



MP 2014 series


Operating Instructions

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How to Read This Manual

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Disclaimer

Contents of this manual are subject to change without prior notice.

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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


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

Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

Differences in Functions between Different Models

The differences in main functions between different models are as follows:

 **Region A** (mainly Europe and Asia)

	Type 1	Type 2	Type 3
ADF	Not available	Not available	Available
Duplex function	Not available	Available	Available

 **Region B** (mainly Latin America)

	Type 1	Type 2
ADF	Not available	Available
Duplex function	Not available	Available

Note to Administrator

Password

Certain configurations of this machine can be password-protected to prevent unauthorized modifications by others. We strongly recommend you to create your own password immediately.

The following are the operations that can be password-protected:

- Configuring the [Network Settings] or [Admin. Tools] menu using the control panel
You can access these menus without a password by factory default.
The setting for creating a password can be found in [Admin. Tools].
- Configuring the [System Settings], [Scan Destination], [Network Settings], [IPsec Settings], or [Administrator Tools] menu using Web Image Monitor
By default, the access to the machine via Web Image Monitor is not password-protected.
The setting for configuring the password can be found in [Administrator Settings].

 **Note**

- For details about creating passwords, see page 151 "Administrator Settings" or page 184 "Configuring the Administrator Settings".

1. Getting Started

Overview of This Machine

Name of Major Option

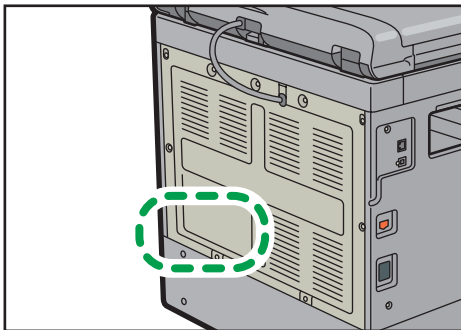
Major option of this machine are referred to as follows in this manual:

- Paper Feed Unit PB2020 → Paper Feed Unit
- DDST Unit Type M16 → DDST Unit

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



DJC010

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:


- CODE XXXX -27, -29
- 220-240V

 **Region B** (mainly Latin America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120-127V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.
- If your machine is a region A model and "CODE XXXX -27" is printed on the label, see " Region A (mainly Europe)" also.

Functions Requiring Optional Configurations

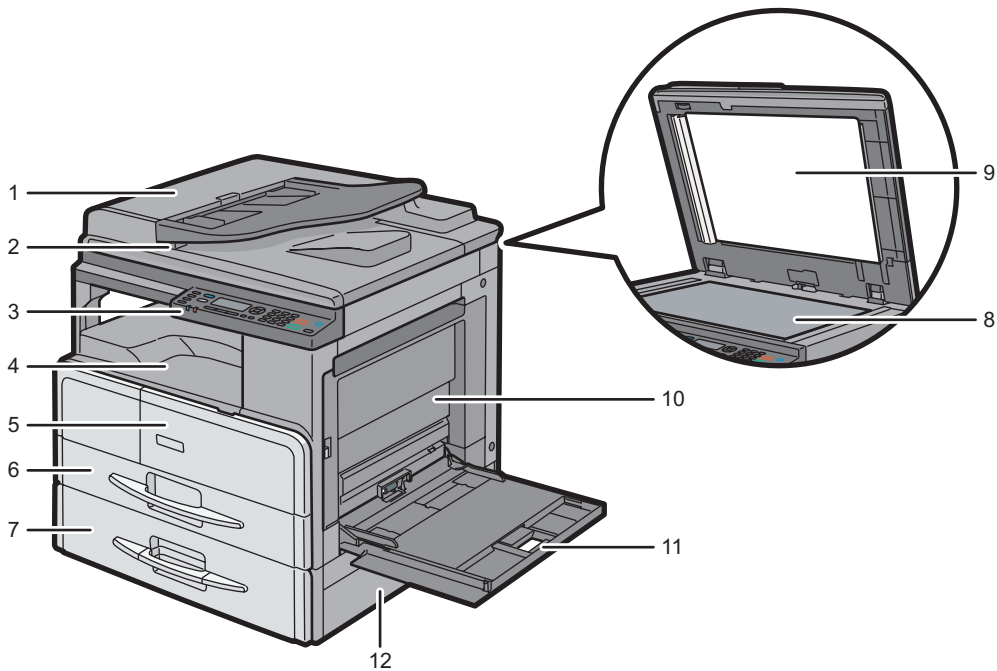
Function	Option
<ul style="list-style-type: none">• Scanner function• Web Image Monitor• Functions using a network (Printing documents via network, etc.)	DDST Unit
Copying 2-Sided originals with 2-sided and combined printing	ADF

Guide to Components

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

1

Exterior: Front View



DJC011

1. ADF Cover

Open this cover to remove originals jammed in the ADF.

2. Output Tray for the ADF

Originals scanned with the ADF are delivered from here.

3. Control Panel

Contains a screen and keys for machine control.

4. Internal Tray

Printed paper is delivered to this tray. Up to 250 sheets of plain paper can be stacked here.

5. Front Cover

Open this to replace the toner bottle.

6. Tray 1

This tray can hold up to 250 sheets of plain paper.

7. Tray 2 (option)

This tray can hold up to 500 sheets of plain paper.

8. Exposure Glass

Place originals here sheet by sheet.

9. Cover for the Exposure Glass

Open this cover to place originals on the exposure glass.

10. Right Cover

Open this cover when a paper jam occurs. To open this cover, first open the bypass tray.

11. Bypass Tray

Load paper here sheet by sheet.

You can attach a cover to the bypass tray to keep dust out. For details, see page 63 "Loading Paper into Bypass Tray".

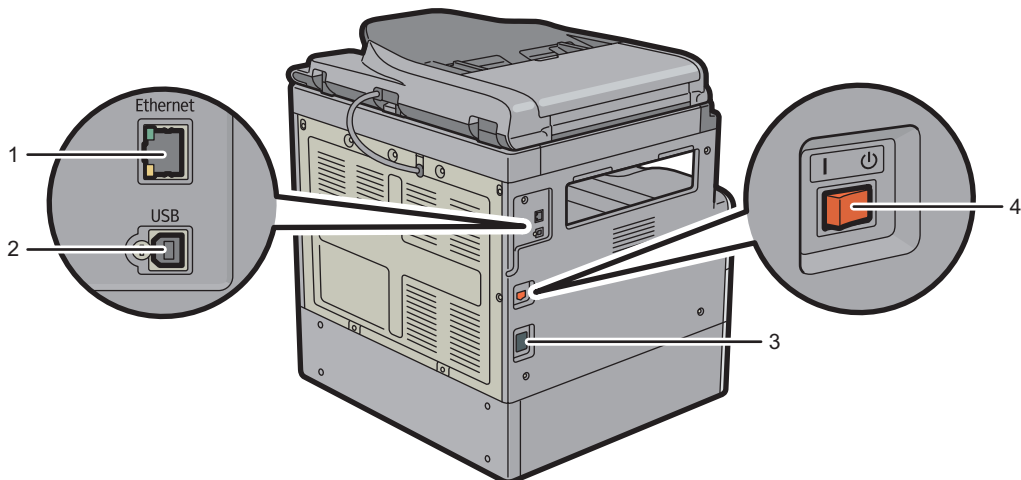
12. Tray 2 Right Cover

Open this cover when a paper jam occurs.

↓ Note

- When outputting 11 × 17 paper to the internal tray, remove it from the left side of the machine. Be careful not to damage the paper against the prop on the left side of the internal tray.

Exterior: Rear View



DJC012

1. Ethernet Port

For connecting the machine to the network using a network interface cable. Installing a DDST unit allows you to use this.

2. USB Port

For connecting the machine to a computer using a USB cable.

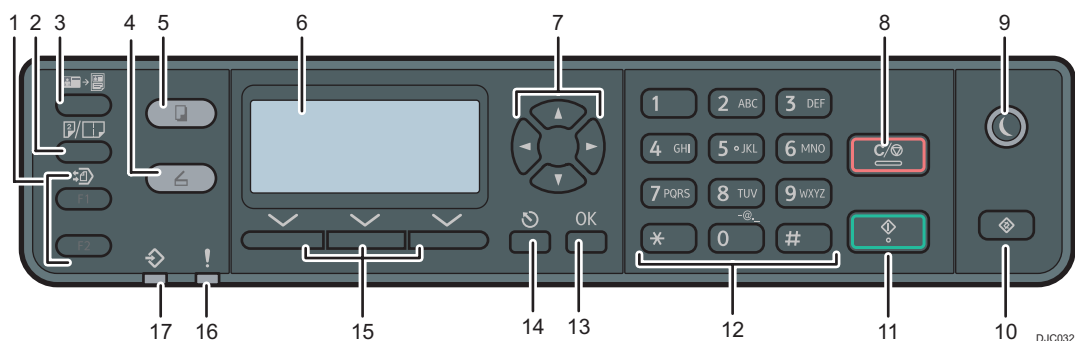
3. Power Socket

For connecting the power cord to the machine.

4. Power Switch

Use this switch to turn the power on or off.

Control Panel

**1. Short cut keys**

Assign a frequently used setting to a key so you can access it with a single keystroke. For details, see page 21 "Assigning a Setting to the Short Cut Keys".

2. [Duplex/Combine] key

Press to make two-sided copies or combined copies. Some machines can only make combined copies.

3. [ID Card Copy] key

Press to enter ID card copy mode for the current job.

4. [Scanner] key

Press to switch to scanner mode. The key stays lit while the machine is in scanner mode.

5. [Copy] key

Press to switch to copier mode. The key stays lit while the machine is in copier mode.

6. Screen

Displays the current status and messages.

7. Scroll keys

Press to move the cursor in the directions indicated by each scroll key.

Pressing the [◀][▶] keys while the machine is in standby mode will display the menu for configuring the settings of the machine's current operation mode (copier or scanner).

Pressing the [▲][▼] keys allows you to scroll the screen and select items on the menus.

8. [Clear/Stop] key

- While the machine is processing a job: press to cancel the current job.
- While configuring the machine settings: press to cancel the current setting and return to standby mode.
- While in standby mode: press to cancel temporary settings such as image density or resolution.

9. [Energy Saver] key

Press to switch to and from Energy Saver mode 1 or Energy Saver mode 2. See page 151 "Administrator Settings".

10. [User Tools] key

Press to display the menu for configuring the machine's system settings.

11. [Start] key

Press to start copying or scanning.

12. Number keys

Use to enter numerical values when specifying settings such as copy quantities or enter letters when specifying names.

13. [OK] key

Press to confirm settings or enter the next level of the menu tree.

14. [Escape] key

Press to cancel the last operation or exit to the previous level of the menu tree.

15. Selection keys

Press the key that corresponds to an item shown on the bottom line of the screen to select it.

16. Alert indicator

Flashes yellow when the machine will require maintenance soon (such as replacing consumables), or lights up red when a machine error occurs.

When an alert is issued, check the messages on the screen. For details about the messages that appear on the screen, see page 216 "Error and Status Messages on the Screen".

17. Data In indicator

Flashes when the machine is receiving print jobs from a computer.

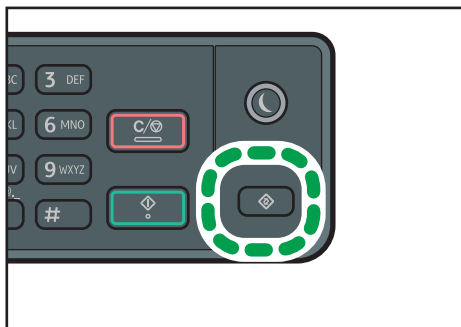
↓ Note

- The backlight of the screen is turned off when the machine is in Energy Saver mode.
- When the machine is processing a job, you cannot display the menu for configuring the machine. You can confirm the machine's status by checking messages on the screen. If you see messages such as "Printing...", "Copying...", or "Processing...", wait until the current job is finished.

Changing the Language

You can change the language used on the display. English is set as default.

1. Press the [User Tools] key.



DJC033

2. Select [Admin.Tools] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Language] using the [▲] or [▼] key, and then press the [OK] key.
4. Select the language using the [▲] or [▼] key, and then press the [OK] key.
5. Press the [User Tools] key.

About Operation Tools

1

This section explains the operation tools of this machine.

Control Panel

The control panel contains a screen and keys for controlling the machine. Using the control panel, you can configure the machine's various settings. For details about how to use the control panel, see page 135 "Configuring the Machine Using the Control Panel".

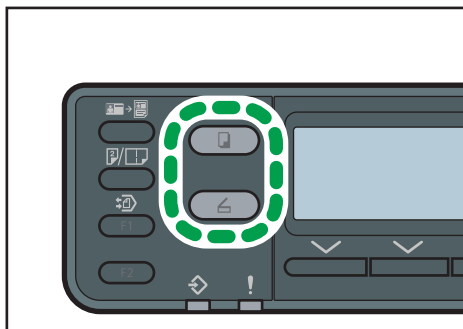
Web Image Monitor

You can check the machine's status and configure its settings by accessing the machine via Web Image Monitor. For details about how to use Web Image Monitor, see page 159 "Configuring the Machine Using Web Image Monitor".

Changing Operation Modes

You can switch between copier and scanner modes by pressing the corresponding keys.

Press the [Copy] or [Scanner] key to switch to each mode. While operating in each mode, the corresponding key lights up.



Function Priority

By default, the machine switches to the copier mode when it is turned on, or if the preset [System Auto Reset Timer] time passes with the machine left idle while displaying the initial screen of another mode. You can change the mode to switch to in such conditions using [Function Priority] under [Admin. Tools].

Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].
- For details about [System Auto Reset Timer] or [Function Priority], see page 151 "Administrator Settings".

Multi-access

1

This machine can perform multiple jobs using different functions at the same time. Performing multiple functions simultaneously is called "Multi-access".

The scanner and printer functions can be used simultaneously.

Note

- If you try to use a function that cannot be performed simultaneously, you will hear a beep sound from the machine or see a failure message pop up on your computer screen. In this case, try again after the current job is finished.

Assigning a Setting to the Short Cut Keys

You can access a frequently-used setting with a single keystroke by assigning the setting to the Short cut keys.

You can configure settings for the following seven function:

- Folder Print
- A3 to A4
- A4 to A3
- Diazo Copy
- Voucher Copy
- ID Card Scan
- Scan Addr

Assigning a Setting Using the Control Panel

1. Press the [User Tools] key.
2. Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Shortcut to Function], and then press the [OK] key.
5. Press the [▲] or [▼] key to select the setting you want to configure, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

↓ Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].

Assigning a Setting Using Web Image Monitor

1. Start the Web browser, and enter "http://(the machine's IP address or host name)/" in the address bar.
2. Click [System Settings].
3. Click the [Shortcut to Function] tab.
4. Specify the setting you want to configure from [Shortcut to Function].
5. Enter the administrator password.
6. Click [OK].

7. Close the Web browser.

↓ Note

- For details about [Administrator], see page 184 "Configuring the Administrator Settings".

Turning On/Off the Power

Turning On/Off the Power

1

★ Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.

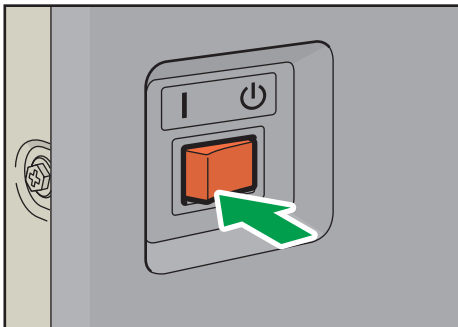
The main power switch is on the left side of the machine.

↓ Note

- This machine automatically enters Energy Saver mode 1 or Energy Saver mode 2 if you do not use it for a while. For details, see page 151 "Administrator Settings".

Turning on the main power

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Push the main power switch.



Turning off the main power

⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

★ Important

- Do not turn off the power while the machine is in operation.

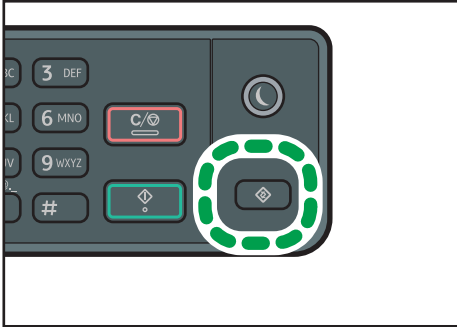
1. Push the main power switch.

The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

1

Setting the Date and Time

1. Press the [User Tools] key.



DJC033

2. Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Set Date/Time], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Set Date], and then press the [OK] key.
6. Press the [▲] or [▼] key to select the desired date format, and then press the [OK] key.
For the date and time display format, see page 151 "Administrator Settings".
7. Enter the current date using the number keys, and then press the [OK] key.
You can press the [◀] or [▶] key to move between fields.
8. Press the [▲] or [▼] key to select [Set Time], and then press the [OK] key.
9. Press the [▲] or [▼] key to select the desired time format, and then press the [OK] key.
10. Enter the current time using the number keys, and then press the [OK] key.
If you selected [12-hour Format], press the [▲] or [▼] key to select [AM] or [PM].
You can press the [◀] or [▶] key to move between fields.
11. Press the [User Tools] key to return to the initial screen.

↓ Note

- To use this function, install a DDST unit.
- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 151 "Administrator Settings".

Entering Characters

1

To enter characters, use keys as follows:

To enter a digit

Press a number key.

To delete a character

Press the [◀] key.

↓ Note

- Characters you can enter depend on the setting you are configuring.
- If the number you entered is too large or too small for the setting, it will not be accepted. If you press the [OK] key, the machine will increase or decrease the number to the minimum or maximum value for the setting.

Connecting to the Interface

Connecting to the Ethernet Interface

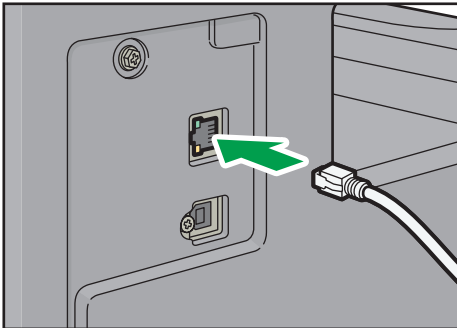
1

★ Important

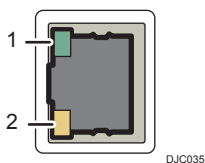
- Make sure the main power is off. See page 23 "Turning On/Off the Power".

The network interface board supports 10BASE-T or 100BASE-TX connections.

1. Turn off the main power switch.
2. Connect the network interface cable to the 10BASE-T/100BASE-TX port.



3. Connect the other end of the Ethernet interface cable to a network connection device such as a hub.
4. Turn on the main power switch.



1. Indicator (green)

When 10BASE-T or 100BASE-TX is operating, the LED is lit green. When the machine is not connected to the network, it is turned off.

2. Indicator (orange)

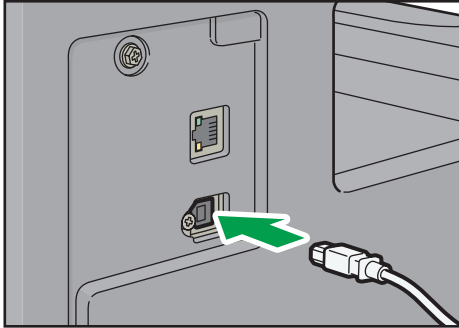
When data is transmitted or received, the LED is lit orange. When data is not transmitted or received, it is turned off.

Connecting to the USB Interface

You can connect the machine to the host computer using a USB interface cable.

Follow the procedure below to connect the machine to the host computer using a USB interface cable.

1. Connect the USB 2.0 interface cable to the USB port.



DJC018

2. Connect the other end to the USB port on the host computer.

The machine and computer are now connected.

Configuring Network Settings

This section describes configuring the settings required to use the machine on a network.

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Configuring the IP Address Settings

The procedure for configuring network settings differs depending on whether the IP address is assigned automatically by the network (DHCP), is specified manually.

↓ Note

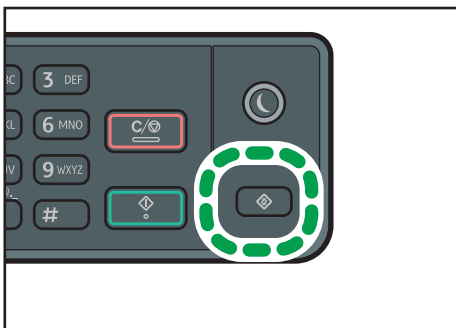
- The password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock].
- If your network environment requires a specific transmission speed that is not automatically detected, specify the transmission speed in [Set Ethernet Speed] under [Network Settings].
- First configure the IP address setting, then install the driver. For details about installing the driver, see page 122 "Installing the Driver and Software".
- For details about printing the configuration page, see page 155 "Printing Lists/Reports".

Specifying settings to receive an IPv4 address automatically

★ Important

- A DHCP server is required on the network for the machine to receive an IPv4 address automatically.

1. Press the [User Tools] key.



DJC033

2. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

4. Press the [▲] or [▼] key to select [IPv4 Configuration], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
7. Press the [User Tools] key to return to the initial screen.
8. If you are requested to restart the machine, turn off the machine, and then turn it back on.
9. Print the configuration page to check the setting.

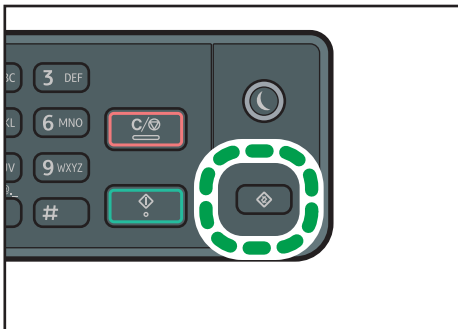
The IPv4 address setting will appear under "TCP/IP" on the configuration page.

Assigning the machine's IPv4 address manually

★ Important

- The IPv4 address assigned to the machine must not be used by any other device on the same network.

1. Press the [User Tools] key.



DJC033

2. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [IPv4 Configuration], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [Inactive], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [IP Address], and then press the [OK] key.

The current IPv4 address is shown.

8. Enter the machine's IPv4 address using the number keys, and then press the [OK] key.

Press the [◀] and [▶] keys to move between fields.

9. Press the [▲] or [▼] key to select [Subnet Mask], and then press the [OK] key.

The current subnet mask is shown.

10. Enter the subnet mask using the number keys, and then press the [OK] key.

Press the [◀] and [▶] keys to move between fields.

11. Press the [▲] or [▼] key to select [Gateway Address], and then press the [OK] key.

The current gateway address is shown.

12. Enter the gateway address using the number keys, and then press the [OK] key.

Press the [◀] and [▶] keys to move between fields.

13. Press the [User Tools] key to return to the initial screen.**14. If you are requested to restart the machine, turn off the machine, and then turn it back on.****15. Print the configuration page to check the setting.**

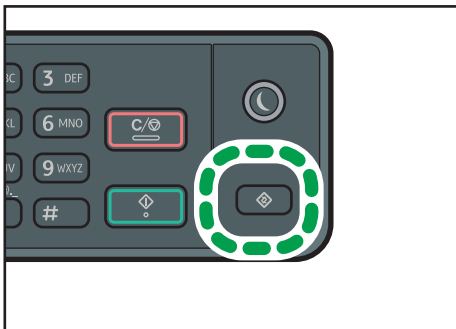
The IPv4 address setting will appear under "TCP/IP" on the configuration page.

Note

- If [DHCP] is enabled, manually configured IPv4 address settings are not used.

Specifying settings to receive an IPv6 address automatically**★ Important**

- A DHCP server is required on the network for the machine to receive an IPv6 address automatically.

1. Press the [User Tools] key.

DJC033

2. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [IPv6 Configuration], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [IPv6], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.

8. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
9. Press the [User Tools] key to return to the initial screen.
10. If you are requested to reboot the machine, turn off the machine, and then turn it back on.
11. Print the configuration page to confirm the setting.

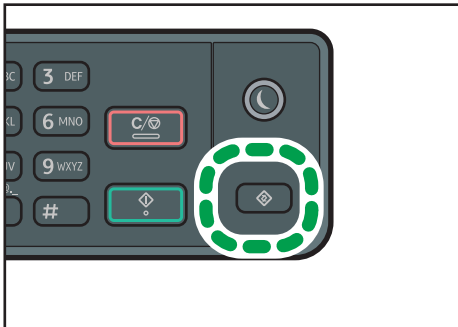
The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

Assigning the machine's IPv6 address manually

★ Important

- The IPv6 address assigned to the machine must not be used by any other device on the same network.

1. Press the [User Tools] key.



2. Press the [▲] or [▼] key to select [Network Settings], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [IPv6 Configuration], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [IPv6], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [DHCP], and then press the [OK] key.
8. Press the [▲] or [▼] key to select [Inactive], and then press the [OK] key.
9. Press the [▲] or [▼] key to select [Manual Config. Address], and then press the [OK] key.
10. Press the [▲] or [▼] key to select [Manual Config. Address], and then press the [OK] key.
11. Enter the machine's IPv6 address using the number keys, and then press the [OK] key.
12. Press the [▲] or [▼] key to select [Prefix Length], and then press the [OK] key.
13. Enter the prefix length using the number keys, and then press the [OK] key.
14. Press the [▲] or [▼] key to select [Gateway Address], and then press the [OK] key.

15. Enter the gateway address using the number keys, and then press the [OK] key.
16. Press the [User Tools] key to return to the initial screen.
17. If you are requested to reboot the machine, turn off the machine, and then turn it back on.
18. Print the configuration page to confirm the setting.

The IPv6 address setting will appear under "IPv6 Configuration" on the configuration page.

Sharing the Printer on a Network

This section explains how to configure this machine as a Windows network printer.

The network printer setting can be configured to enable network clients to use the machine.

- To change printer properties, you need access privileges for printer management. Log on using the account for the Administrator group members.
- The following procedure is based on Windows 7. If you are using another operating system, the procedure might differ slightly.

1. On the [Start] menu, click [Devices and Printers].

If you are using a computer that is running Windows 8/8.1 or Windows Server 2012/2012 R2, click [Search] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Right-click the icon of the printer you want to use, and then click [Printer properties].

The printer properties dialog box appears.

3. On the [Sharing] tab, click [Share this printer].

- To share this printer with users using a different version of Windows, continue with this procedure.
- If you have installed an alternative driver by selecting [Share this printer] during the printer driver installation, proceed to Step 8.

4. Click [Additional Drivers...].

5. Select the version of Windows with which you want to share the printer, and then click [OK].

6. Click [Browse...], select the driver file, and then click [Open].

7. Click [OK].

8. On the [Advanced] tab, click the [Printing Defaults...] button.

Specify the default values for the printer driver to be used by client computers, and then click [OK].

9. Click [Apply].

10. Click [OK].

Using Smart Organizing Monitor Lt

Smart Organizing Monitor Lt is a useful tool that allows users to check the machine's status from a computer.

★ Important

- When the SC code is displayed on the screen, reboot the machine. If the SC code does not disappear, contact your sales or service representative.

What You Can Do with Smart Organizing Monitor Lt

Check the machine's status

You can check the machine's status, such as the amount of remaining toner, setting details of each paper tray, etc.

Send error or warning messages when an error occurs on the machine

If an error or malfunction occurs on the machine while Smart Organizing Monitor Lt is running, a pop-up window appears on the screen of your computer. This pop-up window contains a message about an error or malfunction. This message appears on the screen a few seconds after an error or malfunction occurs.

Supported languages and operating systems

- The supported languages are as follows:
English, French, Spanish, Czech, Hungarian, Polish, Russian, Brazilian Portuguese, Turkish, Simplified Chinese
- The supported operating systems are as follows:
Windows Vista/7/8 and Windows Server 2003/2003 R2/2008/2008 R2/2012

Installing Smart Organizing Monitor Lt

You can download the Smart Organizing Monitor Lt from our Web site.

The following procedure is explained using Windows 7 as an example.

