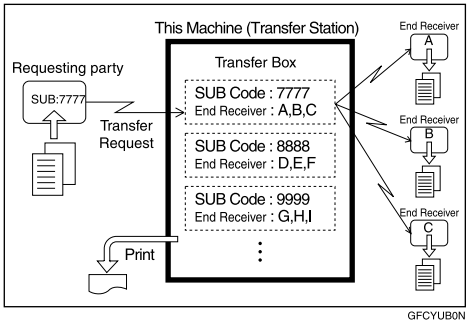
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming/Editing Transfer Boxes

This feature turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to the programmed receiver.

Since documents can be sent to multiple destinations in a single Transfer Request, you can economize on communication costs when sending to remote destinations.



Note

- ❒ Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. If a password is also programmed, inform them of this too and ask them to enter it for the SID Code.

You can store the following items:

- SUB (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Box Name (required)
  Up to 20 characters long
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Receiving Station (required)
  You can store 5 Receiving Stations (destinations to which messages will be forwarded) for each box. Specify Receiving Stations with Quick Dials or Groups assigned to Quick Dials that have been programmed beforehand.

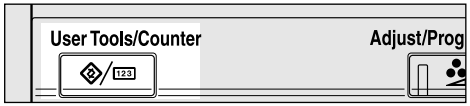
Limitation

- ❒ After messages are transferred, a Transfer Result Report is not sent back to the sender.

Note

- ❒ After messages are transferred, they are deleted.
- ❒ When this function is turned on, the machine prints out received messages that it transfers and the Transfer Result Report after the transfer has finished. If you want to turn this feature off, please contact your service representative.
- ❒ When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place.
- ❒ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.
- ❒ You can edit boxes in the same way you program them.

1 **Press the [User Tools/Counter] key.**



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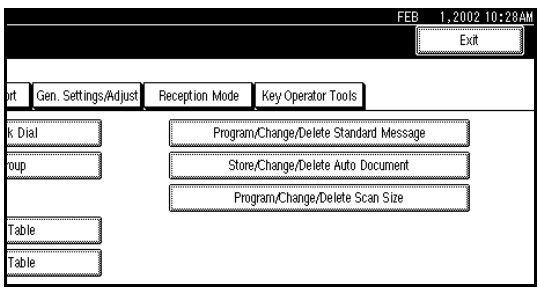
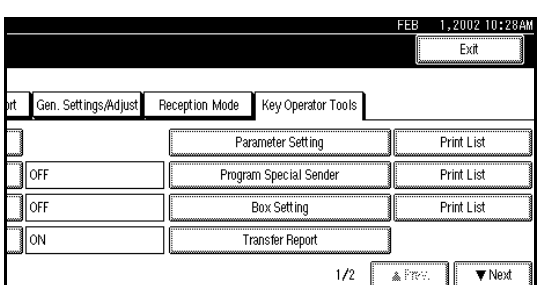
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

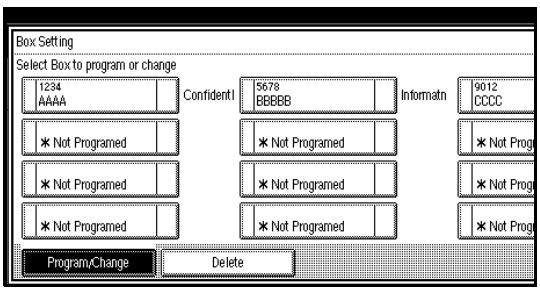
3 **Select [Key Operator Tools].**



4 **Select [Box Setting].**



5 **Select a box to program.**

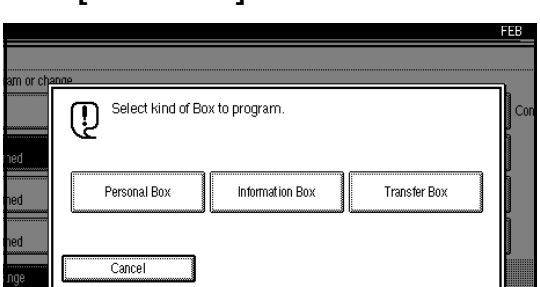


When programming a new box, press "*Not Programed".

Note

- ❒ To change a box already programmed, press it, and then go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 **Press [Transfer Box].**



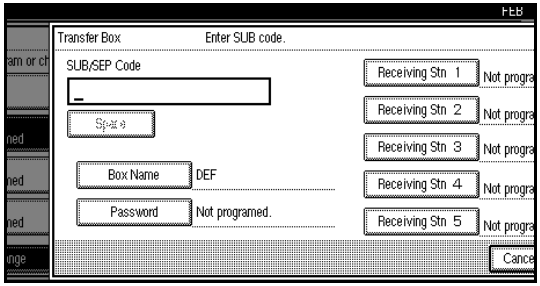
7 **Enter a Box Name.**

Reference

- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

8 **Press [OK].**

9 **Enter a SUB Code.**



Note

- ❒ To change SUB Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step **7**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

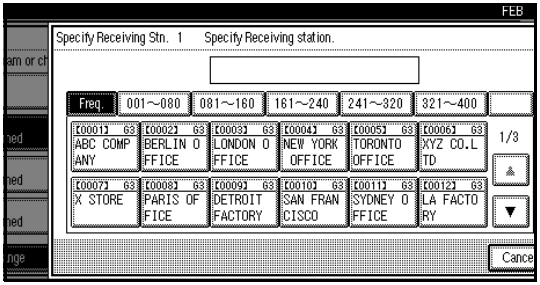
10 **Specify the condition of registration.**

Programming Receiving Stations

❶ **Select Receiving Station.**

You can store 5 Receiving Stations.

❷ **Specify Receiving Stations with Quick Dials.**



Note

- ❒ You can also specify Receiving Stations with Group Dials.
- ❒ If the desired box is not shown, press **[▲]** or **[▼]**.

❸ **Press [OK].**

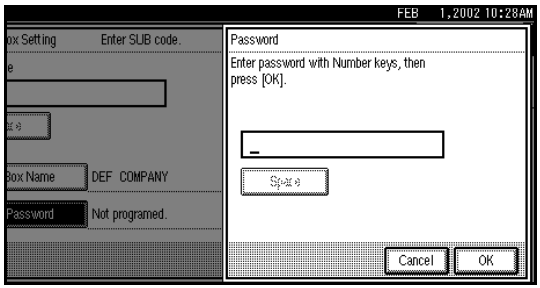
Repeat from step ❶ to specify another Receiving Station.

Programming a Password

If you do not want to program a password, go to step 11.

❶ **Press [Password].**

❷ **Enter a password.**



Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

❸ **Press [OK].**

11 Press [OK].

A box mode is shown next to the box.

12 Press the 【User Tools/Counter】 key.

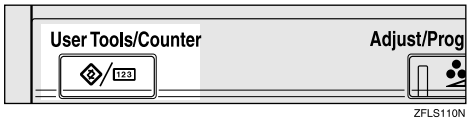
The initial display is shown.

Deleting Transfer Boxes

Limitation

❒ If the specified SUB Code is not programmed as a Transfer Box, or messages are programmed in the box, you cannot delete the box.

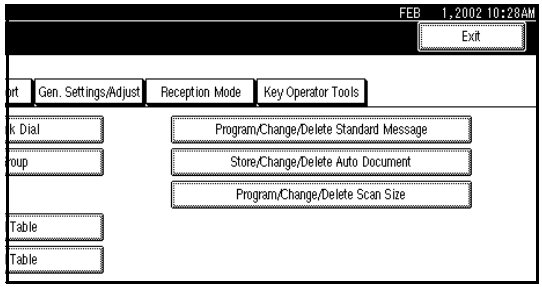
1 Press the 【User Tools/Counter】 key.



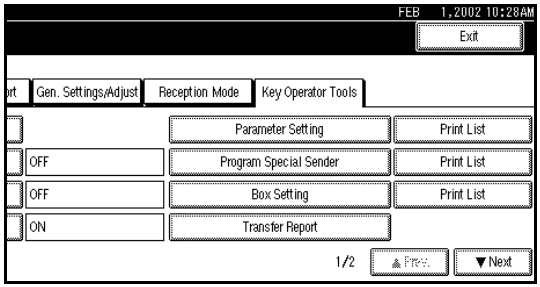
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

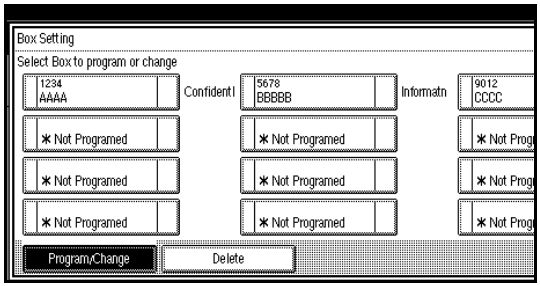
3 Select [Key Operator Tools].



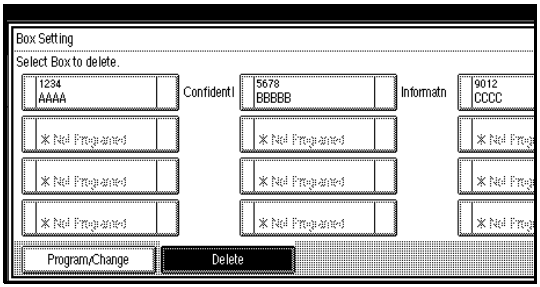
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 Press [Delete].

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step **6**.

8 **Press [Exit].**

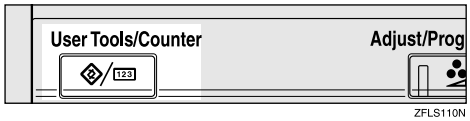
9 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Printing the Box List

Follow the procedure below to print a list showing the currently programmed Personal Boxes, Information Boxes and Transfer Boxes.

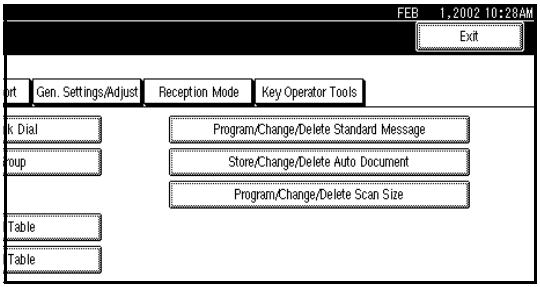
1 **Press the 【User Tools/Counter】 key.**



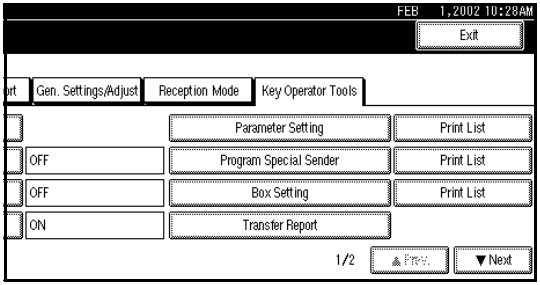
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



4 **Press [Print List] next to "Box Setting".**



Note

❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press the 【Start】 key.**

After printing the list, the display will return to step **4**.

Note

- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line their machine is connected to in their own machine. ⇒ p.82 "Transfer Request"

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

- **1212-1234567**

You can program the fax number for each line (G3, G4).

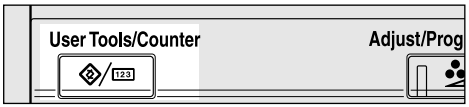
Limitation

- ❒ You cannot program or edit Transfer Report when using a line (during communication). Program or edit after communication.

Note

- ❒ Up to 16 digits are available for G3.
- ❒ Up to 29 digits are available for G4.

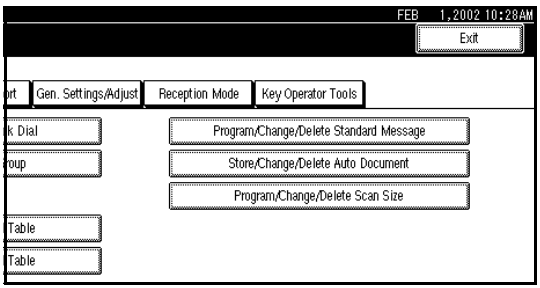
1 **Press the 【User Tools/Counter】 key.**



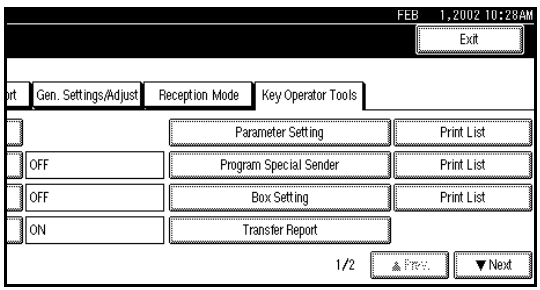
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



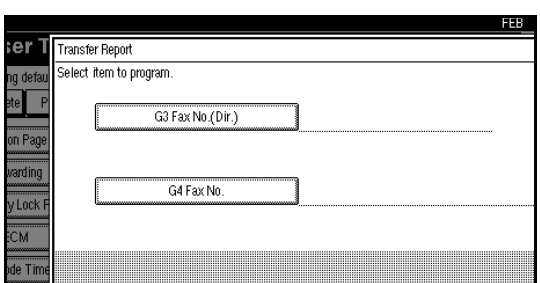
4 **Select [Transfer Report].**



Note

❒ If "Transfer Report" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

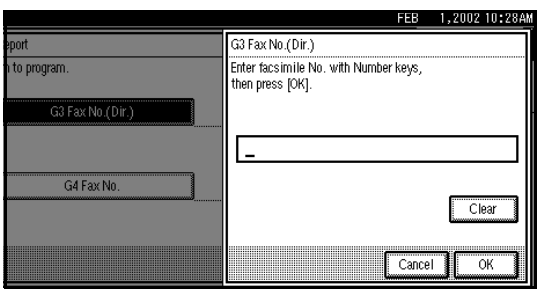
5 **Specify the fax number for each line.**



Programming a G3 Fax number

❶ **Press [G3 Fax No.(Dir.)].**

❷ **Enter your Own Fax Number with the number keys.**



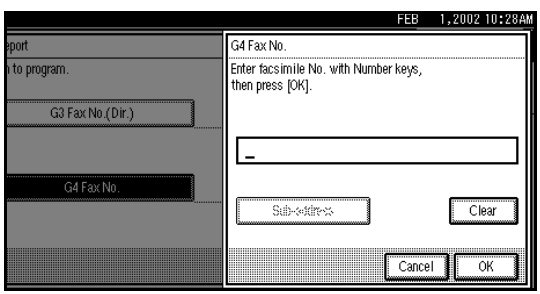
❸ **Press [OK].**

Programming a G4 Fax number

The optional ISDN Unit is required.

❶ **Press [G4 Fax No.].**

❷ **Enter your fax number with the number keys.**



❸ **Press [OK].**

6 **Press [Exit].**

7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming a Confidential ID

Program a Confidential ID to print Confidential Reception. ⇒ p.55 "Printing a Confidential Message"

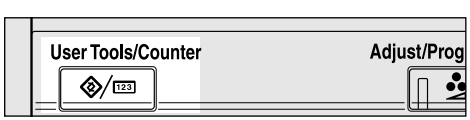
Limitation

❒ If you do not program a Confidential ID, you cannot receive a Confidential Transmission.

Note

❒ A Confidential ID can be any 4 digit numeric code except for 0000.

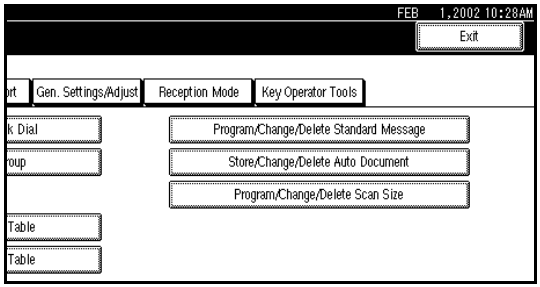
1 **Press the 【User Tools/Counter】 key.**



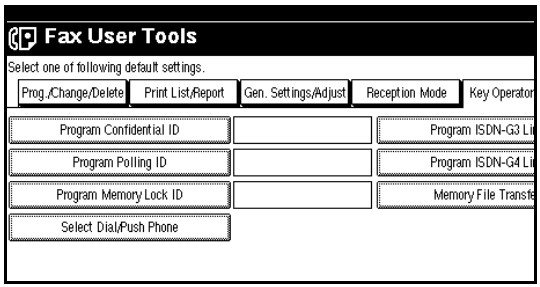
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



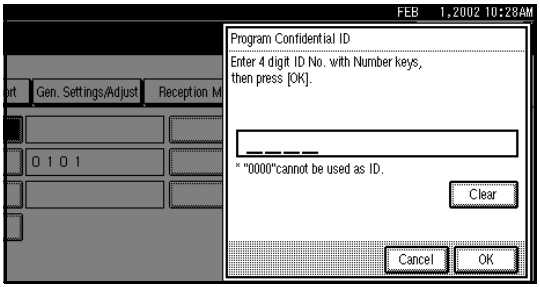
4 Select [Program Confidential ID].



Note

❒ If "Program Confidential ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter an ID with the number keys.



Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

6 Press [OK].

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

7 Press the 【User Tools/Counter】 key.

The initial display is shown.

Programming a Polling ID

Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission and Default ID Polling Reception. When you use ID Transmission, program the same ID as that programmed on the sender's machine.

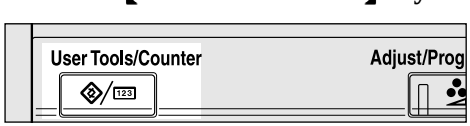
Reference

- ❒ *"Polling Transmission"* ⇒ p.22
- ❒ *"Polling Reception"* ⇒ p.26
- ❒ *"Default ID Transmission"* ⇒ p.117
- ❒ *"Transfer Request"* ⇒ p.82

Note

- ❒ A Polling ID can be any combination of digits (0-9) and letters (A-F) except for 0000 and FFFF.

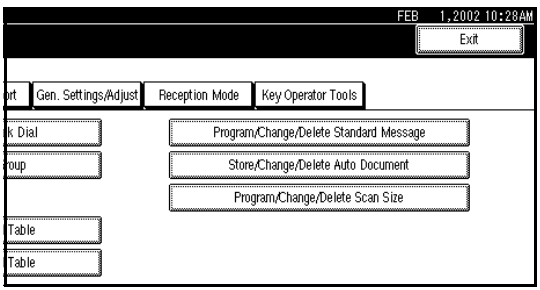
1 Press the 【User Tools/Counter】 key.



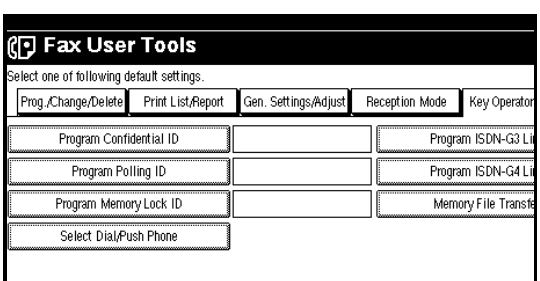
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



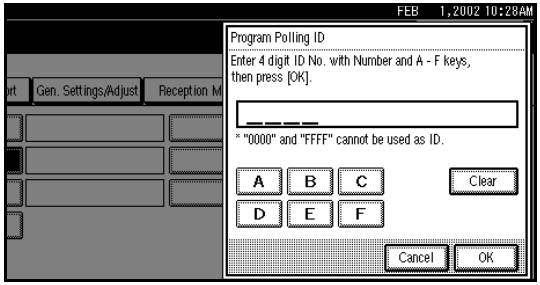
4 Select [Program Polling ID].



Note

- ❒ If "Program Polling ID" is not shown, press [▲ Prev.] or [▼ Next].

5 **Enter an ID with the number keys and [A] to [F].**



Note

- ❒ If you make a mistake, press the **[Clear]** or the **【Clear/Stop】** key and try again.

6 **Press [OK].**

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

7 **Press the 【User Tools/Counter】 key.**

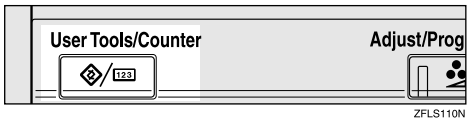
The initial display is shown.

Programming a Memory Lock ID

Program a Memory Lock ID to print Memory Lock reception.