★ Important

- To install Smart Organizing Monitor Lt, administrative privileges are required. Log on as an Administrators group member.
1. Quit all applications. (Do not close this manual.)

2. Decompress the file downloaded from our Web site, and double-click the setup.exe file.
3. Select an interface language, and then click [Next>].
4. Click [Next>].
5. Read the software license agreement carefully. If you agree, click [Yes].
6. Specify a folder to install Smart Organizing Monitor Lt, and click [Next>].
7. Specify a program folder, and click [Next>].
8. Select the printer driver.
 - If you specify a USB port to install the printer driver, select this machine from the pull-down menu in [Please select a printer driver:].
 - If you specify a Standard TCP/IP port to install the printer driver, first click [Connect Printer], select this machine from the list that appears on the screen, and then click [OK].
 - If you specify an IP address manually, from the pull-down menu in [Please select a printer driver:], select [Standard TCP/IP port], and then enter the IP address of this machine in [IP Address:].
9. Click [OK].


The installation starts.
10. Click [Finish].

Launching Smart Organizing Monitor Lt

Launching Smart Organizing Monitor Lt allows you to check the status of this machine.

If an error or malfunction occurs on the machine while Smart Organizing Monitor Lt is running, a pop-up window appears on your computer screen to notify you of the details of the error or malfunction.

Click [Start], and then click [Smart Organizing Monitor Lt] and [Smart Organizing Lt Status] from [All Programs].

When the Smart Organizing Monitor Lt window opens, the  icon appears in the lower-right corner of the desktop.

If you click the [Minimize] button while Smart Organizing Monitor Lt is running, the Smart Organizing Monitor Lt window will be minimized. To open the window again, click the icon.

Deleting the Smart Organizing Monitor Lt

1. Quit Smart Organizing Monitor Lt.
2. Click [Start], and then click [Smart Organizing Monitor Lt] and [Smart Organizing Monitor Lt for (model type) Uninstall] from [All Programs].
3. Follow the instructions that appear on the screen to uninstall Smart Organizing Monitor Lt.

Important Safety Instructions Region **A** (mainly Europe)

1

User Information on Electrical & Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

Environmental Advice for Users

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64g/m² paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

<https://www.rioh-return.com/>

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode.

If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Note for the Battery and/or Accumulator Symbol (For EU countries only)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Contact your sales or service representative to change the battery.

Information on Environmental Regulations

ENERGY STAR Program

1

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

Saving Energy

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. If the machine has been idle for a certain period of time, the machine automatically enters Energy Saver mode.

The machine recovers from Energy Saver mode when the [Energy Saver] key is pressed.

Energy Saver mode 1

The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

Energy Saver mode 2

The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. Power consumption is lower in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Specifications

-  **Region A** (mainly Europe and Asia)

		Type 1	Type 2, 3
Energy Saver mode 1	Power Consumption ^{*1}	49 W	49 W
	Default Time	30 seconds	30 seconds
	Recovery Time ^{*1}	10 seconds or less	10 seconds or less
Energy Saver mode 2	Power Consumption ^{*1}	3.4 W	3.4 W
	Default Time	1 minute	1 minute
	Recovery Time ^{*1}	30 seconds or less	30 seconds or less
Duplex Function ^{*2}		-	Standard

*1 Recovery time and power consumption may differ depending on the conditions and environment of the machine.

*2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

-  **Region B** (mainly Latin America)

		Type 1	Type 2
Energy Saver mode 1	Power Consumption ^{*1}	48 W	48 W
	Default Time	30 seconds	30 seconds
	Recovery Time ^{*1}	10 seconds or less	10 seconds or less
Energy Saver mode 2	Power Consumption ^{*1}	2.9 W	2.9 W
	Default Time	1 minute	1 minute
	Recovery Time ^{*1}	30 seconds or less	30 seconds or less
Duplex Function ^{*2}		-	Standard

*1 Recovery time and power consumption may differ depending on the conditions and environment of the machine.

- *2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

For details about Energy Saver modes, see page 151 "Administrator Settings".

Note

- If the machine is in Energy Saver mode for 24 hours continuously, the machine automatically returns to normal state and performs self-maintenance.

2. Loading Paper

Supported Paper

Tray 1

Type	Size	Weight	Capacity
Thin Paper	A3	52 to 105 g/m ²	250
Plain Paper 1	A4	(14 to 28 lb.)	(80 g/m ² , 20 lb.)
Plain Paper 2	B4 JIS		
Middle Thick Paper	B5 JIS		
Recycled Paper	A5		
Color Paper	11 × 17		
Printed Paper	8.5 × 14		
Preprinted Paper	8.5 × 13.4		
Prepunched Paper	8.5 × 11		
Letterhead	8.25 × 14		
Bond Paper	8 × 10.5		
Cardstock	5.5 × 8.5		
Special Paper	7.25 × 10.5		
	8 × 10		
	8 × 13		
	8.5 × 13		
	8.25 × 13		
	8K		
	16K		
	11 × 15		
	11 × 14		
	10 × 15		
	10 × 14		

Tray 2 and 3(option)

Type	Size	Weight	Capacity
Plain Paper 1	A3	60 to 105 g/m ²	500
Plain Paper 2	A4	(16 to 28 lb.)	(80 g/m ² , 20 lb.)
Middle Thick Paper	B4 JIS		
Recycled Paper	B5 JIS		
Color Paper	A5		
Printed Paper	B6 JIS		
Preprinted Paper	11 × 17		
Prepunched Paper	8.5 × 14		
Letterhead	8.5 × 13.4		
Bond Paper	8.5 × 11		
Cardstock	8.25 × 14		
Special Paper	8 × 10.5		
	5.5 × 8.5		
	7.25 × 10.5		
	8 × 10		
	8 × 13		
	8.5 × 13		
	8.25 × 13		
	8K		
	16K		
	11 × 15		
	11 × 14		
	10 × 15		
	10 × 14		

Type	Size	Weight	Capacity
Plain Paper 1	Custom size:	60 to 105 g/m ²	500
Plain Paper 2	98 to 297 mm in width,	(16 to 28 lb.)	(80 g/m ² , 20 lb.)
Middle Thick Paper	162 to 432 mm in length		
Recycled Paper	(3.86 to 11.69 inches in width,		
Color Paper	6.38 to 17.00 inches in length)		
Printed Paper			
Preprinted Paper			
Prepunched Paper			
Letterhead			
Bond Paper			
Cardstock			
Special Paper			

Bypass tray

Type	Size	Weight	Capacity
Thin Paper	A3	52 to 216 g/m ²	100
Plain Paper 1	A4	(14 to 58 lb.)	(80 g/m ² , 20 lb.)
Plain Paper 2	B4 JIS		
Middle Thick Paper	B5 JIS		
Thick Paper 1	A5		
Thick Paper 2	A6		
Recycled Paper	B6 JIS		
Color Paper	11 × 17		
Printed Paper	8.5 × 14		
Preprinted Paper	8.5 × 13.4		
Prepunched Paper	8.5 × 11		
Letterhead	8.25 × 14		
Bond Paper	8 × 10.5		
Cardstock	5.5 × 8.5		
Special Paper	7.25 × 10.5		
Label Paper	8 × 10		
OHP	8 × 13		
Envelope	8.5 × 13		
	8.25 × 13		
	4.125 × 9.5		
	3.875 × 7.5		
	C5 Env		
	C6 Env		
	DL Env		
	8K		
	16K		
	11 × 15		
	11 × 14		
	10 × 15		
	10 × 14		
	12 × 18		

Type	Size	Weight	Capacity
Thin Paper	Custom size:	52 to 216 g/m ²	100
Plain Paper 1	90 to 305 mm in width,	(14 to 58 lb.)	(80 g/m ² , 20 lb.)
Plain Paper 2	148 to 600 mm in length		
Middle Thick Paper	(3.55 to 12.00 inches in width,		
Thick Paper 1	5.83 to 23.62 inches in length)		
Thick Paper 2			
Recycled Paper			
Color Paper			
Printed Paper			
Preprinted Paper			
Prepunched Paper			
Letterhead			
Bond Paper			
Cardstock			
Special Paper			
Label Paper			
OHP			
Envelope			

Specifications of Paper Types

The following tables describe the types of paper that can be used with this machine.

★ Important

- Depending on the paper type, the toner may take a while to dry. Before handling printed sheets, make sure that they have fully dried. Otherwise, the toner may smudge.
- Print quality can be guaranteed only if recommended paper is used. For more information about the recommended paper, contact your sales or service representative.

Middle Thick Paper

Item	Description
Paper thickness	82 to 105 g/m ² (22 to 28 lb.)
Supported paper tray	Can be used with any of the paper trays.

Item	Description
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K

Thick Paper 1

Item	Description
Paper thickness	106 to 162 g/m ² (29 to 44 lb.)
Supported paper tray	Bypass tray
Duplex supported size	None

Thick Paper 2

Item	Description
Paper thickness	163 to 216 g/m ² (44 to 58 lb.)
Supported paper tray	Bypass tray
Duplex supported size	None

Thin Paper

Item	Description
Paper thickness	52 to 59 g/m ² (14 to 16 lb.)
Supported paper tray	Tray 1 and bypass tray
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K

Plain Paper 1

Item	Description
Paper thickness	60 to 74 g/m ² (16 to 20 lb.)

Item	Description
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8.5 × 14□, 8.5 × 13.4□, 8.5 × 11□, 8.25 × 14□, 8 × 10.5□, 8 × 13□, 8.5 × 13□, 8.25 × 13□, 7.25 × 10.5□, 8 × 10□, 5.5 × 8.5□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8K□, 16K□

Plain Paper 2

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8.5 × 14□, 8.5 × 13.4□, 8.5 × 11□, 8.25 × 14□, 8 × 10.5□, 8 × 13□, 8.5 × 13□, 8.25 × 13□, 7.25 × 10.5□, 8 × 10□, 5.5 × 8.5□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8K□, 16K□

Recycled Paper

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3□, A4□, A5□, B4 JIS□, B5 JIS□, 11 × 17□, 8.5 × 14□, 8.5 × 13.4□, 8.5 × 11□, 8.25 × 14□, 8 × 10.5□, 8 × 13□, 8.5 × 13□, 8.25 × 13□, 7.25 × 10.5□, 8 × 10□, 5.5 × 8.5□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 8K□, 16K□
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Color Paper

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Special Paper

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Printed Paper

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.

Item	Description
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

OHP

Item	Description
Supported paper tray	Bypass tray
Duplex supported size	None

Preprinted Paper

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Prepunched Paper

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.

Item	Description
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Letterhead

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	Paper that has a thickness outside the specified range cannot be printed onto.

Bond Paper

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Cardstock

Item	Description
Paper thickness	75 to 81 g/m ² (20 to 22 lb.)
Supported paper tray	Can be used with any of the paper trays.
Duplex supported size	A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Middle Thick Paper], [Thick Paper 1], or [Thick Paper 2].

Label paper

Item	Description
Paper thickness	106 to 157 g/m ² (29 to 42 lb.)
Supported paper tray	Bypass tray
Duplex supported size	None
Notes	Avoid using adhesive label paper on which glue is exposed. Glue may stick to the inner parts of the machine, which can cause paper feed problems, deterioration in print quality, or premature wear of the print cartridge's photo conductor unit.

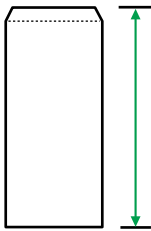
Envelope

Item	Description
Paper thickness	82 to 105 g/m ² (22 to 28 lb.)
Supported paper tray	Bypass tray
Duplex supported size	None

Notes

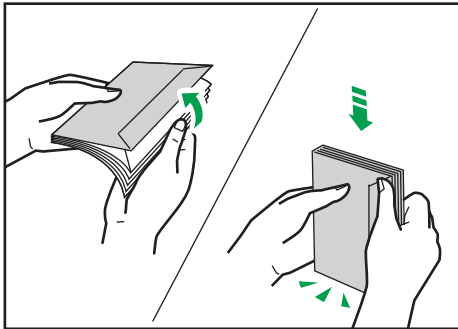
- Avoid using self-adhesive envelopes. They may cause machine malfunctions.
- Paper can be loaded only up to the lower of the two paper limit marks of the tray.

- If printed envelopes come out badly creased, load the envelopes in the opposite direction. Also, configure the printer driver to rotate the print object 180 degrees. For details about changing the orientation see the printer driver Help.
- Environmental factors can degrade the print quality on both recommended and non-recommended envelopes.
- If envelopes are severely curled after printing, flatten them by bending them back against the curl.
- After printing, envelopes sometimes have creases along their long edges and toner smear on their unprinted sides. Print images might also be blurred. When printing large, black-solid areas, striping can occur as a result of the envelopes overlapping.
- To correctly specify the length of an envelope whose flap opens along its short edge, be sure to include the open flap when measuring.



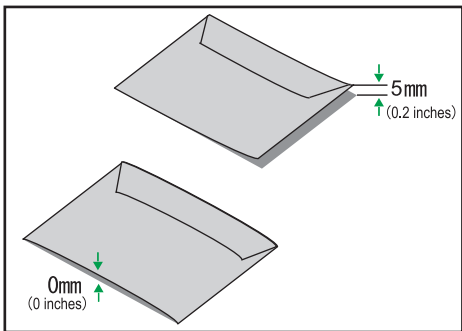
CER112

- Fan envelopes, and then align their edges before loading.



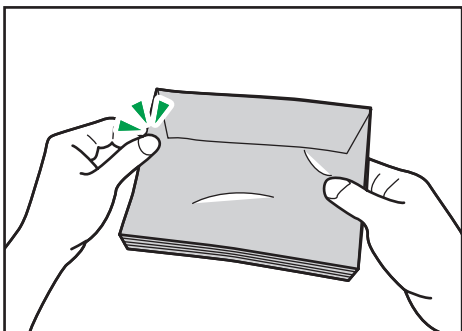
DAC573

- When fanning envelopes, make sure they are not stuck together. If they are stuck together, separate them.
- When fanning envelopes, make sure the envelope flaps are not stuck. If they are stuck, separate them.
- Before loading envelopes, flatten them out so that their curl does not exceed that shown as shown below.



DAC574

- If the curl is severe, flatten out the envelopes using your fingers, as shown below.



DAC575

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.
Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Paper Storage

★ Important

- **Store paper appropriately. If the paper is stored incorrectly, misfeeds, lower printing quality, or malfunctions may result.**

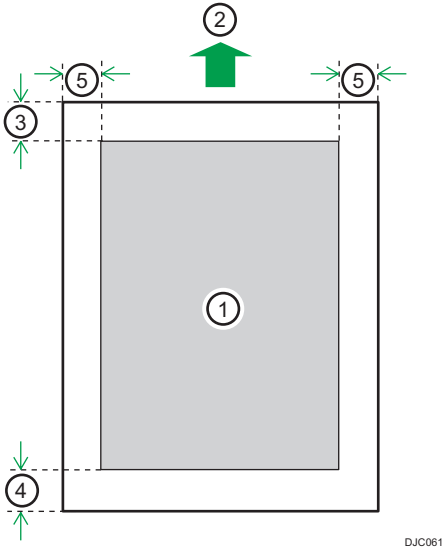
When storing paper:

- Do not store paper in a humid place.
- Do not store paper in direct sunlight.
- Do not stand paper on its edge.
- Store any leftover paper in a wrapping or box supplied with the paper.

Print Area

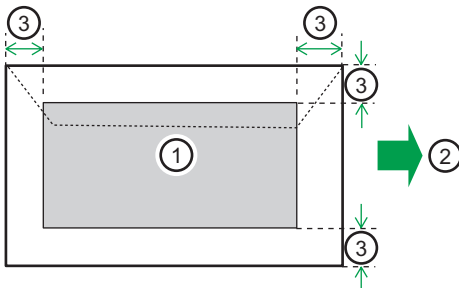
The diagram below shows the area of the paper that the machine can print on.

Paper



- 1. Print area
- 2. Feed direction
- 3. Approx. 3 mm (0.11 inches)
- 4. Approx. 5 mm (0.19 inches)
- 5. Approx. 2 mm (0.07 inches)

Envelope



- 1. Print area
- 2. Feed direction
- 3. Approximately 10 mm (0.39 inches)

Note

- Borderless printing is not supported.
- The print area may vary depending on the paper size, printer language and printer driver settings.
- For better envelope printing, we recommend you set the right, left, top, and bottom print margins to at least 15 mm (0.59 inches) each.

Loading Paper

Precautions for Loading Paper

2

CAUTION

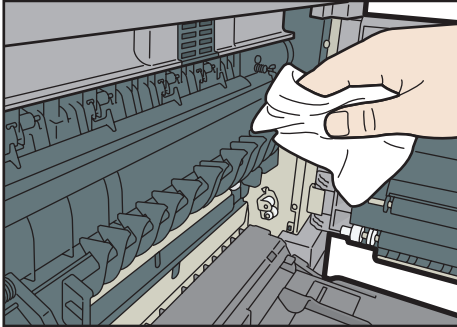
- When loading paper, take care not to trap or injure your fingers.

Important

- **Do not stack paper over the limit mark.**

Note

- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see page 43 "Supported Paper".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.
- If paper that is heavier than 157 g/m² (42 lb.) jams, turn over the paper in the paper tray or reduce the number sheets of paper being fed.
- If multiple sheets of OHP transparencies or label paper are being fed at the same time, or if they are not being fed, try feeding one sheet at a time.
- If you are printing on paper that is thick, thin, or small, it may curl or not stack properly on the internal tray. To avoid this, remove each sheet of paper as it is output to the internal tray.
- If you load heavily curled paper, it may not be fed or a jam may occur. Straighten curled paper before you load it or reduce the number sheets of paper that you load.
- If the edges of the printouts are dirty, wipe any dirt off of the ribs on the guide plates with a soft, dry cloth.



DJC062

- If there are burrs on the edge of the paper when it is cut the surface on the leading edge of the paper may come off. If this happens, turn over the paper or change the direction in which it is being fed.

Loading Paper into Paper Trays

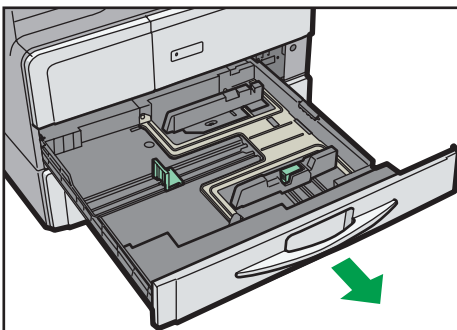
Every paper tray is loaded in the same way.

In the following example procedure, paper is loaded into Tray 1.

★ Important

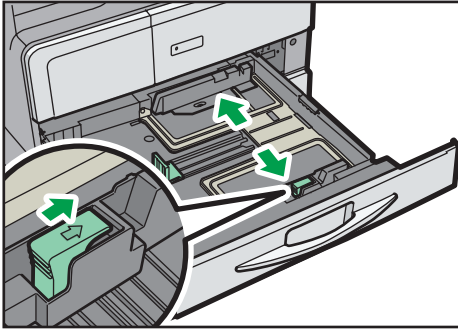
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Check the paper edges are aligned at the right side.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease or the paper may be misfed.
- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



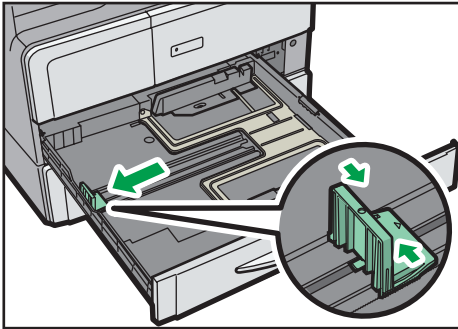
DJC022

- 2. While pressing down the release lever on the side fence, slide the side fences outward.



DJC023

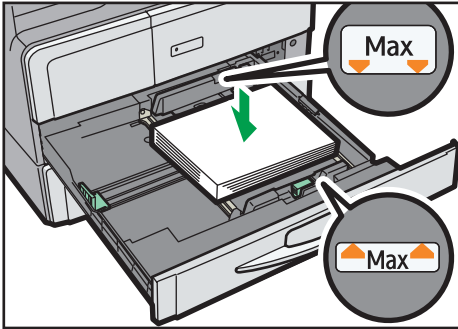
- 3. While pinching the release lever of the end fence, slide the end fence outward.



DJC024

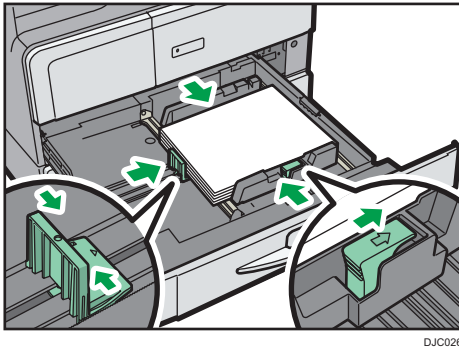
- 4. Square the paper and load it print side up.

Do not stack paper over the limit mark.



DJC025

5. Align the end fence gently against the paper you loaded.



DJC026

6. Carefully slide the paper tray fully in.

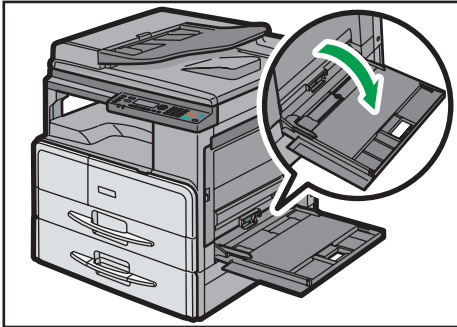
Loading Paper into Bypass Tray

Use the bypass tray to print onto OHP transparencies, thick paper, envelopes and copy paper that cannot be loaded in the paper trays.

★ Important

- Paper longer than 433 mm may become wrinkled, may not feed in, and may jam.
- Avoid using self-adhesive envelopes. They may cause machine malfunctions.
- Check there is no air in the envelopes before loading.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have different thicknesses. Print one or two envelopes in advance to check the print quality.
- In a hot and humid environment, the envelope might be delivered creased or with low printing quality.
- After loading paper in the tray, specify the paper type and size using the control panel to avoid printing problems. This machine does not detect the paper size automatically.

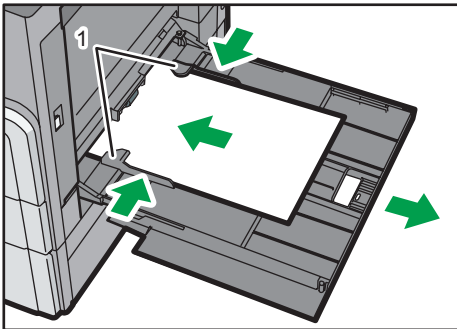
1. Open the bypass tray.



DJC027

2. Load the paper face down, and then adjust the paper guide with the paper size.

Set the paper so its edges lightly touch the paper guides.

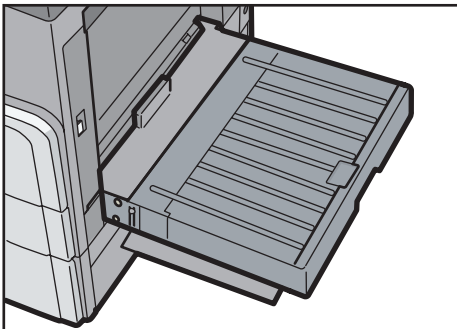


DJC028

1. Paper guides



↓ Note

- You can attach a cover to the bypass tray to keep dust out. For details about attaching the cover, contact your sales or service representative.



DJC029

- If the guides are not flush against the copy paper, images might be skewed or paper misfeeds might occur.

- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- Pull the extender out to support paper sizes larger than A4 , 8.5 × 11 .

Orientation-Fixed Paper or Two-Sided Paper





Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, prepunched paper, or preprinted paper) might not print correctly, depending on how the originals and paper are placed.

Settings for the User Tools



Select [Letterhead], [Preprinted Paper], or [Prepunched Paper] in [Tray Paper Settings] under [System Settings], and then place the original and paper as shown below. When printing with the printer function, placing orientation is the same.



Original orientation and paper orientation

The meanings of the icons are as follows:

Icon	Meaning
 	Place or load paper scanned or printed side face up.
 	Place or load paper scanned or printed side face down.



- Original orientation

Original orientation	Exposure glass	ADF
Readable orientation		

Original orientation	Exposure glass	ADF
Unreadable orientation	<ul style="list-style-type: none"> Two-sided 	

- Paper orientation

When placing originals in the ADF and copying on orientation-fixed paper from the bypass tray, specify the paper size.

Copy side	Paper trays	Bypass tray
Two-sided	 	Unavailable

Specifying Paper Type and Paper Size Using Control Panel

This section explains how to specify the paper size and paper type using the control panel.

Note

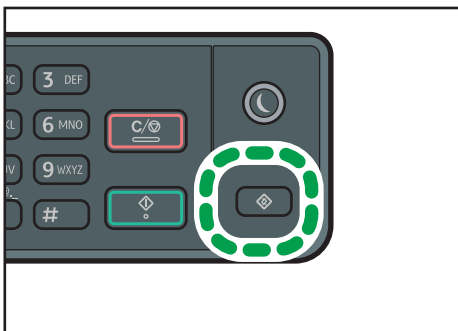
- Paper type and size can also be specified using the printer driver. For details, see the printer driver help.
- For prints from the bypass tray, Tray 1, Tray 2, or Tray 3, you can select to print according to either the printer driver settings or the control panel settings with [Bypass Tray Priority] or [Specified Tray] under tray paper settings. For details about [Bypass Tray Priority] and [Specified Tray], see page 145 "System Settings".
- If [Auto Continue] under system settings is enabled, printing stops temporarily if a paper type/size error is detected. The printing restarts automatically with the settings made with the control panel after about ten seconds. However, if the size of paper specified on the control panel and that of the paper loaded in the paper tray or the paper size specified for the print job do not match when printing restarts, it may cause a paper jam. For details about [Auto Continue], see page 145 "System Settings".

2

Specifying the Paper Type

This section explains how to specify the paper type.

1. Press the [User Tools] key.



2. Select [System Settings].
3. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select the paper type setting for the desired tray, and then press the [OK] key.
5. Press the [▲] or [▼] key to select the desired paper type, and then press the [OK] key.

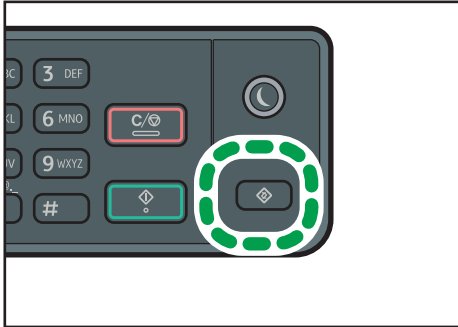
6. Press the [User Tools] key to return to the initial screen.

Specifying the Standard Paper Size

This section explains how to specify the standard paper size.

2

1. Press the [User Tools] key.



2. Select [System Settings].
3. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.
5. Press the [▲], [▼], [◀], or [▶] key to select the desired paper size, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

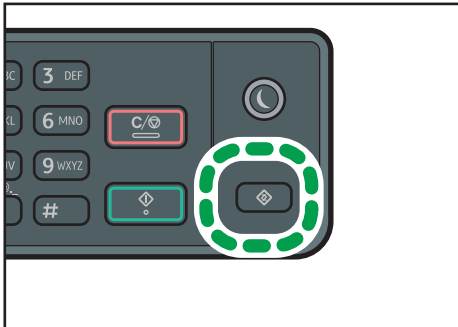
Specifying a Custom Paper Size

This section explains how to specify a custom paper size.

★ Important

- When you perform printing, make sure that the paper size specified with the printer driver matches the paper size specified with the control panel. If a paper size mismatch occurs, a message appears on the display. To ignore the error and print using mismatched paper, see page 132 "If a Paper Mismatch Occurs".
- Custom size paper cannot be loaded in Tray 1.