A Memory Lock ID can be any 4 digit numeric code except for 0000.

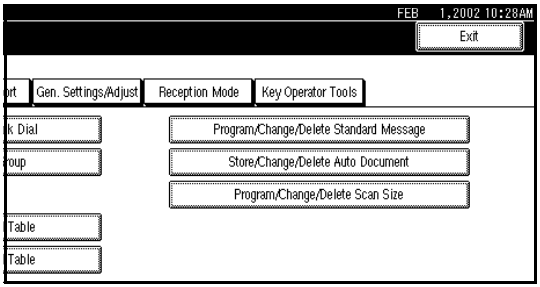
1 **Press the 【User Tools/Counter】 key.**



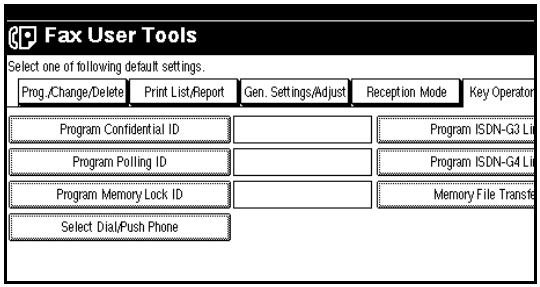
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



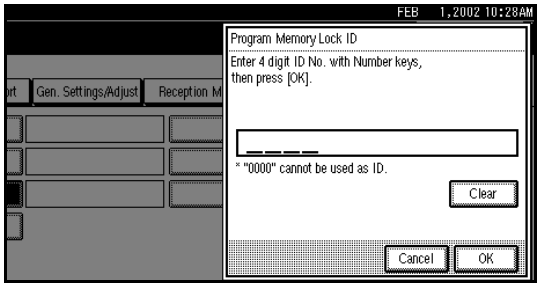
4 **Select [Program Memory Lock ID].**



Note

- ❒ If "Program Memory Lock ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Enter an ID with number keys.**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

6 **Press [OK].**

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

A Dial and Push line are available for selection.

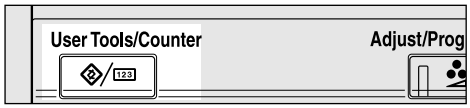
Limitation

- ❒ When the optional G3 expansion unit is installed, "G3-2" is displayed.
- ❒ If you are only connected to an ISDN line, this function is not available.

Note

- ❒ "G3-2" is shown on the display, depending on the number of Extra G3 Interface Units installed.
- ❒ Use the same procedure to program and change this function.
- ❒ This function is not available in some areas.

1 **Press the 【User Tools/Counter】 key.**



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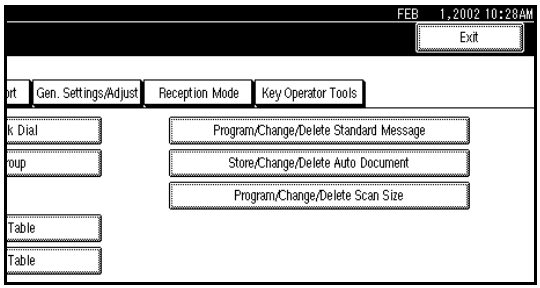
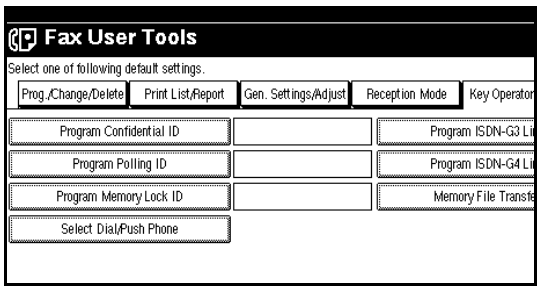
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



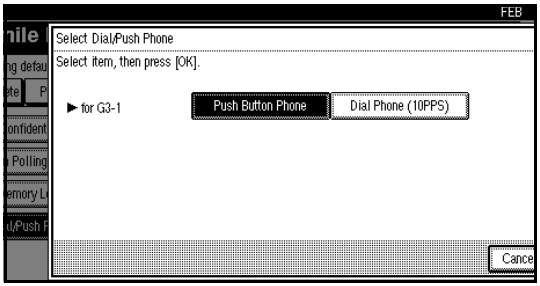
4 **Select [Select Dial/Push Phone].**



Note

- ❒ If "Select Dial/Push Phone" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line.**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

Reference

- ❒ *"Selecting the Line Type"* ⇒ p.286

6 **Press [OK].**

7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming ISDN G3 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G3 digital line.

You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.86 “Sub-address”

Note

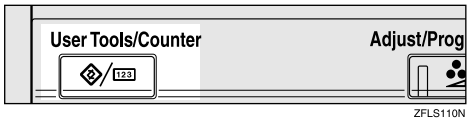
❒ Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.

❒ You should program the Own Fax Number 1.

❒ ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.

❒ Up to 4 digits (0 to 9999) are available for a sub-address.

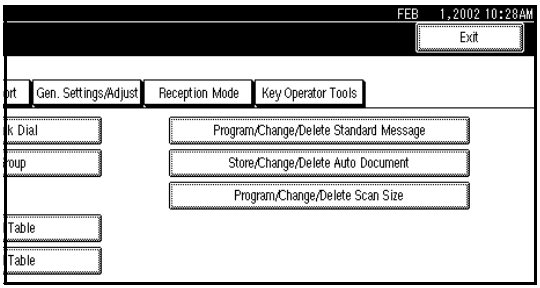
1 **Press the [User Tools/Counter] key.**



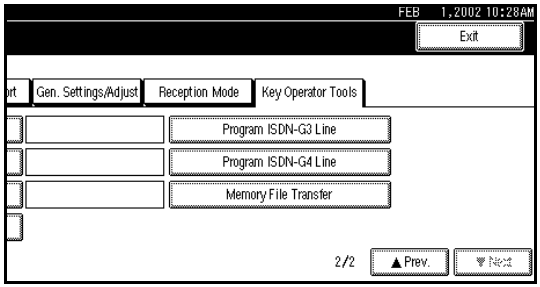
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



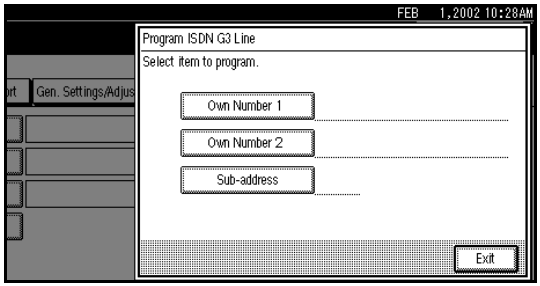
4 **Select [Program ISDN-G3 Line].**



Note

❒ If "Program ISDN-G3 Line" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

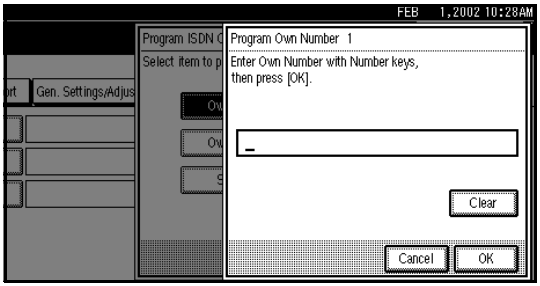
5 **Select an item you want to program.**



Programming Own Number 1 and Own Number 2

❶ **Select [Own Number 1] or [Own Number 2]**

❷ **Enter your own facsimile number with the number keys.**

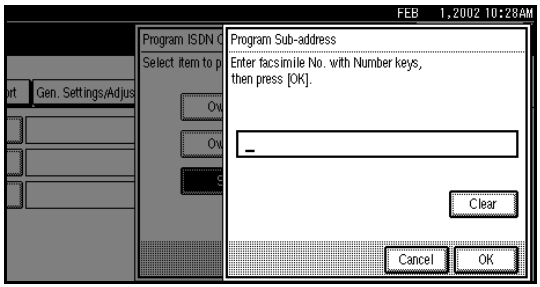


❸ **Press [OK].**

Programming a Sub-address

❶ **Select [Sub-address].**

❷ **Enter a sub-address with the number keys.**



❸ **Press [OK].**

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming ISDN G4 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G4 digital line.

You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.86 “Sub-address”

Note

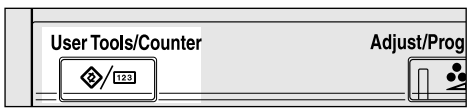
❒ Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.

❒ You should program Own Fax Number 1.

❒ ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.

❒ Up to 4 digits (0 to 9999) are available for a sub-address.

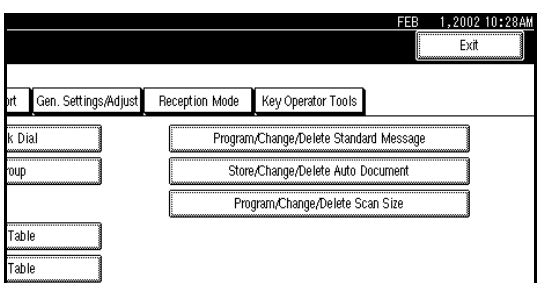
1 Press the 【User Tools/Counter】 key.



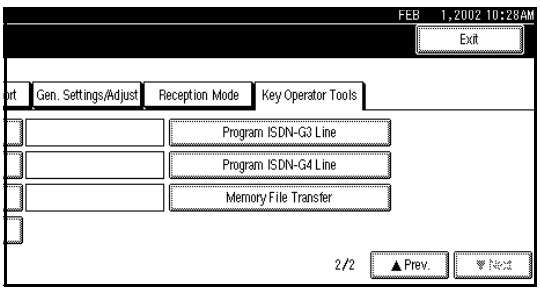
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



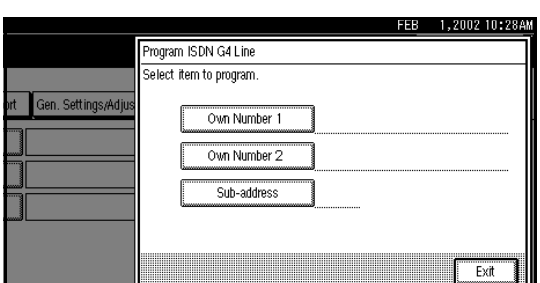
4 Select [Program ISDN-G4 Line].