1. Press the [User Tools] key.



2. Select [System Settings].
3. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.
5. Press the [▲], [▼], [◀], or [▶] key to select [Custom Size], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.
7. Enter the width using number keys, and then press the [OK] key.
To enter a decimal point, press the [✱] key.
8. Enter the length using number keys, and then press the [OK] key.
To enter a decimal point, press the [✱] key.
9. Press the [User Tools] key to return to the initial screen.

3. Placing Originals

About Originals

This section describes the types of originals that can be placed and the parts of the original that are chipped in the scanned copy.

Recommended Size of Originals

3

This section describes the recommended size of the original.

Exposure glass

Up to 297 mm (11.69 inches) in width, up to 432 mm (17.00 inches) in length

ADF

- Paper size: Up to 297 mm (11.69 inches) in width, up to 600 mm (23.62 inches) in length
- Paper weight: 52 to 128 g/m² (13.8 to 34 lb.)

↓ Note

- Only 1 sheet of original can be placed on the exposure glass at a time.
- Up to 40 sheets of A3 or 11 × 17 size originals, and up to 50 sheets of sizes other than A3 or 11 × 17 size originals can be placed at one time in the ADF (when using paper weighing 80 g/m², 20 lb.).

Types of Originals Not Supported by the Auto Document Feeder

If placed in the ADF, the following types of original might be damaged or become jammed, or result in gray or black lines appearing on prints:

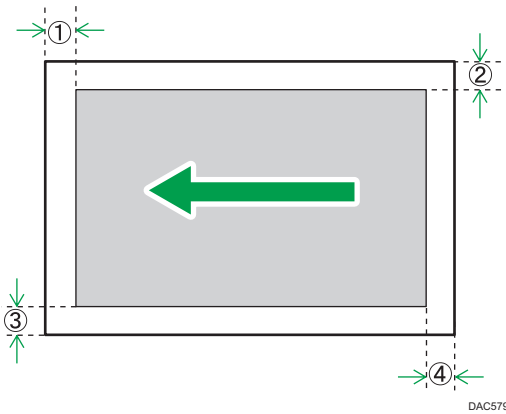
- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper

- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are wet with toner or correction fluid

Unscannable Image Area

3

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might be chipped.



	In copier mode	In scanner mode
① Top	3 ± 2 mm (0.11 ± 0.07 inches)	0 mm (0 inches)
② Right	2.5/-1.5 mm (0.09/-0.05 inches)	0 mm (0 inches)
③ Left	2 ± 1.5 mm (0.07 ± 0.05 inches)	0 mm (0 inches)
④ Bottom	5 ± 2 mm (0.19 ± 0.07 inches)	0 mm (0 inches)

Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.

★ Important

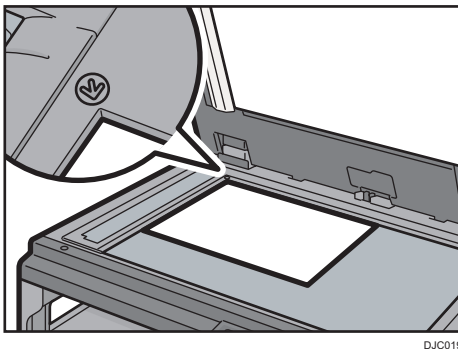
- Do not place originals before any correction fluid and toner has completely dried. Doing so may make marks on the exposure glass that will appear on copies.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

3

Placing Originals on the Exposure Glass

★ Important

- When copying colored paper in Text mode, Vchr. mode, or Daizo mode, place the original correctly. Otherwise, the background might not be removed.
1. Lift the ADF or the exposure glass cover.
 2. Place the original face down on the exposure glass. Align the original to the rear left corner.



3. Lower the ADF or the exposure glass cover.

Hold down the ADF with your hands when using thick, folded, or bound originals and the ADF cannot be lowered completely.

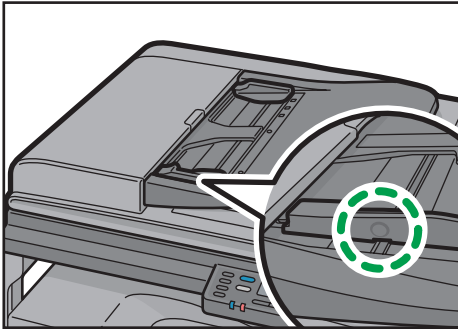
Placing Originals in the Auto Document Feeder

By using the ADF, you can scan multiple pages at once.

★ Important

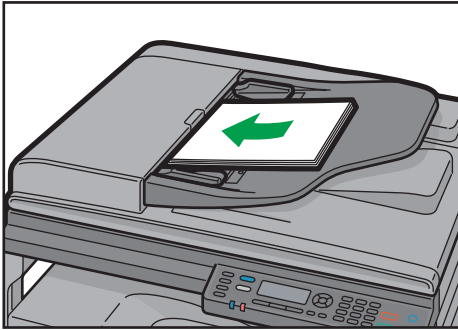
- Do not place different size originals in the ADF at once.

- Straighten curled originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the originals before placing them in the ADF.
- Make sure that the originals are not placed obliquely.
- Put your fingers on the dimple on the front guide of the ADF and push it to align it with the edges of the originals.



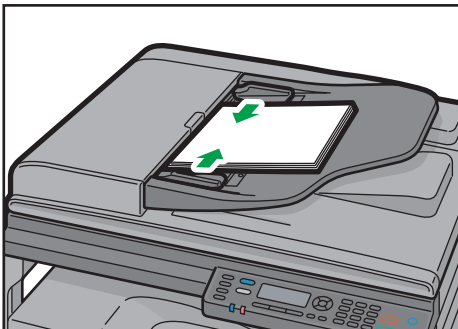
DJC064

1. Place the aligned originals face up in the ADF. The last page should be on the bottom.



DJC020

2. Adjust the guides according to the size of the original.



DJC021

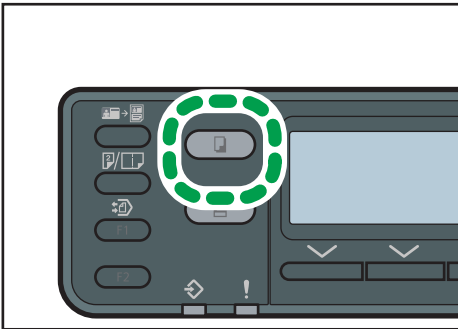
4. Copying Originals

Copier Mode Screen

This section provides information about the screen when the machine is in copier mode.

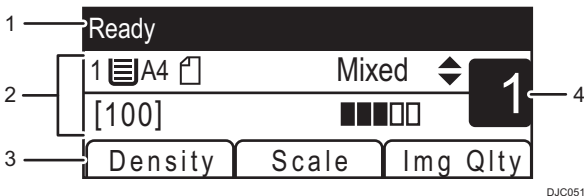
By default, the display shows the copier screen when the machine is turned on.

If the scanner screen is shown on the display, press the [Copy] key on the control panel to switch to the copier screen.



DJC036

Screen in standby mode



DJC051

1. Current status or messages

Displays the current status or messages.

2. Current settings

Displays the current tray, reproduction ratio, and scan settings.

3. Selection key items

Displays the functions you can use by pressing the corresponding selection keys.

4. Copy quantity

Displays the current copy quantity. You can change the copy quantity using the number keys.

Note

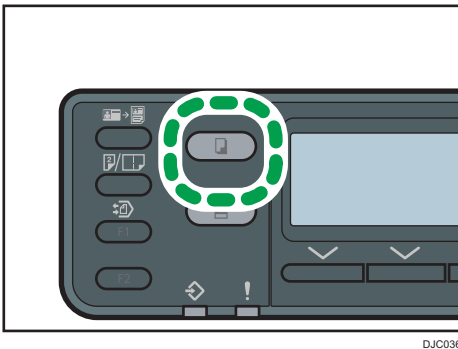
- The start-up mode can be specified in the [Function Priority] setting under [Admin. Tools]. For details, see page 151 "Administrator Settings".

Basic Operation

★ Important

- You must first specify a paper size and orientation. For details about specifying standard paper sizes, see page 68 "Specifying the Standard Paper Size". For details about specifying custom paper sizes, see page 68 "Specifying a Custom Paper Size".
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1. Press the [Copy] key.



DJC036

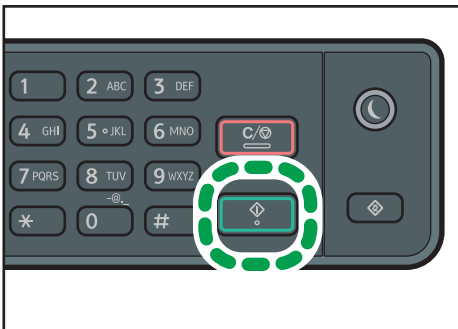
2. Place the original on the exposure glass or in the ADF.

To place the original, see page 73 "Placing Originals".
If necessary, configure advanced photocopy settings.

3. Press the [▲] or [▼] key to select a paper tray.

4. To make multiple copies, enter the number of copies using the number keys.

5. Press the [Start] key.



DJC037

↓ Note

- Specify a scaling ratio if the original is not the same size as the paper. For details, see page 79 "Making Enlarged or Reduced Copies".

- The maximum number of copies is 99.
- You can change the paper tray for the current job by pressing the [▲] or [▼] key. You can change the paper tray automatically according to the paper size (A4 or Letter).
- You can select the paper tray for printing out copies in [Select Paper] under copy settings. If you set the machine to switch between Tray 1, 2, 3, and the bypass tray automatically depending on the paper size in this setting, you can also specify the tray the machine uses first in [Paper Tray Priority] under tray paper settings. For [Select Paper], see page 138 "Copier Features Settings". For [Paper Tray Priority], see page 145 "System Settings".
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under copy settings. [Sort] cannot be used with the bypass tray. For [Sort], see page 138 "Copier Features Settings".
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page.

Canceling a Copy

While scanning the original

If copying is canceled while the machine is scanning the original, copying is canceled immediately and there is no printout.

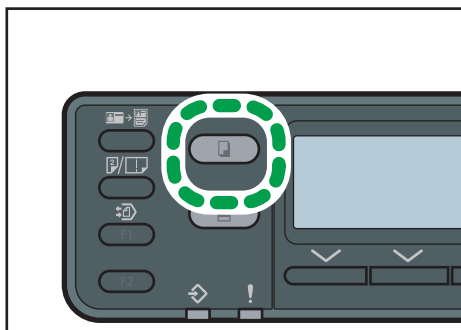
If originals are placed in the ADF, scanning is canceled immediately and all originals are ejected.

While printing

If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

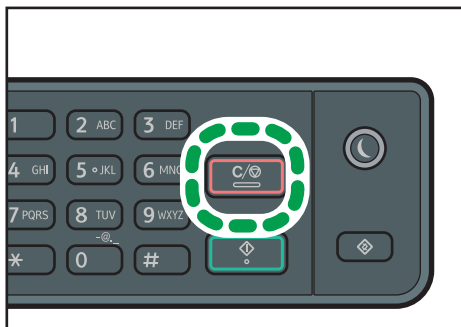
Follow the procedure below to cancel copying.

1. Press the [Copy] key.



DJC036

2. Press the [Clear/Stop] key.

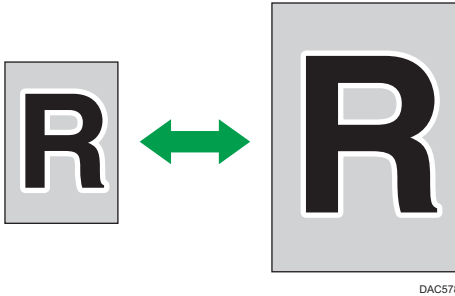


DJC038

Making Enlarged or Reduced Copies

There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

Preset ratio



 **Region A** (mainly Europe and Asia)

50%, 71%, 82%, 93%, 122%, 141%, 200%

 **Region B** (mainly Latin America)

50%, 65%, 78%, 93%, 121%, 129%, 155%

Custom ratio



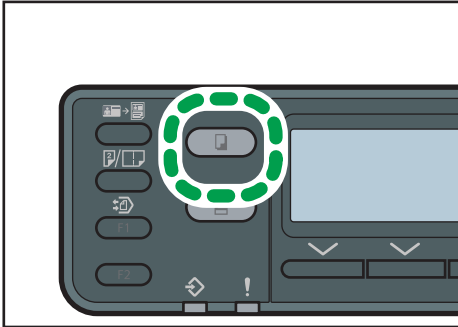
50% to 200% in 1% increments.

Specifying Reduce/Enlarge

Important

- If the scaling ratio is wrong, part of the image may be cut off, or there may be empty white spaces.

1. Press the [Copy] key.



DJC036

4

2. Press [Scale].

3. Press [Reduce], [Enlarge], or [Zoom].

For [Reduce] or [Enlarge], press the [▲] or [▼] key to select the desired ratio. For [Zoom], specify the desired ratio using the number keys.

4. Press the [OK] key.

Note

- You can change the machine's default [Reduce/Enlarge] setting to always make photocopies in the specified ratio. For details, see page 138 "Copier Features Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 151 "Administrator Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Copying Single-Sided Originals with 2-Sided and Combined Printing

This section explains how to combine and print a multiple pages (two or four pages) on one side or both sides of paper.

★ Important

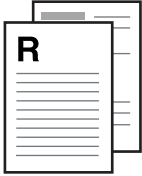



- To use 2-sided copy, the paper size used for printing copies must be set to A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13, 8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K.
- The paper for 2-sided copy is fed from Tray 1, 2, or 3 but not from the bypass tray.
- Paper between 64 and 105 g/m² can be used for duplex printing.
- The types of paper that can be used for 2-sided copy are plain, middle thick, recycled, color, special, printed, letterhead, bond, cardstock, preprinted, and prepunched.

There are following copy modes. Select a copy mode according to your original and how you want the copy outputs to appear.

Combined copy on one side





In this mode, a two or four-page original is combined and printed on one side of paper.

- Combine 1S (2Orig)

	Original	Copy
Portrait		
Landscape		

CMF250

- Combine 1S (4Orig)







	Original	Copy
Portrait		<p>Left to Right</p> 
Landscape		<p>Left to Right</p> 

DJC055

Combined copy on both sides

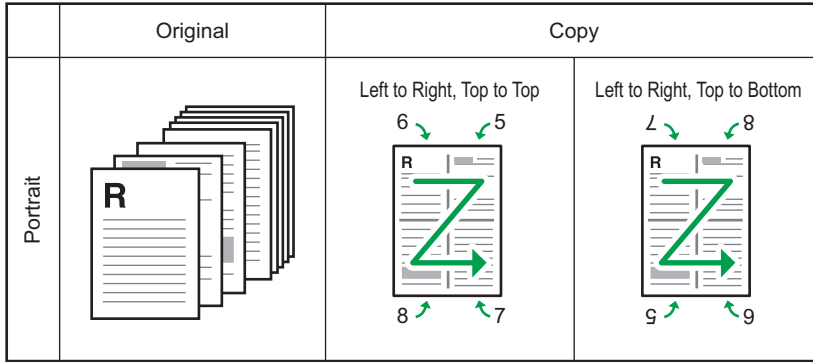
In this mode, a multiple-page original is combined and printed on both sides of paper.

- Comb 2S (2Orig)

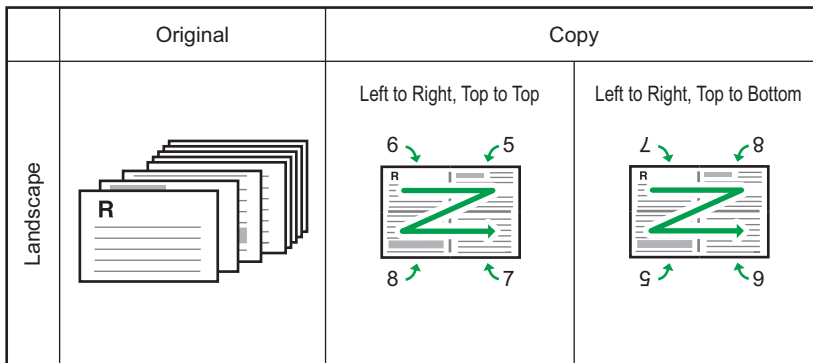
	Original	Copy	
Portrait		<p>Top to Top</p> 	<p>Top to Bottom</p> 
Landscape		<p>Top to Top</p> 	<p>Top to Bottom</p> 

CMF254

- Comb 2S(4Orig)



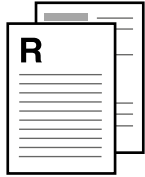


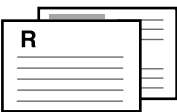


DJC056



DJC057

1S->2S(NoComb)

In this mode, one-sided pages are printed on the front and back sides of paper without being combined.

	Original	Copy	
Portrait		Top to Top 	Top to Bottom 
Landscape		Top to Top 	Top to Bottom 

CMF260

Specifying Combined and 2-sided Copies

1. Press the [Duplex/Combine] key.
2. Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.
3. Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.
4. Press the [Escape] key.

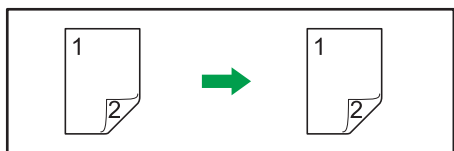
The screen will show the selected copy mode.

↓ Note

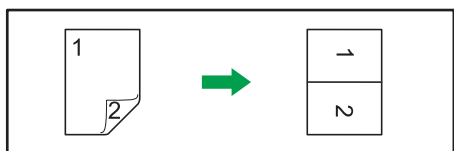
- You can change the machine's default [Duplex/Combine] setting to always make photocopies in combine mode. For details, see page 138 "Copier Features Settings".
- Setting combined and 2-sided copying automatically disables the [ID Card Copy] setting.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 151 "Administrator Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Copying 2-Sided Originals with 2-Sided and Combined Printing

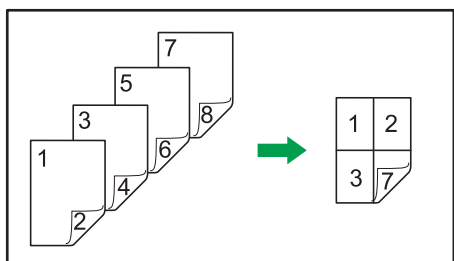
This section explains how to make 2-sided copies of 2-sided originals, or copy two original pages to one sheet, or copy four original pages to one sheet with two pages per side.



DAC602



DAC603



DAC603

★ Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- Make sure the same number of pages will be printed on the front and back of all sheets. Otherwise, the job will be reset.

The following six types of manual 2-sided copying are available.

2S->1S(NoCom)

Copies one 2-sided original to two sheets (1-sided printing).

2S->1S Comb(2Orig)

Copies one 2-sided original to one side of a sheet.

2S->1S Comb(4Orig)

Copies two 2-sided originals to one side of a sheet.

2S->2S(NoCom)

Makes 2-sided copies of 2-sided originals.

2S->2S Comb(2Orig)

Copies both sides of one 2-sided original to one side of a sheet, and both sides of another 2-sided original to the other side of the sheet.

2S->2S Comb(4Orig)

Copies four 2-sided originals to one sheet with four pages per side.

1. Press the [Duplex/Combine] key.
2. Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.
3. Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.
4. Press the [Escape] key.
5. Place all 2-sided originals into the ADF with their fronts facing up.
6. Press the [▲] or [▼] key to select a paper tray.
7. Press the [Start] key.

↓ Note

- After you place the originals, press the [Start] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 151 "Administrator Settings".
- If the memory becomes full while originals are being scanned, the job is canceled.

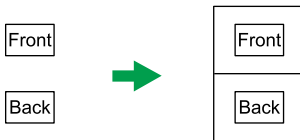
Copying Both Sides of an ID Card onto One Side of Paper

This section explains how to copy the front and back sides of an ID card or other small documents onto one side of a sheet of paper.

★ Important

- This function is available only when the original is set on the exposure glass, not when it is set in the ADF.
- To use this function, the paper size used for printing copies must be set to A4, A5, A6, Letter, or Half Letter.

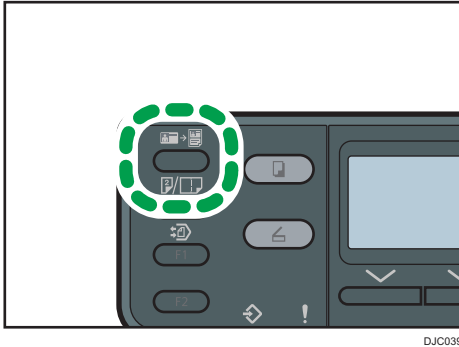
Printed paper size	Scanned paper size
A4	A5 (148 × 210 mm)
A5	A6 (105 × 148 mm)
A6	A7 (74 × 105 mm)
Letter	Half Letter (140 × 216 mm)
Half Letter	Quarter Letter (108 × 140 mm)



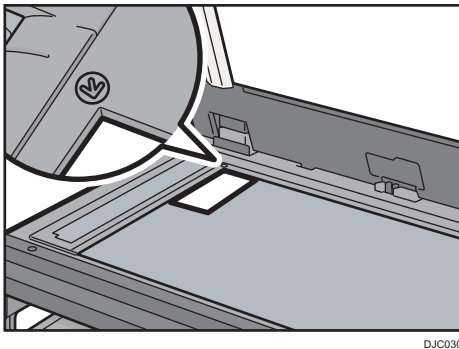
CES165

Copying an ID Card

1. Press the [ID Card Copy] key.



2. Place the original face down on the exposure glass. Align the original to the rear left corner.



3. Press the [Start] key.

A message prompting you to place the original back side down on the exposure glass appears on the display.

4. Place the original back side down and top to the machine rear on the exposure glass, and then press the [Start] key again.

Note

- After you load the originals, press the [Start] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 151 "Administrator Settings".
- Regardless of the machine's reduction or enlargement ratio setting, an ID card copy will always be made at 100%.
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 151 "Administrator Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.

- When the machine's mode is changed.
- When the power is turned off.
- When the machine's default for the same setting is changed.

Storing Scanned Documents

You can store the scanned documents on the machine. Up to 3 documents can be stored on the machine. The stored documents can be accessed and printed with a single keystroke. This function is called "Folder Print".

↓ Note

- You can set a password to use the "Folder Print" function. For details, see page 151 "Administrator Settings".

Storing Documents

★ Important

- The number of pages that can be stored as one file is as follows:
 - Originals larger than A4 or 8.5 × 11: 1 page
 - Originals smaller than A4 or 8.5 × 11: 2 pages
1. Press the [◀] or [▶] key on the screen in scanner mode to access the Copy settings, and then press [Folder Print].
 2. Select [Store].
 3. Press the [▲] or [▼] key to select an "Empty" document.
 4. Press the [OK] key.
 5. Press the [Start] key.
 6. Enter a Name.
 7. Press the [OK] key.

Printing Documents

1. Press the [◀] or [▶] key on the screen in scanner mode to access the Copy settings, and then press [Folder Print].
2. Select [Print].
3. Press the [▲] or [▼] key to select a document to print.
4. Press the [OK] key.
5. Press the [Start] key.

Deleting Documents

1. Press the [◀] or [▶] key on the screen in scanner mode to access the Copy settings, and then press [Folder Print].
2. Select [Clear].
3. Press the [▲] or [▼] key to select a document to delete.
4. Press the [OK] key.
5. Select [Yes].

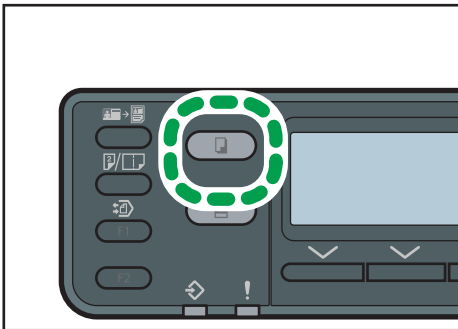
Specifying the Scan Settings

This section explains how to specify image density and scan quality for the current job.

Adjusting Image Density

There are five image density levels. The higher the density level, the darker the printout.

1. Press the [Copy] key.



2. Press [Density].
3. Press the [◀] or [▶] key to select the desired density level, and then press the [OK] key.

↓ Note

- You can change the machine's default [Density] setting to always make copies with a specific density level. For details, see page 138 "Copier Features Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 151 "Administrator Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Selecting the Document Type According to Original

There are five document types:

Mixed

Select this when the original contains both text and photographs or pictures.

Text

Select this when the original contains only text and no photographs or pictures.

Photo

Select this when the original contains only photographs or pictures. Use this mode for the following types of original:

- Photographs
- Pages that are entirely or mainly photographs or pictures, such as magazine pages.

Vchr.

Select this to scan documents using settings that are appropriate for invoices.

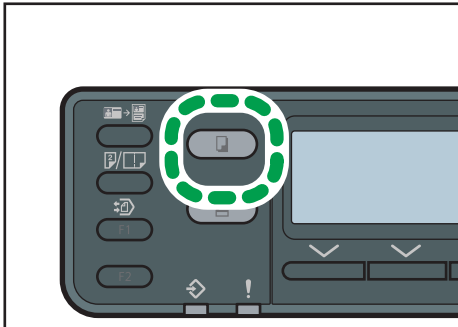
Diazo

Select this to make a blueprint of the original.

4

Specifying the Original Type

1. Press the [Copy] key.



2. Press [Img Qlty].

3. Press the [▲] or [▼] key to select the desired document type, and then press the [OK] key.

↓ Note

- You can change the machine's default [Original Type] setting to always make copies with a specific document type. For details, see page 138 "Copier Features Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 151 "Administrator Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.

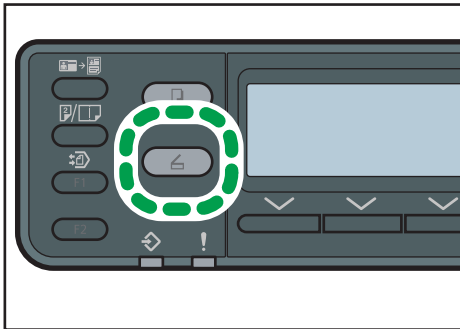
- When the machine's default for the same setting is changed.

5. Scanning Originals

Scanner Mode Screen

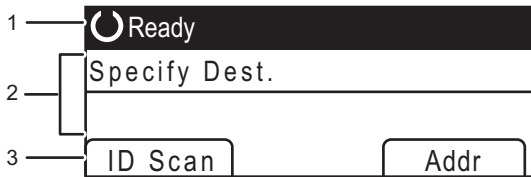
This section provides information about the screen in scanner mode.

By default, the display shows the copier screen when the machine is turned on. If the copier screen is shown on the display, press the [Scanner] key on the control panel to switch to the scanner screen.



DJC040

Screen in standby mode



DJC052

1. Current status or messages

Displays the current status or messages.

2. Current settings

Displays the current scan settings.

3. Selection key items

Displays the functions you can use by pressing the corresponding selection keys.

↓ Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools]. For [Function Priority], see page 151 "Administrator Settings".

Registering Scan Destinations

This section explains how to register scan destinations in the Address Book. To send scanned files to an e-mail address (Scan to E-mail) or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Image Monitor.

★ Important

- The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.
- Depending on your network environment, the Scan to Folder function may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations. For details about sending scanned files to registered addresses, see page 105 "Basic Operation".

5

The Address Book can contain up to 100 entries.

1. Start the Web browser, and access the machine by entering its IP address.
2. Click [Scan Destination] or [ID Card Scan Destination].
3. From the [Destination Type] list, select [E-mail Address] or [Folder].
4. Register information as necessary.

The information you must register varies depending on the destination type. For details, see the tables below.

5. Enter the administrator password if required.
6. Click [Apply].
7. Close the Web browser.

Scan to E-mail Settings

Program/Change E-mail Address Destination

- ID (Required) : [Dropdown]
- Name (Required) : [Text Field]
- Destination E-mail Address (Required) : [Text Field]
- Notification E-mail Address (Optional) : [Text Field]
- Subject (Required) : [Text Field]
- Sender's Name (Optional) : [Text Field]
- File Format (Color/Gray Scale) : PDF [Dropdown]
- File Format (Black & White) : TIFF [Dropdown]
- Scanning Mode : Color [Dropdown]
- Original : 1 Sided - Portrait [Dropdown]
- Scan Size : A4 SEP [Dropdown]
- Resolution : 200 x 200dpi [Dropdown]
- Density : [Icons]

Please enter Administrator Password:
[Text Field]

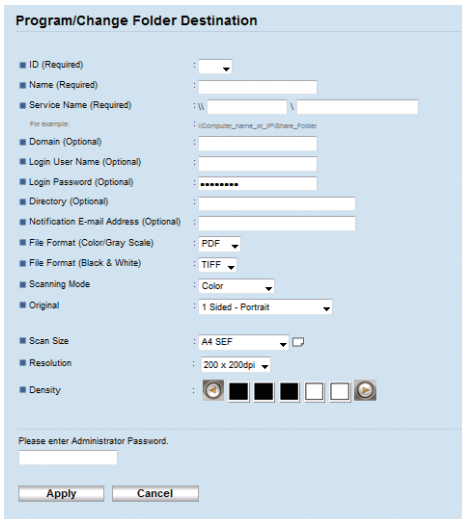
[Apply] [Cancel]

5

Item	Setting	Description
ID	Required	Select when setting the Scan destination.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's Name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or a similar field of the recipient's email application. Can contain up to 32 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.

Item	Setting	Description
Scanning Mode	Required	Select the scanning mode from Color, Gray Scale, or Black & White.
Original	Required	Specify the orientation to scan the original.
Scan Size	Required	Select the scanning size for the original from A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 8 ¹ / ₂ × 11, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13 ² / ₅ , 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8K. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Required	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, or 600×600 dpi.
Density	Required	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

Scan to Folder Settings



Item	Setting	Description
ID	Required	Select when setting the Scan destination.

Item	Setting	Description
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer (can contain up to 64 characters), and name of the shared folder (can contain up to 32 characters).
Domain	Optional	If the destination computer is a member of an Active Directory domain, specify that domain name. Can contain up to 15 characters.
Login User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters.
Login Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scanning Mode	Required	Select the scanning mode from Color, Gray Scale, or Black & White.
Original	Required	Specify the orientation to scan the original.
Scan Size	Required	Select the scanning size for the original from A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 8 ¹ / ₂ × 11, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13 ² / ₅ , 5 ¹ / ₂ × 8 ¹ / ₂ , 16K, 8K. If you select custom size, select [mm] or [Inch], and then specify the width and length.

Item	Setting	Description
Resolution	Required	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, or 600×600 dpi.
Density	Required	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

ID Card Scan Settings (E-mail Address)

Item	Setting	Description
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's Name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or a similar field of the recipient's email application. Can contain up to 32 characters.

Item	Setting	Description
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scanning Mode	Required	Select the scanning mode from Color, Gray Scale, or Black & White.
Card Size	Required	Select [mm] or [Inch], and then specify the width and length.
Resolution	Required	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, or 600×600 dpi.
Density	Required	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

ID Card Scan Settings (Folder)

ID Card Scan Destination

- Destination Type : Folder
- Name (Required) :
- Service Name (Required) : W \
- For example: \\computer_name_or_ip\shares_folder
- Domain (Optional) :
- Login User Name (Optional) :
- Login Password (Optional) :
- Directory (Optional) :
- Notification E-mail Address (Optional) :
- File Format (Color/Gray Scale) : PDF
- File Format (Black & White) : TIFF
- Scanning Mode : Color
- Card Size
- Unit : mm Inch
- Horizontal (50 - 148 mm) : 54
- Vertical (50 - 216 mm) : 88
- Resolution : 200 x 200dpi
- Density :

Please enter Administrator Password.

Item	Setting	Description
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer (can contain up to 64 characters), and name of the shared folder (can contain up to 32 characters).
Domain	Optional	If the destination computer is a member of an Active Directory domain, specify that domain name. Can contain up to 15 characters.
Login User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters.
Login Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scanning Mode	Required	Select the scanning mode from Color, Gray Scale, or Black & White.
Card Size	Required	Select [mm] or [Inch], and then specify the width and length.
Resolution	Required	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, or 600×600 dpi.
Density	Required	Specify the image density by clicking the right or left buttons. These keys increase or decrease the image density in single increments up to 5.

Note

- To send files via e-mail, SMTP and DNS settings must be configured properly. For details about SMTP and DNS settings, see page 174 "DNS Tab" and page 177 "SMTP Tab".
- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time. For details about the time zone setting, see page 177 "SMTP Tab".
- On a network that uses a DNS server, specify a computer name in [Service Name] and the name of the domain to which the computer belongs in [Domain]. In this case, also configure the DNS related settings using Web Image Monitor.
- The Scan to Folder destination must operate on one of the following operating systems: Windows Vista/7/8/8.1 or Windows Server 2003/2003 R2/2008/2008 R2/2012/2012 R2.
- Scan destinations cannot be registered using the control panel.

Modifying Scan Destinations

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1. Start the Web browser, and access the machine by entering its IP address.
2. Click [Scan Destination].
3. Select the entry to modify, and then click [Change].
4. Modify settings as necessary.
5. Enter the administrator password if required.
6. Click [Apply].
7. Close the Web browser.

Modifying ID Card Scan Destinations

1. Start the Web browser, and access the machine by entering its IP address.
2. Click [ID Card Scan Destination].
3. Modify settings as necessary.
4. Enter the administrator password if required.
5. Click [Apply].
6. Close the Web browser.

Deleting Scan Destinations

1. Start the Web browser, and access the machine by entering its IP address.

2. Click [Scan Destination].
3. Select the entry to delete, and then click [Delete].
4. Confirm that the entry you have selected is the entry that you want to delete.
5. Enter the administrator password if required.
6. Click [Apply].
7. Close the Web browser.

Deleting ID Card Scan Destinations

1. Start the Web browser, and access the machine by entering its IP address.
2. Click [ID Card Scan Destination].
3. Click [Delete].
4. Close the Web browser.

Basic Operation

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail) or to the shared folder of a computer on a network (Scan to Folder).

The Scan to E-mail and Scan to Folder functions are available only through a network connection.

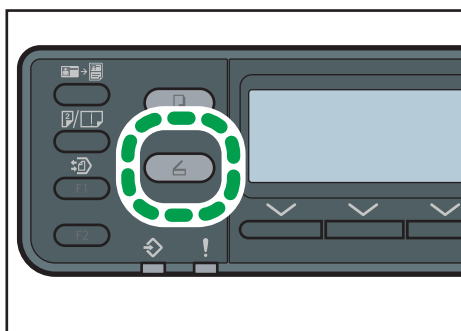
★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- When using the Scan to E-mail or Scan to Folder function, you must first register the destination in the Address Book using Web Image Monitor. For details, see page 96 "Registering Scan Destinations".

1. Place the original on the exposure glass or in the ADF.

To place the original, see page 73 "Placing Originals".

2. Press the [Scanner] key.



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3. Press [Addr].

Alternatively, you can press the short cut keys if [Shortcut to Function] under administrator settings is set to [Scan Addr]. Press the key to switch to the scanner destination selection menu. For [Shortcut to Function], see page 151 "Administrator Settings".

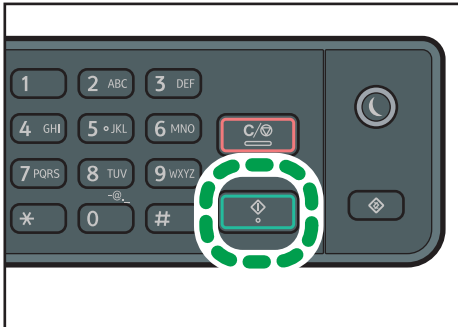
4. Select [Search By Name] or [Search By ID] and then press the [OK] key.

5. Press the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.

6. Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 108 "Specifying the Scan Settings".

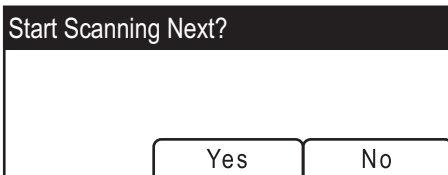
7. Press the [Start] key.



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Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.

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If you see this screen, proceed to the next step.

- 8. If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**
- 9. When all originals have been scanned, press [No] to start sending the scanned file.**

↓ Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
- If the [Limitless Scan] setting under scanner settings is enabled, you can place originals on the exposure glass repeatedly in a single scan procedure. For details about [Limitless Scan], see page 143 "Scanner Features Settings".
- If [File Type] under scanner settings is set to [Multi-page], you can scan multiple pages to create a single PDF or TIFF file containing all pages. However, if the file format is JPEG, a single-page file will be created for every page scanned. For details, see page 143 "Scanner Features Settings".

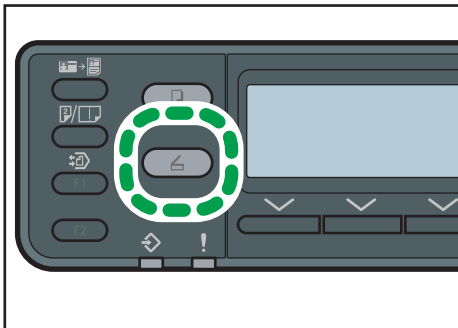
Scanning ID Cards and Transmitting

This section explains how to scan both sides of an ID card and transmit the scanned image to an e-mail address or a folder.

★ Important

- This function is available only when the original is set on the exposure glass, not when it is set in the ADF.
- When using the ID Card Scan function, you must first register the destination in the Address Book using Web Image Monitor. For details, see page 96 "Registering Scan Destinations".

1. Press the [Scanner] key.



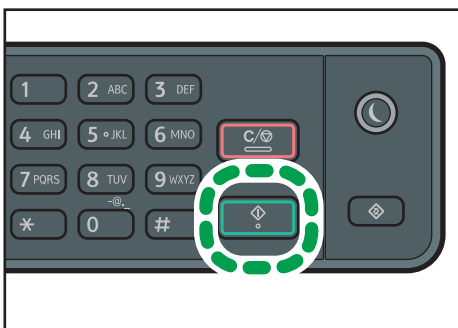
DJC040

2. Place the original front side down and top to the machine rear on the exposure glass.

For details about placing the original, see page 87 "Copying Both Sides of an ID Card onto One Side of Paper".

3. Press [ID Scan].

4. Press the [Start] key.



DJC037

↓ Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.

Specifying the Scan Settings

This section explains how to specify the scanning size, image density, and resolution for the current job.

When a scan destination is specified

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings for the current job using the control panel.

↓ Note

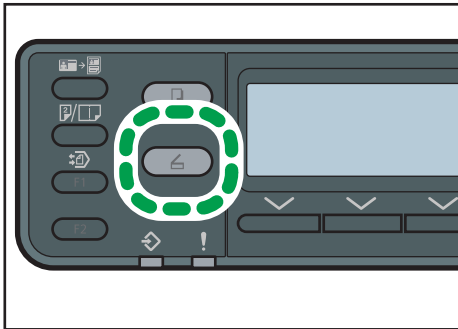
- The machine maintains the preset scan settings for the current destination until the machine returns to standby mode.
- Changing the preset scan settings for the current destination does not change the information registered in the Address Book.
- If you specify the last used destination, the preset scan settings become effective again, even if you have changed the settings for the previous job.

5

Specifying the Scanning Size According to the Size of the Original

This section explains how to specify the scanning size according to the size of the current original.

1. Press the [Scanner] key.



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2. Press [Addr].
3. Select [Search By Name] or [Search By ID].
4. Select the address to which you want to send the scanned document.
5. Press [Setting].
6. Press [Size].
7. Press the [▲] or [▼] key to select the size of the original, and then press the [OK] key.

If you selected anything other than [Custom Size], you do not need to perform the remaining steps of the procedure.

8. Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.

9. Enter the width using the number keys, and then press the [OK] key.

To enter a decimal point, press the [✳] key.

10. Enter the length using the number keys, and then press the [OK] key.

To enter a decimal point, press the [✳] key.

↓ Note

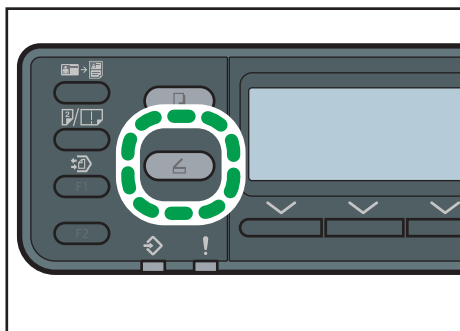
- You can change the machine's default [Scan Size] setting to always scan originals with a specific scanning size. For details, see page 143 "Scanner Features Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 151 "Administrator Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed

Specifying the Scanning Mode, Density, Resolution, and Original

This section explains how to specify a scanning mode, density, resolution, and original.

There are five image density levels. The higher the density level, the darker the scanned image.

1. Press the [Scanner] key.



2. Press [Addr].

3. Select [Search By Name] or [Search By ID].

4. Select the address to which you want to send the scanned document.

5. Press [Setting].

6. Press [Mode].

7. Press the [▲] or [▼] key to select the setting and then press the [OK] key.

8. Select the settings, and then press the [OK] key.

 **Note**

- You can change the machine's default setting. For details, see page 143 "Scanner Features Settings".
- Temporary job settings are cleared in the following cases:
 - When no input is received for the period of time specified in [System Auto Reset Timer] while the initial screen is displayed. For details, see page 151 "Administrator Settings".
 - When the [Clear/Stop] key is pressed while the initial screen is displayed.
 - When the machine's mode is changed.
 - When the power is turned off.
 - When the machine's default for the same setting is changed.

Scanning from a Computer

Scanning from a computer connected by the network or USB (TWAIN scanning, WIA scanning, and SANE scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

★ Important

- When multiple pages of originals are placed in the ADF and one page scanning is performed, the first page is scanned, but the second page feeding stops half way. Feeding the second page through the ADF requires about one minute. If you want to do a different operation during this time, open the cover of the ADF and remove the pages that are still being fed through the ADF.

Basic Operation for TWAIN Scanning

This section describes the basic TWAIN scanning operation.

TWAIN scanning is possible if a TWAIN-compatible application is running on your computer.

5

Using TWAIN Scanner

This section describes the preparations and procedure for using the TWAIN scanner.

★ Important

- To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.
- To use the TWAIN scanner, a TWAIN-compliant application must be installed.

To use the machine as a TWAIN scanner, first do the following:

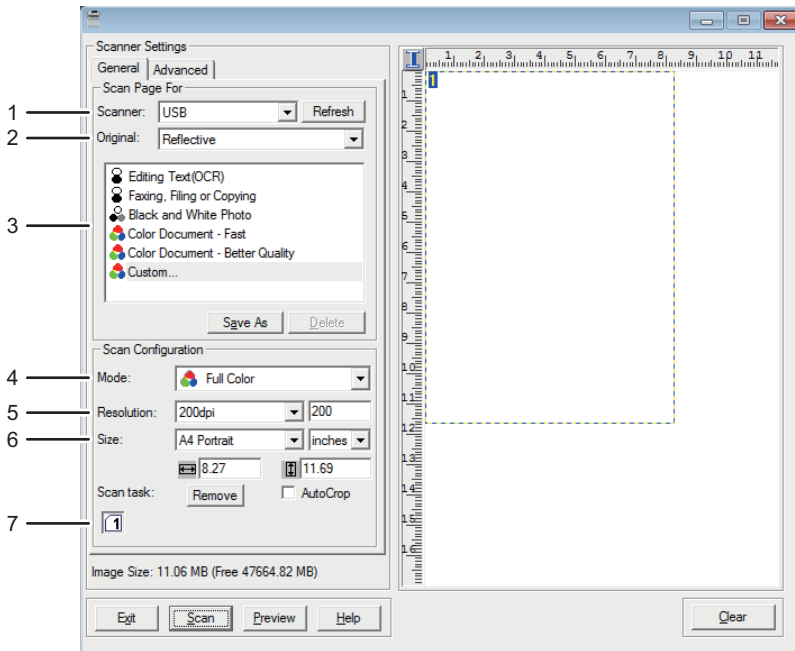
- Install the TWAIN driver.
- Install a TWAIN-compliant application.

TWAIN Scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application.

1. Place the original on the exposure glass or in the ADF.
2. Open the properties dialog box for this machine using a TWAIN-compatible application.
3. Configure the scan settings as required, and then click [Scan].

Settings you can configure in the TWAIN dialog box



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1. Scanner:

Select the scanner you want to use. The scanner you select becomes the default scanner. Click [Refresh] to discover all available scanners connected via USB or the network.

2. Original:

Select [Reflective] to scan from the exposure glass, or [Automatic Document Feeder] to scan from the ADF.

3. Original type

According to your original, select a setting from the list of options detailed below, or select [Custom...] to configure your own scan settings. "Mode", "Resolution", and "Size" under "Scan Configuration" will change according to the Original type setting you selected here.

- When using the exposure glass:
 - [Editing Text(OCR)]
 - [Faxing, Filing, or Copying]
 - [Black and White Photo]
 - [Color Document - Fast]
 - [Color Document - Better Quality]
 - [Custom...]
- When using the ADF:
 - [ADF-Faster]
 - [ADF-Better]
 - [ADF - Gray]

[Custom...]

4. Mode:

Select from color, grayscale, or black-and-white.

5. Resolution:

Select a resolution from the list. If you select [User defined], enter a resolution value directly in the edit box. Note that increasing the resolution also increases the file size and scanning time.

Selectable resolutions vary depending on where the original is set.

- When using the exposure glass:
75, 100, 150, 200, 300, 600 dpi, User defined
- When using the ADF:
75, 100, 150, 200, 300, 600 dpi

6. Size:

Select the scanning size. If you select [User defined], enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from [cm], [inches], or [pixels]. Selectable resolutions vary depending on where the original is set. For details, see the TWAIN Help.

7. Scan task: (when using the exposure glass)

Displays up to 10 previously used scan areas. To remove a scan task, select the number of the task, and then click [Remove]. You can select [AutoCrop] to let the scanner automatically detect the size of your original.

Note

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.

Basic Operation for WIA Scanning

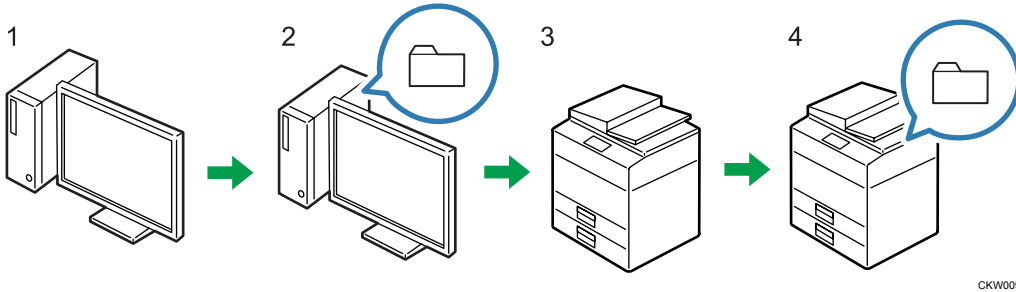
1. Place the original on the exposure glass or in the ADF.
2. On the [Start] menu on your computer, click [Devices and Printers].
3. Right-click the icon of the printer model you want to use, and then click [Start scan] to open the dialog box for the scan settings.
4. In the dialog box, configure the scan settings as required, and then click [Scan].
5. Click [Import].

Using SANE scanning

This driver allows you to scan images and edit them using SANE compatible software.

Preparing to Use Send to Folder

This section explains the preparation procedure to use the Send to Folder function.



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1. Check the settings on the destination computer.

Check the settings such as the computer name and IP address on the destination computer.

2. Create a shared folder on the destination computer.

Create a folder for storing the scanned data on the destination computer, and write down the shared folder name.

3. Check the machine's network settings in [Network Settings].

Check the settings of the network you are using. If the machine is already connected to a network and ready to print, skip this step.

4. Register the destination computer's shared folder in the address book.

Register the shared folder on the destination computer in the address book.

When the procedures in Steps 1 through 4 are complete, the machine is ready to scan documents and deliver them to the client computer's shared folder.

Preparation for Sending by Scan to Folder

To send scanned files by Scan to Folder, you must first perform the following:

- Creating a shared folder on a computer running Windows/Confirming a computer's information

↓ Note

- You can create the shared folder under Windows Vista or later, and Windows Server 2003 or later.
- Files can be sent via SMB using the SMB (139/TCP, 137/UDP) or CIFS (445/TCP) protocol.
- Files can be sent via SMB (139/TCP, 137/UDP) in a NetBIOS over TCP/IP environment only.
- Files cannot be sent via SMB in a NetBEUI environment.

Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

5

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt].
2. Enter the command "ipconfig/all", and then press the [Enter] key.
3. Confirm the name of the computer.

The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

4. Next, enter the command "set user", and then press the [Enter] key. (Be sure to put a space between "set" and "user".)
5. Confirm the user name.

The user name is displayed under [USERNAME].

↓ Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

★ Important

- You must log in as an Administrators group member to create a shared folder.
 - If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.
1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer.
 2. Right-click the folder, and then click [Properties].
 3. On the [Sharing] tab, select [Advanced Sharing...].
 4. Select the [Share this folder] check box.
 5. Click [Permissions].
 6. In the [Group or user names:] list, select "Everyone", and then click [Remove].
 7. Click [Add...].
 8. In the [Select Users or Groups] window, click [Advanced...].
 9. Specify one or more object types, select a location, and then click [Find Now].
 10. From the list of results, select the groups and users you want to grant access to, and then click [OK].
 11. In the [Select Users or Groups] window, click [OK].
 12. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.
Configure the access permissions for each group and user.
 13. Click [OK].

Step 3: Specifying access privileges for the created shared folder

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. Right-click the folder created in Step 2, and then click [Properties].
2. On the [Security] tab, click [Edit...].
3. Click [Add...].
4. In the [Select Users or Groups] window, click [Advanced...].

5. Specify one or more object types, select a location, and then click [Find Now].
6. From the list of results, select the groups and users you want to grant access to, and then click [OK].
7. In the [Select Users or Groups] window, click [OK].
8. In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.
9. Click [OK].

Note

- If you are creating a shared folder for the first time on this computer, you must enable the file sharing function. For details, see Windows Help.
- To register a shared folder in the machine's address book, you need the computer's IP address or computer name, and the user name and password of a user who has access permissions for the shared folder.

6. Printing Documents

Configuring Option Settings for the Printer

When bidirectional communication works correctly, your computer obtains information about option, paper size and paper feed direction settings from the machine automatically. Bidirectional communication also allows you to monitor machine status.

Conditions for Bidirectional Communication

To support bidirectional communication, the following conditions must be met:

When connected with the network

- The Standard TCP/IP port must be used.
- In addition to the above, one of the following conditions must also be met:
 - The TCP/IP protocol or the IPP protocol is used. (When using the IPP protocol, the IPP port name must include the IP address.)

When connected with USB

- The machine must be connected to the computer's USB port using the USB interface cable.
- The computer must support bidirectional communication.
- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.

If Bidirectional Communication is Disabled

This section describes how to set up option and setting of paper size for each tray on your computer manually.

Important

- **Manage Printers permission is required to change the printer properties. Log on as an Administrators group member.**

1. Open the printer window.

- Windows Server 2003:
On the [Start] menu, select [Printers and Faxes].
- Windows Vista, Windows Server 2008:
On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.

- Windows 7, Windows Server 2008 R2:
On the [Start] menu, select [Devices and Printers].
- Windows 8/8.1, Windows Server 2012/2012 R2:
On the desktop, point to the bottom-right corner, click [Settings], [Control Panel], and then [View devices and printers].

2. Open the printer properties dialog box.

- Windows Vista, Windows Server 2003/2008:
Right-click the machine's icon, and then click [Properties].
- Windows 7/8/8.1, Windows Server 2008 R2/2012/2012 R2
Right-click the machine's icon, and then click [Printer properties].

3. Click the [Accessories] tab.

4. Select options installed from the [Options] area, and then make the necessary settings.

5. Click [Paper Size Settings] tab.

6. In [Input Tray:] select which trays to use, and then, in [Paper Size:] select the size of the paper that you want to load in each tray.

Click [Update] to apply the setting for each tray.

7. Click [Apply].

8. Click [OK] to close the printer properties window.

Displaying the Printing Preferences Dialog Box

Displaying the Printing Preferences Dialog Box from the [Start] Menu

This section explains how to open the [Printing preferences] dialog box from [Devices and Printers].

★ Important

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].
- You cannot configure different print settings for each user. The settings configured in this dialog box are used as the default.

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printing preferences].

Displaying the Printing Preferences Dialog Box in an Application

You can make printer settings for a specific application. To make printer settings for a specific application, open the [Printing preferences] dialog box from that application.

The settings displayed in the [Printing preference] dialog box opened from the [Devices and Printers] window are applied as the default in the [Printing preference] dialog box opened in an application. When printing from an application, modify the settings as required.

The screens displayed may differ depending on the application. The following procedure explains how to print documents from an application using WordPad in Windows 7 as an example.

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the [Select Printer] list, select the printer you want to use.
3. Click [Preferences].

↓ Note

- Procedures for opening the [Printing preferences] dialog box vary depending on the application. For details, see the printer driver Help or the manuals provided with the application.

Installing the Driver and Software

Software and Utilities Included on the CD-ROM

This section explains the software and utilities CD-ROM provided with this machine.

↓ Note

- For the latest information on the corresponding operating system, see "Readme.txt" file in the root directory of the CD-ROM drive.
- For the latest information on Windows terminal service, Citrix Presentation Server, and Citrix Xen App, see the manufacturer's Web site.

Printer drivers

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM.

Operating System ^{*1}	GDI
Windows Vista ^{*2}	OK
Windows 7 ^{*3}	OK
Windows 8 ^{*4}	OK
Windows 8.1 ^{*5}	OK
Windows Server 2003 ^{*6}	OK
Windows Server 2008 ^{*7}	OK
Windows Server 2012 ^{*8}	OK
Windows Server 2012 R2 ^{*9}	OK

*1 Windows operating system supports both versions (32/64 bit)

*2 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/
Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic

*3 Microsoft Windows 7 Home Premium/Microsoft Windows 7 Home Basic/Microsoft Windows 7
Professional/Microsoft Windows 7 Ultimate/Microsoft Windows 7 Enterprise

*4 Microsoft Windows 8/Microsoft Windows 8 Pro/Microsoft Windows 8 Enterprise

*5 Microsoft Windows 8.1/Microsoft Windows 8.1 Pro/Microsoft Windows 8.1 Enterprise

- *6 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/
Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise
Edition
- *7 Microsoft Windows Server 2008 Standard/Microsoft Windows Server 2008 Enterprise/Microsoft
Windows Server 2008 R2 Standard/Microsoft Windows Server 2008 R2 Enterprise
- *8 Microsoft Windows Server 2012 Foundation/Microsoft Windows Server 2012 Essentials/Microsoft
Windows Server 2012 Standard
- *9 Microsoft Windows Server 2012 R2 Foundation/Microsoft Windows Server 2012 R2 Essentials/Microsoft
Windows Server 2012 R2 Standard

Supported languages

The interface language is supported in the language specified when installing driver.

Network TWAIN Driver

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

File path

The driver is included in the following folder on the CD-ROM:

`\DRIVERS\TWAIN`

System requirements

- Operating system ^{*1}
Windows Vista/7/8/8.1
Windows Server 2003/2003 R2/2008/2008 R2/2012/2012 R2
^{*1} TWAIN scanner runs on a 64-bit operating system, but is not compatible with 64-bit applications.
Use it with 32-bit applications.
- Display resolution
800 × 600 pixels, 256 colors or higher

Supported languages

The interface language is supported in the language specified when installing driver.

Quick Install for USB

You can install the printer drivers easily from the CD-ROM provided with this machine.

The USB TWAIN driver is also installed by USB Quick Install.

★ Important

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**

- Do not turn the machine on until you have read how to do so.
- Do not connect the USB cable to the machine until a message to do so appears.