Note

❒ If “Program ISDN-G4 Line” is not shown, press [▲ Prev.] or [▼ Next].

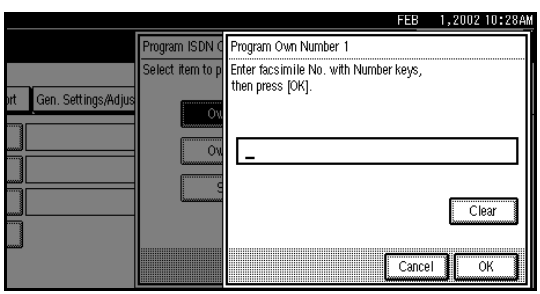
5 Select an item you want to program.



Programming Own Number 1 and Own Number 2

❶ **Select [Own Number 1] or [Own Number 2].**

❷ **Enter your own facsimile number with the number keys.**

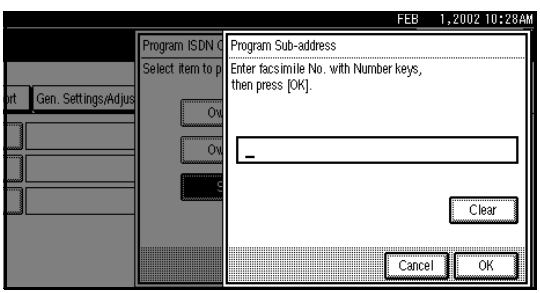


❸ **Press [OK].**

Programming a Sub-address

❶ **Select [Sub-address].**

❷ **Enter a sub-address with the number keys.**



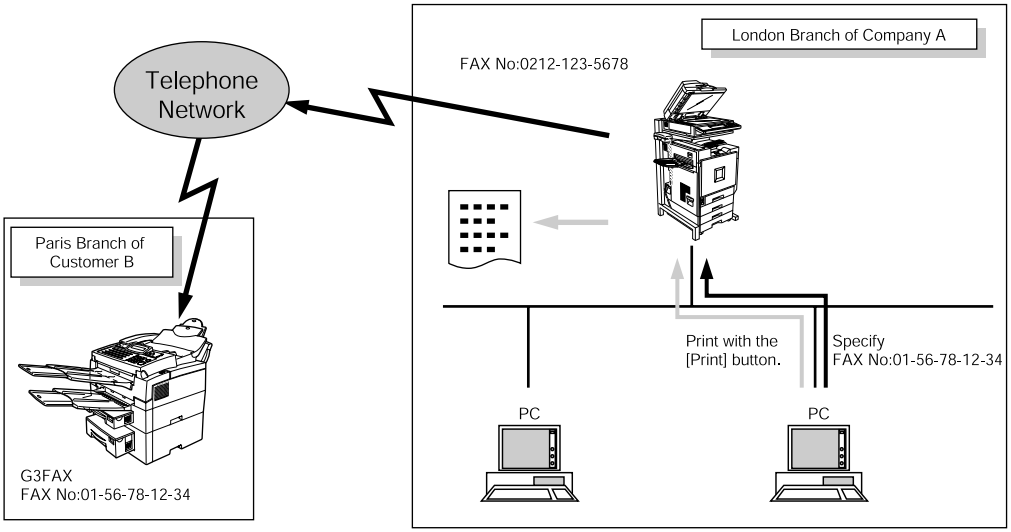
❸ **Press [OK].**

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

9. PC FAX Features

- With a PC FAX connected to a LAN or Parallel Port, you can use a telephone line to send a fax created using a Windows application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, the LAN FAX driver allows this machine to be used for printing out documents prepared on a PC for proof checking.
- To use the LAN FAX driver, connect this machine to a LAN and make the necessary network settings, and then install the LAN FAX driver and related utilities on your PC.



Reference

- Network settings ⇒ Administrator Reference 2 Copier System Edition

Important

- If errors occur on the machine when used as a PC FAX, they are not displayed on the PC.

Installing the Software

Installing this software is necessary for using the Facsimile function from a computer.

❖ Location of the file

The following folders are stored in the CD-ROM:

- LAN FAX Driver for Windows 95/98/Me
  \DRIVERS\WIN9X_ME
- LAN FAX Driver for Windows NT 4.0 and Windows 2000
  \DRIVERS\NT4_2000
- Address List
  \UTILITY\ADDRESS

❖ Operating Environment

- Computer
  PC/AT Compatible
- Operating Systems
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000
  Microsoft Windows NT4.0
- CPU
  i486DX4 100 MHz or more
  Pentium 133 MHz or more (Windows 2000)
- RAM
  16 MB or more
  32 MB or more (Windows 2000)
- Display
  VGA 640 × 480 dots, 256 colors or more
- Network protocol
  TCP/IP

Limitation

❒ All operations cannot be guaranteed depending on the system environment.

❒ When you use Windows NT, the LAN FAX driver will not work under an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

Note

❒ To install the driver on a Windows 2000 or Windows NT4.0, log on as a member of the Administrators group.

❒ Before beginning installation, exit all other applications.

Installing the Address Book and the LAN FAX driver

Preparation

❒ Install the printer driver and the SmartNet-Monitor for Client beforehand. ⇒ Printer Client Reference 1

1 Make sure Windows is running, and then insert the "LAN FAX Driver and Utility" CD-ROM into the CD-ROM drive.

The installer launches.

Note

❒ If the Installer does not launch automatically, perform the following procedure.

❶ **On the [Start] menu, select [Run].**

This causes the **[Run]** dialog box to appear.

❷ **Type the full path and file name of the setup program into the text box, and then click [OK].**

E.g. type
D:\InstTool.exe
└── If your CD-ROM is assigned to drive D.

2 Select the language you use, and then click [Next].

The "LAN FAX Driver" setup program launches.

3 After checking the contents of the dialog box, click [Next].

4 Select "Network", and then click [Install].

The Address Book Setup program launches.

Using the Customize Option

❶ **Select [Custom], and then click [Next].**

❷ **Select the programs you want to install in the "Component" list box, and then click [Install].**

5 Click [Next].

When Address Book has finished installing, the LAN FAX driver installer launches.

6 The Software License Agreement of the LAN FAX driver is displayed. Make sure to read the agreement carefully, and then click [Yes].

7 **Select "LAN-Fax M1", and then click [Next].**

Note

- ❒ To replace the printer name, you can change it in the "Printer" box.

8 **Select the port.**

When connected via a LAN

❶ **Select the model you use, and then click [Next].**

When connected via a parallel port

❶ **Select [LPT1], and then click [Next].**

9 **Confirm the installation settings, and then click [Finish].**

Installation starts.

10 **Click[Exit].**

11 **When the completion message is displayed, remove the CD-ROM and then click [Yes].**

Windows will restart.

Setting PC FAX Properties

This section describes how to make settings such as document size, resolution, and options.

Note

❒ If your operating system is Windows NT4.0 or Windows 2000, log on using an account that has Administrators permission.

1 On the [Start] menu, point to [Settings] and then [Printers].

2 Click to select "LAN-Fax M1", and then select [Properties] from the [File] menu.

Note

❒ With Windows NT, select **[Document Default]** from the **[File]** menu.

3 Click the [Paper] tab.

Note

❒ With Windows 2000, click the **[Advanced]** tab, and then click **[Printing Defaults...]**.

4 Make the paper settings.

Note

❒ The "Gray Scale" box does not appear in Windows NT or Windows 2000.

❖ Accessories

① Click **[Accessories]**.

② Select the appropriate check boxes.

Note

❒ When the optional Expansion Memory is installed, select the **[Memory Extension]** check box.

❒ When the optional Hard Disk Unit (40GB) is installed, select the Hard Disk Unit check box.

❒ The optional ISDN Unit is required in order to use a G4 line.

Limitation

❒ The lines that can be selected when the optional unit has been installed in this machine are:

- G3-1
- G3-2
- G4

❒ The G3-3 cannot be selected even when the optional unit has been installed in this machine.

③ Click **[OK]**.

5 Click [OK].

Basic Transmission

This section describes how to send fax documents created using Windows applications.

Open the application document you want to send or create a new document, and then perform the following procedure.

1 On the [File] menu, click [Print].

2 Click "LAN-Fax M1" in "Printer Name", and then click [OK].

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M1]** for the printer.

3 Specify the destination.

Enter **[#]** and the registered number with number keys when using Quick Dials.

Enter **[#][✱][✱]** and the registered number with number keys when using Group Dials.

Note

- ❒ You can specify a destination using the Address Book.
- ❒ You can directly enter the fax number with number keys.

4 Specify options.

If you do not want to specify options, go to step **5**.

Attaching a Cover Sheet

❶ Select the [Attach a Cover Sheet] check box.

Note

- ❒ To edit this setting, click **[Cover Sheet]**. For details, see the Help file.

Specifying Options

You can specify the following options:

- Sending at Specific Time⇒ p.15 "Sending at a Specific Time (Send Later)"
- User Code⇒ Chapter 1, "Reading the Display Panel and Using Keys -- User Code Management" in the Basic Features manual.
- Print Fax Header ⇒ p.193 "Fax Header Print Setting"

❶ Click [Option].

❷ Specify options you want to use.

Note

- ❒ The User Code you specified for this machine must be the same as the one entered in this machine.⇒ "Key Operator Tools 1/2 -- User Code" in the Administrator Reference 2 Copier System Edition
- ❒ For details on specifying options, see the Help file on the LAN FAX driver.

❸ **Click [OK].**

5 Click [Send].

Note

- ❒ When you click **[Print & Send]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.
- ❒ Click **[Print]** to print a copy of the document you specified without sending it to the destination.

Transmission Management Using the LAN FAX Driver

You can have the SmartNetMonitor for Admin/SmartNetMonitor for Client manage your transmissions using the LAN FAX driver.

By using the LAN FAX driver, you can refer to the following information for the documents sent using the LAN FAX driver:

- User ID
- Transmission result
- Pages
- Starting time
- File number

Reference

- ❒ See the Help file for more information about using the PC FAX function.

Address Book

You can program and edit destinations in the Address List using the Address Book.

Note

- ❒ For details, see the Help file.