1. Quit all applications. (Do not close this manual.)

2. Insert the provided CD-ROM into the computer's CD-ROM drive.

If the [AutoPlay] dialog box appears, click [Run SETUP.EXE].

3. Select an interface language, and then click [OK].

For details about the languages supported in the printer drivers, see page 122 "Printer drivers".

4. Click [USB Quick Install].

5. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next].

6. Click [Install this driver software anyway].

7. Select the method to install a printer driver, and then click [Next].

8. Select the machine model you want to use, and then click [Next].

9. Make sure the machine is turned off and not connected to the computer, and then click [Next].

Wait for a moment until file copying is complete.

10. Connect the machine and the computer with a USB cable, and then turn on the machine.

The auto-detecting starts.

To cancel the auto-detecting, click [Stop Auto-detecting].

11. In the confirmation dialog box, select [Yes] if you want to use the machine as your default printer.

12. Click [Finish].

When you are prompted to restart your computer, restart it by following the instructions that appear.

13. Click [Exit] in the first window of the installer, and then take out the CD-ROM.

Quick Install for Network

You can install the printer drivers easily from the CD-ROM provided with this machine.

The Network TWAIN Driver is also installed by Network Quick Install.

If [Network Quick Install] or [Network TWAIN Driver] appears on the menu screen and a DDST unit is not installed, do not select [Network Quick Install] or [Network TWAIN Driver].

★ Important

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

1. **Quit all applications. (Do not close this manual.)**
2. **Insert the provided CD-ROM into the computer's CD-ROM drive.**

If the [AutoPlay] dialog box appears, click [Run SETUP.EXE].
3. **Select an interface language, and then click [OK].**

For details about the languages supported in the printer drivers, see page 122 "Printer drivers".
4. **Click [Network Quick Install].**
5. **The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next].**
6. **Select the method to install a printer driver, and then click [Next].**
7. **Select the method to add a printer driver, and then click [Next].**

Make sure select [Search for printers automatically].

You can select the other Items.
8. **Make sure the machine is turned on and connected to the network, and then click [Next].**
9. **Select the printer, and then click [Next].**
10. **Make sure the printer settings, and then click [Continue].**
11. **Click [Install this driver software anyway].**
12. **Click [Finish].**

When you are prompted to restart your computer, restart it by following the instructions that appear.
13. **Click [Exit] in the first window of the installer, and then take out the CD-ROM.**

Updating or Deleting the Driver

★ Important

- Administrator permission is required to update or delete the driver in use. Log on as an Administrators group member.
- For driver updates, select a driver that is compatible with the printer and driver type you are using. An error may result if you select a driver that is not compatible with the printer and driver type.

↓ Note

- If the [User Account Control] dialog box appears, click [Yes] or [Continue].
- If the [Windows Security] dialog box appears, click [Install this driver software anyway].

Updating the printer driver

You can download the most recent version of the driver from the manufacturer's Web site. Download the latest driver, and then perform the following procedure.

1. Open the printer window.

- Windows Server 2003:
On the [Start] menu, select [Printers and Faxes].
- Windows Vista, Windows Server 2008:
On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
- Windows 7, Windows Server 2008 R2:
On the [Start] menu, select [Devices and Printers].
- Windows 8/8.1, Windows Server 2012/2012 R2:
On the desktop, point to the bottom-right corner, click [Settings], [Control Panel], and then [View devices and printers].

2. Open the printer properties dialog box.

- Windows Vista, Windows Server 2003/2008:
Right-click the machine's icon, and then click [Properties].
- Windows 7/8/8.1, Windows Server 2008 R2/2012/2012 R2:
Right-click the machine's icon, and then click [Printer properties].

3. Click the [Advanced] tab.

4. Click [New Driver...], and then click [Next].

5. Click [Have Disk...].

6. Click [Browse...], and then select the driver location.

7. Click [OK].

8. Select the machine model, and then click [Next].

The driver update starts.

9. Click [Finish].

10. Click [OK] to close the printer properties window.

11. Restart the computer.

Updating the printer driver

You can download the most recent version of the drivers from the manufacturer's Web site.

Delete the old version of the driver first, and then install the new driver. For details about how to delete the driver, see page 128 "Deleting TWAIN driver".

Deleting the printer driver

Windows Server 2003/2003 R2

1. On the [Start] menu, click [Printers and Faxes].
2. Right-click the icon of the machine you want to delete, and then click [Delete].
3. Click [Server Properties] on the [File] menu.
4. Click the [Drivers] tab.
5. Select the driver you want to delete, and then click [Remove].
6. Click [Yes].
7. Click [Close] to close the print server properties window.

Windows Vista, Windows Server 2008

1. On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
2. Right-click the icon of the machine you want to delete, and then click [Delete].
3. On the [File] menu, point to [Run as administrator], and then click [Server Properties...].
4. Click the [Drivers] tab.
5. Select the driver you want to delete, and then click [Remove...].
6. Select [Remove driver and driver package.], and then click [OK].
7. Click [Yes].
8. Click [Delete].
9. Click [OK].
10. Click [Close] to close the print server properties window.

Windows 7, Windows Server 2008 R2

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the machine you want to delete, and then click [Remove device].
3. Click [Yes].
4. Click any machine icon, and then click [Print server properties].
5. Click the [Drivers] tab.
6. Click the [Change Driver Settings] button if it is displayed.
7. Select the driver you want to delete, and then click [Remove...].

8. Select [Remove driver and driver package.], and then click [OK].
9. Click [Yes].
10. Click [Delete].
11. Click [OK].
12. Click [Close] to close the print server properties window.

Windows 8/8.1, Windows Server 2012/2012 R2:

1. On the desktop, point to the bottom-right corner, and then click [Settings].
2. Click [Control Panel].
3. Click [View devices and printers].
4. Right-click the icon of the machine you want to delete, and then click [Remove device].
5. Click [Yes].
6. Click any machine icon, and then click [Print server properties].
7. Click the [Drivers] tab.
8. Click the [Change Driver Settings] button if it is displayed.
9. Select the driver you want to delete, and then click [Remove...].
10. Select [Remove driver and driver package.], and then click [OK].
11. Click [Yes].
12. Click [Delete].
13. Click [OK].
14. Click [Close] to close the print server properties window.

Deleting TWAIN driver

1. Start uninstaller.

- Windows Server 2003/2003 R2:
On the [Start] menu, select [Control Panel], and then click [Add or Remove Programs].
- Windows Vista/7, Windows Server 2008 R2:
On the [Start] menu, select [Control Panel], and then click [Uninstall a program].
- Windows Server 2008:
On the [Start] menu, select [Control Panel], and then double-click [Programs and Features].
- Windows 8/8.1, Windows Server 2012/2012 R2:
 1. On the desktop, point to the bottom-right corner, and then click [Search].
 2. On the [Apps] screen, click [Default Programs].

3. Click [Programs and Features].

2. Remove the TWAIN driver.

- Windows Server 2003/2003 R2:
 1. Select [(model type) LAN] or [(model type) USB].
 2. Click [Change/Remove].
- Windows Vista/7, Windows Server 2008/2008 R2:
 1. Select [(model type) LAN] or [(model type) USB].
 2. Click [Uninstall].
- Windows 8/8.1, Windows Server 2012/2012 R2:
 1. Select [(model type) LAN] or [(model type) USB].
 2. Click [Uninstall].
 3. Click [OK].

3. Quit uninstaller.

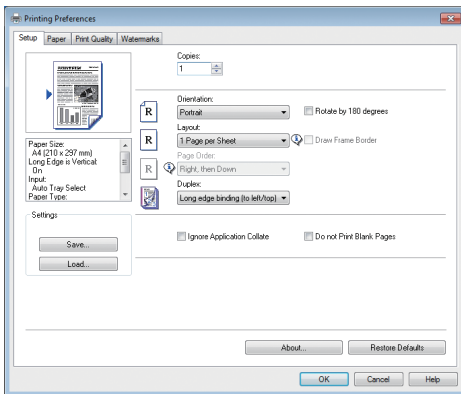
Basic Operation

This section explains the basic printing procedure.

★ Important

- **Region A** (mainly Europe and Asia)
Only Type 2 and 3 can do duplex printing. Duplex printing is selected as the default setting.
- **Region B** (mainly Latin America)
Only Type 2 can do duplex printing. Duplex printing is selected as the default setting.

1. Open the [Printing Preferences] dialog box in your document's application.



For details about each setting, click [Help]. You can also click the information icons to display configuration information.

2. Configure printing option settings as necessary, and then click [OK].

The printer properties dialog box closes.

3. Click [OK].

↓ Note

- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically. For details about how to remove the jammed paper, see page 201 "Clearing Misfeeds".

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

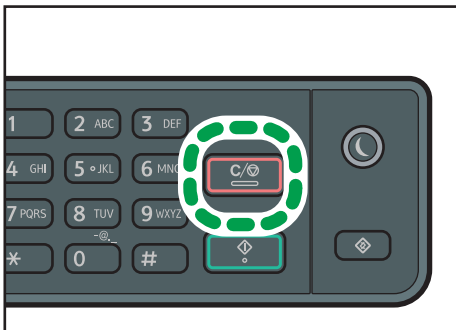
1. Double-click the printer icon on the task tray of your computer.
2. Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].

Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

Canceling a print job while printing

1. Press the [Clear/Stop] key.



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If a Paper Mismatch Occurs

The machine reports an error if:

- The paper size or type does not match the print job's settings when [Input Tray:] is set to [Auto Tray Select].

There are two ways to resolve these errors:

Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

Reset the print job

Cancel printing.

Continuing Printing Using Mismatched Paper

If the paper is too small for the print job, the printed image will be cropped.

1. Press [FormFeed] while the error message is being displayed.

Resetting the Print Job

1. When the error message is displayed, press [JobReset].

Using Various Print Functions

This section briefly describes various print functions that you can configure with the printer driver to make printouts appropriate for your purposes.

Print Quality Functions

Some of the print quality settings you can configure are described below.

Saving toner when printing (Economy printing)

You can save toner by printing with lower toner consumption. The amount of toner that will be used depends on the object, such as text, line, or image.

Changing the dither pattern

A dither pattern is a pattern of dots used to simulate a color or shade of an image. If the pattern is changed, the characteristics of the image will also change. You can select a pattern suitable for the image to be printed.

Note

- Some of the functions described above might not be available depending on the printer driver or operating system. For details, see the printer driver Help.

Print Output Functions

You can specify the form of print outputs according to your purposes. This section briefly describes some of the settings that you can specify.

Printing multiple sets of a document

You can print multiple sets of the same document.

Collating the output in document batches

You can print complete sets of a multiple-page document one set at a time (P1, P2, P1, P2 ...). If this function is not used when printing multiple sets, prints will be output in page batches (P1, P1, P2, P2 ...). This function is useful when, for example, making presentation materials.

Changing orientation or rotating the image

You can change the orientation of an image to portrait or landscape. You can also rotate the image by 180 degrees. Use rotation to prevent an image from being printed upside down when using paper with a predefined top and bottom (such as letterhead paper).

Printing multiple pages per sheet

You can print multiple pages onto one sheet of paper.

When using this function, a suitable reduction ratio is selected automatically based on the paper size and the number of pages you want to fit on each sheet.

Printing on both sides of paper (duplex printing)

You can print on both sides of paper.

Reducing or enlarging the document

You can reduce or enlarge documents by a specific ratio, from 50% to 200% in 1% increments.

You can also reduce or enlarge documents automatically to fit a specific paper size. This function is useful, for example, when printing Web pages.

Not printing of blank pages

If a print job contains blank pages, they can be prevented from being printed.

Printing on custom size paper

You can print using non-standard size paper by specifying the size of the paper as custom size.

To specify the custom paper size, select [Custom Paper Size] from the [Document Size:] list, and then click the [Custom Paper Size...] button in the lower part of the dialog box to configure the paper size.

6

Superimposing text on prints (watermark)

You can superimpose watermark text on prints. Various predefined watermarks are provided. You can also create your own watermarks.

↓ Note

- Some of the functions described above might not be available depending on the printer driver or operating system. For details, see the printer driver Help.

7. Configuring the Machine Using the Control Panel

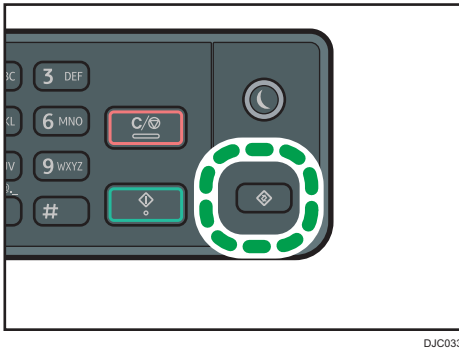
Basic Operation

There are two main ways to access the machine settings:

- Press the [User Tools] key to access the System or Network settings.
- Press the [◀] or [▶] key to access the Copy or Scan settings.

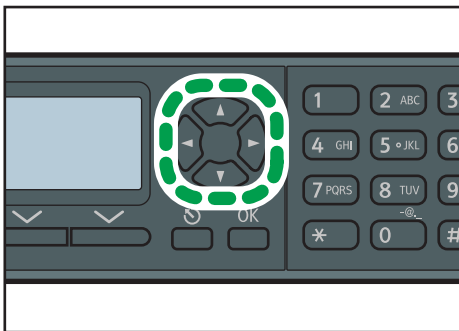
To check which category the function you want to configure belongs to, see page 137 "Menu Chart".

1. If you want to configure the machine's system settings, press the [User Tools] key.



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Otherwise, press the [◀] or [▶] key while "Ready" is displayed on the initial screen of the Copy and Scan settings.



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2. Press the [▲] or [▼] key to select the settings you want to use.

If you select [Network Settings] or [Admin. Tools] menu, you might be requested to enter a password. Enter the four-digit password, and then press the [OK] key. For details about the password, see [Admin. Tools Lock] on page 151 "Administrator Settings".

3. To confirm setting items and values displayed, press the [OK] key.

4. To go back to the previous item, press the [Escape] key.

↓ Note

- To return to the initial screen, press the [Escape] key the same amount of times as the number of selected items, or press the [User Tools] key once.

Menu Chart

This section lists the parameters included in each menu.

For details about configuring the machine using Web Image Monitor, see page 159 "Configuring the Machine Using Web Image Monitor".

★ Important

- Some items might not appear depending on the model type or machine's configuration.
- Some items can also be configured using Web Image Monitor.

Copier Features ([◀] [▶] key setting)

[Select Paper], [Sort], [Original Type], [Density], [Reduce/Enlarge], [Duplex/Combine], [ID Card Copy], [Resolution], [Zoom Template], [Orientation], [Folder Print]

Scan Settings ([◀] [▶] key setting)

[Max. E-mail Size], [Compression (Colour)], [Limitless Scan], [File Type], [Scan Orientation]

System Settings ([User Tools] key setting)

[Adjust Sound Volume], [Tray Paper Settings], [I/O Timeout], [Auto Continue], [Sub Paper Size], [Toner Saving]

Admin. Tools ([User Tools] key setting)

[Set Date/Time], [Function Priority], [System Auto Reset Timer], [Energy Saver Mode], [Language], [Reset Settings], [Shortcut to Function], [Admin. Tools Lock], [Fldr Prt Lock], [IPsec]

Print List/Report ([User Tools] key setting)

[Configuration Page], [Scanner Dest. List], [Scanner Journal], [Registration Page], [Test Page]

Network Settings ([User Tools] key setting)

[Ethernet], [IPv4 Configuration], [IPv6 Configuration]

Counter ([User Tools] key setting)

Press to check or print the counter value.

Copier Features Settings

Select Paper

Specifies the paper size used for printing copies.

When a tray is selected, the machine prints from that tray only.

When a paper size is selected, the machine prints from the trays that contain the paper of the specified size. If Tray 1, Tray 2, and Tray 3 contain the paper of the specified size, the machine starts to print from the tray specified as the priority tray in [Paper Tray Priority] under tray paper settings. If that tray runs out of paper, the machine automatically switches to the other tray to continue printing.

Default: [Tray 1]

- Tray 1
- Tray 2
- Tray 3
- Bypass Tray
- A4
- 8 1/2 × 11

7

Sort

Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).

Default: [Off]

- On
- Off

Original Type

Specifies the content of originals, to optimize copy quality.

Default: [Mixed]

- Mixed
Select this when the original contains both text and photographs or pictures.
- Text
Select this when the original contains only text and no photographs or pictures.
- Photo
Select this when the original contains photographs or pictures. Use this mode for the following types of original:
 - Photographs
 - Pages that are entirely or mainly photographs or pictures, such as magazine pages.

- Vchr.
Select this to scan documents using settings that are appropriate for invoices.
- Diazo
Select this to make a blueprint of the original.

Density

Specifies the image density for photocopying.

Increase the level (black squares) to increase the density.

Default: The default setting is the middle of 5 adjustment levels.


Reduce/Enlarge

Specifies the percentage by which copies are enlarged or reduced.

Default: [100%]

 **Region A** (mainly Europe and Asia)

50%, 71%, 82%, 93%, 100%, 122%, 141%, 200%

 **Region B** (mainly Latin America)

50%, 65%, 78%, 93%, 100%, 121%, 129%, 155%

- Zoom 50-200%

Duplex/Combine

Specifies combined copying. Select a copy mode according to your original and how you want the printed copies to appear. For more details, see page 81 "Copying Single-Sided Originals with 2-Sided and Combined Printing" and see page 85 "Copying 2-Sided Originals with 2-Sided and Combined Printing".

Note that enabling combined copying automatically disables ID card copying.

Default: [Off]

- Off
- Combine 1S (2Orig)
Copy will be made on 1 side, on which 2 pages of 1-sided original will be printed.
 - Portrait
 - Landscape
- Combine 1S (4Orig)
Copy will be made on 1 side, on which 4 pages of 1-sided original will be printed.
 - Portrait: From L to R
 - Landscape: From L to R
- 1S->2S(NoComb)
Copies two 1-sided pages on one 2-sided page.

- Portrait: T to T
- Portrait: T to B
- Landscape: T to T
- Landscape: T to B
- Comb 2S (2Orig)
Copies four 1-sided pages on two 2-sided pages.
 - Portrait: T to T
 - Portrait: T to B
 - Landscape: T to T
 - Landscape: T to B
- Comb 2S(4Orig)
Copies eight 1-sided pages on four 2-sided pages.
 - Port: From LtoR, TtoT
 - Port: From LtoR, TtoB
 - Lan: From LtoR, TtoT
 - Lan: From LtoR, TtoB
- 2S->1S(NoCom)
Copies one 2-sided original to two sheets (1-sided printing).
 - Portrait: T to T
 - Portrait: T to B
 - Landscape: T to T
 - Landscape: T to B
- 2S->1S Comb(2Orig)
Copies one 2-sided original to one side of a sheet.
 - Portrait: T to T
 - Portrait: T to B
 - Landscape: T to T
 - Landscape: T to B
- 2S->1S Comb(4Orig)
Copies two 2-sided originals to one side of a sheet.
 - Port: From LtoR, TtoT
 - Port: From LtoR, TtoB
 - Lan: From LtoR, TtoT

- Lan: From LtoR, TtoB
- 2S->2S(NoCom)

Makes 2-sided copies of 2-sided originals.
- 2S->2S Comb(2Orig)

Copies two 2-sided originals to one sheet with two pages per side.

 - Portrait: T to T
 - Portrait: T to B
 - Landscape: T to T
 - Landscape: T to B
- 2S->2S Comb(4Orig)

Copies four 2-sided originals to one sheet with four pages per side.

 - Port.: From LtoR, TtoT
 - Port.: From LtoR, TtoB
 - Land.: From LtoR, TtoT
 - Land.: From LtoR, TtoB

ID Card Copy

Copies the front and back of ID cards or other small documents onto one side of a sheet of paper.

- ID Card Copy Setting

Specify whether or not to select ID card copy.

Default: [Off]

 - Off
 - On
- ID Card Center Line

Specify whether or not to print a line through the copied document.

Default: [Do not Print]

 - Print
 - Do not Print
- ID Card Size

Specify the size of the original document.

Default: [mm]

 - mm (50-148)
 - inch (1.90-5.83)

Resolution

Specifies the resolution for scanning the original.

Default: [Standard]


- Standard
- Fine

Zoom Template

Save a zoom setting together with the template so that zoom setting is always used when the template is opened.

 **Region A** (mainly Europe and Asia)

Default: [A4]

 **Region B** (mainly Latin America)

Default: [LT]

- A4
- LT

Orientation

Specify the orientation of printouts when using the duplex/combined function.

Default: [Do not Specify]

- Always
- Do not Specify

Folder Print

You can store scanned documents on the machine.

Scanner Features Settings

Max. E-mail Size

Specifies the maximum size of a file that can be sent by e-mail.

Default: [1 MB]

- 1 MB
- 2 MB
- 3 MB
- 4 MB
- 5 MB
- No Limit

Compression (Colour)

Specifies the color compression ratio for JPEG files. The lower the compression ratio, the higher the quality but greater the file size.

Default: [Medium]

- Low
- Medium
- High

Limitless Scan

Sets the machine to request next originals when scanning with the exposure glass.

Default: [Off]

- Off
- On

File Type

Specifies whether to create a multi-page file containing all pages or separate single-page files when scanning multiple pages.

Note that a scanned file can contain multiple pages only when the file format is PDF or TIFF. If the file format is JPEG, a single-page file is created for each scanned page.

Default: [Multi-page]

- Multi-page
A multi-page file containing all pages is created.
- Single Page
A single-page file is created for each page.

Scan Orientation

Specify the orientation to scan the original.

Default: [Always]

- Always
- Do not Specify

System Settings

Adjust Sound Volume

Specifies the volume of the sounds produced by the machine.

Default: [On]

- Panel Key Sound

Specifies the volume of the beep that sounds when a key is pressed.

- Off
- On

- Job End Tone

Specifies the volume of the beep that sounds when a job is complete.

- Off
- On

- Job Error Tone

Specifies the volume of the beep that sounds when a transmission error occurs.

- Off
- On

- Alarm Volume

Specifies the volume of the alarm that sounds when an operation error occurs.

- Off
- On

Tray Paper Settings

- Paper Type: Tray 1

Specifies the paper type for Tray 1.

Default: [Plain Paper 2]

Thin Paper, Plain Paper 1, Plain Paper 2, Middle Thick Paper, Recycled Paper, Color Paper, Printed Paper, Preprinted Paper, Prepunched Paper, Letterhead, Bond Paper, Cardstock, Special Paper

- Paper Type: Tray 2

Specifies the paper type for Tray 2.

This setting appears only when the optional paper feed unit is installed.

Default: [Plain Paper 2]

Plain Paper 1, Plain Paper 2, Middle Thick Paper, Recycled Paper, Color Paper, Printed Paper, Preprinted Paper, Prepunched Paper, Letterhead, Bond Paper, Cardstock, Special Paper

- Paper Type: Tray 3

Specifies the paper type for Tray 3.

Default: [Plain Paper 2]

Plain Paper 1, Plain Paper 2, Middle Thick Paper, Recycled Paper, Color Paper, Printed Paper, Preprinted Paper, Prepunched Paper, Letterhead, Bond Paper, Cardstock, Special Paper

- Paper Type: Bypass Tray

Specifies the paper type for bypass tray.

Default: [Plain Paper 2]

Thin Paper, Plain Paper 1, Plain Paper 2, Middle Thick Paper, Thick Paper 1, Thick Paper 2, Recycled Paper, Color Paper, Printed Paper, Preprinted Paper, Prepunched Paper, Letterhead, Label Paper, Bond Paper, Cardstock, Special Paper, OHP, Envelope

- Paper Size: Tray 1

Specifies the paper size for Tray 1.

 **Region A** (mainly Europe and Asia)

Default: [A4]

 **Region B** (mainly Latin America)

Default: [8.5 × 11]

A3, A4, B4 JIS, B5 JIS, A5, 11 × 17, 8.5 × 14,

8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 5.5 × 8.5, 7.25 × 10.5,

8 × 10, 8 × 13, 8.5 × 13, 8.25 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14

- Paper Size: Tray 2

Specifies the paper size for Tray 2.

This setting appears only when the optional paper feed unit is installed.

 **Region A** (mainly Europe and Asia)

Default: [A4]

 **Region B** (mainly Latin America)

Default: [8.5 × 11]

A3, A4, B4 JIS, B5 JIS, A5, B6 JIS, 11 × 17, 8.5 × 14,

8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 5.5 × 8.5, 7.25 × 10.5,

8 × 10 $\frac{1}{2}$, 8 × 13, 8.5 × 13, 8.25 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, Custom Size

- Paper Size: Tray 3

Specifies the paper size for Tray 3.

This setting appears only when the optional paper feed unit is installed.

 **Region A** (mainly Europe and Asia)

Default: [A4]

 **Region B** (mainly Latin America)

Default: [8.5 × 11]

A3, A4, B4 JIS, B5 JIS, A5, B6 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 5.5 × 8.5, 7.25 × 10.5, 8 × 10, 8 × 13, 8.5 × 13, 8.25 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, Custom Size

- Paper Size: Bypass Tray

Specifies the paper size for bypass tray.

 **Region A** (mainly Europe and Asia)

Default: [A4]

 **Region B** (mainly Latin America)

Default: [8.5 × 11]

A3, A4, B4 JIS, B5 JIS, A5, A6, B6 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 5.5 × 8.5, 7.25 × 10.5, 8 × 10, 8 × 13, 8.5 × 13, 8.25 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 4.125 × 9.5, 3.875 × 7.5, C5 Env, C6 Env, DL Env, 12 × 18, Custom Size

- Print Priority

- Bypass Tray Priority

Specifies how print jobs using the bypass tray are handled.

Default: [Machine Setting(s)]

- Machine Setting(s)

The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings.

- Any Size/Type

Printing proceeds even if the paper size/type settings of the machine and printer driver do not match. However, if the paper is too small for the print job, the printed image will be cropped.

- Any Custom Size/Type

The machine prints custom size print jobs according to the printer driver's settings and prints standard size print jobs according to the machine's settings.

For custom size print jobs, printing proceeds even if the paper size/type settings of the machine and printer driver do not match. However, if the paper is too small for the print job, the printed image will be cropped.

- Specified Tray

Specifies how print jobs using Tray 1 are handled.

Default: [Machine Setting]

- Machine Setting

The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings.

- Driver

When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings.

For standard size print jobs, an error will occur if the paper size/type settings of the machine and printer driver do not match.

- Paper Tray Priority

Specifies the tray that the machine uses first for print jobs or printing out copies, from Tray 1, Tray 2, Tray 3, and the bypass tray.

If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.

If Tray 2 or Tray 3 is not installed, [Tray 2] or [Tray 3] do not appear.

Default for all functions: [Tray 1]

- Printer

If automatic tray selection is specified for the print job and both Tray 1, Tray 2, Tray 3, and the bypass tray contain paper that matches the print job, the machine starts to print from the specified tray.

- Tray 1
- Tray 2
- Tray 3
- Bypass Tray

- Copier

Selects a tray to check first when [A4], or [8.5 × 11] is selected for [Select Paper] under copy settings and both Tray 1, Tray 2, Tray 3, or the bypass tray contain paper of that size, the machine starts to print from the specified tray.

- Tray 1
- Tray 2
- Tray 3
- Bypass Tray

- Size Mismatch Detection

Specify whether or not a buzzer sounds when the size of the paper in the paper tray does not match that specified in the initial settings.

Default: [On]

- On
- Off

I/O Timeout

- USB

Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via USB. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

Default: [60 sec.]

- 15 sec.
- 60 sec.
- 300 sec.

- Network

Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via network. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.

Default: [60 sec.]

- 15 sec.
- 60 sec.
- 300 sec.

- Fixed USB Port

Specifies whether the same printer driver can be used for multiple machines or not under USB connection.

Default: [Off]

- Off

You must install the printer driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.

- On

The same printer driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model.

Auto Continue

Sets the machine to ignore an error with paper size or type and continue printing. The printing stops temporarily when an error is detected, and restarts automatically after about ten seconds using the settings made on the control panel. However, if the size of paper specified on the control panel and that of the paper loaded in the paper tray or the paper size specified for the print job do not match when printing restarts, it may cause a paper jam.

Default: [Off]

- Off
- On

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Sub Paper Size

Specifies whether or not to print on an alternative paper size when paper of the specified size is not loaded in any of the paper trays.

Default: [Auto]

- Auto
- Off

Toner Saving

Sets the machine to print using a reduced amount of toner (for prints made by the copier function only).

Default: [Off]

- Off
- On

Administrator Settings

Set Date/Time

Sets the date and time of the machine's internal clock.

- Set Date


Specifies the date of the machine's internal clock.

Only dates that correspond with the year and month can be set. Incompatible dates will be refused.

Default

 **Region A** (mainly Europe and Asia)

Date format: [Day/Month/Year]

 **Region B** (mainly Latin America)

Date format: [Year/Month/Day]

- Date format: Month/Day/Year, Day/Month/Year, or Year/Month/Day

Year: 2000 to 2099

Month: 1 to 12

Day: 1 to 31


- Set Time

Sets the time of the machine's internal clock.

Default

 **Region A** (mainly Europe and Asia)

Time format: [24-hour Format]

 **Region B** (mainly Latin America)

Time format: [12-hour Format]

- Time format: 12-hour Format, 24-hour Format

AM/PM stamp: AM, PM (for 12-hour Format)

Hour: 0 to 23 (for 24-hour Format), or 1 to 12 (for 12-hour Format)

Minute: 0 to 59

Function Priority

Specifies the mode that is activated when the power is turned on, or if the time specified for [System Auto Reset Timer] elapses without activity while the initial screen of the current mode is displayed.

Default: [Copier]

- Copier
- Scanner

System Auto Reset Timer

Sets the machine to return to the mode specified in [Function Priority].

This setting is also applied to the timeout for copying the next document while ID card copy and manual 2-sided copy is performed.

Default: [On] (1 min.)

- On (30 sec., 1 min., 2 min., 3 min., 5 min., 10 min.)
- Off

Energy Saver Mode

Sets the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption. The machine recovers from Energy Saver mode when it receives a print job, or when [Copy] or [Start] key is pressed.

- EnergySaverMode 1

The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

Default: [Off]

- Off
- On (30 seconds)

- EnergySaverMode 2

The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Default: [On] (1 minute)

- On (1 to 240 minutes)
- Off

Language

Specifies the language used on the screen and in reports.

The default value for this setting is the language you have specified during the Initial Setup, which is required after turning on the machine for the first time.

Reset Settings

Be sure not to clear the settings by mistake.

- Reset All Settings

Resets the machine's settings to their defaults except the following: language for the screen, country setting and network settings.

Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings.

- **Reset Network Settings**

Resets the network settings to their defaults.

Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings.

Shortcut to Function

Assigns one of the following functions to the Short cut keys on the control panel.

- **Short Cut key 3**

Default: [Folder Print]

- Folder Print
- A3 to A4
- A4 to A3
- Diazo Copy
- Voucher Copy
- ID Card Scan
- Scan Addr

- **Short Cut key 4**

Default: [A3 to A4]

- Folder Print
- A3 to A4
- A4 to A3
- Diazo Copy
- Voucher Copy
- ID Card Scan
- Scan Addr

Admin. Tools Lock

Specifies a four-digit password for accessing the [Network Settings] and [Admin. Tools] menus.

Do not forget this password.

Default: [Off]

- On (0000 to 9999)
- Off

Fldr Print Lock

Sets a password to use the "Folder Print" function.

Default: [Off]

- On (0000 to 9999)
- Off

IP Sec

Configure the IP security setting.

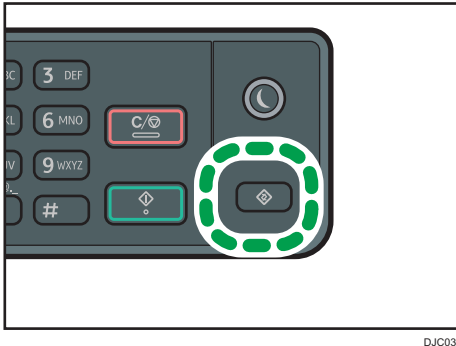
Default: [Inactive]

- Inactive
- Active

Printing Lists/Reports

Printing the Configuration Page

1. Press the [User Tools] key.



2. Press the [▲] or [▼] key to select [Print List/Report], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Configuration Page], and then press the [OK] key.
4. Press [Yes] in the confirmation screen.

Types of Lists/Reports

Configuration Page

Prints general information and the current configurations of the machine.

Scanner Dest. List

Prints a list of scan destinations.

Scanner Journal

Prints a scanner journal for the last 100 Scan to E-mail and Scan to Folder transmissions.

Registration Page

Prints a page so that images printed on a page can be adjusted.

Test Page

Prints a test page.

↓ Note

- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

Network Settings

★ Important

- Depending on the settings you change, the machine might need to be restarted.

Ethernet

- **MAC Address**
Displays the machine's MAC address.
- **Ethernet Speed**
Displays the current Ethernet speed setting.
 - 100Mbps Full Duplex
 - 100Mbps Half Duplex
 - 10Mbps Full Duplex
 - 10Mbps Half Duplex
 - Ethernet Unavailable
Appears when a network cable is not connected.
- **Set Ethernet Speed**
Specifies the speed for Ethernet communication. Select a speed that matches your network environment.
For most networks, the default setting is the optimum setting.
Default: [Auto Select]
 - Auto Select
 - 100Mbps Full Duplex
 - 100Mbps Half Duplex
 - 10Mbps Full Duplex
 - 10Mbps Half Duplex

IPv4 Configuration

- **DHCP**
Sets the machine to receive its IPv4 address, subnet mask, and default gateway address automatically from a DHCP server.
Default: [Active]
 - Inactive
 - Active
- **IP Address**
Specifies the machine's IPv4 address when DHCP is not used.

Use this menu to check the current IP address when DHCP is used.

Default: **XXX.XXX.XXX.XXX**

The numbers represented by "X" vary according to your network environment.

- Subnet Mask

Specifies the machine's subnet mask when DHCP is not used.

Use this menu to check the current subnet mask when DHCP is used.

Default: **XXX.XXX.XXX.XXX**

The numbers represented by "X" vary according to your network environment.

- Gateway Address

Specifies the machine's default gateway address when DHCP is not used.

Use this menu to check the current default gateway address when DHCP is used.

Default: **XXX.XXX.XXX.XXX**

The numbers represented by "X" vary according to your network environment.

- IP Address Method

Displays the IP address acquisition method.

- IP Not Ready
- DHCP
- Manual Config.
- Default IP

IPv6 Configuration

- IPv6

Select whether to enable or disable IPv6.

Default: [Active]

- Active
- Inactive

- DHCP

Sets the machine to receive its IPv6 address from a DHCP server.

Default: [Inactive]

- Active
- Inactive

- IP Address (DHCP)

Displays the IPv6 address obtained from a DHCP server.

- Manual Config. Address

- Manual Config. Address

Specifies the machine's IPv6 address when DHCP is not used. Can contain up to 39 characters.

For details about entering characters, see page 26 "Entering Characters".

- Prefix Length

Specifies the prefix length, using a value between 0 and 128.

- Gateway Address

Specifies the IPv6 address of the default gateway. Can contain up to 39 characters.

For details about entering characters, see page 26 "Entering Characters".

- Stateless Address

Displays the IPv6 stateless addresses obtained from a Router Advertisement.

- Stateless Address 1
- Stateless Address 2
- Stateless Address 3
- Stateless Address 4

- Link-local Address

Displays the IPv6 link local address.

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 **Note**

- Contact your network administrator for information about the network configuration.

8. Configuring the Machine Using Web Image Monitor

Using Web Image Monitor

★ Important

- Some items might not appear, depending on the model type you are using.
- Some items can also be configured using the control panel.

Available operations

The following operations can be performed remotely using Web Image Monitor on a computer:

- Displaying the machine's status or settings
- Configuring the machine's settings
- Registering the scan destinations
- Configuring the network settings
- Configuring the IPsec settings
- Printing reports
- Setting the administrator password
- Resetting the machine's configuration to the factory default
- Creating backup files of the machine's configuration
- Restoring the machine's configuration from backup files
- Configuring the machine's date and time
- Configuring the machine's Energy Saver mode setting

Supported Web browsers

Internet Explorer 6.0-11.0

↓ Note

- To operate the machine via Web Image Monitor, you must first configure the machine's TCP/IP. For details, see page 29 "Configuring Network Settings" or see page 156 "Network Settings".

Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

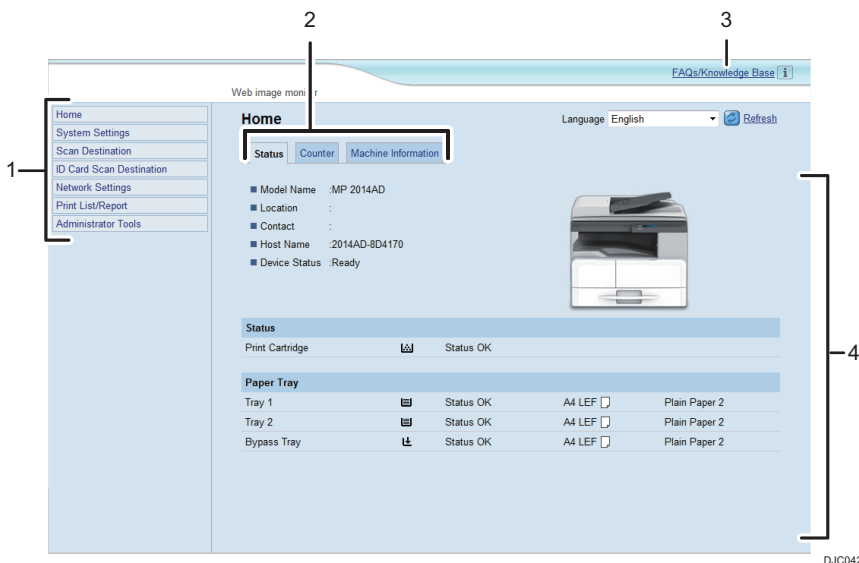
1. Launch the Web browser.
2. In the Web browser's address bar, enter "http://(machine's IP address)/" to access the machine.

If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

The top page of Web Image Monitor appears.

Top page

Every Web Image Monitor page is divided into the following areas:



1. Menu area
Clicking a menu shows its contents in the main area.
2. Tab area
Contains tabs for switching between information and settings you want to see or configure.
3. FAQs/Knowledge Base
Provides answers to frequently asked questions and other useful information about using this machine.
An internet connection is required to view this information.
4. Main area

Displays the contents of the item selected in the menu area.

Information in the main area is not automatically updated. Click [Refresh] at the upper-right in the main area to update the information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

 **Note**

- Select the desired interface language from the [Language] list.
- If you use an older version of a supported Web browser or the Web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browser settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the Web browser is clicked. If this happens, click the refresh button of the Web browser.
- The FAQs (Frequently Asked Questions)/Knowledge Base are not available in certain languages.

Checking the System Information

Click [Home] to display the main page of Web Image Monitor. You can check the current system information on this page.

This page contains three tabs: [Status], [Counter], and [Machine Information].

Status Tab

Item	Description
Model Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMP] tab.
Contact	Shows the contact information of the machine as registered on the [SNMP] tab.
Host Name	Shows the host name specified in [Host Name] on the [DNS] tab.
Device Status	Shows the current messages on the machine's display.

Status

Item	Description
Print Cartridge	Shows the amount of toner remaining.

Paper Tray

Item	Description
Tray 1	Shows the current state and paper size/type setting of Tray 1.
Tray 2	Shows the current state and paper size/type setting of Tray 2.
Tray 3	Shows the current state and paper size/type setting of Tray 3.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.

Note

- If a non-genuine print cartridge is installed, toner life cannot be reliably indicated.
- The information about Tray 2 and 3 appears only when they are installed.

Counter Tab

Page Counter

Item	Description
Total	Shows the following for pages printed using the printer, copier and lists/report.
Copier	Shows the following for pages printed using the copier function: <ul style="list-style-type: none"> Total number of pages
Printer	Shows the following for pages printed using the printer function: <ul style="list-style-type: none"> Total number of pages printed using the printer function, and lists/reports printed from the [List/Test Print] menu under [Printer Features]
Scanner	Shows the following for pages scanned using the scanner function: <ul style="list-style-type: none"> Total number of pages Number of color pages Number of black-and-white pages

Duplex

Item	Description
Duplex Total Page	Shows the total number of sheets printed on both sides.

Note

- A sheet printed on both sides counts as two printed pages.

Machine Information Tab

Machine Information

Item	Description
Firmware Version	Shows the version of firmware installed on the machine.
Engine FW Version	Shows the version of firmware for the machine engine.
Scanner FW Version	Shows the firmware version of the scanner function.
Machine ID	Shows the identification number of the machine.

Item	Description
Total Memory	Shows the total memory installed on the machine.

Configuring the System Settings

Click [System Settings] to display the page for configuring the system settings.

This page contains the following tabs: [Sound Volume Adjustment], [Tray Paper Settings], [Copier], [Priority Tray], [Toner Management], [Interface], and [Shortcut to Function].

Sound Volume Adjustment Tab

Sound Volume Adjustment

Item	Description
Panel Key Sound	Select the volume of the beep that sounds when a key is pressed from [On] or [Off].
Job End Tone	Select the volume of the beep that sounds when a job is complete from [On] or [Off].
Job Error Tone	Select the volume of the beep that sounds when a transmission error occurs from [On] or [Off].
Alarm Volume	Select the volume of the alarm that sounds when an operation error occurs from [On] or [Off].

Tray Paper Settings Tab

Tray 1

Item	Description
Paper Size	Select the paper size for Tray 1 from the following: A3, A4, B4 JIS, B5 JIS, A5, 11 × 17, 8 1/2 × 14, 8 1/2 × 13.4, 8 1/2 × 11, 8 1/4 × 14, 8 × 10 1/2, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 10, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14
Paper Type	Select the paper type for Tray 1 from the following: Thin paper, Plain paper 1, Plain paper 2, Middle thick paper, Recycled paper, Color paper, Printed paper, Preprinted paper, Prepunched paper, Letterhead, Bond paper, Cardstock, Special paper

Tray 2

Item	Description
Paper Size	Select the paper size for Tray 2 from the following: A3, A4, B4 JIS, B5 JIS, A5, B6 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 13.4, 8 1/2 × 11, 8 1/4 × 14, 8 × 10 1/2, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 10, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, Custom Size
Paper Type	Select the paper type for Tray 2 from the following: Plain paper 1, Plain paper 2, Middle thick paper, Recycled paper, Color paper, Printed paper, Preprinted paper, Prepunched paper, Letterhead, Bond paper, Cardstock, Special paper

Tray 3

Item	Description
Paper Size	Select the paper size for Tray 3 from the following: A3, A4, B4 JIS, B5 JIS, A5, B6 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 13.4, 8 1/2 × 11, 8 1/4 × 14, 8 × 10 1/2, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 10, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, Custom Size
Paper Type	Select the paper type for Tray 3 from the following: Plain paper 1, Plain paper 2, Middle thick paper, Recycled paper, Color paper, Printed paper, Preprinted paper, Prepunched paper, Letterhead, Bond paper, Cardstock, Special paper

Bypass Tray

Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A3, A4, B4 JIS, B5 JIS, A5, B6 JIS, A6, 11 × 17, 8 1/2 × 14, 8 1/2 × 13.4, 8 1/2 × 11, 8 1/4 × 14, 8 × 10 1/2, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 8 × 10, 8 × 13, 8 1/2 × 13, 8 1/4 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, 12 × 18, Custom Size

Item	Description
Paper Type	<p>Select the paper type for the bypass tray from the following:</p> <p>Thin paper, Plain paper 1, Plain paper 2, Middle thick paper, Thick paper 1, Thick paper 2, Recycled paper, Color paper, Printed paper, Preprinted paper, Prepunched paper, Letterhead, Label paper, Bond paper, Cardstock, Special paper, OHP, Envelope</p>

Bypass Tray Setting Priority

Item	Description
Bypass Tray Setting Priority	<p>Select how print jobs using the bypass tray are handled.</p> <ul style="list-style-type: none"> • System Settings <p>The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings.</p> • Any Size/Type <p>Printing proceeds even if the paper size/type settings of the machine and printer driver do not match, but if the paper is too small for the print job, the printed image will be cropped.</p> • Any Custom Size/Type <p>The machine prints custom size print jobs according to the printer driver's settings and prints standard size print jobs according to the machine's settings.</p> <p>For custom size print jobs, printing proceeds even if the paper size/type settings of the machine and printer driver do not match, but if the paper is too small for the print job, the printed image will be cropped.</p> <p>For standard size print jobs, an error will occur if the paper size/type settings of the machine and printer driver do not match.</p>

Specified Tray

Item	Description
Specified Tray	<p>Select how print jobs using the paper tray are handled.</p> <ul style="list-style-type: none"> Machine Settings The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings. Driver/Command Setting When executing a print job specifying the paper tray, the paper settings specified in the printer driver or in the print command are applied regardless of the machine's settings.

Size mismatch detection

Item	Description
Size mismatch detection	Specify whether or not a buzzer sounds when the size of the paper in the paper tray does not match that specified in the initial settings.

Note

- The information about Tray 2 and 3 appears only when it is installed.

Copier Tab**Select Paper**

Item	Description
Select Paper	<p>Select the paper size used for printing copies from the following: [Tray 1], [Tray 2], [Tray 3], [Bypass Tray], [A4 SEF], [A4 LEF], [8 1/2 × 11 SEF], or [11 × 8 1/2 LEF].</p> <p>When a tray is selected, the machine prints from that tray only. When a paper size is selected, the machine checks the trays for the paper of the specified size in the order of priority as set in [Copier] in the [Priority Tray] tab.</p> <p>If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.</p>

Separation Line

Item	Description
Separation Line	Specify whether or not to print a line through the copied document.

↓ Note

- The information about Tray 2 and 3 appears only when it is installed.

Priority Tray Tab

Priority Tray

Item	Description
Printer	Select the tray that the machine checks first for paper that can be used for the job from [Tray 1], [Tray 2], [Tray 3], or [Bypass Tray]. If automatic tray selection is specified for the print job and multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.
Copier	Select the tray that the machine checks first for paper that can be used for the job from [Tray 1], [Tray 2], [Tray 3], or [Bypass Tray]. If [A4 SEF], [A4 LEF], [8 1/2 × 11 SEF], or [11 × 8 1/2 LEF] is selected for [Select Paper] in the [Copier] page and multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.

↓ Note

- The information about Tray 2 and 3 appears only when it is installed.

Toner Management Tab

Toner Saving

Item	Description
Toner Saving	Enable this setting to print using a reduced amount of toner when printing out copies.

Interface Tab

Interface

Item	Description
Fixed USB Port	Save the settings for the USB port.

Shortcut to Function Tab

Shortcut to Function

Item	Description
Shortcut to Function for Key #3	<p>Assigns one of the following functions to the short cut key 3 on the control panel.</p> <ul style="list-style-type: none"> • [Folder Print] • [71% (A3 -> A4) Copy]^{*1} • [141% (A4 -> A3) Copy]^{*1} • [Diazo Copy] • [Voucher Copy] • [ID Card Scan] • [Select Scanner Destination]
Shortcut to Function for Key #4	<p>Assigns one of the following functions to the short cut key 4 on the control panel.</p> <ul style="list-style-type: none"> • [Folder Print] • [71% (A3 -> A4) Copy]^{*1} • [141% (A4 -> A3) Copy]^{*1} • [Diazo Copy] • [Voucher Copy] • [ID Card Scan] • [Select Scanner Destination]

*1 If the zoom template is set to $[81/2 \times 11]$, then $[11 \times 17 \Rightarrow 81/2 \times 11]$ and $[81/2 \times 11 \Rightarrow 11 \times 17]$ appear.

Registering Destinations

Scan destinations can be registered using Web Image Monitor.

Up to 100 scan destinations can be registered. See the scan section for more information on registering destinations.

Note

- For details about registering scan destinations, see page 96 "Registering Scan Destinations".

Configuring the Network Settings

Click [Network Settings] to display the page for configuring the network settings.

This page contains the following tabs: [Network Status], [IPv6 Configuration], [Network Application], [DNS], [Auto E-mail Notification], [SNMP], [SMTP], and [POP3].

★ Important

- Depending on the settings you change, the machine might need to be restarted.
- Depending on the model you are using, some items might not appear.

Network Status Tab

General Status

Item	Description
Ethernet Speed	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
Ethernet MAC Address	Shows the Ethernet MAC address of the machine.

TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IPv4 address automatically using DHCP. To use DHCP, select [Active]. When enabled, the items below cannot be configured.
IP Address	Enter the IPv4 address for the machine.
Subnet Mask	Enter the subnet mask of the network.
Gateway	Enter the IPv4 address of the network gateway.

IPv6 Configuration Tab

IPv6

Item	Description
IPv6	<p>Select whether to enable or disable IPv6. You cannot disable IPv6 using Web Image Monitor if the machine is currently in use in an IPv6 environment. In this case, use the control panel to disable [IPv6] under network settings.</p> <p>When disabled, [DHCP], [Manual Configuration Address], [Prefix Length], and [Gateway Address] below cannot be configured.</p>

IPv6 Address

Item	Description
DHCP	Select whether or not the machine obtains its IPv6 address from a DHCP server.
IP Address (DHCP)	Displays the IPv6 address obtained from the DHCP server when [DHCP] is set to [Active].
Stateless Address	Displays up to four stateless auto addresses.
Gateway Address	Displays the machine's default gateway address.
Link-local Address	Displays the link local address of the machine. The link local address is an address that is valid only inside the local network (local segment).
Manual Configuration Address	Enter the machine's IPv6 address. Can contain up to 39 characters.
Prefix Length	Enter the prefix length, using a value between 0 and 128.
Gateway Address	Enter the default gateway's IPv6 address. Can contain up to 39 characters.

Network Application Tab

Scanner Send Setting

Item	Description
E-mail	Select to enable the Scan to E-mail feature.
Folder	Select to enable the Scan to Folder feature.

Network Print Setting

Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
RAW	Select to enable network raw printing.
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).

mDNS Setting

Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

DNS Tab**DNS**

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. If [Auto-Obtain (DHCP)] is specified, the following three items are not available.
Primary DNS Server	Enter the IPv4 address of the primary DNS.
Secondary DNS Server	Enter the IPv4 address of the secondary DNS.
Domain Name	Enter the IPv4 domain name for the machine. Can contain up to 32 characters.
IPv6 DNS Method	Select whether to specify the domain server manually or have the machine obtain its DNS information automatically. If [Auto-Obtain (DHCP)] is specified, the following three items are not available.
Primary IPv6 DNS Server	Enter the IPv6 address of the primary IPv6 DNS server. Can contain up to 39 characters.

Item	Description
Secondary IPv6 DNS Server	Enter the IPv6 address of the secondary IPv6 DNS server. Can contain up to 39 characters.
IPv6 Domain Name	Enter the IPv6 domain name of the machine. Can contain up to 32 characters.
DNS Resolve Priority	Select whether to give priority to IPv4 or IPv6 for DNS name resolution.
DNS Timeout (seconds)	Enter the number of seconds the machine waits before considering a DNS request to have timed out (1 to 999 seconds).
Host Name	Enter a host name for the machine. Can contain up to 15 characters.

Auto E-mail Notification Tab

E-mail Notification 1/E-mail Notification 2

Item	Description
Display Name	Enter a sender name for notification e-mail. Can contain up to 32 characters.
E-mail Address	Enter the address of the recipient of the alert email. Can contain up to 64 characters.
Paper Misfeed	Select to send an alert e-mail to the specified address if a paper jam occurs.
Out of Paper	Select to send an alert e-mail to the specified address if paper runs out.
Replace Print Cartridge Soon	Select to send an alert e-mail to the specified address if toner becomes low.
Replace Print Cartridge	Specifies whether to send an alert e-mail to the specified address if toner runs out.
Call Service	Select to send an alert e-mail to the specified address if the machine requires servicing.
Cover Open	Specifies whether to send an alert e-mail to the specified address if the machine's cover is open.

SNMP Tab

SNMP

Item	Description
SNMP	Select whether to enable the machine to use SNMP services.

Trap

Item	Description
Target Trap	Select whether to enable the machine to send traps to the management host (NMS). When disabled, [SNMP Management Host 1] and [SNMP Management Host 2] below become unavailable.
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 64 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 64 characters.

Community

Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.

System

Item	Description
Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.

SMTP Tab

SMTP

Item	Description
Primary SMTP Server	Enter the IP address or host name of the SMTP/POP3 server. Can contain up to 64 characters.
Port No.	Enter the port number for SMTP (1 to 65535).
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. When sending e-mails to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
Device E-mail Address	Enter the machine's e-mail address. This address is used as the sender's address of e-mail messages sent from this machine, such as notification e-mails. Can contain up to 64 characters.
Server Timeout (seconds)	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (1 to 999).
Time Zone	Select a time zone according to your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine's clock is set correctly.

POP3 Tab

POP3 Settings

Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server for e-mail reception. The POP3 server specified here will be used for [POP before SMTP]. Can contain up to 64 characters.
User Account	Enter the user name for logging in to the POP3 server. Can contain up to 32 characters.
User Password	Enter the password for logging in to the POP3 server. Can contain up to 32 characters.
Authentication	Select an authentication method from the following: [None]: Password will not be encrypted. [APOP Authentication]: Password will be encrypted. [Auto]: Password will be encrypted or not encrypted according to the POP3 server's settings.

Configuring the IPsec Settings

Click [IPsec Settings] to display the page for configuring the IPsec settings.

This page contains the following tabs: [IPsec Global Settings] and [IPsec Policy List].

★ Important

- This function is available only when an administrator password is specified.

IPsec Global Settings Tab

Item	Description
IPsec Function	Select whether to enable or disable IPsec.
Default Policy	Select whether to allow for the default IPsec policy.
Broadcast and Multicast Bypass	Select the services that you do not want to apply IPsec from the following: [DHCPv4], [DHCPv6], [SNMP], [mDNS], [NetBIOS], [UDP Port 53550]
All ICMP Bypass	Select whether to apply IPsec to ICMP packets (IPv4 and IPv6) from the following: [Active]: All ICMP packets will be bypassed without IPsec protection. "ping" command (echo request and echo reply) is not encapsulated by IPsec. [Inactive]: Some ICMP message types will be bypassed without IPsec protection.

IPsec Policy List Tab

Item	Description
No.	IPsec policy number.
Name	Displays the name of the IPsec policy.
Address Settings	Displays the IP address filter of the IPsec policy as below: Remote address/Prefix length
Action	Displays the action of the IPsec policy as "Allow", "Drop", or "Require Security".

Item	Description
Status	Displays the status of the IPsec policy as "Active" or "Inactive".

To configure IPsec policies, select the desired IPsec policy, and then click [Change] to open the "IPsec Policy Settings" page. The following settings can be made on the "IPsec Policy Settings" page.

IP Policy Settings

Item	Description
No.	Specify a number between 1 and 10 for the IPsec policy. The number you specify will determine the position of the policy in the IPsec Policy List. Policy searching is performed according to the order of the list. If the number you specify is already assigned to another policy, the policy you are configuring will take the number of the earlier policy, and the earlier policy and any subsequent policies will be renumbered accordingly.
Activity	Select whether to enable or disable the policy.
Name	Enter the name of the policy. Can contain up to 16 characters.
Address Type	Select IPv4 or IPv6 as the type of IP address to be used in IPsec communication.
Local Address	Displays the IP address of this printer.
Remote Address	Enter the IPv4 or IPv6 address of the device with which to communicate. Can contain up to 39 characters.
Prefix Length	Enter the prefix length of the Remote Address, using a value between 1 and 128. If this setting is left blank, "32" (IPv4) or "128" (IPv6) will be automatically selected.
Action	Specify how the IP packets are processed from the following: <ul style="list-style-type: none"> • [Allow]: IP packets are both sent and received without IPsec applied to them. • [Drop]: IP packets are discarded. • [Require Security]: IPsec is applied to IP packets that are both sent and received. If you have selected [Require Security], you must configure [IPsec Settings] and [IKE Settings].