1 **On the [Start] menu, point to [Programs], and then [Address Book].**

2 **Edit an existing destination or program a new one.**

Note

- ❒ You can divide programmed destinations into groups by clicking **[Group]**. For details, see the Help file.
- ❒ For "Line", select the appropriate line type: G3, G4 or G3-2.

❖ Programming New Destinations

① Enter the destination.

② Click **[Add]**.

❖ Editing Programmed Destinations

① Select the destination you want to edit from the list.
The name of the company should appear in gray.

② Edit the data.

③ Click **[Update]**.

❖ Deleting Programmed Destinations

① Select the destination you want to edit from the list.
The name of the company should appear in gray.

② Click **[Delete]**.

③ Click **[Yes]**.

3 **Click [Close].**

4 **If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click [Yes].**

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing screen, click **[Cancel]**.

Printing

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

1 On the [File] menu, click [Print].

2 Click "LAN-Fax M1" in "Printer Name", and then click [OK].

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select "LAN-Fax M1" for the printer.

3 Click [Print].

PC FAX Operation Messages

Message	Causes and Recommended Actions
The number of entries in Destinations exceeds the limit. Up to 100 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 100 (Up to 200 with optional Fax Function Upgrade Unit, up to 500 with optional Expansion Memory.).

Reading Reports

Error Report

An Error Report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

- ❒ If the error happens frequently, contact your service representative.
- ❒ The “Page” column gives the total number of pages. The “Page Not Sent” column gives the number of pages that were not sent or received successfully.

Power Failure Report

Even if the main power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for about 1 hour through the main power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

Important

- ❒ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change the User Parameter. ⇒ p.216 “Changing the User Parameters” (Switch25, Bit4)

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

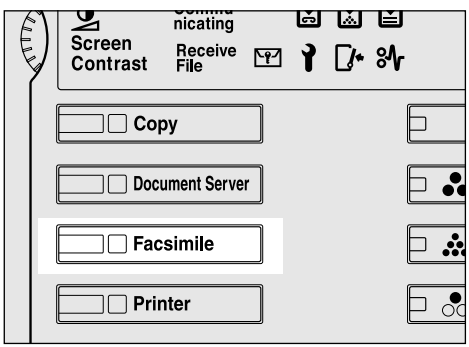
Important

- ❒ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 communications (1,000 with the optional Expansion Memory installed).

Limitation

- ❒ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.



ZFLS030N

Note

- ❒ If the standby display is not shown, press the 【Facsimile】 key.

2 Press [Exit].

The error display closes.

⇒ Chapter 2, “Memory Transmission” or “Immediate Transmission” in the Basic Features manual

Replacing the Stamp Cartridge

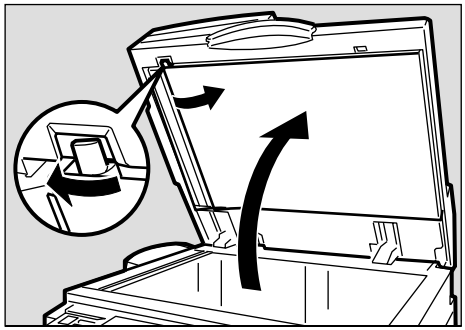
The optional Document Feeder (ADF) is required.

When the stamp becomes lighter, replace the cartridge.

Note

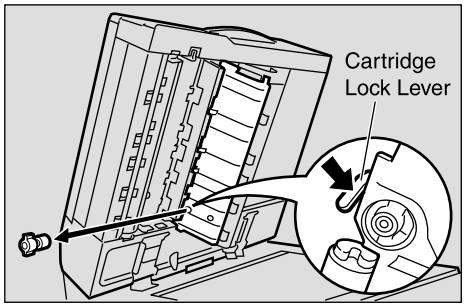
- ❒ Use the cartridge specified for this machine.

1 Lift the optional Document Feeder (ADF) and open the stamp cover.



ZDPH070J

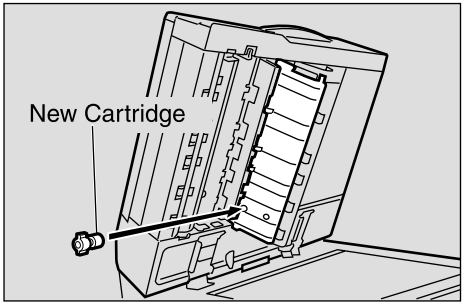
2 Pull out the cartridge.



ZDPH080E

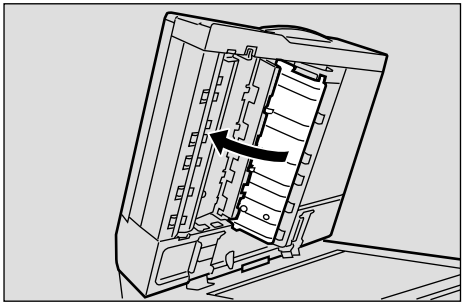
3 Set a new cartridge while holding down the lock lever.

Insert the cartridge until its metal parts are not visible.



ZDPH090E

4 Replace the stamp cover until it clicks.



ZDPH100J

5 Close the optional Document Feeder (ADF) and the optional exposure glass cover.

Connecting the Machine to a Telephone Line and Telephone

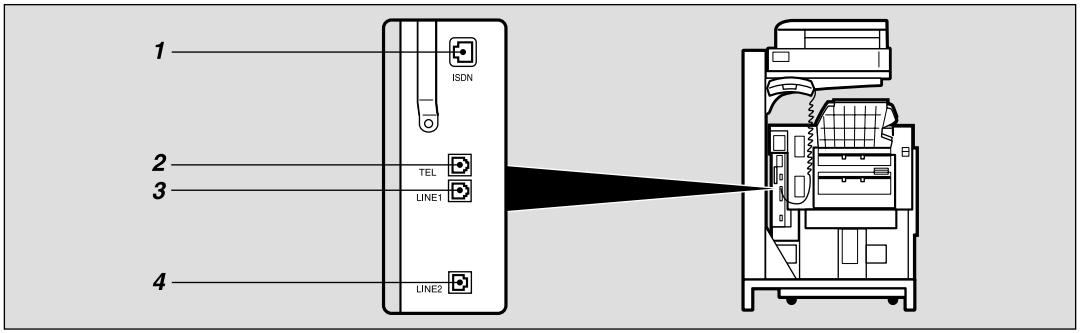
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

- ❒ Make sure the connector is the correct type before you start.
- ❒ By law in the USA, you must program your phone number identification (your FAX NUMBER) into your machine before you connect the public phone system. ⇒ Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

❖ Where to connect the machine



ZFLH040E

1. G4
2. Optional Handset or External Telephone
3. G3
4. Extra G3

Important

- ❒ Do not connect the G3 line into the G4 connector.

Note

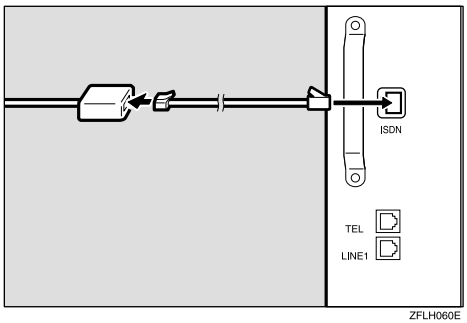
- ❒ You can only install either the optional ISDN Unit or the optional Extra G3 Interface Unit.

Connecting the Machine to ISDN

The optional ISDN Unit is required.

For details about how to install the optional ISDN Unit, please contact your service representative.

Connect the machine to the ISDN with a modular type connector.



Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

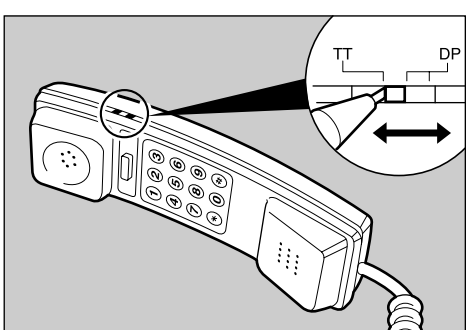
Note

❒ Some telephone may not be connected or may suffer reduced functionality.

Limitation

❒ When you use the handset or an optional external telephone with the 【**On Hook Dial**】 key for telephone calls, you can not talk with the other party without pressing the 【**On Hook Dial**】 key after taking off the receiver.

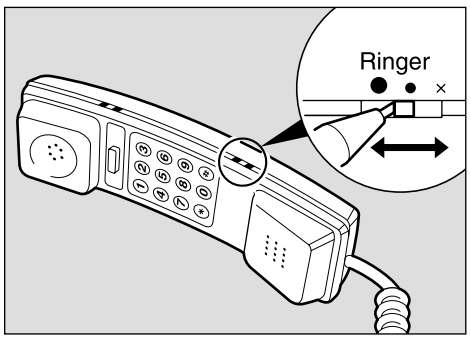
❖ Specifying the handset line type



ND1X00E0

The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

❖ Adjusting the handset bell volume



ND1X00E1

Adjust the handset ringer volume using the volume switch.

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.
Select the line type using “Key Operator Settings”.⇒ p.261 “Selecting Dial/Push Phone”

Multi-port

When the optional ISDN Unit or optional Extra G3 Interface Unit is installed, communications can take place simultaneously through two lines at once.

Option	Available Line Types	Available Protocol Combinations
Without option	PSTN	G3
Extra G3 Interface Unit	PSTN+PSTN	G3+G3
ISDN Unit	PSTN+ISDN	G3+G4 or G3 (ISDN)+G4
	ISDN	G3 (ISDN)+G4

Note

- ❒ A maximum of two communications can take place simultaneously.
- ❒ You cannot perform two Immediate Transmissions simultaneously.
- ❒ If two fax messages are received simultaneously, they cannot be printed out at the same time.
- ❒ If two communications are in progress, the display shows the first communication that was initiated.

Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can extend the following features.

Function	Without optional Fax Function Upgrade Unit	With optional Fax Function Upgrade Unit
Quick Dial	400	1,200
Memory Transmission file	400	800
Auto Document	6	18
Specific Sender	30	50
Program	100	200

Expansion Memory (32MB: DIMM)

This allows you to send and receive fax messages at high resolution (Fine or Super Fine). If you need this option, please consult your service representative.

Function	Without optional Expansion Memory	With optional Expansion Memory	With optional Expansion Memory and Fax Function Upgrade Unit
Memory capacity for Memory Transmission *1	160 sheet	1,000 sheet	2,080 sheet
Memory capacity for storing in memory	Maximum 400 sheet	Maximum 1,000 sheet	Maximum 3,000 sheet

*1 The above figure is for an ITU-T No.1 chart printed on this supplier's standard A4/8$^{1}/_{2}$"×11" paper and scanned in using the following settings:
- Resolution: Standard
- Image Density: Auto
- Original Type: Text

ISDN Unit (ISDN Option Type 3800C)

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

Extra G3 Interface Unit (G3 Interface Unit Type 3800C)

This option provides one Extra G3 line connection.

Handset (Handset Type 1018)

This permits voice communication.

Specifications

Standard	G3, G4 (option)
Resolution	G3: 8×3.85/mm•200×100dpi (Standard), 8×7.7/mm•200×200dpi (Detail), 8×15.4/mm•200×400dpi (Fine), 16×15.4/mm•400×400dpi (Super Fine: optional Expansion Memory required) G4: 200×100dpi (Standard), 200×200dpi (Detail), 400×400dpi (Super Fine: optional Expansion Memory required)
Transmission Time	G3: 3 seconds at 28,800bps, Standard resolution G4: 3 seconds, Detail resolution
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Upgrade Unit required)
Maximum Original Size	Standard size: A3/11"×17" Irregular size: 304×432mm
Maximum Scanning Size	297×1200mm/11"×47"
Print Process	Printing on standard paper using a laser
Transmission Speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system) G4: 64/56kbps (auto speed matching)

❖ Power Consumption

Standby Mode	200W
Transmission	200W
Reception	200W
Maximum Power Consumption	1,500W

Acceptable Types of Originals

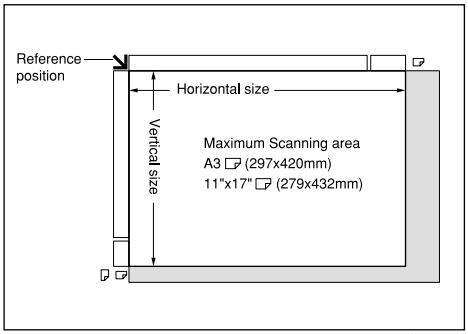
Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and the resulting image will be affected.

Acceptable Original Sizes

Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure Glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	----
Optional Document Feeder (ADF), single-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 1,200mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80g/m^2, 20lb)	40 -128g/m^2 (35-110kg, 11-34lb)
Optional Document Feeder (ADF), double-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 432mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80g/m^2, 20lb)	52-105g/m^2 (45-90kg, 14-28lb)

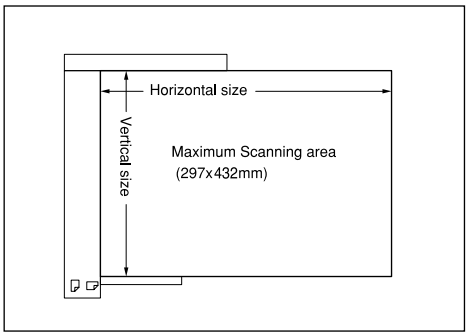
Paper Size and Scanned Area

❖ Exposure Glass



CP01AE1N

❖ Optional Document Feeder (ADF)



TFARDF0N

Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you place an original larger than A3/11"×17" on the exposure glass, only an are a of A3/11"×17" is scanned.

Note

- Even if an original is correctly placed on the exposure glass or in the optional Document Feeder (ADF), a margin of 3mm (0.1") around each edge of the original may not be sent.
- If the receiver uses paper of smaller width than the original, the image will be reduced to fit the paper. ⇒ p.117 “Auto Reduce”
- The machine detects paper sizes in the following ways:
  - When you place an original in the optional Document Feeder (ADF), an original wider than about 268mm (10.5") is scanned as A3/11"×17" size.
    An original narrower than about 235mm (9.2") will be sent as $8^1/_2$"×11" or $8^1/_2$"×14" size.
    Originals up to 1,200mm (47") in length can be scanned.
  - Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents. ⇒ p.183 “Programming and Changing a Scan Size”

❖ Metric Version

		Length *1			
		~245mm	245mm~270mm	270mm~318mm	318mm~
Width	~242mm	×	B5	A4	$8^1/_2$"×13"
	242mm~272mm	B5	×	×	B4
	272mm~	A4	×	×	A3

❖ Inch Version

		Length *1			
		~9.6"	9.6"~10.6"	10.6"~12.5"	12.5"~
Width	~9.5"	×	×	$8^1/_2$"×11"	$8^1/_2$"×14"
	9.5"~10.7"	×	×	×	×
	10.7"~	$8^1/_2$"×11"	×	×	11"×17"

× - Unable to auto detect

*1 Normally a length of about 420mm (16.5") can be scanned, however, it is only possible to specify a scanning size up to 432mm (17").

Maximum Scan Area

The Maximum Scan Area is shown below.

- Memory Transmission: 297×1,200mm/11"×47" (W×L) from the optional Document Feeder (ADF)
- Immediate Transmission: 297×1,200mm/11"×47" (W×L) from the optional Document Feeder (ADF)

Note

❒ During Immediate Transmission, the length of the scanning range can become narrower than 1,200 mm (47"), depending on the character size as well as the settings on the destination machine.

- 297×432mm/11"×17" (W×L) (From the exposure glass)

Maximum Values

The following list contains the maximum value for each item.

Item	Standard	With optional unit
Memory	2MB	26MB *1
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart>)	Approx. 160	Approx.2,080 *2
Total number of all files	400	800 *3
The number of pages per file	400	1,000 *2
The number of pages for all files	400	3,000 *2
The number of destinations you can specify for one file	500	
The number of destinations you can specify for all files	500	2,000 *3
The number of Quick Dials you can register	400	1,200 *3
The number of Group Dials you can register	64	
The number of destinations you can specify by the number keys	100	1,000 *3
The number of destinations you can register in a group	500	
The number of destinations you can register in all groups	500	2,200 *5
The number of User Codes you can register *4	100	
The number of digits for Dials	254	
The number of Programs you can register	100	200 *3
The number of Auto Documents you can register	6	18 *3

Item	Standard	With optional unit
The number of Standard Message Stamps you can register	3	
The number of transmission results the machine can store	200	
The number of stored documents you can specify at one time	400	1,000 *1
The number of stored documents you can send at one time	30	
The number of pages that you can store in Document Server (Using ITU-T #4Chart)	2,000	
The number of pages you can store in Document Server for one document	400	1,000 *1

*1 With optional Expansion Memory

*2 With optional Fax Function Upgrade Unit, optional Expansion Memory
When the optional Expansion Memory is only installed: 1,000 pages

*3 With optional Fax Function Upgrade Unit

*4 A User Code can be registered in the Facsimile Features.⇒”Key Operator Tools 1/2 -- User Code”in Administrator Reference 2 Copier System Edition.

*5 You can register 400 destinations in the Quick Dials and 100 destinations in the number keys as a Group.When the optional Fax Function Upgrade Unit is installed: 1,200 destinations in the Quick Dials/1,000 destinations in the number keys

Transmission Mode

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or Polling Reception at an appointed time.	⇒ p.15 “Sending at a Specific Time (Send Later)”
Priority Transmission	You can have your message sent before any other queued messages.	⇒ p.17 “Priority Transmission”
Confidential Transmission	Sends a Confidential Message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	⇒ p.19 “Confidential Transmission”
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into ID Polling Transmission and Override ID Polling Transmission.	⇒ p.22 “Polling Transmission”
Polling Reception	Sends a transmission request to the other party and receives a message from the sender. This feature is divided into Default ID Polling Reception and ID Override Polling Reception.	⇒ p.26 “Polling Reception”

Advanced Features

Options	Description	Reference
SUB Code	You can send and receive confidential faxes to and from other maker's machines that have the SUB/SID feature.	⇒ p.76 “SUB Code”
SEP Code	If you wish to receive a message stored in the memory of another party's fax machine, you can use this feature.	⇒ p.78 “SEP Code”
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	⇒ p.82 “Transfer Request”
Sub-address	Sends an original with a sub-address to a destination.	⇒ p.86 “Sub-address”
UUI	Sends an original with UUI to a destination.	⇒ p.87 “UUI”

Sub Transmission Mode

Feature name	Description	Reference
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	⇒ p.96 “Book Fax”
2-Sided Transmission	Use to send 2-Sided originals (double-sided originals) from the optional Document Feeder (ADF).	⇒ p.98 “2-Sided Transmission (Double-Sided Transmission)”
Standard Message	Use this feature to stamp a standard message at the top of the first original sent.	⇒ p.100 “Standard Message Stamp”
Auto Document	Stores a commonly used original and prints or sends it directly.	⇒ p.101 “Sending an Auto Document”
Select Stored File	Use this feature to send documents that are stored in the Document Server.	⇒ p.105 “Sending a Stored File”
Stamp	Indicates that the original has been successfully stored in memory or successfully sent.	⇒ p.114 “Stamp”

Transmission Options

Options	Description	Reference
Fax Header Print	You can print a message including the name registered as the Fax Header on the received message for each file.	⇒ p.115 “Fax Header Print”
Label Insertion	If you register the receiver's name in Quick Dial, the receiver's name is automatically printed at the top of a sent message.	⇒ p.116 “Label Insertion”
Auto Reduce	If the receiver uses paper narrower than the message, the message is reduced to fit a paper size available on the receiving party's machine before being sent.	⇒ p.117 “Auto Reduce”
Default ID Transmission	Sends an original only to a machine that has the same Polling ID as that registered in the machine.	⇒ p.117 “Default ID Transmission”
Stamp Sender Name	You can have the machine print a sender stamp on the right edge of your paper.	⇒ p.116 “Sender Stamp”
Reducd Image Transmission	Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.	⇒ p.116 “Reduced Image Transmission”