IPsec Settings

Item	Description
Encapsulation Type	Specify the encapsulation type from the following: <ul style="list-style-type: none"> • [Transport]: Select this mode to secure only the payload section of each IP packet when communicating with IPsec compliant devices. • [Tunnel]: Select this mode to secure every section of each IP packet. We recommend this type for communication between security gateways (such as VPN devices).
Security Protocol	Select the security protocol from the following: <ul style="list-style-type: none"> • [AH]: Establishes secure communication that supports authentication only. • [ESP]: Establishes secure communication that supports both authentication and data encryption. • [ESP&AH]: Establishes secure communication that supports both data encryption and authentication of packets, including packet headers. Note that you cannot specify this protocol when [Tunnel] is selected for [Encapsulation Type].
Authentication Algorithm for AH	Specify the authentication algorithm to be applied when [AH] or [ESP&AH] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Encryption Algorithm for ESP	Specify the encryption algorithm to be applied when [ESP] or [ESP&AH] is selected for [Security Protocol] from the following: [None], [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm for ESP	Specify the authentication algorithm to be applied when [ESP] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Life Time	Specify the life time of the IPsec SA (Security Association) as a time period or data volume. The SA will expire when the time period you specify elapses or the volume of data you specify reaches the volume carried. If you specify both a time period and a data volume, the SA will expire as soon as either is reached, and a new SA will then be obtained by negotiation. To specify the life time of the SA as a time period, enter a number of seconds. To specify the life time of the SA as a data volume, enter a number of KBs.

Item	Description
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

IKE Settings

Item	Description
IKE Version	Displays the IKE version.
Encryption Algorithm	Specify the encryption algorithm from the following: [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1]
IKE Life Time	Specify the life time of the ISAKMP SA as a time period. Enter a number of seconds.
IKE Diffie-Hellman Group	Select the IKE Diffie-Hellman Group to be used in the generation of the IKE encryption key from the following: [DH1], [DH2]
Pre-Shared Key	Specify the PSK (Pre-Shared Key) to be used for authentication of a communicating device. Can contain up to 32 characters.
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

Printing Lists/Report

Click [Print List/Report] to display the page for printing reports. Then, select an item and click [Print] to print out information for that item.

Print List/Report

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Test Page	Prints a test page.
Scanner Destination List	Prints a list of scan destinations.
Scanner Journal	Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.

Note

- Reports cannot be printed via Web Image Monitor if other jobs are printing. Before printing reports, confirm that machine is not printing.
- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

Configuring the Administrator Settings

Click [Administrator Tools] to display the page for configuring the administrator settings.

This page contains the following tabs: [Administrator], [Reset Settings], [Backup Setting], [Restore Setting], [Set Date/Time], and [Energy Saver Mode].

Administrator Tab

Administrator Settings

Item	Description
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.

Reset Settings Tab

Reset Settings

Item	Description
Reset Network Settings	Select to reset settings configured under the [Network Settings] and [Administrator Tools].
Reset Menu Settings	Select to reset settings that are not related to the network to their defaults.
Clear Scan Destination	Select to reset the scan destinations.
Reset IPsec Settings	Select to reset the IPsec settings.

Note

- [Reset IPsec Settings] appears only when the administrator password is specified.

Backup Setting Tab

Important

- When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.

Backup Setting

Item	Description
Back up Network Settings	Backs up settings configured under the [Network Settings] and [Administrator Tools]. Note that, however, [Max. E-mail Size] setting under [Network Application] will not be backed up here; it will be backed up by [Back up Menu Settings] instead.
Back up Menu Settings	Backs up settings that are not related to the network.
Back up Scan Destination	Backs up scan destinations to a file.
Back up IPsec Settings	Backs up the IPsec settings to a file.

Follow the procedure below to create configuration backup files.

1. Select the radio button for the type of data you wish to back up.
2. Enter the administrator password if required.
3. Click [OK].
4. Click [Save] in the confirmation dialog box.
5. Navigate to the location to save the backup file.
6. Specify a name for the file, and click [Save].

Note

- [Back up IPsec Settings] appears only when the administrator password is specified.

Restore Setting Tab

Important

- When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.

Restore Setting

Item	Description
File to Restore	Enter the path and name of the file to restore, or click [Browse...] to select the file.

Follow the procedure below to restore configuration backup files.

1. Click [Browse...].
2. Navigate to the directory containing the backup file to restore.
3. Select the backup file, and click [Open].
4. Enter the administrator password if required.
5. Click [OK].

Note

- If the settings are not restored successfully, an error message appears. Try again to restore the file completely.

Set Date/Time Tab

Set Date

Item	Description
Year	Enter the current year (2000 to 2099).
Month	Enter the current month (1 to 12).
Day	Enter the current day (1 to 31).
Date Format	Select the date format from [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD].

Set Time

Item	Description
Time Format	Select 24- or 12-hour time format.
Time (AM/PM)	Select [AM] or [PM] if 12-hour time format is selected.
hour (0-23)	Enter the current hour if 24-hour time format is selected (0-23).
hour (1-12)	Enter the current hour if 12-hour time format is selected (1-12).
min. (0-59)	Enter the current minute (0-59).

Energy Saver Mode Tab

Energy Saver Mode

Item	Description
Energy Saver Mode 1	<p>Select [Active] to set the machine to enter Energy Saver mode 1 if the machine has been idle for about 30 seconds.</p> <p>It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.</p>
Energy Saver Mode 2	<p>Select [Active] to set the machine to enter Energy Saver mode 2 after the period of time specified for [Waiting Time (1-240)] is passed (1 to 240 minutes).</p> <p>The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.</p>

Note

- The machine recovers from Energy Saver mode when it receives a print job or when the [Energy Saver] key is pressed.

9. Maintaining the Machine

Installing the Machine

Where to Put the Machine

Be careful about where to place the machine, because environmental conditions greatly affect its performance.

WARNING

- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items in the vicinity of this machine. Doing so could result in fire or electric shock.
- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

CAUTION

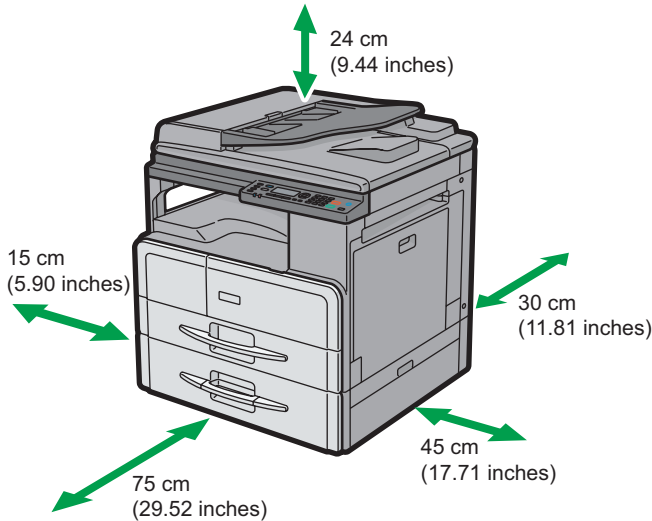
- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.
- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.
- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

★ Important

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

Space Required for Installation

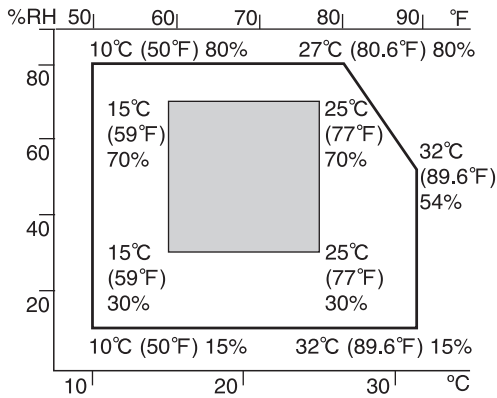
The recommended (or minimum) space requirements are as follows:



DJC013

Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:



DACS81

- White area: Permissible Range
- Gray area: Recommended Range

To avoid possible build-up of ozone, locate this machine in large well ventilated room that has an air turnover of more than 30m³/hr/person.

Environments to Avoid

★ Important

- Areas exposed to direct sunlight or strong light
- Dusty areas
- Areas with corrosive gases
- Areas that are excessively cold, hot, or humid
- Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners
- Areas directly exposed to radiant heat from heaters
- Locations near air conditioners or humidifiers
- Locations near other electronic equipment
- Locations subject to frequent strong vibration

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.



- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m³/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.


When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

Power Source

-  **Region A** (mainly Europe and Asia) 220–240 V, 5 A or more, 50/60 Hz
-  **Region B** (mainly Latin America) 120–127 V, 10 A or more, 60 Hz

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

Replacing the Print Cartridge

When  appears, it is time to add toner.

Handling Toner

WARNING

• Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

• Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

• Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

CAUTION

• Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

• Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

• If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

• If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

• If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

• When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.


CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

Important

- Faults may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.
- Do not repeatedly install and remove toner bottles. This will result in toner leakage.
- Do not shake the removed toner bottle. Remaining toner might scatter.

Note

- You can make about 50 copies even after the  symbol begins flashing, but replace toner early to prevent poor copy quality.

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

Toner cannot be re-used.

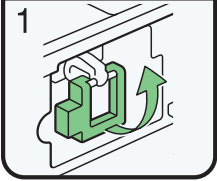
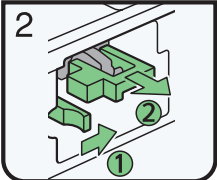
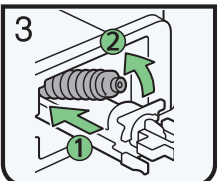
 **Region A** (mainly Europe and Asia)

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

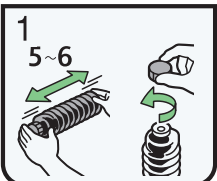
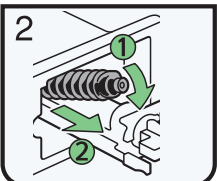
 **Region B** (mainly Latin America)

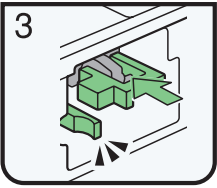
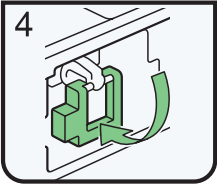
Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

Removing Toner

 <p>DJC043</p>	<ul style="list-style-type: none">• 1: Open the front cover of the machine.• 2: Lift the green lever.
 <p>DJC044</p>	<ul style="list-style-type: none">• 3: Push the green lever, and then gently pull out the holder.
 <p>DJC045</p>	<ul style="list-style-type: none">• 4: Press the toner bottle back to raise its top, and then gently pull it out.

Inserting Toner

 <p>DJC046</p>	<ul style="list-style-type: none">• 1: Hold the new bottle horizontally and shake it from side to side five or six times.• 2: Remove the black cap. <p>Note</p> <ul style="list-style-type: none">• Do not remove the black cap before shaking.• Do not remove the inner cap.
 <p>DJC047</p>	<ul style="list-style-type: none">• 3: Put the toner bottle on the holder, and then pull its top forward.

 <p>3</p> <p>DJC048</p>	<ul style="list-style-type: none">• 4: Push in the green lever until it clicks.
 <p>4</p> <p>DJC049</p>	<ul style="list-style-type: none">• 5: Press down the green lever.• 6: Close the machine's front cover.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If it is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

- To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.
- If there is dust or grime inside the machine, wipe with a clean, dry cloth.
- Disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime may cause fire.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.

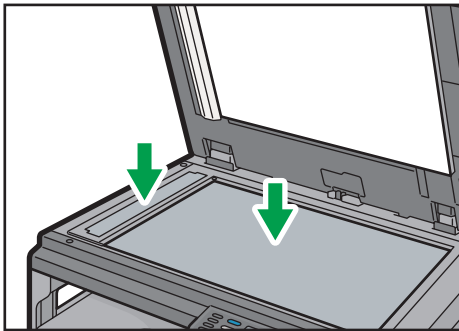
Cleaning the Exposure Glass, Exposure Glass Cover, and ADF

Cleaning the Exposure Glass

1. Lift the ADF.

Be careful not to hold the input tray. Doing so may damage the tray.

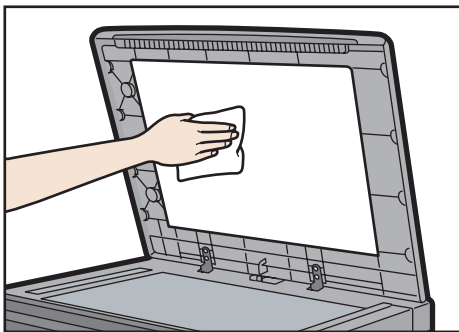
- 2. Clean the parts indicated by arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



DJC015

Cleaning the Exposure Glass Cover

1. Wipe the sheet.



DJC059

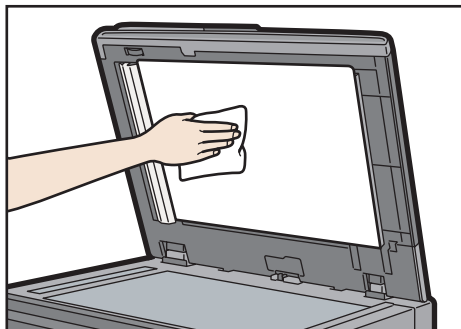
Cleaning the ADF

The following procedure describes how to clean the ADF.

1. Lift the ADF.

Be careful not to hold the input tray when lifting the ADF. Doing so may damage the tray.

- 2. Clean the cover for the exposure glass with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.**



DJC016

Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require increased document protection, we recommend the Extended Security function.

Primary Security Functions

Protecting Image Data Remaining in Memory

Protects image data remaining in memory. When a copy or print job is completed, or a job is canceled, the data is secure.

Authenticating Administrator

Protects essential functions for administering document security using an access code. See page 151 "Administrator Settings".

Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

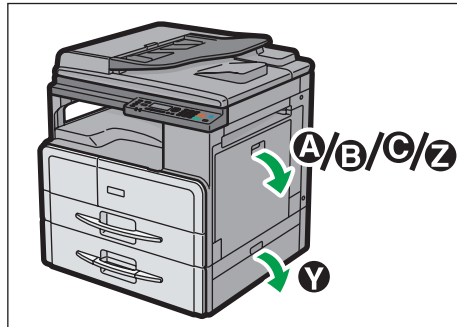
- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Avoid using a single number or consecutive numbers for an administrator code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others.

For User

- Before scanning originals using the scanner function, make sure all other operations are complete.

10. Troubleshooting

Clearing Misfeeds



DJC053

⚠ CAUTION

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.
- When removing jammed paper, make sure not to trap or injure your fingers.

★ Important

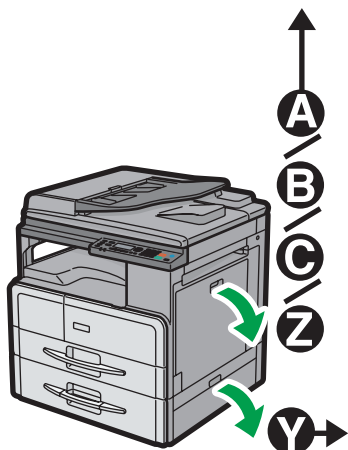
- When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

↓ Note

- More than one misfeed area may be indicated. If this is the case, check every applicable area. Refer to the following charts: A, B, C, Y, Z.
- You can find a sticker explaining how to remove misfed paper inside the right cover.
- When the machine instructs you to reset originals, reset them in the feeding position. The display will show you the number of originals to return.

■ When A, B, C, or Z is displayed

<p>A 1</p>	<p>2</p>	<p>B</p>	
<ul style="list-style-type: none"> Lower the lever to open the right cover of the machine. 	<ul style="list-style-type: none"> Lower the A lever and remove the misfed paper. Close the right cover. 	<ul style="list-style-type: none"> Open the right cover of the machine and remove the misfed paper. Close the right cover. 	
<p>C 1</p>	<p>2</p>	<p>3</p>	<p>Z</p>
<ul style="list-style-type: none"> Lower the C1 lever. 	<ul style="list-style-type: none"> Lower both C2 levers. 	<ul style="list-style-type: none"> Remove the misfed paper. Return the C2 levers to their original positions. Close the right cover. 	<ul style="list-style-type: none"> Draw out the Z lever, and remove the misfed paper. Close the right cover.



■ When Y is displayed

<p>Y 1</p>	<p>2</p>	<p>3</p>
<ul style="list-style-type: none"> Lower the lever to open the right cover of the machine. 	<ul style="list-style-type: none"> Lower the A lever and remove the misfed paper. Close the right cover. 	<ul style="list-style-type: none"> Open the right cover of Tray 2 or Tray 3, and then remove the misfed paper. Close the right cover of Tray 2 and Tray 3.
	<ul style="list-style-type: none"> If the misfeed is not cleared after Step 2, proceed to Step 3. 	

Common Problems

This section explains how to troubleshoot common problems that may occur while operating the machine.

★ Important

- **When the SC code is displayed on the screen, reboot the machine. If the SC code does not disappear, contact your sales or service representative.**

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	<ul style="list-style-type: none"> • Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
The alert indicator lights up continuously or flashes.	An error has occurred.	Switch to copier mode, check the displayed message, and troubleshoot the problem accordingly.
An error message appears on the machine's screen.	An error has occurred.	See page 216 "Error and Status Messages on the Screen".
Pages are not printed.	The machine is warming up or receiving data.	Wait until "Printing..." appears on the screen. If "Processing..." is displayed on the screen, the machine is receiving data.
Pages are not printed.	The interface cable is not connected correctly.	<ul style="list-style-type: none"> • Reconnect the cable. • Check that the interface cable is the correct type.
Strange noise is heard.	The supplies or options are not properly installed.	<p>Check if the supplies or options are properly installed.</p> <p>The noise does not indicate a malfunction. Wait until the cleaning is complete.</p>

Problem	Possible cause	Solution
The volume of the sounds produced by the machine is too loud.	The volume is set to the high level.	Adjust the volume of the beep, ring, speaker, and alarm sounds. For details, see page 145 "System Settings".
The volume of the sounds produced by the machine is too low.	The volume is muted or set to the low level.	Adjust the volume of the beep, ring, speaker, and alarm sounds. For details, see page 145 "System Settings".



Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	<ul style="list-style-type: none"> • Use supported types of paper. See page 43 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See page 60 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from the tray and fan it well. Then, reverse the top and bottom of the paper, and put it back in the tray.
Paper jams frequently.	<ul style="list-style-type: none"> • If there are gaps between the paper and paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large solid areas, which consume a large amount of toner. • Use supported types of paper. See page 43 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at once.	<ul style="list-style-type: none"> • Fan the paper well before loading. Also make sure that the edges are aligned by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See page 43 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. <p>Only add paper when there is none left in the tray.</p>

Problem	Solution
<p>The printed paper is wrinkled.</p>	<ul style="list-style-type: none"> • The paper being used may be damp. Use paper that has been stored properly. See page 43 "Supported Paper". • Paper is too thin. See page 43 "Supported Paper". • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Check that both the left and right fusing unit levers have been raised to the plain paper mark.
<p>The printed paper is curled.</p>	<ul style="list-style-type: none"> • Load the paper upside down in the paper tray. • If the paper curl is severe, retrieve prints from the output tray more frequently. • The paper being used may be damp. Use paper that has been stored properly. See page 43 "Supported Paper".
<p>Images are not printed in the right position</p>  <p style="text-align: center; font-size: small;">DAC606</p>	<p>Adjust the front end paper guide and both side paper guides to match the paper size.</p> <p>See page 60 "Loading Paper".</p>
<p>Images are printed diagonally to the pages.</p>  <p style="text-align: center; font-size: small;">DAC57Z</p>	<p>If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.</p>
<p>Though A6 paper is loaded in the bypass tray, an alarm sounds, indicating the tray is empty.</p>	<p>Load paper in the bypass tray again and feed it.</p>

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the print quality, first check the condition of the machine.

Problem	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See page 43 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 43 "Supported Paper".
A non-genuine print cartridge is being used.	Refilled or non-genuine print cartridge reduces print quality and may cause malfunctions. Use genuine print cartridge only. See page 231 "Consumables".
An old print cartridge is being used.	Print cartridge should be opened before their expiration date and used within six months after being opened.
The machine is dirty.	See page 189 "Maintaining the Machine", and clean the machine as required.

Checking the printer driver settings

Problem	Solution
The printed image is smudged.	On the printer driver's [Paper] tab, select [Bypass Tray] in the "Input Tray:" list. In the "Paper Type:" list, select a proper paper type.
Images smudge when rubbed. (Toner is not fixed.)	On the printer driver's [Paper] tab, select a proper paper type in the "Paper Type:" list.
When printing graphics, the output and the screen are different.	To print accurately, specify the printer driver setting to print without using the graphics command. For details about specifying the printer driver setting, see the printer driver Help.

Problem	Solution
Images are cut off, or excess is printed.	Use the same size paper selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. For details about the reduction function, see the printer driver Help.
Photo images are coarse.	Use the application's or printer driver's settings to specify a higher resolution. For details about the printer driver's settings, see the printer driver Help.
A solid line is printed as a dashed line or appears blurred.	Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help.
Fine lines are fuzzy, of inconsistent thickness, or do not appear.	Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help. If the problem persists, specify the settings of the application in which the image was created to change the thickness of the lines.

Printer Problems

This section describes printing problems and possible solutions.

When You Cannot Print Properly

Problem	Solution
An error occurs.	<p>If an error occurs when printing, change the computer or printer driver settings.</p> <ul style="list-style-type: none"> • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
A print job is canceled.	<ul style="list-style-type: none"> • If [I/O Timeout] under [System Settings] is set to 15 seconds, increase the time period. A print job may be canceled if printing is frequently interrupted by data from other ports, or if printing data is large and takes time for processing. For details, see page 145 "System Settings".
There is a considerable delay between the print start command and actual printing.	<ul style="list-style-type: none"> • Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to be processed. • To speed up printing, reduce the printing resolution using the printer driver. For details, see the printer driver Help. • The machine is calibrating color. Wait for a while.
Documents are not printed properly when using a certain application, or image data is not printed properly. Some characters are printed faintly or not printed.	Change the print quality settings.

Problem	Solution
It takes too long to complete the print job.	<ul style="list-style-type: none"> • Photographs and other data intensive pages take a long time to be processed so simply wait when printing such data. • Changing the settings with printer driver may help to speed up printing. See the printer driver Help. • The data is so large or complex that it takes a long time to be processed. • If "Processing..." is displayed on the screen, the machine is receiving data. Wait for a while. • The printer is adjusting the color registration. Wait for a while.
A printed image is different from the image on the computer's display.	<ul style="list-style-type: none"> • 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. • Check that the page layout settings are properly configured in the application. • Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. For details, see the printer driver Help.
Images are cut off, or excess pages are printed.	<p>If you are using paper whose size is smaller than the paper size selected in the application, use the same size paper selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print.</p> <p>See the printer driver Help.</p>

When You Cannot Print Clearly

Problem	Solution
The whole printout is blurred.	<ul style="list-style-type: none"> • The paper being used may be damp. Use paper that has been stored properly. See page 43 "Supported Paper". • If you enable [Toner Saving] under [System Settings], printing is generally less dense. • The print cartridge is almost empty. If "Replacement Required: Print Cartridge" appears on the screen, replace the indicated print cartridge. • Condensation may have occurred. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
Toner smears appear on the print side of the page.	<ul style="list-style-type: none"> • The paper setting may not be correct. For example, although you are using thick paper, the setting for thick paper may not be specified. Check the printer driver's paper settings. See the printer driver Help. • Check that the paper is not curled or bent. Envelopes can be curled easily. Flatten out the paper before loading it. See page 60 "Loading Paper".
Horizontal lines appear on the printed paper.	<ul style="list-style-type: none"> • Impact can cause lines to appear on printed paper and other malfunctions. Protect the printer from impact at all times, especially while it is printing. • If lines appear on prints, turn the printer off, wait a few moments, and then turn it back on again. Then, perform the print job again.
Photo images are coarse.	Some applications lower the resolution for making prints.
The backs of printed sheets are blemished.	<ul style="list-style-type: none"> • When removing a jammed sheet, the inside of the printer may have become dirty. Print several sheets until they come out clean. • If document size is larger than paper size, e.g. A4 document on B5 paper, the back of the next printed sheet may become dirty.

Problem	Solution
Fine dot patterns do not print.	Change the [Dithering] setting in the printer driver's dialog box. See the printer driver Help.
If rubbed with your finger, the print smears.	The setting of the paper may not be correct. For example, although thick paper is used, the setting for thick paper may not be specified. <ul style="list-style-type: none"> • Check the paper settings of this printer. See page 60 "Loading Paper". • Check the paper settings of the printer driver. See the printer driver Help.

When Paper Is Not Fed Properly


Problem	Solution
Prints do not stack properly.	The paper being used may be damp. Use paper that has been stored properly. See page 43 "Supported Paper".
The printed paper is curled.	If you enable [Toner Saving] under [System Settings], printing is generally less dense.
Printed envelopes come out creased.	Check if the fusing unit levers are properly set. Lower the fusing unit levers.

When You Cannot Print Test Page

Possible cause	Solution
The power cord, a USB cable, or a network cable is not connected correctly.	Make sure that the power cord, USB cable, and network cable are connected correctly. Also confirm that they are not damaged.
The port connection is not established correctly.	<ol style="list-style-type: none"> 1. On the [Start] menu, click [Devices and Printers]. 2. Right-click the icon of the machine, and then click [Print server properties]. 3. Click the [Port] tab, and then make sure that the port is set as a USB or network printer.

Copier Problems

When You Cannot Make Clear Copies

Problem	Solution
The printed copy is blank.	The original is not placed correctly. When using the exposure glass, place originals copy side down. When using the ADF, place them copy side up. See page 73 "Placing Originals".
The wrong original was copied.	If copying from the exposure glass, make sure that there are no originals in the ADF.
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original. See page 92 "Specifying the Scan Settings".
Black spots appear when photocopying a photographic print.	The original may have stuck to the exposure glass due to high humidity. Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.
A moire pattern is produced. 	The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Mixed] may eliminate the moire pattern. See page 92 "Specifying the Scan Settings".
The printed copy is dirty.	<ul style="list-style-type: none"> Image density is too high. Adjust the image density. See page 92 "Specifying the Scan Settings". Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. The exposure glass or ADF is dirty. See page 189 "Maintaining the Machine". Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.

Problem	Solution
When copying from the exposure glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.

When You Cannot Make Copies as Wanted

Problem	Solution
Photocopied pages are not in correct order.	On the control panel, change the [Sort] setting under copy settings to collate pages as you require. For details about [Sort], see page 138 "Copier Features Settings".
Copied pages are too dark or too light.	Adjust the image density. See page 108 "Specifying the Scan Settings".

Scanner Problems

When You Cannot Browse the Network to Send a Scan File

Problem	Solution
<p>The following machine settings may not be correct:</p> <ul style="list-style-type: none"> • IP address • Subnet Mask 	<p>Check the settings. See page 29 "Configuring Network Settings".</p>

When Scanning Is Not Done As Expected

Problem	Solution
The machine does not start scanning.	The ADF or its cover is open. Close the ADF or its cover.
The scanned image is dirty.	<ul style="list-style-type: none"> • The exposure glass or ADF is dirty. See page 189 "Maintaining the Machine". • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See page 73 "Placing Originals".
The scanned image is blank.	The original was placed with the front and back reversed. When using the exposure glass, place originals copy side down. When using the ADF, place originals copy side up. See page 73 "Placing Originals".
The scanned image is too dark or too light.	Adjust the image density. See page 108 "Specifying the Scan Settings".