Communication Information

Feature name	Description	Reference
Print Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	⇒ p.45 “Printing the Journal”
Transmission File Status	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	⇒ p.49 “Checking the Transmission Result (TX File Status)”
Reception File Status	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	⇒ p.51 “Checking the Reception Result (RX File Status)”
Memory Status	The status of the memory is shown on the display.	⇒ p.53 “Displaying the Memory Status”
Print Confidential Reception File	Prints messages received in Confidential Reception Mode.	⇒ p.55 “Printing a Confidential Message”
Print Memory Lock	Prints messages received in Memory Lock mode.	⇒ p.58 “Printing a File Received with Memory Lock”
Print Personal Box File	Prints messages received in Personal Box.	⇒ p.61 “Printing Personal Box Messages”
Store/Delete/Print Information Box File	Programs messages in the Information Box, and Deletes or Prints a registered message.	⇒ p.64 “Information Boxes”

Facsimile Features

Feature name	Description	Reference
Prog./Change/Delete		
Program/Change/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by just pressing the Quick Dial key.	⇒ Chapter 3, “Quick Dial” in the Basic Features manual
Program/Change/Delete Group	If you program several destinations into a Group, you can dial with just a few keystrokes.	⇒ Chapter 3, “Groups” in the Basic Features manual
Change Order of Quick Dial Table	Use this feature to change the order of the registered Quick Dial Table. It would be convenient to list the receivers that you fax to frequently on the first page of the Quick Dial Table.	⇒ p.172 “Changing the Order of the Quick Dial Table”
Program Title of Quick Dial Table	Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired registered destination.	⇒ p.174 “Programming Title of the Quick Dial Table”
Program/Change/Delete Standard Message	Use this feature to program standard messages to be printed at the top of the first page of the original.	⇒ p.177 “Programming Standard Messages”
Store/Change/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	⇒ p.179 “Storing and Changing an Auto Document”

Feature name	Description	Reference
Program/Change/Delete Scan Size	Register a frequently used original size in advance when you send a message with the Irregular Scan Area function.	⇒ p.183 “Programming and Changing a Scan Size”
Print List/Report	This feature allows you to print various reports and lists manually. You can print the following reports and lists: • Journal (⇒ p.45) • Quick Dial list (⇒ p.187) • Group Dial list (⇒ p.187) • Label Insertion list (⇒ p.187) • Program list(⇒ p.187) • Auto Document list (⇒ p.187)	⇒ p.187 “Reports/Lists”

Feature name	Description	Reference
Gen. Settings/Adjust	Default Transmission Mode and scan settings. When the power is turned on, settings specified here are selected: • Memory/Immediate Transmission Switch • Text Size Priority • Original Type Priority • Auto Image Density • Adjust Scan Density • Switch Title of Quick Dial Table • Switch Display • Adjust Sound Volume • Program Fax Information • Fax Header Print Setting • Auto Reduced Image Setting • Closed Network Priority Setting • Scan End Reset • Mix Original Size Priority Setting • Transmission Stamp Priority • Line Priority Setting • On hook Mode Release Time • Program Economy Time • Quick Operation Key	⇒ p.189 “General Settings/Adjustment”

Feature name	Description	Reference
Reception Mode	Allows you to switch the following reception functions to on or off: • Switch Reception Mode ⇒ Chapter 2, “Selecting the Reception Mode” in the Basic Features manual • Authorized Reception (⇒ p.199) • Forwarding (⇒ p.229) • Reception File Print Quantity (⇒ p.230) • 2-Sided Print (⇒ p.141) • Reception Reverse Printing (⇒ p.146) • Paper Tray (⇒ p.232) • G3/G4 Separate Tray (⇒ p.202) • Checkered Mark (⇒ p.139) • Center Mark (⇒ p.140) • Print Reception Time (⇒ p.140)	⇒ p.198 “Reception Mode”

Key Operator Tools

Feature name	Description	Reference
Transmission Page Count	Check the transmission and reception, and totals on the display.	⇒ p.207 “Counters”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ p.208 “Forwarding”
Memory Lock Reception	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ p.212 “Memory Lock”
ECM	If a part of the transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ p.214 “ECM”
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ p.216 “Changing the User Parameters”
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have the Special Senders to treated differently.	⇒ p.227 “Programming/Changing Special Senders”
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ p.238 “Box Settings”

Feature name	Description	Reference
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ p.255 “Transfer Report”
Program Confidential ID	Register an ID required for Confidential communication.	⇒ p.257 “Programming a Confidential ID”
Program Polling ID	Register an ID required for Polling communication.	⇒ p.259 “Programming a Polling ID”
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ p.260 “Programming a Memory Lock ID”
Select Dial/Push Phone	Select a line type when you connect the machine to G3 analog line.	⇒ p.261 “Selecting Dial/Push Phone”
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ p.263 “Programming ISDN G3 Line”
Program ISDN-G4 Line	Program your Own Fax Number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ p.265 “Programming ISDN G4 Line”

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Introduction

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Keys on the computer's keyboard.

1. Sample Print/Locked Print

Sample Print

Use this function to print only the first set of a multiple-set print job. The remaining sets are saved on the optional Hard Disk Drive in the printer. The saved job can be printed or canceled from the printer's control panel.

Important

- ❒ If you turn off the power switch, the job that was saved on the Hard Disk Drive will be deleted.

Limitation

- ❒ To use this function, the optional Hard Disk Drive must be installed on the printer.

Reference

For more information about settings for a printer driver, see the printer driver's Help file.

Note

- ❒ You can identify the file you want to print by the User ID and the time when the job was stored.
- ❒ The actual number of pages the printer can save depends on the contents of the print images. The printer can save up to 30 jobs or 2,000 pages for Sample Print and Locked Print. It depends on the data volume.
- ❒ If the first set of the sample print file is not as you expected and you do not want to print the remaining sets, delete the sample print file using the control panel.
- ❒ If you print the remaining sets of the sample print file, the job in the printer is deleted automatically.

1 From an application, select the menu command to print

The print dialog box appears.

2 Open the Printer Properties.

3 **From the [Job Type:] box, select [Sample Print].**

4 **In the [User ID:] box, type a User ID of up to eight alphanumeric characters.**

Note

- ❒ This is used to identify the user associated with a job.
- ❒ The User ID can consist of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

5 **Click [OK].**

6 **After making all desired settings, click [OK].**

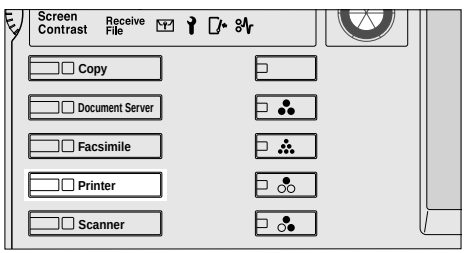
7 **Check the print job, and then select from the control panel whether to print the remaining sets or delete them.**

Reference

⇒ p.7 “Printing the Remaining Sets”
⇒ p.10 “Deleting a Sample Print File”

Printing the Remaining Sets

1 Press the【Printer】key.



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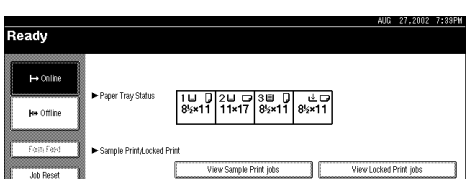
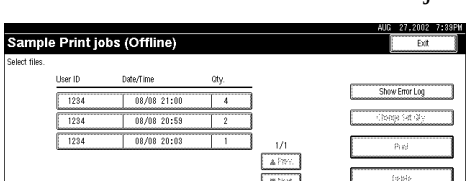
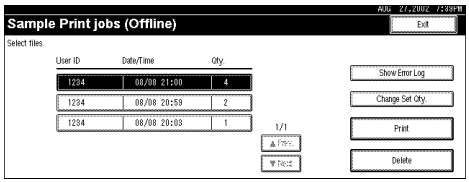
2 Press [View Sample Print Jobs].



The User ID and the time when the job was stored are displayed.



3 **Select the file you want to print.**

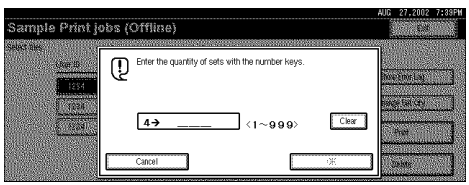


Note

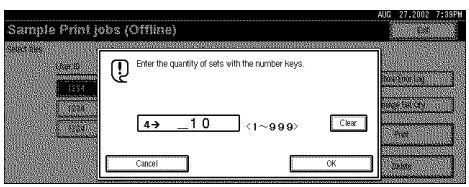
❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **To change the print quantity, follow the procedure below.**

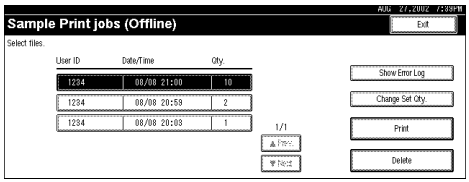
❶ **Press [Change Set Qty].**



❷ **Enter the quantity with the number keys, and then press [OK].**



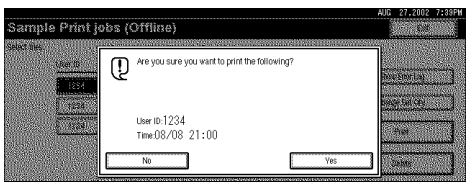
The print quantity is changed and the file list display returns.



5 **Press [Print].**

The display for checking the setting appears.

6 **Press [Yes].**



The document is printed and then deleted from the optional Hard Disk Drive.

Note

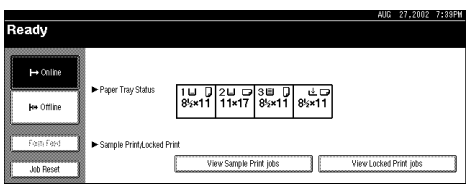
❒ To cancel the print job, press **[No]**.

7 **Press [Exit].**

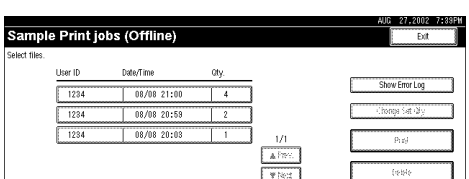
Deleting a Sample Print File

1 **Press the 【Printer】 key.**

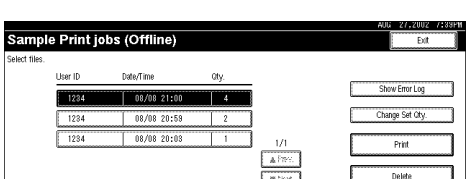
2 **Press [View Sample Print Jobs].**



The User IDs and print request times of the stored documents appear on the display panel.



3 **Select the document to delete.**

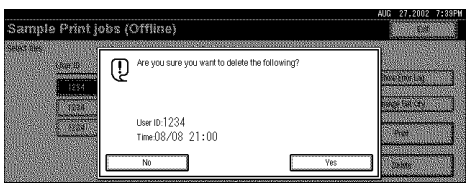


Note

❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Press [Delete].**

A confirmation message appears.



5 **Press [Yes].**

The document is deleted from the optional Hard Disk Drive.

Note

❒ To cancel deletion, press **[No]**.

6 **Press [Exit].**

Checking the Error Log

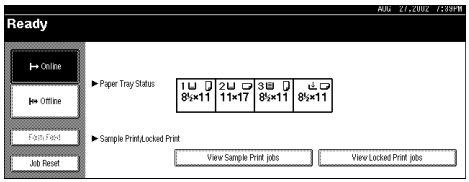
When a print job is not saved on the Hard Disk Drive, it remains in the error log and can be checked using the control panel.

Limitation

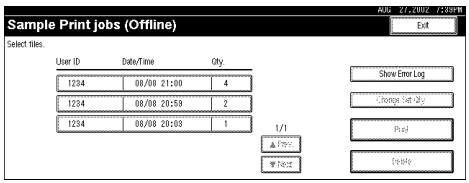
❒ The error log displays up to 20 of the newest jobs. If you turn off the power switch, the log up to then is deleted.

1 **Press the 【Printer】 key.**

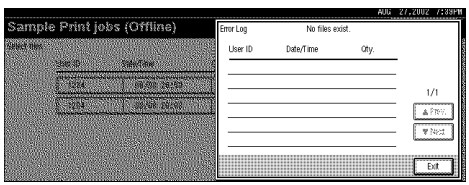
2 **Press [View Sample Print Jobs].**



The User IDs and print request times of the stored documents appear on the display panel.



3 **Press [Show Error Log] to check the error log.**



Note

❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Check the error log, and then press [Exit].**

The display returns to "View Sample Print Jobs".

5 **Press [Exit].**

Locked Print

Use this function to maintain privacy when printing confidential documents. Documents will not be printed out automatically unless a password is entered using the control panel after sending the print job.

Important

- ❒ If you turn off the power switch, the job that was saved on the Hard Disk Drive will be deleted.

Limitation

- ❒ To use this function, the optional Hard Disk Drive must be installed on the printer.

Reference

For more information about settings for a printer driver, see the printer driver's Help file.

Note

- ❒ You can identify the file you want to print by the User ID and the time when the job was stored.
- ❒ The actual number of pages the printer can save depends on the contents of the print images. The printer can save up to 30 jobs or 2,000 pages for Sample Print and Locked Print. It depends on the data volume.

After the locked print file is printed, the job in the printer is deleted automatically.

1 From an application, select the menu command to print.

The print dialog box appears.

2 Open the Printer Properties.

3 From the [Job Type:] box, select [Locked Print].

4 In the [User ID:] box, type a User ID of up to eight alphanumeric characters.

Note

- ❒ This is used to identify the user associated with a job.
- ❒ The User ID can consist of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

5 In the [Password:] box, type a password of four digits.

Note

- ❒ The password must be four digits (0-9).

6 Command to print.

The job is saved on the Hard Disk Drive.

7 Enter the password using the control panel, and then specify whether to print or delete.

Reference

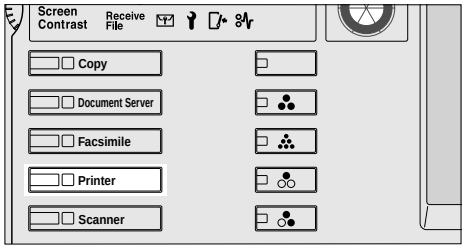
⇒ p.15 “Printing with Using the Control Panel”
⇒ p.18 “Deleting a Locked Print File”

Limitation

- ❒ Print jobs are not saved on the Hard Disk Drive in the following cases. You can check the Error Log for jobs that were not saved.
  - When there are 30 Sample Print and Locked Print jobs saved on the Hard Disk Drive and a 31st job is transmitted.
  - The total number of pages saved on the Hard Disk Drive exceeds 2,000 pages.

Printing with Using the Control Panel

1 **Press the 【Printer】 key.**



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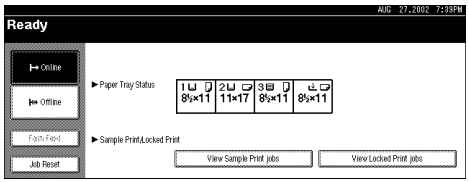
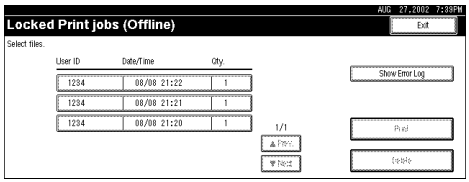
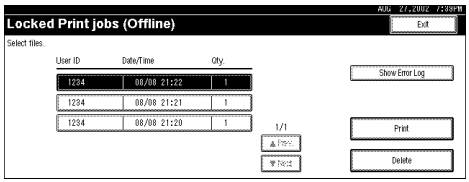
2 **Press [View Locked Print Jobs].**



The User ID and the time when the job was stored are displayed.



3 **Select the file you want to print.**

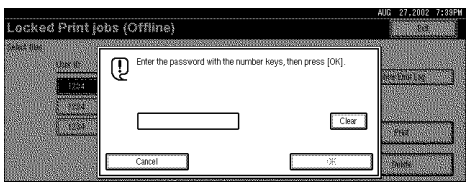


Note

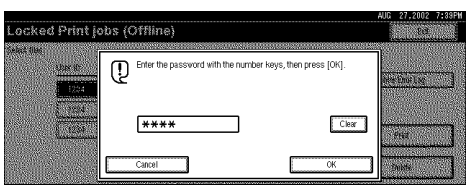
❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Press [Print].**

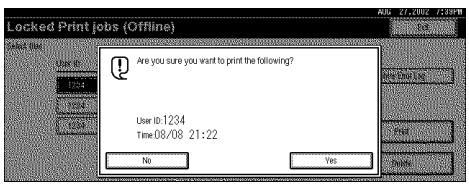
The display for entering a password appears.



5 **Enter a password using the number keys, and then press [OK].**



6 **Press [Yes].**



The document is printed and then deleted from the optional Hard Disk Drive.

Note

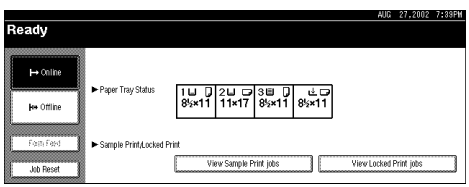
❒ To cancel the print job, press **[No]**.

7 **Press [Exit].**

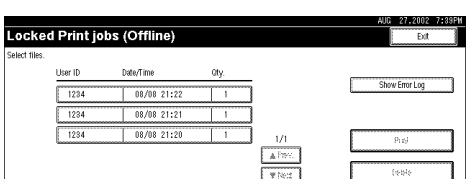
Deleting a Locked Print File

1 **Press the 【Printer】 key.**

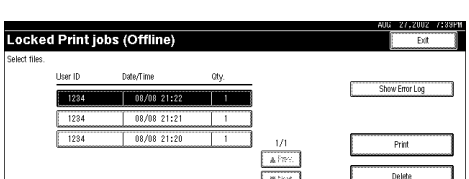
2 **Press [View Locked Print Jobs].**



The User ID and the time when the job was stored are displayed.



3 **Select the document to delete.**

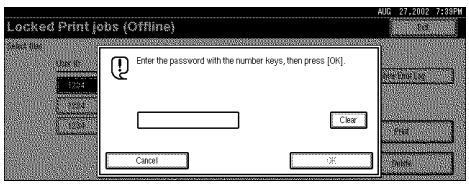


Note

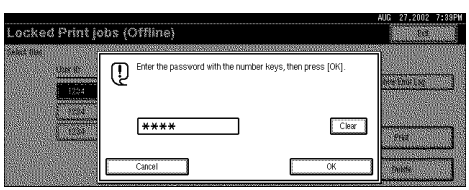
❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Press [Delete].**

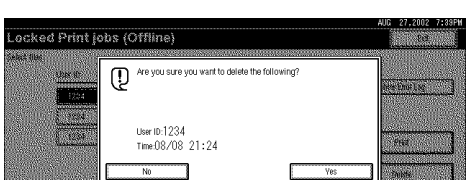
The display for entering a password appears.



5 **Enter a password using the number keys, and then press [OK].**



6 **Press [Yes].**



The document is deleted from the optional Hard Disk Drive.

Note

❒ To cancel deletion, press **[No]**.

7 **Press [Exit].**

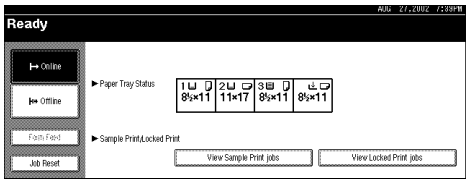
Checking the Error Log

When a print job is not saved on the Hard Disk Drive, it remains in the error log and can be checked using the control panel.

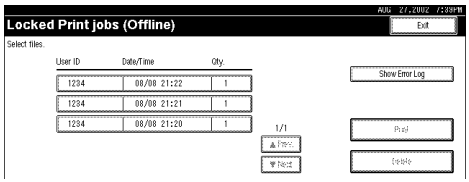
Limitation

❒ The error log displays up to 20 of the newest jobs. If you turn off the printer power, the log up to then is deleted.

1 **Press the 【Printer】 key.**

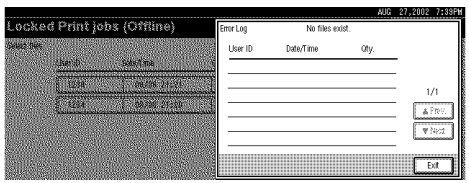


2 **Press [View Locked Print Jobs].**



The User ID and the time when the job was stored are displayed.

3 **Press [Show Error Log] to check the error log.**



Note

❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Check the error log, and then press [Exit].**

The display returns to "View Locked Print Jobs".

5 **Press [Exit].**

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