Error and Status Messages on the Screen

Messages are listed in alphabetical order in the table below.

"X" indicates the parts of the messages that appear differently depending on the situation, such as the paper size, paper type, and tray name.

★ Important

- If the alert indicator lights up continuously or flashes, switch to copier mode and check the displayed message.

Message	Causes	Solutions
ADF Orig. Misfeed Open ADF Cover and Remove paper.	An original has been jammed inside the ADF.	<ul style="list-style-type: none"> • Remove jammed originals, and then place them again. See page 205 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 73 "Placing Originals".
Available: 2 Sided Copy A4/LG/LT	2-sided copy could not be performed because the tray does not contain the valid size paper, which are A4, Letter, or Legal.	<ul style="list-style-type: none"> • Select the tray containing the A4, B5, Letter, or Legal size paper (other than the bypass tray) in the [Select Paper] setting. See page 138 "Copier Features Settings". • Specify the A4, Legal, 16K size for the tray selected for printing copies. See page 145 "System Settings".
Unavailable Input Tray	2-sided copy could not be performed because paper is specified to be fed from the bypass tray.	Specify a setting other than [Bypass Tray] for the [Select Paper] setting. See page 138 "Copier Features Settings".
Available: IDCard Copy A4/A5/ A6/8.5×11	ID card copy could not be performed because the tray does not contain the valid size paper, which are A4, A5, A6, 8.5 × 11 size.	<ul style="list-style-type: none"> • Using the machine's control panel, specify [Select Paper] to print copies using the A4 or Letter size paper. See page 138 "Copier Features Settings". • Select the A4 or Letter size paper for the tray selected for printing copies. See page 145 "System Settings".

Message	Causes	Solutions
Cannot copy. Set original to ADF.	2-in-1, 4-in-1, or 2-sided copy could not be performed because the originals were not placed in the ADF.	<ul style="list-style-type: none"> Use the ADF, even when copying a single sheet. If you need to use the exposure glass, select [Off] or [Manual 2 Sided Scan Mode] in [Duplex/Combine] under copy settings, and then try again. See page 138 "Copier Features Settings".
Check Paper Size	The paper size set for the document differs from the size of the paper in the indicated tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Check Paper Type	The paper type set for the document differs from the type of the paper in the indicated tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Connection Failed	The line could not be connected correctly.	<ul style="list-style-type: none"> Check if the telephone line cord is properly connected to the machine. Disconnect the telephone line from the machine, and connect the cord to a telephone. Check if you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.
Cover open	A cover is open.	Close the cover completely.
Internal Misfeed	Paper has been jammed in the machine.	Remove the jammed paper. See page 205 "Paper Feed Problems".
Misfeed: Dup. Unit Remove Paper	Paper has been jammed in the duplex unit.	Remove the jammed paper. See page 205 "Paper Feed Problems".
Misfeed: Paper Tray	Paper has been jammed in the paper tray.	Remove the jammed paper. See page 205 "Paper Feed Problems".
Misfeed: Stnd. Tray	Paper has been jammed in the paper exit area.	Remove the jammed paper. See page 205 "Paper Feed Problems".
Misfeed: Tray 1	Paper has been jammed in the Tray 1 paper input area.	Remove the jammed paper. See page 205 "Paper Feed Problems".

Message	Causes	Solutions
Misfeed: Tray 2	Paper has been jammed in the Tray 2 paper input area.	Remove the jammed paper. See page 205 "Paper Feed Problems".
Misfeed: Tray 3	Paper has been jammed in the Tray 3 paper input area.	Remove the jammed paper. See page 205 "Paper Feed Problems".
Net Communication Error	Connection with the server was lost while sending or receiving data.	Contact the network administrator.
Out of Paper: X	The indicated tray has run out of paper.	Load paper to the indicated tray. See page 60 "Loading Paper".
Please Restart Machine	The machine needs to be restarted.	Turn off the power, and then turn it back on.
Replace IntTrans. Belt	The transfer belt is no longer usable, and must be replaced.	Contact your sales or service representative.
Replace Required Soon: Print Cartridge	The print cartridge is almost empty.	Prepare a new print cartridge.
Scan (NW) Disconnected	A scanned file could not be sent because the Ethernet cable was not connected properly.	Reconnect the Ethernet cable properly, and then try the operation again.
Scan (USB) Disconnected	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.
Server Connection Failed	A scanned file could not be sent because the destination could not be reached.	Check if the destination is registered correctly, and then try the operation again.
Server Response Error	An error occurred in communication with the server before beginning transmission.	Check if the destination is registered correctly, and then try the operation again. If the problem persists, contact the network administrator.
Service call - SCXXX	A fatal hardware error has occurred, and the machine cannot function.	Contact your sales or service representative.

Message	Causes	Solutions
Set Original to ADF Cannot use exposure glass with set. in [Scan Size].	Scanning could not be performed because the originals were not placed in the ADF, even though the machine setting has been specified to scan originals larger than A4/Letter size (scannable only with the ADF).	<ul style="list-style-type: none"> • Use the ADF, even when scanning A4/Letter or smaller size originals. • If you need to use the exposure glass, select A4/Letter or smaller size in [Scan Size] under scanner settings, and then try again. See page 108 "Specifying the Scan Settings".
Sort Copy was Cancelled	The machine's memory reached its capacity while originals were being scanned from the ADF to perform sort copying.	Press [Exit] to print the originals that were successfully scanned into memory. Then, copy again the originals left in the ADF.
Unavailable Paper Type	2-sided copy could not be performed because the tray does not contain the valid type paper, which is thin, plain, middle thick, recycled, color, preprinted or prepunched.	<ul style="list-style-type: none"> • Specify the tray containing the valid type paper (other than the bypass tray) in the [Select Paper] setting. See page 138 "Copier Features Settings". • Specify the valid paper type for the tray selected for printing copies. See page 145 "System Settings".

11. Appendix

Functions and Network Settings Available in an IPv6 Environment

The functions and network settings of this machine that are available in an IPv6 environment differ from those available in an IPv4 environment. Make sure the functions you use are supported in an IPv6 environment, and then configure the necessary network settings.

For details about specifying the IPv6 settings, see page 156 "Network Settings".

Available Functions

FTP Printing

Prints documents via FTP using the EPRT and EPSV commands. An FTP client that complies with RFC 2428 (an IPv6-capable operating system and IPv6-capable FTP application) is required to use these commands.

Printer

Prints documents using the printer driver.

Scan to E-mail

Sends files scanned using the control panel via e-mail.

Scan to Folder

Sends files scanned using the control panel to a shared folder on a computer on the network.

Network TWAIN Server

Controls the scanning function from a computer on the network, and delivers scanned data to the computer directly. This function is available only to computers that have a TWAIN-supporting application. The IP address of the multi-cast group supported by IPv6 is ff12::fb88:1.

Bonjour

Allows the machine to communicate with Bonjour protocol-supported computers on the network.

The IP address of the multi-cast group supported by IPv6 is ff02::fb.

Web Image Monitor

Allows you to check the machine's status and configure its settings using a Web browser.

Configuration Page

Prints a configuration page that shows you the machine's configuration, IP address, and other details.

Transmission Using IPsec

For securer communications, this machine supports the IPsec protocol. When applied, IPsec encrypts data packets at the network layer using shared key encryption. The machine uses encryption key exchange to create a shared key for both sender and receiver. To achieve even higher security, you can also renew the shared key on a validity period basis.

★ Important

- IPsec is not applied to data obtained through DHCP, DNS, or WINS.
- IPsec compatible operating systems are Windows Vista/7, Windows Server 2003/2003 R2/2008/2008 R2, Red Hat Enterprise Linux WS 4.0, and Solaris 10. However, some setting items are not supported depending on the operating system. Make sure the IPsec settings you specify are consistent with the operating system's IPsec settings.
- If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec under [Admin. Tools] on the control panel, and then access Web Image Monitor.

↓ Note

- For details about specifying the IPsec settings using Web Image Monitor, see page 159 "Configuring the Machine Using Web Image Monitor".
- For details about disabling IPsec using the control panel, see page 151 "Administrator Settings".

Encryption and Authentication by IPsec

IPsec consists of two main functions: the encryption function, which ensures the confidentiality of data, and the authentication function, which verifies the sender of the data and the data's integrity. This machine's IPsec function supports two security protocols: the ESP protocol, which enables both of the IPsec functions at the same time, and the AH protocol, which enables only the authentication function.

ESP Protocol

The ESP protocol provides secure transmission through both encryption and authentication. This protocol does not provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.
- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol

The AH protocol provides secure transmission through authentication of packets only, including headers.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol + ESP Protocol

When combined, the ESP and AH protocols provide secure transmission through both encryption and authentication. These protocols provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.
- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

Note

- Some operating systems use the term "Compliance" in place of "Authentication".

Security Association

This machine uses encryption key exchange as the key setting method. With this method, agreements such as the IPsec algorithm and key must be specified for both sender and receiver. Such agreements form what is known as an SA (Security Association). IPsec communication is possible only if the receiver's and sender's SA settings are identical.

The SA settings are auto configured on both parties' machines. However, before the IPsec SA can be established, the ISAKMP SA (Phase 1) settings must be auto configured. When this is done, the IPsec SA (Phase 2) settings, which allow actual IPsec transmission, will be auto configured.

Also, for further security, the SA can be periodically auto updated by applying a validity period (time limit) for its settings. This machine only supports IKEv1 for encryption key exchange.

Multiple settings can be configured in the SA.

Settings 1-10

You can configure ten separate sets of SA details (such as different shared keys and IPsec algorithms).

IPsec policies are searched through one by one, starting at [No.1].

Encryption Key Exchange Settings Configuration Flow

This section explains the procedure for specifying encryption key exchange settings.

Machine	PC
1. Set the IPsec settings on Web Image Monitor.	1. Set the same IPsec settings as the machine on PC.
2. Enable IPsec settings.	2. Enable IPsec settings.
3. Confirm IPsec transmission.	

↓ Note

- After configuring IPsec, you can use "ping" command to check if the connection is established correctly. Because the response is slow during initial key exchange, it may take some time to confirm that transmission has been established.
- If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec on the control panel, and then access Web Image Monitor.
- For details about disabling IPsec using the control panel, see page 151 "Administrator Settings".

Specifying Encryption Key Exchange Settings

★ Important

- **[IPsec Settings]** appears only if the administrator password has been configured.

Specify it using Web Image Monitor.

1. Start the Web browser, and access the machine by entering its IP address.
2. Click **[IPsec Settings]**.
3. Click the **[IPsec Policy List]** tab.
4. Select the number of the setting you want to modify in the list, and then click **[Change]**.
5. Modify the IPsec related settings as necessary.
6. Enter the administrator password, and then click **[Apply]**.
7. Click the **[IPsec Global Settings]** tab, and then select **[Active]** in **[IPsec Function]**.
8. If necessary, specify **[Default Policy]**, **[Broadcast and Multicast Bypass]**, and **[All ICMP Bypass]** also.
9. Enter the administrator password, and then click **[Apply]**.

Specifying IPsec Settings on the Computer

Specify exactly the same settings for IPsec SA settings on your computer as are specified for the IPsec Settings on the machine. Setting methods differ according to the computer's operating system. The following procedure is based on Windows 7 in an IPv4 environment as an example.

1. On the [Start] menu, click [Control Panel], [System and Security], and then click [Administrative Tools].
2. Double-click [Local Security Policy], and then click [IP Security Policies on Local Computer].
3. In the "Action" menu, click [Create IP Security Policy...].
The IP Security Policy Wizard appears.
4. Click [Next].
5. Enter a security policy name in "Name", and then click [Next].
6. Clear the "Activate the default response rule (earlier versions of Windows only)." check box, and then click [Next].
7. Select "Edit properties", and then click [Finish].
8. In the "General" tab, click [Settings...].
9. In "Authenticate and generate a new key after every", enter the same validity period (in minutes) that is specified on the machine in [IKE Life Time], and then click [Methods...].
10. Confirm that the Encryption Algorithm ("Encryption"), Hash Algorithm ("Integrity"), and IKE Diffie-Hellman Group ("Diffie-Hellman Group") settings in "Security method preference order" all match those specified on the machine in [IKE Settings].
If the settings are not displayed, click [Add...].
11. Click [OK] twice.
12. Click [Add...] in the "Rules" tab.
The Security Rule Wizard appears.
13. Click [Next].
14. Select "This rule does not specify a tunnel", and then click [Next].
15. Select the type of network for IPsec, and then click [Next].
16. Click [Add...] in the IP Filter List.
17. In [Name], enter an IP Filter name, and then click [Add...].
The IP Filter Wizard appears.
18. Click [Next].

19. In [Description:], enter a name or a detailed explanation of the IP filter, and then click [Next].

You may click [Next] and proceed to the next step without entering any information in this field.

20. Select "My IP Address" in "Source address", and then click [Next].
21. Select "A specific IP Address or Subnet" in "Destination address", enter the machine's IP address, and then click [Next].
22. For the IPsec protocol type, select "Any", and then click [Next].
23. Click [Finish], and then click [OK].
24. Select the IP filter that you have just created, and then click [Next].
25. Click [Add...] in the Filter Action.

The Filter Action Wizard appears.

26. Click [Next].
27. In [Name], enter a Filter Action name, and then click [Next].
28. Select "Negotiate security", and then click [Next].
29. Select one of options for computers allowed to communicate with, and then click [Next].
30. Select "Custom" and click [Settings...].
31. When [ESP] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data integrity and encryption (ESP)], and configure the following settings:

Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for ESP] specified on the machine.

Set the value of [Encryption algorithm] to the same value as the [Encryption Algorithm for ESP] specified on the machine.

32. When [AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:

Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for AH] specified on the machine.

Clear the [Data integrity and encryption (ESP)] check box.

33. When [ESP&AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:

Set the value of [Integrity algorithm] under [Data and address integrity without encryption (AH)] to the same value as [Authentication Algorithm for AH] specified on the machine.

Set the value of [Encryption algorithm] under [Data integrity and encryption (ESP)] to the same value as [Encryption Algorithm for ESP] specified on the machine.

34. In the **Session key settings**, select **"Generate a new key every"**, and enter the same validity period (in [Seconds] or [Kbytes]) as that specified for [Life Time] on the machine.
35. Click [OK], and then click [Next].
36. Click [Finish].

If you are using IPv6 under Windows Vista or a newer version of Windows, you must repeat this procedure from Step 12 and specify ICMPv6 as an exception. When you reach Step 22, select [58] as the protocol number for the "Other" target protocol type, and then set [Negotiate security] to [Permit].

37. Select the filter action that you have just created, and then click [Next].
38. Select one of options for an authentication method, and then click [Next].
39. Click [Finish], and then click [OK] twice.

The new IP security policy (IPsec settings) is specified.

40. Select the security policy that you have just created, right click on it, and then click [Assign].

IPsec settings on the computer are enabled.

↓ Note

- To disable the computer's IPsec settings, select the security policy, right click, and then click [Unassign].

Enabling and Disabling IPsec Using the Control Panel

1. Press the [User Tools] key.
2. Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [IPsec], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Active] or [Inactive], and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

↓ Note

- To enable IPsec, you need to set [Admin. Tools Lock] to [On]. For details about [Admin. Tools Lock], see page 151 "Administrator Settings".

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- Replace the print cartridge if the printed image suddenly becomes pale or blurred.
- When operating the machine for the first time, use the print cartridge supplied with this machine. If this cartridge is not initially used, the following problems may occur:
 - "Replace Required Soon:" "Print Cartridge" will be displayed before the toner runs out.
 - "Replace Print Cartridge" will be displayed when the toner runs out, but instead the printed image suddenly becomes pale or blurred.
- The lifetime of the photo conductor, which is built into the print cartridge, is taken into account in displaying "Replace Required Soon:" "Print Cartridge". If the photo conductor stops working before the toner runs out, "Replace Required Soon:" "Print Cartridge" may be displayed.

Moving the Machine

This section describes precautions when moving the machine.

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

Important

- Do not remove the stand that prevents the machine from falling over.
- Contact your sales representative before moving the machine out of the building. Contact your service representative before moving the machine to another floor. A moving service can be provided for a fee.

Moving the Machine on the Same Floor

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

- If you have to move the machine when the optional paper feed unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

Important

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. For details about how to turn the main power off, see page 23 "Turning On/Off the Power".
 - Close all covers and trays, including the front cover and bypass tray.

- Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling may cause a malfunction or damage the hard disk or memory, resulting in loss of stored files.
- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.
- When moving the machine, do not press against the ADF. Pressing on the ADF bends it in relation to the machine, which may cause scanned and copied images to be distorted.

Consumables

CAUTION

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Print Cartridge

Print cartridge	Average printable number of pages per cartridge ^{*1}
Black	Type1: <ul style="list-style-type: none"> • 2,000 pages Type2: <ul style="list-style-type: none"> • 12,000 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 and the image density set as the factory default. ISO/IEC 19752 is an international standard on measurement of printable pages, set by the International Organization for Standardization.

Note

- If print cartridges are not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges (consumables) are not covered by warranty. However, if there is a problem, contact the store where they were purchased.
- When you first use this machine, use the four print cartridges packaged with the machine.
- The supplied print cartridges are good for approximately 1,000 pages.
- This machine routinely performs cleaning and uses toner during this operation to maintain quality.
- To prevent a cleaning malfunction, you may need to replace a print cartridge even if it is not empty.

Specifications of the Machine

This section lists the machine's specifications.

Note

- We have obtained each author's permission for the use of applications including open-source software applications. For details about the copyright information for these software applications, see "OSS.pdf" on the CD-ROM supplied with the machine.

General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for scanning using the exposure glass

297 × 432 mm (11.69 × 17.00 inches)

Maximum paper size for scanning using the ADF

297 × 600 mm (11.69 × 23.62 inches)

Maximum paper size for printing

305 × 600 mm (12.00 × 23.62 inches)

Warm-up time

33 seconds or less (23 °C, 71.6 °F) *1

*1 Warm-up time may differ depending on the conditions and environment of the machine.

Paper sizes

- Standard paper sizes
 A3□, A4□, B4 JIS□, B5 JIS□, A5□, A6□, B6 JIS□, 11 × 17□, 8.5 × 14□, 8.5 × 13.4□, 8.5 × 11□, 8.25 × 14□, 8 × 10.5□, 5.5 × 8.5□, 7.25 × 10.5□, 8 × 10□, 8 × 13□, 8.5 × 13□, 8.25 × 13□, 8K□, 16K□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□, 4.125 × 9.5□, 3.875 × 7.5□, C5 Env□, C6 Env□, DL Env□, 12 × 18□
- Custom size
 90 to 305 mm (3.55 to 12.00 inches) in width, 148 to 600 mm (5.83 to 23.62 inches) in length
- Duplex supported paper sizes

A3, A4, A5, B4 JIS, B5 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 8 × 13, 8.5 × 13,

8.25 × 13, 7.25 × 10.5, 8 × 10, 5.5 × 8.5, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8K, 16K

Paper type

Thin Paper

Plain Paper 1

Plain Paper 2

Middle Thick Paper

Thick Paper 1

Thick Paper 2

Recycled Paper

Color Paper

Printed Paper

Preprinted Paper

Prepunched Paper

Special Paper

Letterhead

Bond Paper

Cardstock

Label Paper

OHP

Envelope

Paper output capacity (80 g/m², 20 lb)

250 sheets

Paper input capacity (80 g/m², 20 lb)

- Tray 1
250 sheets
- Bypass tray
100 sheets




ADF capacity (80 g/m², 20 lb)

- A3 or 11 × 17 size: 40 sheets
- Other than A3 or 11 × 17 size: 50 sheets

Memory





256 MB

Power requirements

-  **Region A** (mainly Europe and Asia)
220-240 V, 3.7 A, 50/60 Hz
-  **Region B** (mainly Latin America)
120-127 V, 7 A, 60 Hz
-  **Region A** (mainly Europe and Asia)

When the voltage supplied to the machine is outside the guaranteed operating range, the machine shifts to Energy Saver Mode 1. In Energy Saver Mode 1, the machine's operation may be suspended or printing speeds may be lowered. When the supplied voltage is between 130 V and 150 V, a message prompting you to turn the power off and then on again appears on the display. When the supplied voltage is between 150 V and 187 V, the printing speed is slower than usual.

Power consumption

- Maximum power consumption
950 W or less
- Energy Saver mode 1
 -  **Region A** (mainly Europe and Asia)
49 W
 -  **Region B** (mainly Latin America)
48 W
- Energy Saver mode 2
 -  **Region A** (mainly Europe and Asia)
3.4 W
 -  **Region B** (mainly Latin America)
2.9 W

The power level when the main switch is turned off and the power cord is plugged into an outlet: 1W or less.

- * Recovery time and power consumption may differ depending on the conditions and environment of the machine.

Noise emission

- Sound power level:
 - Main unit only

	Specification
Stand-by	40 dB (A) or less
Copying	63 dB (A) or less

- Complete system

	Specification
Stand-by	40 dB (A) or less
Copying	67 dB (A) or less

- Sound pressure level:

- Main unit only

	Specification
Stand-by	34 dB (A) or less
Copying	57 dB (A) or less

- Complete system

	Specification
Stand-by	34 dB (A) or less
Copying/	61 dB (A) or less

- Sound pressure level is measured from the position of the bystander.
- Sound level may differ depending on the conditions and environment of the machine.

Machine dimensions (Width × Depth × Height)

- Models equipped with the ADF: 587 × 581 × 537 mm (23.11 × 22.87 × 21.14 inches)
- Main unit without the ADF: 587 × 581 × 426 mm (23.11 × 22.87 × 16.77 inches)

Weight (machine body with consumables) (mainly Europe and Asia)

- Type 1
30 kg (67 lb.) or less
- Type 2, 3
35 kg (78 lb.) or less

Weight (machine body with consumables)  **Region B (mainly Latin America)**

- Type 1
30 kg (67 lb.) or less
- Type 2
35 kg (78 lb.) or less

Printer Function Specifications

Printing speed

20 pages per minute (A4/8.5 × 11)

Resolution

600 × 600 dpi

First print speed

10 seconds or less (A4/8.5 × 11) *1

*1 First print speed may differ depending on the conditions and environment of the machine.

Interface

- Ethernet (10BASE-T, 100BASE-TX) (optional)
- USB2.0

Printer language

GDI

Network protocol

TCP/IP

Copier Function Specifications

Maximum resolution (scanning and printing)

Scanning: 600 × 600 dpi

Printing: 600 × 600 dpi

First copy speed (A4/8.5 × 11)

10 seconds or less *1



*1 First copy speed may differ depending on the conditions and environment of the machine.

Multiple copy speed (A4/8.5 × 11)

20 pages per minute

Duplex printing: 16 pages per minute

Reproduction ratio

-  **Region A** (mainly Europe and Asia)
Fixed ratio: 50%, 71%, 82%, 93%, 122%, 141%, 200%
Zoom ratio: 25% to 200%
-  **Region B** (mainly Latin America)
Fixed ratio: 50%, 65%, 78%, 93%, 121%, 129%, 155%
Zoom ratio: 25% to 200%

Copy quantity

99

Scanner Function Specifications**Maximum scanning area (horizontal × vertical)**

- Exposure glass
297 × 432 mm (11.69 × 17.00 inches)
- ADF
297 × 432 mm (11.69 × 17.00 inches)

Maximum resolution when scanning from the control panel (Scan to E-mail, Scan to Folder)

- Exposure glass
300 × 600 dpi
- ADF
300 × 600 dpi

Maximum resolution when scanning from a computer (TWAIN)

- Exposure glass
600 × 600 dpi
- ADF
600 × 600 dpi

Maximum resolution when scanning from a computer (WIA)

- Exposure glass
600 × 600 dpi
- ADF
600 × 600 dpi

Gradation

Black and white: 8 bit

Color: 24 bit

ADF throughput

- Black and white: 13.6 image per minute (200 dpi/A4☐)
- Full Color:
 - Scan to E-mail, Scan to Folder: 7.01 image per minute (200 dpi/A4☐)
 - TWAIN: 5.78 image per minute (200 dpi/A4☐)

Interface

- Standard
USB2.0
- Option
Ethernet (10BASE-T, 100BASE-TX)

Sendable file formats

TIFF, JPEG, PDF

Address book

Maximum 100 items

(ID Card Scan: 1 item)

Specifications of Options

This section lists the specifications of the various options.

Paper Feed Unit

Paper capacity

500 sheets

Paper size

A3, A4, B4 JIS, B5 JIS, A5, B6 JIS, 11 × 17, 8.5 × 14, 8.5 × 13.4, 8.5 × 11, 8.25 × 14, 8 × 10.5, 5.5 × 8.5, 7.25 × 10.5,

8 × 10, 8 × 13, 8.5 × 13, 8.25 × 13, 8K, 16K, 11 × 15, 11 × 14, 10 × 15, 10 × 14

Dimensions (Width × Depth × Height)

587 × 556.2 × 140 mm (23.11 × 21.89 × 5.51 inches)

Power requirements

Power is supplied from the main unit.

Power consumption

27 W or less

Paper weight

60 to 105 g/m² (16 to 28 lb.)

Weight

Less than 12 kg (26.5 lb.)

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The proper name of Internet Explorer 11 is Internet Explorer® 11.

The proper names of the Windows operating systems are as follows:

- The product names of Windows Vista are as follows:

Microsoft® Windows Vista® Ultimate

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

- The product names of Windows 7 are as follows:

Microsoft® Windows® 7 Starter

Microsoft® Windows® 7 Home Premium

Microsoft® Windows® 7 Professional

Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

- The product names of Windows 8 are as follows:

Microsoft® Windows® 8

Microsoft® Windows® 8 Pro

Microsoft® Windows® 8 Enterprise

- The product names of Windows 8.1 are as follows:

Microsoft® Windows® 8.1

Microsoft® Windows® 8.1 Pro

Microsoft® Windows® 8.1 Enterprise

- The product names of Windows Server 2003 are as follows:
 - Microsoft® Windows Server® 2003 Standard Edition
 - Microsoft® Windows Server® 2003 Enterprise Edition
 - Microsoft® Windows Server® 2003 Web Edition
 - Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows Server 2003 R2 are as follows:
 - Microsoft® Windows Server® 2003 R2 Standard Edition
 - Microsoft® Windows Server® 2003 R2 Enterprise Edition
 - Microsoft® Windows Server® 2003 R2 Datacenter Edition
- The product names of Windows Server 2008 are as follows:
 - Microsoft® Windows Server® 2008 Foundation
 - Microsoft® Windows Server® 2008 Standard
 - Microsoft® Windows Server® 2008 Enterprise
 - Microsoft® Windows Server® 2008 Datacenter
 - Microsoft® Windows Server® 2008 for Itanium-based Systems
 - Microsoft® Windows® Web Server 2008
 - Microsoft® Windows® HPC Server 2008
- The product names of Windows Server 2008 R2 are as follows:
 - Microsoft® Windows Server® 2008 R2 Foundation
 - Microsoft® Windows Server® 2008 R2 Standard
 - Microsoft® Windows Server® 2008 R2 Enterprise
 - Microsoft® Windows Server® 2008 R2 Datacenter
 - Microsoft® Windows Server® 2008 R2 for Itanium-based Systems
 - Microsoft® Windows® Web Server R2 2008
 - Microsoft® Windows® HPC Server R2 2008
- The product names of Windows Server 2012 are as follows:
 - Microsoft® Windows Server® 2012 Foundation
 - Microsoft® Windows Server® 2012 Essentials
 - Microsoft® Windows Server® 2012 Standard
 - Microsoft® Windows Server® 2012 Datacenter
- The product names of Windows Server 2012 R2 are as follows:
 - Microsoft® Windows Server® 2012 R2 Foundation
 - Microsoft® Windows Server® 2012 R2 Essentials

Microsoft® Windows Server® 2012 R2 Standard

Microsoft® Windows Server® 2012 R2 Datacenter

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MEMO

MEMO

MEMO

